

Purchasing Department  
1320 West Main Street, Suite 202  
Franklin, TN 37064-3700  
Phone (615)-472-4079  
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**RFB # 1298**  
**WILLIAMSON COUNTY SCHOOLS**  
**HVAC Safety Platforms at the following 11 schools:**

**Franklin High (2) Brentwood High (2) College Grove Elementary (1) Edmondson Elementary (1) Grassland Elementary (1) Heritage Middle (2) Hunters Bend Elementary (1) Kenrose elementary (1) Lipscomb Elementary (1) Oak View Elementary (1) Scales Elementary (1)**

Williamson County Schools (WCS) is currently accepting bids from contractors interested in the installation of safe access ladders and platforms to mezzanine level HVAC Units. Qualified bidders should submit sealed bids using the attached forms. 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. Once the sealed 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. **Sealed RFB envelopes will be received until 10:30 a.m. on Wednesday, Sept 28, 2022**, at which time they will be publicly opened. Faxed or emailed proposals will **not** be accepted. Any proposals received after the specified opening time will **not** be accepted.

**A pre-bid meeting will be held for this project on Thursday, September 15, 2022 beginning at 10:00 am.** The location will be the Heritage Middle School, 4803 Columbia Pike, Thompson Station, TN 37179. Visitors must check in at the school office. Although the pre-bid is not mandatory it is highly encouraged as details of the project will be discussed and gone over in great detail. In the event WCS must reschedule an RFB opening date or time, the specifications obtained from the WCS Purchasing Department in the RFB documents shall reflect the actual date and time. For a site visit or technical questions, the bidders should contact WCS HVAC Foreman, Tracy England at 615-472-4976 [tracye@wcs.edu](mailto:tracye@wcs.edu) email. No questions answered after Sept. 23 at 11:00 am.

**THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED RFB ENVELOPE**

- RFB #1298 HVAC Safety Platforms
- Company Name and 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, HVAC

**THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED RFB ENVELOPE**

- Signed and dated bid cover sheet
- Signed and completed Iran Divestment Certificate
- Criminal Background Affidavit
- Drug Free Workplace Affidavit
- A Bid Bond in the amount of 5% of the total project. The bond is required as a guarantee that if the bid is accepted a contract will be entered into.

Williamson County Schools reserves the right to accept or reject bids, based upon the evidence (or determined by WCS Staff) before or after the RFB 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.

Once the apparent low bidder has been established through the competitive bid process, 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.

When 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:

- Awarded Bidder shall provide a Payment, Performance, Labor, and Materials (PPLM) Bond in the entire amount of the project 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, 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. A. 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.

NOTE: All WCS RFB’s 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 interest of WCS.

**Bidding Timeline:**

- Advertised in the Tennessean.....Thursday, Sept. 8, 2022
- Pre-bid at Heritage Middle School ..... Thursday, Sept. 15, 2022 at 10:00 a.m.
- RFB Opening .....Wednesday, Sept. 28, 2022 at 10:30 a.m.
- Bid tabs released with intent to award .....approximately Friday, Sept. 30,2022

- Award PO released to winning bidder .....approximately 10 consecutive calendar days after the 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 bid opening Wednesday, Sept. 28, 2022 at 10:30 am.
- Bidders are to include all sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of TN procurement laws.

**“Bidders Beware”**

The bid price must include 100% turn-key pricing for the installation of safe access ladders and platforms to the mezzanine level HVAC units at 11 schools. It is the responsibility of the contractor to make sure they understand the scope and significance of the bid. Bids should be valid, and the price remain the same for a period of 1 full year. Because WCS may choose to do additional projects in the future, beginning on the anniversary date in the second year there shall be an option to renew for an additional year or each year afterwards for (4) full years but not to exceed a total of (5) years including the first year. This project may be spread out over a period of years as funding is available. WCS will consider a 2% cost increase at the beginning of each year’s anniversary date beginning in the 2<sup>nd</sup> year.

**SCOPE OF WORK**

There are 11 schools that will need the safety access HVAC platforms. The schools are listed below, note some schools have the need for 2 platforms and some only 1.

1. Franklin High School needs 2 platforms
  2. Brentwood High School needs 2 platforms
  3. College Grove Elementary School 1 platform
  4. Edmondson Elementary School 1 platform
  5. Grassland Elementary School 1 platform
  6. Heritage Middle School needs 2 platforms
  7. Hunter Bend Elementary School 1 platform
  8. Kenrose Elementary School 1 platform
  9. Lipscomb Elementary School 1 platform
  10. Oak View Elementary School 1 platform
  11. Scales Elementary School 1 platform
- The Bid will be awarded to the lowest or best overall bidder. WCS reserves the right to award based on quality, price and availability of product/services specified whichever is in the best interest of WCS. Award shall be made on the best or most responsive RFB determined (by the WCS Purchasing Department) to be in the best interest of WCS. Our intent is to award the RFB to the lowest, best, and most responsive competitive bidder.
  - Bidder is not limited or restricted to any specific brands provider or supplier, but the materials on which bids are submitted and based should be of such character or quality of design as will serve the purpose for which it is to be used. Materials must be of the specified type. Williamson County Schools reserves the right, through the Purchasing

Agent, to be the sole judge in such determinations. When no reference is made by the vendor to the make or model proposed to be furnished, it is understood that the specific article named in the proposal sheet will be furnished.

- This RFB project is ultimately subject to funding as with all WCS bid projects. WCS is a Tax exempt organization. Bid cost must include any / all related sales and use tax...Although WCS is tax exempt – the proposer(s) are responsible for any / all sales and use tax for any materials and or equipment.
- Awarded contractor is to submit One-Single invoice after each consolidated total PO is complete. Invoices must be reflective of the original bid and must include a valid WCS PO number to be paid. There shall absolutely be no surcharges. Proposers should submit the most competitive “all in” proposed /cost in the original submittal and with every email proposal they submit. Bills or invoices for partial shipments or additional charges (with the exception of pre-approved special deliveries) are not acceptable.
- WCS Purchasing Agent or his designee must approve any change in offers to the original RFB specifications.
- The Bidder shall abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications.
- It is the Bidders responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements regarding the specifications of this project.
- In the event a Bidders fails to perform its duties WCS may negotiate with the next best Bidder to complete projects or services. In addition, the first Bidder may forfeit future business with WCS.
- In the event bids are over the WCS allotted budget, then WCS reserves the right to negotiate or value engineer with the apparent low Bidder prior to the award of contract or issuance of a WCS purchase order number.
- The language of this RFB shall be binding unless mutually amended by WCS and the awarded Bidder. Issuance of the purchase order will be the award notice. The terms and conditions of this RFB and detailed purchase order shall constitute entire agreement.
- By submission of a Bid, Bidder certifies that all items are equal to or better than the referenced items and agrees to all terms and conditions stated herein.
- IMPORTANT: Bidders must use the bid form included in the documents. The bid form must be signed by an authorized representative of the company/business placing the proposal. WCS reserves the right to increase or decrease amounts and / or quantities if necessary.

**BID COVER SHEET**  
**WCS RFB # 1298**  
**HVAC Safety Platforms**

This bid form must be attached as the first page of the submitted RFB.  
Page 1

I, \_\_\_\_\_, (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 a bid in a sealed envelope with Williamson County Schools, as the Bidder I fully acknowledge, understand, and accept the language contained within this RFB document.

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Item I		
Franklin High School .....	Platform #1	Total Bid Price \$ _____
	Platform # 2	Total Bid Price \$ _____
Item II		
Brentwood High School .....	Platform #1	Total Bid Price \$ _____
	Platform #2	Total Bid Price \$ _____
Item III		
College Grove Elementary .....	Platform #1	Total Bid Price \$ _____
Item IV		
Edmondson Elementary .....	Platform #1	Total Bid Price \$ _____
Item V		
Grassland Elementary .....	Platform # 1	Total Bid Price \$ _____
Item VI		
Heritage Middle School .....	Platform #1	Total Bid Price \$ _____
	Platform # 2	Total Bid Price \$ _____
Item VII		
Hunters Bend Elementary .....	Platform # 1	Total Bid Price \$ _____

**Company Name** \_\_\_\_\_ **Page 2 of Bid Cover Sheet**

Item VIII

Kenrose Elementary School .....Platform # 1 Total Bid Price \$ \_\_\_\_\_

Item IX

Lipscomb Elementary School .....Platform # 1 Total Bid Price \$ \_\_\_\_\_

Item X

Oak View Elementary School .....Platform # 1 Total Bid Price \$ \_\_\_\_\_

Item XI

Scales Elementary School..... Platform # 1 Total Bid Price\$ \_\_\_\_\_

**TOTAL BID PRICE OF ALL ITEMS ABOVE \$ \_\_\_\_\_**

Note: WCS desires each location to have access improvements made that meet or exceed the engineered specifications in this document. In releasing this document our expectations are to receive turn-key bids. Therefore, WCS welcomes any companies that can fulfill these requirements.

**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 Board of Education or County Government to provide services, hereby states under oath as *follows*:

1. The undersigned 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: \_\_\_\_\_

**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 \_\_\_\_\_