



HOPKINSVILLE WATER ENVIRONMENT AUTHORITY

Bid Packet:

FY 2025-2026
Sealed Bid # 2526-02
Sport Utility Vehicles

Bid Opening:

Tuesday, September 30, 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 September 30, 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 2025-2026 - SEALED BID # 2526-02 - SPORT UTILITY 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, 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.
- (b) MSO/title, odometer disclosure, verification of no open safety recalls at delivery. Any recalls identified prior to acceptance are to be remedied at vendor expense.

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 defects 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.
- (d) All wheel drive is an acceptable alternative to rear wheel drive.

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. Price option for rear bench seating.
 - 4. Provide VIN-specific build sheet at delivery to verify equipment.

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 SPORT UTILITY VEHICLES

DESCRIPTION	COMPLY	EXCEPTION
Qty. 2 - Ford Explorers or equal - Active		

Powertrain as Specified or Equivalent

DESCRIPTION	COMPLY	EXCEPTION
2.3L Ecoboost I-4 with Auto Start-Stop Technology		
Rear Wheel Drive. AWD is an Acceptable Alternative		
10 Speed Automatic Transmission		
Ford Co-Pilot 360 Assist+		
Class III Trailer Tow Package		
Active (200A)		
3.58 Non-Limited-Slip Rear Axle		

EXTERIOR as Specified or Equivalent

DESCRIPTION	COMPLY	EXTERIOR
Color - Oxford White		
Mirrors, Sideview - Power and Heated Glass		
18" Spare Wheel and Jack Kit		
Class III Trailer Tow Package		
LED Lamps		
Power Liftgate		
Privacy Glass - Second Row, Third Row and Liftgate		
Wheels - 18" Sparkle Silver - Painted Aluminum		
Tires - P255/65R18		

INTERIOR as Specified or Equivalent

DESCRIPTION	COMPLY	EXCEPTION
Active Comfort Package		
Cargo Area Management System		
Remote Start System		
Universal Garage Door Opener		
Captains Chairs with E-Z Entry and Armrest		

Auto-Dimming Rearview Mirror		
First Row Heated Seats		
10-Way Power Driver's Seat		
8-Way Power Passenger Seat		
Rear Auxiliary Controls		
Floor Liners, Front and Second Rows (with Carpet Floor Mats)		
All Weather Floor Liners - Third Row with Second Row Captain's Chairs		
AM/FM and SiriusXM with 360L		
Ford Digital Experience		
AM/FM Stereo with Six Speakers		
Vehicle Security System - Ford Perimeter Plus or equal		
Tri-Zone Electronic Temperature Control		
Blind Spot Information System with Cross Traffic Alert, Exit Warning and Trailer Coverage		
Ultra Dark Space Gray, Unique Cloth Seats		

WARRANTY

DESCRIPTION	COMPLY	EXCEPTION
Three Year/36,000 Mile Bumper to Bumper		
Five Year/60,000 Mile Powertrain		
Five Year/60,000 Mile Safety Restraint System		
Five Year/Unlimited Mile Corrosion		

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

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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	Explorer (#1) (New) or equal	_____	\$ _____
One	Explorer (#2) (New) or equal	_____	\$ _____
Total Lump Sum Bid			\$ _____
Option - Explorer #1 With Rear Bench Seat or equal			\$ _____
Option - Explorer #2 With Rear Bench Seat or equal			\$ _____
Estimated Lead Time: Explorer or equal _____			



BID FORM

<u>QTY.</u>	<u>DESCRIPTION</u>	<u>BIDDER DESCRIPTION</u>	<u>TOTAL COST</u>
One	Explorer (#1) (In Stock) or equal	_____	\$ _____
One	Explorer (#2) (In Stock) or equal	_____	\$ _____
Total Lump Sum Bid			\$ _____
Option – Explorer #1 With Rear Bench Seat or equal			\$ _____
Option – Explorer #2 With Rear Bench Seat or equal			\$ _____
Estimated Lead Time: Explorer or equal _____			



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: _____