

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



**WILLIAMSON COUNTY SCHOOLS  
INVITATION TO BID  
RFB #1233 Roof Replacements at Walnut Grove Elementary, Chapmans Retreat  
Elementary and Centennial High Schools**

Williamson County Schools (WCS), Owner, is currently accepting sealed bids for a re-roofing project at WGES, CRES and CHS. This bid opportunity is open only to roofing contractors that participated and were accepted in WCS RFQ #1055. An award notification for RFQ #1055 initially went to all participants in February 2017 stating that nine contractors were accepted for future bidding. In December 2017, an executive level decision was made by WCS to overrule the initial acceptance and expand the RFQ results to include all contractors that applied and complied with the Bid/RFQ requirements. Therefore, 12 roofing contractors are now approved and eligible to participate in WCS Roofing Bids. Pursuant to this decision, the roofing companies that are approved to submit bids with WCS - follow:

**Collier Roofing, Dixie Roofing, Donelson Roofing, Don Kennedy Roofing, Eskola Roofing, Gunter Construction Roofing, Maxwell Roofing & Sheet Metal, RSS Roofing, Southern Roofing, Total Building Maintenance, Two Rivers Roofing and Village Roofing.**

During the current Covid-19 pandemic, WCS will be performing the bid opening using an electronic format. Electronic bid submittals will be received on **Tuesday, March 30, 2021 from 11:00 a.m. until 2:30 p.m. (only)**. After all bids have been received and opened, they will be read aloud during an **open zoom meeting at 3:00 p.m.** Any participating bidder may log onto the zoom meeting to hear the bid results. It is not mandatory that the participants attend the zoom meeting. A 30-minute time period between the bid submittal deadline and the zoom meeting is to give WCS staff time to open the emails, print, collate and have them ready to be read out loud. 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 p.m. **WCS will not be responsible for any bid received after the 2:30 p.m. deadline.**

Bids must be emailed to Joan Breeding/WCS and Jason Rinks with Richard C. Rinks & Associates. Bidders should send their electronic bid to **both** of the following email addresses and please do not copy anyone on the email:

Joan Breeding [joanb1@wcs.edu](mailto:joanb1@wcs.edu) and Jason Rinks [jason@rinks-consulting.com](mailto:jason@rinks-consulting.com)

**A pre-bid meeting will be held on Tuesday, March 16, 2021 at 1:00 p.m. beginning at Walnut Grove Elementary School.** Visitors must check in at the school office. Although the pre-bid meeting is not mandatory, it is highly encouraged as details of all the projects will be discussed.

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



Beginning on or around Tuesday, March 9, 2021, Richard C. Rinks & Associates, Inc., 30 North Jefferson, Cookeville, TN (931) 528-5543 [jason@rinks-consulting.com](mailto:jason@rinks-consulting.com) will have project instructions, plans, specifications, and requirements available to all qualified/accepted roofing contractors. There will be no charge for electronic documents and hard copy documents will be a non-refundable fee of \$100.

The first page of the 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:

- WCS RFB #1233 Roof Replacements at Walnut Grove Elementary, Chapmans Retreat Elementary, Centennial High Schools
- Company Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License#, Classification, Expiration Date and Limitations
- Any related Subcontractor’s Name, License number, Classifications, Expiration Date & Limits (regardless of bid amount).

The electronic bid submission must contain the following documents. Bidders must print the forms and scan them in as part of their bid submissions. Failure to send these documents will result in disqualification:

- Signed and Completed Bid Form
- Signed and Completed Iran Divestment Act Certificate
- Certification of Compliance with Tennessee Licensing Law
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Bid Bond in the amount of 5%

An apparent low Bidder(s) will be established from this formal bid process. Contracts for this project will be awarded to the lowest, best and most responsive bid(s) that meets or exceeds specifications. Richard C. Rinks & Associates will assist in the review, tabulation and will provide to WCS a written recommendation. Once the successful bidder(s) have been established through the competitive bid process and Rinks & Associates makes a formal recommendation to WCS, then the WCS Purchasing Manager will notify successful bidder(s) of our intent to proceed with documented award. Awarded bidder must provide to WCS the following items within fifteen (15) consecutive calendar days from the date of WCS award notice:

- Fully executed AIA contract (facilitated through Rinks & Associates)
- 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

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



Owner because of such failure.

- Insurance: WCS must be named as an additional insured on contractor's policy as follows: Contractor will obtain and maintain insurance to protect the 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 Timeline:**

- Advertised in the Tennessean.....Tuesday, March 9, 2021
- Documents available from Richard C. Rinks ...Tuesday, March 9, 2021
- Pre-bid at Walnut Grove Elementary.....Tuesday, March 16, 2021 at 1:00 pm
- Electronic Bid Opening Deadline.....Tuesday, March 30, 2021 at 2:30 pm
- Zoom meeting.....Tuesday, March 30, 2021 at 3:00 p.m
- Bid tabs with intent to award.....approximately Wednesday, March 31, 2021
- Award PO released to winning bidder .....approximately 10 consecutive calendar days after 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 public bid opening on Monday, Tuesday, March 16, 2021.
- 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.

NOTE: 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 interests of WCS.