

Purchasing Department  
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**WCS-RFB # 1212  
Alterations to WCS-ALC Facility  
INVITATION TO BID**

Williamson County Schools (WCS) is accepting electronic bids for Alterations to the WCS – ALC Facility, 408 Century Court, Franklin, TN 37064. 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 **11:00 am Friday, May 22, 2020 on site at the ALC Facility (address is listed above)**. 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 #1212 Alterations to WCS-ALC Facility. The electronic bid opening will be held at 10:30 am Friday, May 29, 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 29, 2020 starting at 8:30 am and up to the deadline of 10:30. Bids must be emailed to Skip Decker /WCS and Keaton Pettit, Johnson & Bailey Architects . Bidders should send their electronic bid to both of the following email addresses:

[skipd@wcs.edu](mailto:skipd@wcs.edu) and [kpettit@jbarchitects.com](mailto:kpettit@jbarchitects.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 #1212 Alterations at WCS-ALC Facility
- 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 which include Electrical Subcontractors

**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 Johnson & Bailey Architects 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
- Certificate of Compliance with TN licensing law
- Certificate of Compliance with the Iran Divestment Act.
- Bid Bond in the amount of 5%.

Plans, specifications and other contract documents shall be obtained by Prime Bidders only (a prime bidder is one who obtains plans) from the office of Johnson & Bailey Architects, PC. 100 East Vine Street, Suite 700, Murfreesboro, TN 37130, Attn: Keaton Pettit, Project Architect, phone 615-890-4560. Digital files of plans and specifications will be provided to bidders who submit a bidder registration form to the architect. Individual drawings, specification sections and complete sets of plans and specs. or other bid documents may be obtained by Material Suppliers, Subcontractors and General Contractors from the following printing company: Prographics at 1811 Church Street, Nashville, TN 37203, 615-327-0386.

Bidders shall be licensed General Contractors as required by applicable laws of the State of Tennessee under the current Contractor's Licensing Act of Tennessee and in addition be thoroughly familiar with all provisions of the current licensing act. All Bidders must comply with the Tennessee Code Annotated Title 62 in particular Chapter 6 regarding preparation of the (electronic first page) of the bid. Each bidder shall submit his bid in accordance with the requirements of the licensing act. Refer to bidding documents for complete bidding instructions.

An apparent low Bidder will be established from this electronic bid process. Contracts for this project will be awarded to the lowest best and most responsive bid(s) that reasonably meet specifications and qualifications. After the bid opening, Johnson & Bailey will assist in the review tabulation and will provide to WCS a written (documented) recommendation. 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 Johnson & Bailey Architects).**
- 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 Tennessean .....Wednesday, May 20, 2020**
- **Documents available from J & B.....Friday, May 22, 2020**
- **Pre-bid at ALC Facility ..... Friday, May 22, 2020 at 11:00 am**
- **Electronic Bid Opening Deadline.....Friday, May 29, 2020 at 10:30 am**
- **Zoom Conference reading the bids out loud.....Friday, May 29, 2020 at 11:00 am**
- **Bid tabs released with intent to award.....approx Tuesday, June 2, 2020 or soon after**
- **Award PO released to winning bidder .....approx 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. All WCS bids 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.

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