

Doing business with the
Henderson Water Utility

The Henderson Water Utility (HWU) is owned by the City of Henderson, a second class city in Kentucky. By City Ordinance the Utility is managed by the Henderson Water and Sewer Commission which is appointed by the Mayor and ratified by the City Commission.

Establishing an account with HWU:

Prior to any order being placed, the following information must be provided to the Purchasing Manager:

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Certificate of Liability Insurance
City of Henderson Business License

Certificate of Liability Insurance: Contractors, including all Subcontractors, furnishing labor, and/or equipment shall carry the following insurance in addition to all insurance required by law.

- Workman's Compensation: Statutory
- Broad Form Comprehensive General Liability including coverage for Bodily Injury, Personal Injury, Broad Form Property Damage (No deductible clauses are acceptable for these coverages), and Independent Contractors (Subcontractors)
\$1,000,000 Combined Single Limit (minimum).
- Comprehensive Automobile Liability, including Hired Car and Employer's non-ownership Liability Coverage.
- Endorsement naming as additional insured "The Henderson Water and Sewer Commission, its elected and appointed officials, employees, agents, boards, consultants, assigns, volunteers and successors in interest."
- Endorsement that the Contractor's insurance shall be primary insurance as respects HWU. Any insurance or self-insurance maintained by HWU shall be separate from Consultants insurance and shall not contribute with it.
- Endorsement that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, to Henderson Water Utility, 111 Fifth Street, Henderson, KY 42420

City of Henderson Business License:

A City of Henderson business license is required for all vendors servicing accounts within the City of Henderson. Information regarding the business license can be obtained by calling the business license office at 270-831-1200.

Sales and Use Taxes:

Sales of tangible personal property or services to HWU are not subject to state sales or use taxes. Henderson Water Utility's sales tax exemption certificate will be provided to new vendors at time of account setup.

Credit Application:

Credit applications will be filled out by the HWU Purchasing Manager prior to any HWU employee placing an order. HWU terms are net 30 after order and correct invoice is received.

Vendor Responsibilities

Vendors should call in advance to schedule appointments to meet with HWU staff.

It is the responsibility of the vendor, when receiving an order, to request a Purchase Order number as well as the name of the employee placing the order. To assure prompt payment, this information should be listed on the invoice.

HWU does not process invoices "short-paid." If there is a problem with an invoice, payment will be withheld until an appropriate credit or corrected invoice is received.

Conflicts of interest, gratuities and kickbacks as defined and provided for in K.R.S. 45A.455 are absolutely prohibited. Vendor acknowledges and certifies by submission of his offer that all the provisions of K.R.S. 45A.455 are complied with fully.

It is the policy of HWU that no gift shall be accepted by an employee from any vendor, consultant, or other person doing business or seeking to do business with the Utility. A gift that is shared with other employees, such as a box of chocolates, or a flower arrangement that is placed in on office for the enjoyment of all, would be an exception.

Bid Opportunities:

Find our bid opportunities on our website www.hkywater.org or



Send us your contact information

To be contacted for opportunities to submit quotes, please send the following information to the Purchasing Manager ambrosek@hkywater.org

Company name

Address

Phone

Fax

Web address

Sales contact name

Sales phone number

Email address

Principal products/services offered

HWU has 6 physical locations:

Bobby Gish Administration Building

111 Fifth Street Henderson, KY 42420
Purchasing Manager – Kathy Ambrose
270-869-6609 ambrosek@hkywater.org
Fax 270-826-2428

System Operations Center

230 North Alvasia St. Henderson, KY 42420
Purchasing – Mike Moore
270-869-6633 moorem@hkywater.org
Fax 270-826-9343

North Water Treatment Facility

510 North Water St. Henderson, KY 42420
Chief Operator – Josh Thompson
270-869-6590

North Wastewater Treatment Facility

205 Drury Lane Henderson, KY 42420
Chief Operator - Jerry Basham
270-869-6624

South Water Treatment Facility

4137 Quinns Landing Rd Robards, KY 42452
Chief Operator – Nancy Parker
270-869-6644

Forrest E. Stokes

South Wastewater Treatment Facility
4137 Quinns Landing Rd Robards, KY 42452
Chief Operator – Chuck Gee
270-869-6647

Additional Contacts

Fleet Manager – Glenn Fields
270-869-6631

Information Technology – Greg Nunn
270-869-6608



NIGP Code of Ethics

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.