



WCS-RFB #1229
INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
Cooling Tower Replacement at Independence High, Chapmans Retreat ES, Heritage ES, and Boiler Replacement at Kenrose ES, Heritage ES, Westwood ES

Williamson County Schools, (WCS) Owner, is currently accepting electronic bids from licensed and qualified HVAC contractors to execute turn-key construction services for cooling tower replacement at IHS, CRES, HES and boiler replacement at KES, HES, WWES. 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 **Heritage Elementary School, 4801 Columbia Pike, Thompsons Station, TN 37179, on Tuesday, February 2, 2021 at 9:00 a.m.** 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 #1229 Cooling Tower Replacement at IHS, CRES, HES and Boiler Replacement at KES, HES, WWES.
- Date and Time of Bid Opening
- Contractor’s Name and Address
- Tennessee Contractor License Number, Classification, Expiration date & limits
- List of Subcontractor’s 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 Tuesday, February 16, 2021 at 10:30 a.m.** After the deadline a Zoom Meeting Conference meeting will be conducted at 11:00 a.m. The 30-minute time frame between the bid deadline of 10:30 and the 11:00 a.m. 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 a.m.

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



WCS will not be responsible for any bid received after the 10:30 a.m. cut-off deadline.

Electronic Bids will be accepted beginning the morning of Tuesday, February 16, 2021 starting at 7:30 a.m. up to the deadline of 10:30 a.m. Bids must be emailed to Joan Breeding/WCS and Ben Hunter with Entech Engineering. Bidders should send their electronic bid to **BOTH** of the following email addresses:

1. Joan Breeding joanb1@wcs.edu
2. Ben Hunter bhunter@entechtn.com

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

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 Qualification Statement – AIA 305
- Completed, signed and dated bid form. **ONLY bids which are made out on the bid form provided by Entech Engineering will be accepted.**
- Contractor's Name and Address
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act
- TN Drug Free Workplace Affidavit (as required by TCA 50-9-113)
- Criminal Background Check Affidavit (as required by TCA 49-5-413)
- List of subcontractors
- Bid bond in the amount of 5%.

Official RFB #1229 bid documents, along with form of agreement, drawings, specifications and form of bid bond will be made available from Entech Engineering Inc., 5301 Virginia Way, Suite 140, Brentwood, TN 37027. Contact Ben Hunter, Project Engineer 615-373-2640 bhunter@entechtn.com.

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/her bid is accepted.

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 the specifications and qualifications. Immediately after the bid opening, WCS Purchasing will prepare a bid tabulation. Entech Engineering, Inc. will review the tabulation and will provide to WCS a written



(documented) recommendation. WCS will then release the bid tabulations noting the apparent low bidder to all participants of the bid with our intent to award. 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, 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 Entech Engineering, Inc.)
- 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 \$2,000,000 listing WCS as additional insured must be provided.

Bidding Time-Line:

- Advertised in the Tennessean.....Tuesday, January 26, 2021
- Invitation to bid distributed to potential bidders... Wednesday, January 27, 2021
- Pre-bid at Heritage Elem School.....Tuesday, Feb. 2, 2021 at 9:00 am
- Electronic Bid Opening Deadline.....Tuesday, February 16, 2021 10:30 am
- Zoom meeting to read aloud bids submitted.....Tuesday, Feb. 16, 2021 at 11:00 am
- Bid tabs released with intent to award.....Approximately Wed, Feb. 17, 2021
- Award PO released to winning bidder Approximately 10 consecutive calendar days after bid tabulation is released.
- No bidder may withdraw his/her bid within sixty (60) consecutive calendar days after the actual date of the public bid opening Tuesday, February 16, 2021.

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

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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 or this invitation to bid.