

Purchasing Department
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**WCS-RFB # 1211
Oak View School Sewage Connection Project
INVITATION TO BID**

Williamson County Schools (WCS) is accepting electronic bids for the Oak View School Sewage Connections Project.

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

A **pre-bid meeting** has been scheduled for this project (in person) at **10:30 am Thursday, May 21, 2020 on site at Oak View Elementary School**, 2390 Henpeck Lane, Franklin, TN, 37064. Social Distance rules will be observed during this pre-bid keeping attendees 6 feet apart. Although this pre-bid meeting is not mandatory, potential bidders are highly encouraged to attend. Important information regarding questions concerning this project will be discussed.

The First page of the submitted electronic bid submittal must be treated as the “outside envelope” of a typical sealed bid package. This page must be marked “**RFB #1211 Oak View School Sewage Connection. The electronic bid opening will be held at 10:30 am Thursday, May 28, 2020**”, bids will be read aloud at approximately 11:00 am during a zoom conference meeting, the 30-minute time frame between the bid deadline, and the 11:00 am zoom conference is for WCS administration to open, print, collate and prepare the bids to be read aloud. All electronic bids will be kept secure and will not be shared with anyone until the zoom conference reading. Bidders should be aware due to the nature of the internet and speed of which WCS has no control, bidders should avoid sending in a bid at exactly 10:30 am. WCS will not be responsible for any bid received after the cut-off deadline. Bids will be accepted beginning the morning of May 28, 2020 starting at 8:30 am and up to the deadline of 10:30. Bids must be emailed to Skip Decker /WCS and Steven Jones with Water Management Services. Bidders should send their electronic bid to both of the following email addresses:

skipd@wcs.edu and sjones@wmsengineers.com

Emailed Bid submissions should not be copied or directed to any other email address than the two above to be sure they are kept confidential and secure until the bid opening zoom conference is held, and they are read aloud.

Zoom Conference details including the meeting number, ID required for entrance to the call and other information will be sent to bidders a few days before the meeting. If you are submitting an electronic bid and have not received this information before Wednesday, May 27, 2020 at 9:00 am please call WCS for directions. WCS phone number is 615-472-4079.

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

- RFB #1211 Oak View School Sewage Connection Project
- Date & time of bid opening
- Contractor's Name and Address
- Contractor's License Number, Classification, Expiration date & limits
- Subcontractors Name and Address, TN Contractor License Number, Classification, Expiration date & limits (**All subcontractors must be listed regardless of their bid amounts**).

The Electronic Bid submission must contain the following information, bidders should sign and print the forms and scan them in as part of their bid submission.

- Completed signed and dated bid form. Only bids which are made out on the bid form Provided by Water Management Services will be accepted.
- TN Drug Free Workplace Affidavit (as required by TCA 50-9-113)
- Criminal background Compliance affidavit (as required by TCA 49-5-413)
- Statement of Compliance Certificate Illegal Immigrants
- Non-Collusion Affidavit
- List of subcontractors
- Certificate of Compliance with TN licensing law
- Certificate of Compliance with the Iran Divestment Act.
- Bid Bond in the amount of 5%.

DESCRIPTION of PROJECT: This project consists of a new connection to sewer at the Oakview Elementary School site. Contact Water Management Services for more details.

Official RFB #1211 Bid documents, along with form of agreement, drawings, specifications, form of bid bond, performance bond, payment bond, and other contract documents may be examined and obtained at the office of Water Management Services, LLC, 2 International Plaza, Suite 401 Nashville, TN 37217. Project Engineer (615) 366-6088. No charge for documents.

Each bid shall be accompanied by a bid bond payable to Williamson County Schools in an amount not less than five (5) percent of the Base Bid as a guarantee that the bidder will execute an agreement and file bonds and insurance certificates as required by the Contract Documents if his Bid is accepted. Surety checks or cashier checks will not be accepted.

No bid shall be withdrawn after the opening of the bids without the consent of Williamson County Schools for a period of sixty (60) days after the scheduled time of the electronic bid opening. An apparent low Bidder will be established from this bid process. Contracts for this project will be awarded to the lowest best and most responsive bid(s) that reasonably meet specifications and qualifications. Waste Management Services will assist in the review tabulation and will provide to WCS a written recommendation.

An apparent low Bidder will be established from this bid process. Shortly after the electronic bid opening, WCS Purchasing will prepare a bid tabulation. The WCS Facilities & Purchasing Department along with Water Management Services will review the bid tabulations. An apparent low bidder will be chosen, then Water Management Services 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 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 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 AIA contract (facilitated through Water Management Services)**
- A Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 100% of the contract sum, 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 shall forfeit his 5% bid bond and be liable for any loss occasioned to the Owner because of such failure.
- **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.

Bidding Time Line:

- **Advertised in the TennesseanMonday, May 18, 2020**
- **Documents available from Water Management.....Tuesday, May 19, 2020**
- **Pre-bid at Oak View Elem. School..... Thursday, May 21, 2020 at 10:30 am**
- **Electronic Bid Opening Deadline.....Thursday, May 28, 2020 at 10:30 am**
- **Zoom Conference reading the bids out loud.....Thursday, May 28, 2020 at 11:00 am**
- **Bid tabs released with intent to award.....approx Friday, May 29 or soon after**
- **Award PO released to winning bidderapprox 10 consecutive calendar days after bid tabulation is released.**

NOTE: The date of the fully funded-encumbered award PO issued by WCS Purchasing Dept. shall be approximately 10 days after the bid tabulation with WCS intent to award is sent out. Bidders are to include all sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of TN procurement laws. In the event the successful Bidder to whom the contract is awarded fails to execute a satisfactory contract, PPLM bond and proof of insurance – then said bidder shall be eliminated and shall forfeit his 5% bid bond and be liable for any loss occasioned to the Owner because of such failure.

Nothing contained in the commissioned Engineers RFB documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement.