



HOPKINSVILLE WATER ENVIRONMENT AUTHORITY

Bid Packet:

FY 2018 - 2019
Sealed Bid # 181904
Uniform Service

Bid Opening:

Tuesday, November 20, 2018 @ 1:00 P.M. CST
401 East 9th 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:

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Uniform Service

will be received at HWEA's Main Office, 401 East 9th Street, P. O. Box 628, Hopkinsville, Kentucky, until 1:00 p.m., CST, on November 20, 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 9th Street, Hopkinsville, KY, 42240. Telephone number 270-887-2782, email jrenshaw@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:

FY 2018 - 2019
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Uniform Service

- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope: FY 2018 - 2019 - SEALED BID # 181904 - UNIFORM SERVICE 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 Oak Grove vendor's license prior to the official award of the bid, in order to meet the requirements of City of Oak Grove 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 January 1, 2019 through December 31, 2021 or equivalent period depending upon the date awarded. The contract may be extended yearly up to two terms, 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. Uniforms shall be delivered and picked up once a week, every week. All non-uniform products or services shall delivered or serviced once a week, every week.

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

Item is to be delivered F.O.B destination and delivery costs and charges included in the bid

10. WARRANTY

All equipment used during service should be of good workmanship. All contractors shall follow manufacture recommendation of equipment while working on HWEA's property. Contractor shall adhere to OSHA safety guidelines while working on HWEA's property.

11. DETERMINATION OF AWARD

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

SPECIFICATIONS

1. GENERAL SPECIFICATIONS

- (a) All uniforms provided should be in good condition, and cared for according to manufacturer's recommendation.
- (b) All non-uniform products provided should be of good workmanship, free of any defects, and serviced according to manufacturer's recommendation.
- (c) HWEA reserves the right to award the contract to one or more vendors in the best interest of HWEA. Contract shall be for the period of January 1, 2019 through December 31, 2021. At the end of the contract period and upon written agreement by both parties, contract may be renewed for a period of one year up to two terms.
- (d) All usage is based on estimated usage for calendar year 2016 and 2017. This is not a guarantee of any amount that will be purchased.
- (e) Each employee will receive Qty. 11 short sleeve shirts, Qty. 11 long sleeve shirts, and Qty. 11 pants. HWEA will have the option for their employees to receive either all sets of uniforms or any combination of the sets offered and shall only be charged for the sets they receive.
- (f) All uniform shirts shall have HWEA's logo embroidered on the left breast of the shirt, and all oxford shirts shall have an American Flag patch sewn on the left sleeve with the flag pointed to the back of the shirt.
- (g) Uniforms provided in the bid should come in the following styles.
 - ◆ Men's Fit (Shirts and Pants)
 - ◆ Women's Fit (Shirts and Pants)
 - ◆ Big & Tall Fit (Shirts and Pants)

- (h) Uniform Services will be provided at the following locations.
 - ◆ HWEA's Main Office, 401 East 9th Street Hopkinsville, KY 42240
 - ◆ HWEA's Distribution Shop, 405 East 10th Street Hopkinsville, KY 42240
 - ◆ HWEA's Moss WTP, 1000 Metcalfe Lane Hopkinsville, KY 42240
 - ◆ HWEA's Hammond Wood WWTP, 128 Gary Lane Hopkinsville, KY 42240
 - ◆ HWEA's Oak Grove WWTP, 500 Carter Road Oak Grove, KY 42262

2. INFORMATION TO BE FURNISHED BY BIDDER

- (a) A sample of each piece of uniform that vendor provides for their bid.
- (b) Any and all certifications or permits required by awarded contractor or sub-contractor, a copy must be placed in the returned bid packet.
- (c) Copy of Contractor Certificate of Insurance.
- (d) Statutory amount of Worker's Compensation.
- (e) Employer's Liability.
 - ◆ Bodily injury by accident, \$100,000 each accident.
 - ◆ Bodily injury by disease, \$100,000 each employee.
 - ◆ Bodily injury by disease, \$500,000 policy limit.
- (f) Automotive Liability.
 - ◆ Bodily injury & property damage, \$2,000,000 each accident.
- (g) Commercial General Liability.
 - ◆ Bodily injury & property damage, \$1,000,000 per occurrence.
- (h) Commercial Umbrella, \$5,000,000 per occurrence.

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 # 181904
Uniform Service

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 UNIFORM SERVICE

Specification for Shirts (Polo)	Comply	Exception
Shirt shall be offered in moisture wicking polo.		
Shirt shall be 100% polyester.		
Shirt shall be navy in color.		
Moisture wicking polo shall be offered in short sleeve and long sleeve.		
Shirt shall have knit in stripes or checks for style.		
Specification for Shirts (Oxford)	Comply	Exception
Shirt shall be offered in oxford with button down collars.		
Shirts shall be 65% polyester and 35% cotton.		
Shirts shall be light blue in color.		
Shirts shall be offered in short sleeve and long sleeve.		
Specification for Pants (Duck Pant)	Comply	Exception
Pant shall be 10oz in weight.		
Pant shall be 75% cotton / 25% polyester duck.		
Pant shall be brown in color.		
Pant shall be classic straight leg styling.		
Specification for Pants (Work Pant)	Comply	Exception
Pant shall be 8oz in weight.		
Pant shall be 65% polyester / 35% cotton.		
Pant shall be khaki in color.		
Pant shall be flat front straight leg styling.		

SPECIFICATIONS PROVIDED BY HWEA

- ◆ HWEA will provide a designated area at each facility to drop off and pick up uniforms.
- ◆ HWEA will provide a clothes rack for clean uniforms to be hung on at designated areas.

USAGE

- ◆ For calendar year 16, HWEA averaged 45 employees in uniforms.
- ◆ For calendar year 17, HWEA averaged 48 employees in uniforms.

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

MAIN OFFICE

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be foam sanitizing.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 5 Soap Dispensers
- ♦ 5 Paper Towel Dispensers
- ♦ 6 Tissue Paper Dispensers
- ♦ 1 Hand Sanitizer Dispenser
- ♦ 2 Urinal Pads

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

DISTRIBUTION SHOP

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be heavy duty grit.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 1 Soap Dispensers
- ♦ 1 Paper Towel Dispensers
- ♦ 3 Tissue Paper Dispensers
- ♦ 3 Hand Sanitizer Dispenser
- ♦ 1 Urinal Pads

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

MOSS WTP

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be heavy duty grit or sanitizing foam depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 6 Soap Dispensers
- ♦ 6 Paper Towel Dispensers
- ♦ 3 Tissue Paper Dispensers
- ♦ 2 Hand Sanitizer Dispenser
- ♦ 1 Urinal Pads

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

Hammond Wood WWTP

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be heavy duty grit or sanitizing foam depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 4 Soap Dispensers
- ♦ 3 Paper Towel Dispensers
- ♦ 2 Tissue Paper Dispensers
- ♦ 2 Hand Sanitizer Dispenser
- ♦ 1 Urinal Pads

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

Hammond Wood WWTP

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be heavy duty grit or sanitizing foam depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 4 Soap Dispensers
- ♦ 3 Paper Towel Dispensers
- ♦ 2 Tissue Paper Dispensers
- ♦ 2 Hand Sanitizer Dispenser
- ♦ 1 Urinal Pads

**OPTIONAL ADD ON BID
DETAILED SPECIFICATION FOR RESTROOM SERVICES**

Oak Grove WWTP

Specification for Soap	Comply	Exception
Dispenser shall have a push pump handle.		
Soap shall be heavy duty grit or sanitizing foam depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Towels	Comply	Exception
Dispenser shall be touch free.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Tissue Paper	Comply	Exception
Dispenser shall be high capacity.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Pants Hand Sanitizer		
Dispenser shall be touch free.		
Dispenser shall be wall mounted or stand mounted depending on HWEA's need.		
Dispenser shall be provided at no charge to HWEA.		
Specification for Urinal Screen		
Urinal screen shall be scented		

USAGE

- ♦ 4 Soap Dispensers
- ♦ 5 Paper Towel Dispensers
- ♦ 2 Tissue Paper Dispensers
- ♦ 5 Hand Sanitizer Dispenser
- ♦ 1 Urinal Pads



RECEIPT OF BID PACKET

FY 2018 - 2019
Sealed Bid # 181904
Uniform Service

I hereby acknowledge receipt of the subject bid packet.

Company Authorized Signature

Date



BID FORM

FY 2018 - 2019
Sealed Bid # 181904
Uniform Service

Item	1st Year	2nd Year	3rd Year	4th Year Option	5th Year Option	Ser. Charge	Mk Up Charge	Change	Change
Polo (Short Sleeve)									
Polo (Long Sleeve)									
Oxford (Short Sleeve)									
Oxford (Long Sleeve)									
Duck Pant									
Work Pant									



BID FORM

FY 2018 - 2019
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 Optional Add On Restroom Services

Item	1 st Year	2 nd Year	3 rd Year	4 th Year Option	5 th Year Option	Ser. Charge	Mk Up Charge	Change	Change
Foam Sanitizing Soap									
Heavy Duty Grit Soap									
Hand Sanitizer									
Paper Towel									
Tissue Paper									
Urinal Pad									



BID FORM

FY 2018 - 2019
Sealed Bid # 181904
Uniform Service

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: _____