



HOPKINSVILLE WATER ENVIRONMENT AUTHORITY

Bid Packet:

FY 2024-2025
Sealed Bid # 2425-02
Service Vehicles

Bid Opening:

Tuesday, March 4, 2025 2:00 P.M. CST
401 East 9th Street, Hopkinsville, KY, 42240, Boardroom

BID PACKET

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IMPORTANT: In the event any of the documents are not enclosed, please advise the Procurement Officer immediately.



INVITATION TO BID

Sealed bids for furnishing and delivering the following:

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will be received at HWEA's Main Office, 401 East 9th Street, P. O. Box 628, Hopkinsville, Kentucky, until 2:00 p.m., CST, on Tuesday March 4, 2025, at which time the bids will be opened and read aloud publicly in the HWEA Board Room, at the same address.

The Bid Packet contains the Invitation to Bid, General Conditions, Specifications, and Detailed Specifications.

GENERAL CONDITIONS

1. INSTRUCTIONS, SPECIFICATIONS AND FORMS

Instructions, specifications and forms may be obtained via the HWEA website, in person, or by email from the HWEA Procurement Officer at 401 East 9th Street, Hopkinsville, KY, 42240. Telephone number 270-887-2782, email mwesterfield@hwea-ky.com, or see our website at www.hwea-ky.com.

- (a) All bids shall be submitted on and in accordance with the attached Bid Form. The form shall be signed and dated in the appropriate space.
- (b) Each bid shall be submitted in a sealed envelope and clearly marked on the outside of the envelope with the following:

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- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope: FY 2024-2025 - SEALED BID # 2425-02 - SERVICE VEHICLES and shall be mailed to the HWEA Procurement Officer, P.O. Box 628 Hopkinsville, KY 42241, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.
- (d) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Procurement Officer.
- (e) Any bidder or bidders finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the Procurement Officer in writing within 5 days of the scheduled opening of bids. Exceptions as taken in no way obligates HWEA to change the specifications. The Procurement Officer will notify all bidders in writing, of any interpretations made of specifications or instructions.
- (f) HWEA will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Procurement Officer.
- (g) The successful bidder may have to purchase a City of Hopkinsville vendor's license prior to the official award of the bid, in order to meet the requirements of City of Hopkinsville ordinances.

- (h) Any bidder may withdraw their bid either in person or in writing at any time prior to the scheduled time for the receipt for bids. Withdrawals after the scheduled time for the receipt of bids will not be permitted.

2. AWARD OF CONTRACTS

- (a) The HWEA Board may award the contract to the bidder it finds to be the most responsive (considering price, time of delivery, compliance with specifications and past experiences) and not necessarily the lowest price. HWEA reserves the right to reject any and all bids. HWEA also reserves the right to give favorable consideration to local vendors of up to 10% over the price quoted for like products or services by non-local vendors. "Local Vendor" means any business which holds a current City of Hopkinsville operating Business License.
- (b) All bids will be awarded based on the most current edition of HWEA's Purchasing Policy, as amended.
- (c) All bids will be judged on the basis of best buy to HWEA and compliance with the General Conditions and conformance with the bid specifications. HWEA reserves the right to reject any and all bids.
- (d) Any other considerations or basis for judgment will be stated in the specifications.
- (e) Unless otherwise stated, the Procurement Officer reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination which in his judgment, shall be in the best interest of HWEA.

3. DELIVERY

- (a) Item(s) shall be delivered F.O.B. destination with delivery costs and applicable charges to be included in the bid.

4. COMPETITION

In order to assure fair competition and to permit determination of the best bid:

- (a) The Detailed Specifications, which may include a name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in the specifications or Bid Form is to designate a standard of quality and type and for no other reason.

- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids shall be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.
- (d) Specifications provided are based on HWEA needs and uses, estimated costs of operation and maintenance, and other significant and / or limiting factors to meet HWEA requirements and shall be consistent with HWEA's policies. Minimum or maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

5. DISPUTES

In cases of disputes, as to whether or not an item or service quoted or delivered meets specifications, the decision of the Procurement Officer, or authorized representative shall be final and binding on all parties. The Procurement Officer may request written recommendation of the head of the Department using the item.

6. EXCEPTIONS

The submission of a bid shall be considered an agreement to all the terms, conditions and specifications provided herein as listed in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

7. BID BINDING

Unless otherwise specified, all formal bids submitted shall be firm and irrevocable for a period of sixty (60) calendar days from the date of opening.

8. UNIT PRICING

Unless clearly shown on the Bid Form that it is the intent of the bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s). If a mistake is observed in arithmetic, unit prices govern and the bid will be refigured accordingly.

9. DELIVERY TIME

The bidder is to indicate on the Bid Form the approximate delivery time / date of the vehicle to HWEA from date of signing contract.

10. WARRANTY

The service trucks furnished in accordance with these specifications shall be guaranteed to be free from defect in workmanship, material or equipment.

SPECIFICATIONS

1. GENERAL SPECIFICATIONS

- (a) All vehicles and equipment furnished under this contract shall be factory equipped with safety equipment and in conformance with the Federal Motor Vehicle Safety Standards and Vehicle Emissions Regulations applicable at time of delivery.
- (b) All equipment is to be equipped with all manufacturer's standard equipment as listed in the manufacturer's literature.
- (c) The equipment shall be manufactured in production and shall be of good listed quality as to workmanship and materials used.

2. INFORMATION TO BE FURNISHED BY BIDDER

- (a) Each bid shall have attached the following information:
 - 1. A copy of manufacturer's warranty.
 - 2. A copy of the complete descriptive literature to include operation, installation and maintenance instructions.

3. EXCEPTIONS

- (a) Major exceptions to these specifications or failure to submit requested information may be considered cause for rejection of the bid.

DETAILED SPECIFICATIONS

The following are minimum specifications for;

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BIDDER SPECIFICATIONS

Bidder is requested to indicate either by writing "Comply" or "Exceptions" whether his product meets the minimum specifications as listed on this opposite side. If "Exception" is written, please indicate in the space provided the deviation.

ANY AND ALL BIDS WHICH ARE RETURNED MUST HAVE THE FOLLOWING PAGES COMPLETED AND RETURNED OR BID MAY NOT BE CONSIDERED.

DETAILED SPECIFICATIONS FOR SERVICE TRUCK (#1)

DESCRIPTION	COMPLY	EXCEPTION
Qty. 2 – Compact Pickup Truck		

MECHANICAL

DESCRIPTION	COMPLY	EXCEPTION
Engine: 191 Horsepower, 150 lb-ft torque, 2.5L Hybrid Engine		
Transmission: Four wheel drive		
Transmission: Automatic Continuously Variable Transmission		
Drive Train: Front wheel drive		

EXTERIOR

DESCRIPTION	COMPLY	EXTERIOR
Supercrew Cab		
Oxford White in color		
XLT Package or Equivalent		
17" Painted Aluminum Wheels		
Front License Plate Bracket		
Painted Gray Grille Bar		
47" Low Profile Stretch Luminator Light Bar with Clear and Fluorescent Orange LED Lights, Random Flash Pattern or Equivalent		
Clear Strobe Lights mounted in the Front Headlights		
Clear Strobe Lights mounted in the Rear Taillights		
Power Exterior Side-View Mirrors		
Power Locking Tailgate		
Flexbed with One (1) Rear Cubby Storage and Ten (10) Pickup Box Tie-Downs		
Spray-in Bed Liner (Rhino Liner or Equivalent)		
Weatherguard Aluminum Diamond Plate Tool Box. Style Saddle Box with Push Button Side Access and Lockable or an Equivalent Tool Box		

INTERIOR

DESCRIPTION	COMPLY	EXCEPTION
Cloth Bucket Seats – Black Onyx - Tremor		
Seat Covers for Front Seats		
6-Way Manual Adjusting Drivers Seat, 4 Way Manual Adjusting Front Passenger Seat		
Carpet Deleted		
Upfitter Interface Module		
Factory Installed Rear View Camera		
Reverse Sensing System		
Power Windows		
Power Mirrors		
Power Locks		
AM / FM Radio w/ CD Player and Bluetooth Capabilities		
Front Floor Console with eShifter		
Armrest and Storage Bin		
Front Passenger – Seat Back Map Pocket		
Rear Full Bench Seat – Folding Seatback - Cloth		
Rear - Flip-up Seat Cushion		
Rear - Cupholders		
Rear - Armrest		

INTERIOR CONT.

DESCRIPTION	COMPLY	EXCEPTION
Floor Liners, All Weather Tray Style		
Auto Lock and Unlock		
AM/FM Stereo with 6 Speakers		
If Vehicle is not Equipped with Factory Installed Accessory Switched, Then There Must be an Accessory Switch Installed to Operate Utility Lights Not in Plain View		
Cruise Control		

WARRANTY

DESCRIPTION	COMPLY	EXCEPTION
Bumper to Bumper - 3 years 36,000 miles or Equivalent		
Powertrain - 5 years 60,000 miles or Equivalent		
Safety Restraint Panels - 5 years or Equivalent		
Aluminum Body Panels - 5 years or Equivalent		
Corrosion / Sheet Metal - 5 years or Equivalent		
Roadside Assistance - 5 years 60,000 miles or Equivalent		

A previous year model or lightly used vehicle that is either in stock or available for delivery within a reasonable time frame will be accepted for review. Recommendation is to provide two bids, one bid for a new built from the factory and a second bid of equivalent in stock vehicle indicating price and lead time on both vehicles for HWEA review. Also provide exceptions of the in-stock vehicle for HWEA to review against bid specifications.

DETAILED SPECIFICATIONS FOR PICKUP TRUCK

DESCRIPTION	COMPLY	EXCEPTION
Qty 1 - ½ Ton Pickup Truck w/ Tool Box & Utility Lights		

MECHANICAL

DESCRIPTION	COMPLY	EXCEPTION
ENGINE: Minimum 385 HP with a minimum 387 Foot Pounds of Torque - V8 Gas Engine.		
Transmission: Electronic 6 Speed Automatic Transmission		
Transmission: Tow Haul Mode		
Drive Train: 4x2		
Electronic Locking Axle		
145" Wheel Base		
Brakes: Power 4 – Wheel Anti-Lock Vented Disc		
Steering: Electronic Power – Assisted		

EXTERIOR

DESCRIPTION	COMPLY	EXCEPTION
Super Cab or Equivalent w/ Standard 6 ½' Pickup Bed		
Oxford White or Equivalent		
XL Package or Equivalent Package		
Chrome Grill		
Chrome Bumpers		
Front License Plate Bracket		
Trailer Tow Package		
Vent Shades		
Retrax Pro Tonneau Bed Cover		
47" Low Profile Stretch Luminator Light Bar with Clear and Fluorescent Orange LED Lights, Random Flash Pattern or Equivalent		
Clear Strobe Lights mounted in the Front Headlights		
Clear Strobe Lights mounted in the Rear Taillights		
Spray In Bed Liner for Protection		

INTERIOR

DESCRIPTION	COMPLY	EXCEPTION
40/20/40 Cloth Front Seat - Color Earth or Equivalent		
60/40 Cloth Rear Seat w/ Flip Up Split Bench or Equivalent		
Vinyl Flooring		
Factory Installed Rear View Camera		
Reverse Sensing System		
Power Windows		
Power Mirrors		
Power Locks		
AM / FM Radio w/ CD Player and Bluetooth Capabilities		
If Vehicle is not Equipped with Factory Installed Accessory Switched, Then There Must be an Accessory Switch Installed to Operate Utility Lights Not in Plain View		
Cruise Control		

WARRANTY

DESCRIPTION	COMPLY	EXCEPTION
Bumper to Bumper - 3 years 36,000 miles or Equivalent		
Powertrain - 5 years 60,000 miles or Equivalent		
Safety Restraint Panels - 5 years or Equivalent		
Aluminum Body Panels - 5 years or Equivalent		
Corrosion / Sheet Metal - 5 years or Equivalent		
Roadside Assistance - 5 years 60,000 miles or Equivalent		

A previous year model or lightly used vehicle that is either in stock or available for delivery within a reasonable time frame will be accepted for review. Recommendation is to provide two bids, one bid for a new built from the factory and a second bid of equivalent in stock vehicle indicating price and lead time on both vehicles for HWEA review. Also provide exceptions of the in-stock vehicle for HWEA to review against bid specifications.



RECEIPT OF BID PACKET

FY 2024-2025
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I hereby acknowledge receipt of the subject bid packet.

Company Authorized Signature

Date



BID FORM

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>BIDDER DESCRIPTION</u>	<u>TOTAL COST</u>
One	Compact Truck (#1) (New)	_____	\$ _____
One	Compact Truck (#2) (New)	_____	\$ _____
One	Pickup Truck (New)	_____	\$ _____
Total Lump Sum Bid			\$ _____

Estimated Lead Time: Compact Truck _____

Estimated Lead Time: Pickup Truck _____

BID FORM

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>BIDDER DESCRIPTION</u>	<u>TOTAL COST</u>
One	Compact Truck (#1) (In Stock)	_____	\$ _____
One	Compact Truck (#2) (In Stock)	_____	\$ _____
One	Pickup Truck (In Stock)	_____	\$ _____

Total Lump Sum Bid \$ _____

Estimated Lead Time: Compact Truck _____

Estimated Lead Time: Pickup Truck _____



BID FORM

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Company Name: _____

Address: _____

Telephone: _____ Email: _____

I, the undersigned, do hereby certify that I am a duly authorized representative of _____ located at _____ and I have carefully examined the Invitation to Bid, General Conditions, Specifications and Bid Form and agree to all terms and conditions as set forth therein.

Signature: _____

Title: _____

Acknowledged before me this _____ day of _____, 2025

NOTARY PUBLIC
My Commission Expires: _____