

Purchasing Department
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**RFB #1207
INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
BOILER REPLACEMENTS at Edmondson, Grassland, Hunters Bend,
Lipscomb, Oak View and Winstead Elementary Schools**

Williamson County Schools, (WCS) is currently accepting bids from qualified HVAC Contractors interested in bidding on pavement boiler replacements at the schools listed above.

**During the current Covid-19 Crisis WCS
will be performing bid openings using an electronic format.
Complete instructions for this process are described in this Invitation to Bid.**

**A pre-bid meeting will be conducted outdoors at 2:00 p.m. on Tuesday, April 14, 2020.
The meeting will be held at Oak View Elementary School, 2390 Henpeck Lane, Franklin
TN 37064.** Although attendance at the pre-bid meeting is not mandatory it is highly encouraged
as important information concerning the bid project will be discussed.
Social distancing will be practiced with 6' spacing between individuals.

Interested General Contractors must **include** with the electronic submittal the following list of completed documents:

1. Contractor's Qualification Statement AIA 305
2. Signed & Completed Bid Form
3. Certification of Compliance with Tennessee Licensing Law
4. Certification of Compliance with the Iran Divestment Act
5. Completed Drug Free Affidavit
6. Completed Criminal Background Affidavit
7. 5% Bid bond

The following information must be listed on the first page of the electronic copy just as they would be on the outside of the envelopes:

- WCS-RFB #1204 Pavement Repairs at GES, HMS, IHS, WWES and WES
- Contractors Name & Address
- Date and Time of Bid opening,
- Tennessee Contractor License #, Classification, Expiration Date & Limitations.
- List of **ALL Subcontractor's** and their Tennessee Contractor License #, Classification, Expiration, Date & License Limitations regardless of amounts

Complete Drawings and Specifications will be made available electronically from Entech Engineering Inc. 5301 Virginia Way, suite 140 Brentwood, TN 37027. A plan deposit will be waived because the plans, specifications will be available electronically for interested bidders. Contact Ben Hunter, Project Engineer at Entech Engineering for details at 615-373-2640 or bhunter@entechtn.com .

ELECTRONIC BID SUBMISSION:

WCS will use an electronic format to accept bids from contractors for this project. This will ensure that a secure bid process (like a sealed bid) is conducted while safeguarding the participants and avoiding physical & social contact during the Covid-19 Crisis. The process involves electronic, on-line competitive and secure bid submittals.

INSTRUCTIONS: Bidders will email their secure, competitive bids to both of the following email addresses:

kirke@wcs.edu & bhunter@entechtn.com

1. **Bids should only be emailed to the two email addresses above, do not copy other email addresses.**
2. Bids shall be submitted via email only during the window of time **9:00 am CDT – 10:30 am CDT on Friday, April 24, 2020.**
3. Note that 10:30 am CDT is the absolute deadline for WCS to receive electronic bids.
4. WCS will not accept bids after the 10:30 am CDT deadline.
5. WCS will not accept faxed or hard copy sealed bids for this project.
6. The very first page of the bidder's submittal must be treated as the "outside envelope would normally be" listing all of the critical items that are normally required on the outside of the sealed bid envelope (see list on first page). This page must be included, as the first document or the bid will not be accepted.
7. The project engineer, Ben Hunter has provided a bid submittal form for bidders to complete and submit. Bidders should complete the bid form, sign, date and include this as the next page.
8. Bidders should scan-attach their Drug Free, Criminal Background, Iran Divestment Act, Contractors Qualification Statement, Certification of Compliance with Tennessee Licensing Law and a copy of their bid bond.
9. The maximum size of the completed scanned bid submittal must not exceed approximately 20 pages or a maximum of **8MB** in order to stay under the limited size of attachments that the WCS email system can receive.
10. This size limit 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.
11. At exactly 10:30 am CDT WCS will verify that all electronic bid submittals are received and properly accounted for. WCS will need a 15-minute cushion of administrative time to collect, print, sort, and collate the bids.
12. Beginning at approximately 10:45 am CDT on Friday, April 24, 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.

13. WCS will follow up in an addendum 24 - 48 hours ahead of the bid opening providing a WCS-Zoom Phone Number along with the Pin # needed to call in and listen.

After the bids are open and the *apparent low bidder* has been identified the call will end. The WCS Maintenance & Purchasing Department along with Ben Hunter of Entech Engineering will review the bid tabulations. After all due diligence has been completed, Entech Engineering will provide to WCS a written (documented) recommendation of who the winning bid should be awarded to. WCS Purchasing will release the bid tabulations noting the apparent low bidder and our intent to award to all participants of the bid. Approximately ten (10) consecutive calendar days after the tabulations are released WCS will issue a fully funded award PO to the awarded low bidder.

After the successful bidder has received the Award Notice / Purchase Order, said bidder must provide to WCS the following items within **(15)** consecutive calendar days from the date of WCS award notice:

- Fully executed Construction Contract facilitated through Ben Hunter, Entech Engineering.
- Awarded Bidder only shall provide a Payment, Performance, Labor and Materials (PPLM) Bond in the full amount of the PO issued by a bonding company licensed to do business in the state of Tennessee and acceptable to the Owner. Bond is required of the successful bidder to guarantee faithful performance of work under the contract.
- In the event the successful Bidder to whom the contract is awarded fails to execute a satisfactory contract and PPLM bond and proof of insurance – then said bidder shall be eliminated and WCS will begin negotiations with the next best bidder.
- **INSURANCE:** WCS must be named as an additional insured on contractor's policy.
 - A. Contractor will obtain and maintain insurance to protect contractor and owner from claims which may arise out of or result from contractor's operations under the contract. Certificate of Liability with a minimum of \$2,000,000 listing WCS as additional insured must be provided.

NOTE: ALL WCS RFB's are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any bids that are not in the best interest of WCS.

NOTICE IMPORTANT INFORMATION TO BIDDERS:

This alternative method of performing electronic/on-line public bids for WCS is a new concept and requires the bidders to be more sensitive to time-lines in order to participant. Because the actual submission timeline is a window of time from **9:00 am CDT – 10:30 am CDT on Friday, April 24, 2020 it is imperative bidders not wait to send in their bids at the last minute.**

To reiterate this deadline of 10:30 am CDT on Friday, 04/24/2020 will be adhered to and there will be absolutely **NO EXCEPTIONS**. Therefore, since the internet networks are jammed full with traffic ----- it is highly recommended NOT WAITING until the last few minutes to email bid submissions. WCS will not take responsibility for any **TECHNICAL DIFFICULTIES** in receiving the electronic bid submission.

All contractors must be licensed under the provisions of the current contractor's licensing Act of Tennessee and shall be thoroughly familiar with all the provisions of said act. All Bidders must comply with Tennessee Code Annotated, Title 62, Chapter 6 regarding preparation of the bid envelope. Each contractor shall submit his bid in accordance with the requirements of the licensing act; giving his name address, license number, license expiration date, the part of the classification of the license applying to the bid and the license dollar limitation and shall mark the project bid for project name location of project and the date and time of the bid opening.

Bidding Timeline:

- Advertised in the Tennessean.....Wednesday, April 8, 2020
- Documents available from Entech.....Thursday, April 9, 2020
- Pre-bid at Oak View Elementary School..... Tuesday, April 14, 2:00 p.m.
- RFB document submission period.....Friday, April 24, 2020
beginning at 9:00 a.m. CDT and ending at 10:30 a.m. CDT
- RFB Zoom Conference Call beginning at approximately 10:45 am CDT, Friday, April 24, 2020. A call-in number and pin number will be provided approximately 24-48 hours before the Zoom Conference Call for those who wish to participate in opening. However, Bidders are not required to participate in the call as long as WCS receives their bid submissions before the cut-off time listed in this document.
- Bid tabs released with intent to award..... approximately around Friday, May 1, 2020
- Award PO released to winning bidderapproximately 10 consecutive calendar days after the name of the apparent low bidder and bid tabulation is released.
- No bidder may withdraw his bid within 60 consecutive calendar days after the actual date of the electronic bid opening Friday, April 24, 2020 at 10:30 a.m. CDT.
- Bidders are to include all sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of TN procurement laws.

- Nothing contained in the commissioned architect's/engineer's RFB documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement or this invitation to bid. NOTE: All WCS RFB's are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any or all bids that are not in the best interest of WCS.