

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



**RFP #1230**  
**INVITATION TO BID**  
**WILLIAMSON COUNTY SCHOOLS**  
**Outsourced Custodial Services**  
**March 2021**

Williamson County Schools (WCS) is currently accepting electronic proposals from qualified Custodial Contractors interested in submitting a proposal for Outsourced Custodial Services. During the current Covid-19 Pandemic, WCS has changed the method of how sealed RFP openings are conducted. Therefore, this RFP opening will be conducted electronically. This electronic format will continue to ensure that the confidential proposal process is conducted while safeguarding the participants and avoiding physical & social contact. All electronic proposals should be competitive, complete with all details and will remain confidential until they are opened, read aloud and a proposal tabulation is compiled. RFP submittals will be received electronically via email only.

**Mandatory Pre-Bid Meeting Wednesday, March 3, 2021 at 2:00 p.m. CST**

An in person mandatory pre-bid meeting will be held on **Wednesday, March 3, 2021 at 2:00 pm.** **Social Distancing 6' apart will be observed and masks are required.**

The meeting will be held at the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064. It is important that all interested Custodial Contractors make plans to have a minimum of one Company Representative attend. All attendees and company representatives must sign-in and be on record as attending the pre-bid in order for the company to participate in this project by submitting an electronic proposal.

**PROPOSAL ELECTRONIC OPENING**

Each participating Custodial Contractor shall complete the proposal cover sheets, add any required documents, scan, and send their completed electronic proposals **only** to the following WCS Purchasing email addresses:

Skip Decker [skipd@wcs.edu](mailto:skipd@wcs.edu) & Kirk Elliott [kirke@wcs.edu](mailto:kirke@wcs.edu)

Electronic Proposals will be received until the deadline of **2:30 p.m. on Thursday, March 11, 2021** at which time they will be opened, printed, and read.

Therefore, after all bids have been received and opened, they will be read aloud during an ***“OPEN ZOOM MEETING”*** at **3:00 p.m. CST (on the same day)**. A 30-minute time-period between the RFP submittal deadline and the zoom meeting is to allow WCS staff time to open the emails, print, collate and have them ready to be read out loud.

**SENDING A SECURE PROPOSALS THROUGH EMAIL:**

Proposers should not copy or blind copy any other person or email addresses other than the (2) WCS emails that are provided. This will help ensure the proposals are kept confidential until opening. In no



circumstance will WCS reveal any contents of the submitted proposals until after the deadline and all have been made ready to be disclosed during the zoom meeting.

**Important:** Proposals will be accepted beginning the morning of Thursday, March 11, 2021 beginning at 11:30 a.m. CST and will be accepted up until the deadline of 2:30 p.m. CST. Details on the zoom meeting and instructions on how to participate will be provided after the pre-bid meeting.

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

- WCS-RFP #1230 Outsourced Custodial Services
- Contractors Name & Address
- Date and Time of Bid Opening

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

- Signed & Completed Proposal Form
- Certification of Compliance with the Iran Divestment Act
- 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 if the proposal is accepted a contract will be entered into.

The Project will be awarded to the lowest and best overall proposal for each zone location. All proposals need to meet or exceed the specifications. Any proposal that clearly does not meet specifications will not be considered. WCS reserves the right and intends to award this proposal to two (2) vendors. It is important to note that WCS will evaluate all submittals using the contractor's ability to complete and follow instructions when providing the required data in the correct format. The proposal will be weighted and evaluated by a team of WCS Staff Members who have various roles in the school district. Each person on the WCS team is highly qualified and has the knowledge and expertise to perform their due diligence in completing the evaluation.

All WCS team members have a desire to find the most responsive and compelling candidates for this award and their own success is linked with the success of this program. Therefore, the decisions made by this evaluation team carries a considerable amount of respect with the community and school board members. All proposals will be judged on pricing which is the major determinant factor; however, the cost of services, materials, previous experience and overall quality of services are extremely important and shall play a very large role in the award.

After the successful proposers have received the Award Notice / Intent to Award said Contractors must provide to WCS the following items within (15) consecutive calendar days from the date of



WCS award notice:

- Fully executed contract (facilitated through the Purchasing Department).
- Awarded Proposers shall provide a Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 50% of the total project cost 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 Custodial Contractors to guarantee faithful performance of work under the contract.
- In the event the successful Contractor(s) 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. See proposal documents for Insurance limits and requirements.

NOTE: All WCS RFP's are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any or all proposals that are not in the best interest of WCS.

During the pre-bid meeting a "Draft" of the RFP documents will be distributed to each attendee. These draft documents will be reviewed during the pre-bid meeting. This not only gives WCS a chance to point out any unusual or special area of the proposal which is important to the bidders but will also give custodial companies time to ask questions and have details clarified.

After the pre-bid meeting is completed, all of the topics discussed during the meeting that need to be changed or otherwise addressed in more detail will be included in the final RFP document sent to all potential bidders.