



Henderson Water Utility
WATER • WASTEWATER • STORMWATER

☎ 270.826.2421

💻 www.hkywater.org

📍 111 Fifth Street
Henderson, KY 42420

To: Potential Vendors
RE: HWU Purchase of F-600 chassis
Date: March 30, 2022

Hello,

I am contacting you to notify you of a bid opportunity for a F-600 truck chassis. If you are receiving this letter, I probably saw a possible vehicle listed by you on a website. Since this may be an unfamiliar procedure for you, I am issuing this letter to cover the basics of how to submit a price for the F-600 that we are wanting to buy.

- There is a bid document on our website <https://www.hkywater.org/departments/admin-finance/procurement/bids> which must be printed.
- The bid document contains:
 - the specifications for the vehicle we are looking for (page 16)
 - the pricing form (page 12)
 - supplemental forms that are required (pages 13-15)
- All of pages 12-16 must be filled out and submitted to HWU no later than April 12 at 12:30 p.m. Central time (late submittals will not be considered).
- Submittals must be sent via USPS, FedEx, UPS, or similar hard-copy delivery method (no electronic options). TRUCK BID should be written on the outer envelope.
- Pricing MUST include all fees/charges and delivery to HWU at the address in the bid (Henderson, KY).
- Delivery will be expected by May 3 – we do not want to order/wait for a vehicle.
- HWU is sales-tax exempt and will pay in full at delivery.
- Our specification is in the bid for exactly what we are looking for but we realize that vehicle may not be available so we will consider Proposed-Alternates which may also meet our needs (non-CDL dump truck). There are a few specs that are not negotiable – they are listed in the document.
- If you have any questions, please feel free to contact me. I am in the office M-Th but will respond to emails most days. If you leave a message, I will get back to you.

I look forward to hearing from you,

Kathy Manker, CPPO, CPPB
Purchasing Manager
Henderson Water Utility
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