



**WCS-RFB # 1220
College Grove Elementary
Wastewater Improvements
INVITATION TO BID**

Williamson County Schools (WCS) is accepting electronic bids for the College Grove Elementary School Wastewater Improvements Project. During the current Covid-19 pandemic, 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 **9:00 am Thursday, October 29, 2020 on site at College Grove Elementary School**, 6668 Arno-College Grove Road, College Grove, TN 37046. 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. A mask is required to be worn by all attendees of this meeting. Visitors must check in at the School Office.

The first page of the submitted electronic bid submittal must be treated as the “outside envelope” of a typical sealed bid package. This first page must be marked with the following information.

- RFB #1220 College Grove Wastewater Improvements.
- 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 **Bid Opening will be held on November 9, 2020 at 2:30 pm**. After the deadline a Zoom Meeting Conference meeting will be conducted at 3:00 pm. The 30-minute time frame between the bid deadline of 2:30 and the 3:00 pm 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 2:30 pm.

WCS will not be responsible for any bid received after the 2:30 pm cut-off deadline.

Electronic Bids will be accepted beginning the morning of Monday, November 9, 2020 starting at 11:30 am up to the deadline of 2:30 pm. Bids must be emailed to Skip Decker / WCS and Steven Jones with Water Management Services. Bidders should send their electronic bid to both

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



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 Thursday, November 5, 2020 at 3:00 pm please call WCS for directions. WCS phone number is 615-472-4079.

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 forms provided by Water Management Services will be accepted. The bid form shall not be separated from the contract document manual. You must contact Wastewater Management for details.**
- Contractor's Name and Address
- 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 installing a new 20,000-gallon fiberglass septic tank complete with filter screens, new pre-aeration feed pumps installed in an existing tank, new pre-aeration basin, two new modular trickling filter/clarifier treatment units, new splitter box, modifications to the existing septic tank, two new recirculation pump stations installed in an existing basin, four new fixed film treatment units, a new effluent pump station, a new control building with UV disinfection and chemical feed, a new post-aeration basin along with fencing, site work and appurtenances. The work shall also include all other equipment and work required as shown on Contract Drawings and /or called out in the Project Specifications.

Official RFB # 1220 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. A non-refundable fee of One Hundred, Fifty Dollars, \$150.00 must be made for each set obtained. Only original numbered

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bid documents obtained from the Engineer may be used in submission of a bid.

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.

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 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. Immediately after the bid opening, WCS Purchasing will prepare a bid tabulation. The WCS Maintenance & 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 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.

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 \$1,000,000, listing WCS as additional insured must be provided.

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Bidding Timeline:

1. Advertised in the TennesseanFriday, Oct. 16, 2020
2. Documents available from Water Management, contact Steven Jones
3. Pre-bid at College Grove Elem. School.....Thursday, October 29, 2020 at 9:00 am
4. Electronic Bid Opening Deadline.....Monday, November 9, 2020 at 2:30 pm
5. Zoom Conference reading the bids out loud.....same as above at 3:00 pm.
6. Bid tabs released with intent to award...approximately, Wednesday, Nov.11 or soon after
7. Award PO released to winning bidderapproximately 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.

WCS has the right to accept or reject any bid at its sole discretion. 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.