

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



RFB # 1293
WILLIAMSON COUNTY SCHOOLS
Central Office Lobby Renovation

Williamson County Schools, (WCS) is currently accepting sealed bids from qualified general contractors interested in submitting a bid for WCS Central Office Lobby Renovation project. Bids must be submitted in a sealed envelope express mailed or hand delivered to the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker. **Sealed bid envelopes will be received until 2:30 p.m. on Wednesday, July 20, 2022**, at which time they will be opened. Faxed or emailed bids will **not** be accepted. Any bids received after the specified opening time will **not** be accepted. In the event WCS must reschedule a bid opening date or time, the specifications obtained from the WCS Purchasing Department in the bid documents shall reflect the actual date and time. Once the sealed bid envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time it is received. The RFB opening will take place at the aforementioned address. Please mark sealed bids envelopes **“WCS - RFB #1293 Central Office Lobby Renovations”**.

A pre-bid meeting will be held for this project on Tuesday, July 12, 2022 at 10:00 am. The pre-bid meeting will be on-site at the WCS Central Office, 1320 W. Main Street, Suite 202, Franklin, TN 37064. Visitors should check in at the receptionist desk on the 2nd floor. Although this meeting is not mandatory it is highly recommended as important details will be discussed.

The following information must be printed on the OUTSIDE of the sealed bid envelope. Failure to do so could result in the bid being rejected and disqualified.

- RFB #1293 Central Office Lobby Renovations
- Contractors Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License #, Classification, Expiration Date & Limitations
- List of Subcontractors Name and Address, TN Contractor License #, Classification, Expiration, Date & Limits as required by TN Board of Licensing for the following list of trades, Mechanical, Electrical, Asbestos Abatement Contractor.

The INSIDE of the sealed bid envelope must contain the following items in to be accepted. Failure to include all of these items will result in disqualification:

- Bid Cover Sheet - Completed, signed, and dated
- TN Drug Free Workplace Affidavit (as required by TCA 50-9-113)
- Criminal Background Check Affidavit (as required by TCA 49-5-413)
- Certification of Compliance with the Iran Divestment Act

It is the bidder's responsibility to acknowledge and understand the specifications, scope, requirements, terms, and conditions of this bid project. This request for bid was prepared by the WCS Purchasing Department on behalf of the Maintenance Department. Should any terms or conditions on the attached specifications differ from the RFB, then the terms and conditions of

the RFB shall govern the process. Any questions concerning this document should be addressed in an email and sent to Skip Decker, WCS Purchasing Department skipd@wcs.edu or **Floyd Crook, WCS Assistant Maintenance Director**, Floyd.crook@wcs.edu.

PART ONE: General Information

- 1.1 Manufacturer's Names or Special Brands:** The use of a manufacturer's name: Use of any special brand, model, or make in describing an item, or the use of detailed descriptive specifications pertinent thereto, does not restrict vendors to that manufacturer or specific article or such detailed descriptive specifications. This means or method being used is simply to indicate the character or quality of the article desired. The articles or services on which proposals are submitted should be of such character, quality and design that will serve the purpose for which it is intended.
- 1.2 Indemnification/Hold Harmless:** Awarded bidder shall indemnify, defend, save and hold harmless Williamson County Schools, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by awarded proposer, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of contractor, its subcontractors, suppliers, agents or employees.

PART TWO: Submitted Bids

- 2.1 Award of RFB:** The project will be awarded to the lowest and best overall qualified bidder that meets or exceeds the specifications set forth by the WCS – Maintenance Department. Any bidder that clearly does not meet specifications will not be considered.
- 2.2 Valid 90 Days:** Bids are to be valid for a minimum of 90 days or until awarded, whichever comes first.
- 2.3 Acceptance or Rejection of Bids:** Williamson County Schools reserves the right to waive any formalities and accept or reject bids, upon the evidence (or determined by WCS) before or after the bid opening, that a bidder is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice. All bidders are to be complete in every detail as required. Those that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected.
- 2.5 Funding:** This RFB project is ultimately subject to funding as with all WCS RFB projects. WCS is a tax-exempt organization: Costs must include all related sales and use tax... Although WCS is tax exempt the bidder(s) are responsible for any / all sales and use tax for the materials and or equipment.

PART THREE: Schedule of Award and Related Values

- 3.1 Award of RFB:** WCS anticipates the due diligence to be completed and the bid fully funded and awarded by or before Thursday July 28, 2022. Bidders should take note that this date is approximate and circumstances beyond WCS control could push this date back. WCS Purchasing will prepare a bid tabulation and will send out the intent to award notice to all bidders.
- 3.2 Invoicing/Payments:** Payments will be made within (30) days of the date the awarded bidder completes the project. The invoice is stamped when received by WCS Accounts Payable. All invoices must be reflective of the original RFB and vendors bid. WCS will pay from (1) itemized invoice. That invoice must include a WCS PO. As previously stated WCS will not be responsible for any "added" expenses.
- 3.3 After the bid is Awarded:** After this intent to award has been issued, in approximately 10 days the Official Award PO will be issued to the awarded bidder. The awarded bidder will have (15) consecutive days from the date of the PO notification to provide to WCS Purchasing, A PPLM bond in the full amount of the contract and a certificate of liability insurance for an amount no less than \$2,000,000 naming WCS as an additional insured.
- 3.4** The project must be complete by the agreed upon completion date, that will be chosen by the WCS Maintenance Department (*which depends on bid pricing*) to avoid Liquidated Damages. If project is not completed by agreed upon due date (see bid cover sheet) LD's of \$350 beginning the next consecutive calendar day and continuing until the project is finished will apply. Liquidated damages will be deducted from the awarded bidder's invoice.

SCOPE OF WORK

Work to include all labor and materials. This project consists of removing a wall relocating existing electrical outlet and relocating an existing switch. Asbestos abatement will be required in approximately 300 square feet of floor space. Bids are to include demolition, and disposal of old materials. Bidder will not be allowed to use the county dumpsters for this project. Bidders must complete construction, installing all materials, provide asbestos abatement, make VCT repairs, new finishes and painting the area in the renovation and those in other effected areas. The project should be 100% turnkey. Bidders will match all products and colors as closely as possible. Protect existing structure, floors, utilities, as well as adjacent sections of the facility from damage, asbestos, dust, debris or other hazards that may impact or be associated with this project. During the renovation bidder will provide, dust protection and surface protection for adjacent areas within the facility.

Below are specifications on the actual job to be done. The specifications will provide an idea of what the contractor will be responsible for. For technical questions concerning materials, specifications and other pertinent information bidders should contact the WCS Assistant Maintenance Director, Floyd Crook, Floyd.crook@wcs.edu or 615472-4972.

Renovation Work to be Completed

Remove wall from left side of the door frame to the right side approximately 14 feet in width. **Refer to exhibit #1.**

Relocate and remove the existing electrical outlets and relocate the existing switch that controls storage room 202.

Abate asbestos containing building materials (ACBM) in approximately 300 square feet of floor tile mastic. **Refer to exhibit # 2.**

Cut out and demo existing wall/window frame and support wall in the back of the space to provide a door opening 3'0 by 6'8" install a door frame only (no door is needed) and trim out as needed. **Refer to exhibit # 3.**

Provide electrical wiring needed for infeed of new dual cubicles (cubicles to be provided by WCS).

In space 202 (see exhibit #1) remove existing old drop ceiling and install new ceiling to match existing lobby ceilings when wall is removed.

Install furring strips on the back wall of room 202 and install new drywall for uniform appearance. In space 202 terminate existing exhaust vent above ceiling.

Prep, paint and finish the entire workspace as needed. Matching colors to existing area.

Install new VCT flooring in work area. Note: VCT tiles will be provided by WCS.

The specifications and scope of work are thought to be complete and contain all the pertinent and relevant information needed for bid submission. If any other details or scope changes after the pre-bid meeting WCS will issue an addendum for any further changes. No addendums will be issued after July 15, 2022 at 2:00 pm.

WILLIAMSON COUNTY SCHOOLS

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Central Office Lobby Renovations

This Bid cover sheet must be attached as the first page of the submitted packet.

I, _____ (print name) _____ (title)
verify that I have carefully read the specifications, terms, conditions, and instructions contained within this document and that I understand, acknowledge, and agree to all the language set forth in this document. By signing this document and submitting my bid in a sealed envelope with Williamson County Schools, as the bidder I fully accept the language contained within this RFB document.

Notice to Bidder – *If you find any of the language, terms, conditions, or specifications unacceptable – then please do not bid or submit a bid package for this project.*

Signature: _____

COMPANY NAME : _____

ADDRESS: _____

Phone Number _____ E-Mail _____

BASE BID

Central Office Lobby Renovations

PLEASE PROVIDE A 100 % COMPLETE / TURN-KEY BID PRICE TO COMPLETE THE SCOPE OF WORK AT THE WCS CENTRAL OFFICE LOBBY PER THE SPECIFICATIONS PROVIDED, WHICH INCLUDES THE ASBESTOS ABATEMENT:

Bid Price # 1. Construction dates of Sept. 3 – Sept. 5, 2022 fully completed
BID COST \$ _____

Bid Price # 2. Construction dates of Sept. 29 – October 16, 2022 fully completed
BID Cost \$ _____

Note: *Liquidated Damages of \$350 per consecutive calendar days will begin the day after either of the two completion dates listed above if project is not 100% finished.*

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The under signed is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____

Notary Public

My commission expires: _____

Comm. No.2018-01

00210.3

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.
Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____. Notary Public

My commission expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official: _____

Date: