

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



RFB # 1219
INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
Construction of Vestibule at Hillsboro Elementary Middle School

Williamson County Schools (WCS) is currently accepting electronic bids for turnkey construction services from licensed qualified contractors. This project is for construction of vestibules at Hillsboro Elementary & Middle Schools.

During the current Covid-19 Pandemic, WCS has modified the method of how sealed bid openings are conducted. Therefore, this RFB opening will be conducted electronically. This electronic format will continue to ensure that the sealed bid process is conducted while safeguarding the participants and avoiding physical & social contact. All electronic bids should be competitive, complete with all details and will remain secure and confidential until they are opened, read aloud and a bid tabulation is compiled. RFB submittals will be received electronically via email only. Each participating Contractor shall complete the bid cover sheets, add the required documents, scan, and send their completed electronic bids to the following email addresses:

1. Skip Decker, WCS Purchasing Agent skipd@wcs.edu
2. Keaton Pettit, Architect Johnson & Bailey kpettit@jbarchitects.com

Electronic Bids will be received until **10:30 a.m. on Wednesday, October 21, 2020** at which time they will be opened, printed, and read. After all bids have been received and opened by WCS Staff, they will be read aloud during an **open zoom meeting** at 11:00 a.m. on the same day. Any participating contractor may log onto the Zoom meeting to hear the bid results. It is not mandatory that the participants attend the zoom meeting, this is optional. A 30-minute time period between the bid submittal deadline and the zoom meeting will be necessary to give WCS staff time to open the emails, print, collate and have them ready to be read out loud. Bids will be accepted beginning the morning of Wednesday, October 21, 2020 starting at 8:00 a.m. and will be accepted up to the deadline of 10:30 a.m. Details on the zoom meeting and instructions on how to participate will be sent out to participants after the pre-bid but before the bid submittal deadline.

A **pre-bid meeting** will be conducted at **11:30 a.m. on Tuesday, October 13, 2020** at the WCS support services building. The building is located at 1761 West Main Street, Franklin, TN 37064. Although the pre-bid is not mandatory for bid submission; it is highly encouraged as important information concerning the bid project will be discussed. Visitors must check in at the Student Support Services (Maintenance) Office. **All participants must wear a mask to attend this meeting.**

Interested General Contractors must prepare a cover page that will act as the outside of a bid envelope. On that sheet the following information must be listed and used as the bid cover sheet:

- WCS-RFB #1219 Construction of Vestibule at HEMS
- Contractors Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License #, Classification, Expiration Date & Limits
- List of Subcontractors Name and Address, Tennessee Contractor License #, Classification, Expiration, Date & Limits as required by Tennessee Board of Licensing

The Electronic Bid Submission must contain the following documents...bidders must print the forms and scan them in as part of their bid submission. (Failure to send these documents will result in disqualification)

- Contractor's Qualification Statement (AIA Form A305, 1986 Edition)
- Signed & Completed Bid Form provided by J&B Architects, only bids which are made out on the bid form provided by J & B will be accepted.
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act

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- TN Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Bid bond in the amount of 5% of the total bid. The bond is required as a guarantee that it the is accepted a contract will be entered into. Refer to bid documents of complete bidding instructions.

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 P.C. 100 East Vine Street, Suite 700, Murfreesboro, TN 37130, Attn: Keaton Pettit, Project Architect phone (615) 890-4560. Digital files of plans and specification will be provided to bidders who submit a bidder registration form to the architect.

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 Bid Envelope. Each Contractor 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 bid process. Contracts for this project will be awarded to the lowest, best, and most responsive bid that reasonably meets all specifications and qualifications.

After the bid opening, as rapidly as possible, WCS Purchasing will prepare a bid tabulation for this project. The WCS Maintenance & Purchasing Departments along with Keaton Pettit, J&B Architects will review all the accepted bid submissions. Once the apparent low bidder has been established through the competitive bid process, Johnson & Bailey 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 Johnson and Bailey Architects – Keaton Pettit).
- Awarded Bidder only shall provide a Payment, Performance, Labor and Materials (PPLM) Bond in the entire amount of the project 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, 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 or all bids that are not in the best interest of WCS.

Bidding Timeline:

- Advertised in the Tennessean.....Sunday, October 4, 2020
- Documents available from J&B Architects.....Tuesday, October 6, 2020
- Pre-bid at WCS Maint. Student Service Bldg..... Tuesday, October 13, 2020 at 11:30 a.m.
- RFB Opening – Electronic via email.....Wednesday, October 21, 2020 at 10:30 a.m. Zoom meeting to read aloud at 11:00 am.
- Bid tabs released with intent to awardapproximately Friday, Oct. 23, 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

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bid opening Wednesday, October 21, 2020.

- 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.