

Purchasing Department  
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**ADDENDUM 001**  
**March 31, 2020**  
**Williamson County Schools**  
**RFB #1200**  
**Brentwood High School**  
**Additions & Renovations**

In order to minimize business/social gatherings due to the current Covid-19 virus, Williamson County Schools will be changing the manner in which their “public” bid openings are conducted. Therefore, for the immediate future WCS will be converting public sealed bid openings (that are usually attended by the bidding individuals) to a virtual public bid opening that is in electronic format.

This electronic format will ensure that the sealed bid process is conducted while safeguarding the participants and avoiding physical & social contact. This involves electronic, on-line competitive and secure bid submittals. **Bidders will prepare and email their bid in a PDF format to insure a secure, competitive bid process. Emails are to be sent to both of the following email addresses:**

[kirke@wcs.edu](mailto:kirke@wcs.edu) & [jay.purkey@gmcnetwork.com](mailto:jay.purkey@gmcnetwork.com)

**Bids should only be emailed to the two email addresses above, do not copy other email addresses.** Bids shall be emailed **only** during the window of Thursday, April 23, 2020 beginning at 11:00 A.M. CDT and ending at 2:30 P.M. CDT. Note that 2:30 P.M. is the absolute deadline for WCS to receive electronic bids. **WCS will not** accept bids after the 2:30 P.M. CDT deadline. In addition, WCS will not accept faxed or hard copy sealed bids for this project. Continue reading for complete instructions on how to call into a Zoom Conference Call to hear the bid results.

- The project Architect, Jay Purkey will provide a 15-20-page bid submittal form for bidders to complete. The first page of the bidder’s submittal must be treated as the “**outside envelope**” listing all critical items that are normally required on the outside of the sealed bid envelope. This page must be included, or the bids will not be read aloud.
- Bidders should scan-attach their bid forms to their email when submitting to Kirk Elliott & Jay Purkey. The maximum size of the PDF bid submittal must not exceed \* MB or approximately 20 pages to stay under the limited size of attachments that the WCS email system can receive. This will prevent the email from going into a spam

- folder and not being received by WCS Purchasing because the file size is too large.
- Precisely at 2:30 P.M. CDT on Thursday, April 23, 2020 WCS will verify that all electronic bid submittals that have been received are properly accounted for. **WCS will take approximately 15-minutes of administrative time to collect, print, sort, and collate the bids.**
  - **Beginning at approximately 2:45 P.M. CDT on Thursday, April 23, 2020 WCS will open-up a Zoom Teleconference phone line for any/all bid participants who wish to call in and listen as WCS reads out the bid results. WCS will provide the call information and a Pin # approximately 24 – 48 hours prior to the bid submission deadline.** This process will allow any participant who wishes to listen to the bid results being read aloud, and will satisfy full public bid opening, disclosure and discussion. After the bids are open and the apparent low bidder has been identified the call will end and the low bidder will have 48 hours to provide the required documents outlined in the project manual to the architect Jay Purkey at GMS.

**SPECIAL NOTE:** It shall be the bidder's sole responsibility to provide their electronic submission of bids prior to the submission deadline. Any bid received later than the deadline of 2:30 pm will not be opened. **WCS will not take responsibility for ANY technical difficulties** in receiving the electronic submissions. It is HIGHLY recommended that bidders DO NOT attempt emailing their bid immediately before the 2:30 deadline.

Williamson County Schools wishes to thank all participants in advance for your support and cooperation as we seek to continue our operations and still have a competitive bid process.

**Please contact the offices of the project Architect for further information regarding this Addendum I**

**The Architects address, and phone number is listed below:**

**GMC Architects  
3310 West End Avenue Suite 420  
Nashville, TN 37203  
Phone 615-972-4582  
[Jay.purkey@gmcnetwork.com](mailto:Jay.purkey@gmcnetwork.com)  
Jay Purkey, Project Architect**