

Purchasing Department  
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**April 6, 2020**  
**Williamson County Schools**  
**ELECTRONIC BID SUBMISSION INSTRUCTIONS**  
**RFB#1204 Pavement Repairs at GES, HMS, IHS, WWES and WES**

In an effort to minimize business/social gatherings due to the current Covid-19 virus, Williamson County Schools will be changing the manner in which this “public” bid opening is 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 email their secure, competitive bids to both of the following email addresses:

[kirke@wcs.edu](mailto:kirke@wcs.edu) & [mattcampbell@collierengineering.com](mailto:mattcampbell@collierengineering.com)

**Bids should only be emailed to the two email addresses above, do not copy other email addresses.** Bids shall be submitted via email only during the window of Tuesday, April 28, 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.

- Matt Campbell at Collier Engineering will provide a 28 page bid submittal form for bidder to complete and submit. The two first pages of the bidder’s submittal (Section 005-Critical Bidding Information) must be treated as the “outside envelope” listing all of the critical items that are normally required on the outside of the sealed bid envelope. These two pages 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 and Matt Campbell. The maximum size of the scanned bid submittal must not exceed **8 MB** in order to stay under the limited size of attachments that the WCS email system can receive. This is to prevent the submitted bid from going into a spam folder and not be received by the WCS purchasing department because the file size is too large.
- Beginning at 2:30 P.M. CDT on April 28, 2020 WCS will verify that all electronic bid submittals are received and properly accounted for. WCS will need a 30-minute cushion of administrative time to collect, print, sort, and collate the bids.
- Beginning at 3:00 P.M. CDT on April 28, 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. Therefore, by allowing any participant who wishes to listen to the bid amounts being read aloud, this will satisfy full public bid opening, disclosure and discussion.
- WCS will follow up in an addendum during the next few days providing a WCS-Zoom Phone Number along with the Pin # needed to call in and listen.

- WCS must establish a bid submittal deadline/cutoff. The deadline is 2:30 p.m. CDT on Tuesday, 4/28/2020. Since the internet networks are jammed full with traffic, WCS high recommends NOT WAITING until the last few minutes to email bid submissions. It would probably be safer to submit the electronic bids before 2:00 p.m. WCS will not accept bids received on our end after 2:30 p.m.

**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.**