



## **HOPKINSVILLE WATER ENVIRONMENT AUTHORITY**

### Bid Packet:

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Tubing for Potable Water

### Bid Opening:

Monday, June 25, 2018 @ 1:00 P.M. CST  
401 East 9<sup>th</sup> Street, Hopkinsville, KY, 42240  
HWEA Boardroom

# **BID PACKET**

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



## **INVITATION TO BID**

Sealed bids for furnishing and delivering the following:

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Tubing for Potable Water

will be received at HWEA's Main Office, 401 East 9<sup>th</sup> Street, P. O. Box 628, Hopkinsville, Kentucky, until 1:00 p.m., CST, on June 25, 2018, 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 Purchasing Officer at 401 East 9<sup>th</sup> Street, Hopkinsville, KY, 42240. Telephone number 270-887-2782, email [jrenshaw@hwea-ky.com](mailto:jrenshaw@hwea-ky.com), or see our website at [www.hwea-ky.com](http://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:

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Tubing for Potable Water

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope: FY 2018 - 2019 - SEALED BID # 171802 - BRASS FITTINGS / COPPER TUBING FOR POTABLE WATER and shall be mailed to the HWEA Purchasing 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 Purchasing 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 Purchasing 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 Purchasing 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 Purchasing 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) 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.
- (b) Any other considerations or basis for judgment will be stated in the specifications.
- (c) Unless otherwise stated, the Purchasing 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.
- (d) Awarded bidder will receive a contract for the period of July 1, 2018 through June 30, 2019 or equivalent period depending upon the date awarded. The contract may be extended yearly, upon written agreement from both parties.

## 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 Purchasing Officer, or authorized representative shall be final and binding on all parties. The Purchasing 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 brass fittings furnished in accordance with these specifications shall be guaranteed to be free from defect in workmanship, material or equipment. Brass fittings must also be free of lead.

11. DETERMINATION OF AWARD

Price.....	50
Conformance with Minimum Specifications.....	45
Local Vendor.....	05
	<hr/>
TOTAL	100

# **SPECIFICATIONS**

## 1. GENERAL SPECIFICATIONS

- (a) All fittings are to be equipped with all manufacturer's standard equipment as listed in the manufacturer's literature.
- (b) The fittings shall be manufactured in production and shall be of good listed quality as to workmanship and materials used.
- (c) All usage is based on estimated usage for fiscal 2017 - 2018. This is not a guarantee of any amount that will be purchased.

## 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;

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Pipe for Potable Water

### **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 BRASS FITTINGS**

<b>DESCRIPTION</b>	<b>COMPLY</b>	<b>EXCEPTION</b>	<b>UNIT PRICE</b>	<b>Est. Lead Time</b>
1" Brass Tee - Copper Flare x Copper Flare x Copper Flare, est. use 15				
1"x1"x3/4" Brass Tee - Copper Flare x Copper Flare x Copper Flare, est. use 15				
1"x3/4"x3/4" Brass Tee - Copper Flare x Copper Flare x Copper Flare, est. use 15				
3/4"x3/4"x1" Brass Tee - Copper Flare x Copper Flare x Copper Flare, est. use 15				
3/4" Brass Tee - Copper Flare x Copper Flare x Copper Flare, est. use 15				
3/4" Brass Curb Stop - Copper Flare x Female Iron Pipe, est. use 105				
1" Brass Curb Stop - Copper Flare x Female Iron Pipe, est. use 15				
3/4" Brass Corporation Stop - CC Thread x Copper Flare, est. use 75				
1" Brass Corporation Stop - CC Thread x Copper Flare, est. use 30				
1" Brass Union - Copper Flare x Copper Flare, est. use 15				
1" Brass Union - Copper Flare x Female Iron Pipe, est. use 15				
1" Brass Union - Copper Flare x Male Iron Pipe, est. use 15				
3/4" Brass Union - Copper Flare x Copper Flare, est. use 15				
3/4" Brass Union - Copper Flare x Male Iron Pipe, est. use 15				
3/4" Brass Union - Copper Flare x Female Iron Pipe, est. use 15				
3/4" x 1" Brass Union - Copper Flare x Copper Flare, est. use 15				
1"x3/4" Brass Union - Copper Flare x Male Iron Pipe, est. use 15				
3/4" x 1" Brass Union - Copper Flare x Male Iron Pipe, est. use 15				

**DETAILED SPECIFICATIONS FOR BRASS FITTINGS**

<b>DESCRIPTION</b>	<b>COMPLY</b>	<b>EXCEPTION</b>	<b>UNIT PRICE</b>	<b>Est. Lead Time</b>
2" Brass 90 Degree Bend - Female Iron x Female Iron Pipe, est. use 20				
2" x 1" Reducing 90 Degree Bend - Female Iron Pipe x Female Iron Pipe, est. use 20				
2" x ¾" Reducing 90 Degree Bend - Female Iron Pipe x Female Iron Pipe, est. use 20				
2" x 1" Bell Reducer - Female Iron Pipe x Female Iron Pipe, est. use 20				
2" x ¾" Bell Reducer - Female Iron Pipe x Female Iron Pipe, est. use 20				
1" x ¾" Bell Reducer - Female Iron Pipe x Female Iron Pipe, est. use 20				

**DETAILED SPECIFICATIONS FOR COPPER**

<b>DESCRIPTION</b>	<b>COMPLY</b>	<b>EXCEPTION</b>	<b>UNIT PRICE</b>	<b>Est. Lead Time</b>
¾" Type K Copper, est. use 2,500 ft.				
1" Type K Copper, est. use 1,000 ft.				



## RECEIPT OF BID PACKET

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Tubing for Potable Water

I hereby acknowledge receipt of the subject bid packet.

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Company Authorized Signature

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Date



**BID FORM**

FY 2018 - 2019  
Sealed Bid # 171802  
Brass Fittings / Copper Tubing for Potable Water

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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 \_\_\_\_\_, 2018

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_