



HOPKINSVILLE WATER ENVIRONMENT AUTHORITY

Bid Packet:

FY 2026-2027
Sealed Bid # 2627-01
Uniforms

Bid Opening:

Tuesday, October 13, 2026 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 October 13, 2026, 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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Uniforms – DO NOT OPEN

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope: FY 2026-2027 - SEALED BID # 2627-01 – Uniforms – DO NOT OPEN 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 no later than five (5) calendar days prior to the scheduled bid opening. Exceptions as taken in no way obligates HWEA to change the specifications. All clarifications will be issued in writing (email and/or posted) as formal addenda by the Procurement Officer.
- (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, provided all other material specifications and terms are met.
- (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 their judgment, is in the best interest of HWEA.

3. DELIVERY

- (a) Item(s) are delivered F.O.B. HWEA at 401 East 9th Street 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 garments to HWEA from date of signing contract.

10. WARRANTY

- (a) The garments furnished in accordance with these specifications shall be guaranteed to be free from defects in craftsmanship and material, stitching.
- (b) Failure to include warranty documentation may render the bid non-responsive.

SPECIFICATIONS

1. GENERAL SPECIFICATIONS

- (a) Embroidery for each garment is to be included. Logo for hats is to be centered on front panel. Logo for shirts is to be on left chest. Vendor to provide proof prior to production.
- (b) Sizing: The successful bidder is to provide fitting for each employee within two weeks of award. The successful bidder is to provide full size ranges including extended sizes of each garment for fitting. Exchanges must be accommodated.
- (c) The garments shall be manufactured in production and shall be of good listed quality as to craftsmanship and materials used.
- (d) All items shall be Carhartt brand with the exception of the hat which shall be Richardson or an approved equivalent meeting the same or better standards for fabric weight and durability, fit and comfort, moisture-wicking capability, UV protection, color consistency and overall craftsmanship.
- (e) The intent of this uniform service is to be buy direct.
- (f) Order may be broken up for winter and spring purchase.
- (g) Orders to be packaged per employee and delivered to the following:
HWEA
401 East 9th Street, Hopkinsville, KY 42240
- (h) Uniforms are not to be FR rated.
- (i) Hat features: Structured mid-profile, adjustable snapback closure, breathable mesh back.
- (j) Shirt features: Lightweight breathable fabric, moisture-wicking, UV protection where applicable, Chest pocket.
- (k) All items must be new and unused.
- (l) Color of garments are as follows:
Shirts: Navy
Pants: Medium-light indigo blue denim
hat: Mesh, Navy. Bill and front panel, gray

2. INFORMATION TO BE FURNISHED BY BIDDER

- (a) Buy direct program terms and information.
- (b) The specifications in this bid form is to designate a standard of quality and type and for no other reason. Bidders proposing an approved equal must submit detailed product specifications, fabric composition and weight, photos or catalog cuts, warranty information.

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 UNIFORMS

DESCRIPTION	COMPLY	EXCEPTION
Richardson 112 Trucker Hat Item # 033809		
Carhartt Force Relaxed Fit Midweight Short-Sleeve Pocket T-Shirt Item # 106652		
Carhartt Force Relaxed Fit Midweight Long-Sleeve Pocket T-Shirt Item # 104617		
Carhartt Force Relaxed Fit Lightweight Short-Sleeve Shirt Item # 105292		
Carhartt Force Relaxed Fit Lightweight Long-Sleeve Shirt Item # 106656		
Carhartt Force Sun Defender Lightweight Short-Sleeve Polo Item # 106899		
Carhartt Relaxed Straight Rugged Flex Jean Item # 102804		



RECEIPT OF BID PACKET

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I hereby acknowledge receipt of the subject bid packet.

Company Authorized Signature

Date



BID FORM

<u>ITEM</u>	QTY	UNIT	UNIT PRICE	PLUS SIZE UNIT PRICE	TOTAL
1. Trucker Hat with Embroidery	100	EA	_____	_____	_____
2. Force Relaxed Fit Midweight Short-Sleeve Pocket T-Shirt with Embroidery	200	EA	_____	_____	_____
3. Force Relaxed Fit Midweight Long-Sleeve Pocket T-Shirt with Embroidery	200	EA	_____	_____	_____
4. Force Relaxed Fit Lightweight Short-Sleeve Shirt with Embroidery	175	EA	_____	_____	_____
5. Force Relaxed Fit Lightweight Long-Sleeve Shirt with Embroidery	175	EA	_____	_____	_____
6. Force Sun Defender Lightweight Short-Sleeve Polo with Embroidery	65	EA	_____	_____	_____
7. Relaxed Straight Rugged Flex Jean	370	EA	_____	_____	_____

Total Bid \$ _____



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: _____

State of _____, County of _____

Acknowledged before me this _____ day of _____, 2026

NOTARY PUBLIC

My Commission Expires: _____