



October 5, 2026

RFB 2026-002 LED Custom Aluminum Monument Sign

1.0 Bid Notice

Sealed bids will be received by Hopkville Electric System on the following item:

Purchase and installation of (1) LED Custom Aluminum Monument Sign

Specifications for the sign are contained within HES Request for Bids (RFB) 2026-002.

Sealed bids will be accepted at the HES offices at 1820 E. 9th Street, Hopkville, KY 42240 up until 10:00 AM on Oct. 22nd, 2026. Bids will be opened at the HES office at 10:15 AM on Oct. 22nd, 2026. Bidders are invited to attend the bid opening. Bid information can be obtained at: www.hop-electric.com/rfb2026-002. The winning bid will not be selected at the bid opening. Bids must be assessed for completeness and go through the scoring process before a winning bid will be selected.

HES reserves the right to refuse any and all bids.

1.1 Point of Contact

The point of contact for all questions or correspondence will be Michael Joiner.

Email: mjoiner@hop-electric.com

Phone: (270) 887 0767

2.0 Bid Requirements

2.1 Bid Instructions

Vendor is responsible for thoroughly reviewing this RFB and must submit bids on the included official Bid Form. Bid Form must be completely filled out and shall be fully executed by an authorized representative of the vendor. Incomplete bids, or those submitted after the deadline will not be considered.

2.2 Sign Specifications

HES is seeking bids for the fabrication, delivery, and installation of one (1) LED Custom Aluminum Monument Sign having the following minimum requirements:

1. Overall sign dimensions: Approximately 175 inches wide by 100 inches tall.
2. Sign cabinet / structural material: Aluminum-based monument construction suitable for permanent exterior installation.
3. Base / support construction: Complete structural support system, including required pole(s), mounting components, concrete, and footer/foundation.
4. Exterior finish / color(s): _____
5. Sign face material: _____
6. Logo / lettering / graphic requirements: _____
7. Illumination type / LED requirements: Punched, internally LED-lit cabinet with additional illuminated sign/architectural elements.
8. Electrical requirements (voltage / load): _____
9. Electronic message center / display requirements (if applicable): Approximately 5.25 feet high by 9.45 feet wide; double-sided; full-color; 6 mm pixel pitch or better. EMC shall include required operating software and an art/content library.
10. Mounting / foundation requirements: Bid shall include all poles, mounting components, concrete, footer/foundation, and associated materials required for a complete permanent installation.
11. Wind load / structural requirements: Foundation and structural support shall be designed and installed in accordance with all applicable codes and wind-load requirements.
12. Overall height above grade: _____
13. Required permits / inspections: _____
14. Warranty requirements: Minimum five-year manufacturer warranty for the Electronic Message Center (EMC).
15. Installation requirements / site restoration: Contractor shall furnish and install a complete, operational sign system and restore disturbed areas associated with installation.
16. Electrical service extension requirements (if included): _____
17. Other required features / accessories: Lifetime technical support for the EMC operating system and all components/accessories necessary for proper operation.
18. Additional specifications: UBER EMC or approved equivalent may be proposed. Any proposed equivalent shall meet or exceed the performance, construction, support, and warranty requirements stated in this RFB.
19. The EMC and overall sign dimensions stated above are approximate. Minor dimensional variations may be accepted when necessary for a manufacturer's standard product, provided the proposed sign meets the intent and minimum performance requirements of this RFB.
20. The successful bidder shall provide a complete system including all components, hardware, controls, power supplies, communications equipment, and accessories required for proper operation of the monument sign and EMC.
21. Each bidder shall identify the proposed EMC manufacturer and model and clearly document any exceptions or deviations from these minimum specifications.

***IMPORTANT NOTE:** Vendors may submit a bid that includes extending electrical service from the HES transformer location to the sign location, or a bid for the sign materials, fabrication, delivery, and installation only. Any electrical-service work shall be clearly identified and priced separately on the Bid Form.



Each bid must include a drawing, rendering, proof, or other design document showing the proposed sign and identifying the materials, components, dimensions, and options included in the quoted price. Any exceptions or substitutions to the specifications shall be clearly identified by the bidder.

2.3 Multiple Bids

Any vendor may submit multiple bids on different sign models they can supply that meet the sign specifications. Each separate bid must contain an official bid sheet and all supporting documentation. Multiple bids may be returned in one single envelope, but all documentation for each bid must be stapled together to form one bid. Each bid will be reviewed and scored independently. Bids submitted by email must be in .pdf format. Each bid must include the official bid sheet and all supporting documentation in a single .pdf file. Multiple .pdf bids may be returned in a single email.

2.4 Conflict of Interest

The standards included in KRS 45A.455 (Conflict of Interest- Gratuities and kickbacks- Use of confidential information) shall pertain to this and any RFB issued by HES. By signing the official Bid Form, the bidder's authorized agent certifies that no conflicts of interest exist between the bidder's business (owners, partners, employees, etc.), and any representative or employee of HES.

2.5 Tax Exempt Status

Hopkinsville Electric System is exempt from Kentucky sales and use tax. A current copy of HES's tax exemption status letter from the KY Dept. of Revenue will be provided to the winning bidder.

2.6 Bid Submission

All bids must be returned to HES by 10:00 AM, Oct. 22nd, 2026. Complete bid packages may be submitted in a sealed envelope (no tape) to the HES office or via USPS or courier to: Hopkinsville Electric System, Attn: Michael Joiner, 1820 E. 9th Street, Hopkinsville, KY 42240. The lower left corner of the front of the envelope shall be marked: RFB 2026-002. It is recommended that bids submitted using USPS mail service be mailed early enough to ensure delivery before the bid deadline. HES is not responsible for late arrival of bids sent via USPS or courier.

Complete bid packages may also be submitted in .pdf format and returned via email by 10:00 AM, Oct. 22nd, 2026 to: mjoiner@hop-electric.com. The subject line for the email must read: RFB 2026-002. These emails will remain unopened until the official bid opening date and time, at which time the email shall be opened and the bid(s) printed.

3.0 RFB Award

All qualified bids will be scored based on the following criteria:

Criteria	Available Points
Price	40
Compliance with Specifications	20
Design / Materials / Construction	15
Warranty	10
Installation / Project Approach	10
Estimated Completion Schedule	5
 Total available points	 100

HES seeks to purchase the sign and related services that best match its anticipated needs and provide the best long-term value.

Once all qualified bids have been evaluated and a winner selected, the winning bidder will be notified by phone by Nov. 4th, 2026 at the latest.

3.1 Reciprocal Preference

Per KRS 45A.494, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder. All other criteria stated in KRS 45A.494 will be followed.

3.2 Delivery and Installation of Sign

The sign is to be delivered and installed at Hopkinsville Electric System, 1820 E. 9th Street, Hopkinsville, KY 42240. The completed installation will be inspected for defects and compared with the approved design documents and the requirements stated in



Section 2.2. Final acceptance will occur after HES confirms that the sign and installation comply with the awarded bid.

3.3 Paperwork and Payment

It is the responsibility of the vendor to coordinate with HES regarding the installation schedule and completion of any paperwork necessary for the project. Payment will be made for the amount stated on the winning Bid Form following completion of installation and final acceptance by HES, unless otherwise agreed to in writing. The vendor shall provide HES at least three (3) business days notice if payment is expected at project completion.



RFB 2026-002 Bid Form - LED Custom Aluminum Monument Sign

Vendor offers the following sign and installation package:

Proposed Sign / Manufacturer: _____

Proposed Model / Design: _____

Overall Sign Size: _____

Base Bid - Sign, Delivery & Installation: \$ _____

Electrical Service Extension (if included): \$ _____

Total Bid Price: \$ _____

Estimated Completion Date: _____

Manufacturer / Installer Warranty: _____

☐ Sign meets the minimum specifications as defined in Section 2.2 of RFB 2026-002 for the LED Custom Aluminum Monument Sign.

Included Maintenance / Servicing: _____

☐ A drawing, rendering, proof, or other design document is included showing the proposed sign and identifying the materials, components, dimensions, and options included in the quoted price. Any exceptions or substitutions are clearly identified.

☐ Bidder's authorized agent certifies that there exists no conflict of interest between bidder's business (owners, partners, employees, etc.) and any HES representative or employee as described in KRS 45A.455.

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity/services in accordance with all terms, conditions, and pricing specified. By signing and submitting this bid, the Vendor acknowledges that they have read, understand and agree to all aspects of the specifications and bid requirements as presented without reservation or alteration. This Bid, if accepted, will constitute an Agreement and Contract with HES. Prices are firm during this agreement term, unless agreed upon in writing by HES.

Business Name of Bidder: _____

Business Address: _____

Authorized Agent (Print): _____

Title: _____

Signature: _____ Date: _____

Phone Number: _____ Email Address: _____