

Purchasing Department
1320 West Main Street, Suite 202
Franklin, Tennessee 37064-3700
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RFB #1301
INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
Softball Field at Mill Creek Middle School

Williamson County Schools, (WCS) is currently accepting sealed bids from qualified general contractors interested in adding a new softball field at Mill Creek Middle School. Bids must be submitted in a sealed envelope, mailed or hand delivered to WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Joan Breeding. Envelopes shall be marked **“WCS - RFB #1301 Softball Field at Mill Creek Middle School”**. **Sealed bids will be received until 2:30 p.m. on Tuesday, December 13, 2022**, at which time they will be publicly opened. Faxed or emailed bids will **not** be accepted. Any bid received after the specified opening time will **not** be accepted. In the event WCS must reschedule an RFB opening date or time, the specifications obtained from the Purchasing Department, or our commissioned engineer, 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 of receipt to ensure compliance.

A pre-bid meeting will be held onsite for this project at Mill Creek Middle School, 200 York Trail, Nolensville, TN 37135 on Monday, December 5, 2022, at 1:00 P.M. CST. Visitors must meet in the front office of the school to check in before the pre-bid meeting. Although the pre-bid meeting is not mandatory, it is highly encouraged as essential information concerning the bid project will be discussed.

The following items must be listed on the **outside** of the sealed bid envelope:

- WCS - RFB #1301 Softball Field at Mill Creek Middle School
- Date and Time of Bid Opening
- Contractor’s Name and Address
- Tennessee Contractor License Number, Classification, Expiration date & limitations.
- List of Subcontractor’s Name and Address, TN Contractor License Number, Classification, Expiration Date & License Limitations. (All subs must be listed regardless of their bid amounts)

The following items must be **included inside** the sealed bid envelope:

- Signed and Completed Bid Form
- Contractor Qualification Statement (AIA Document A305)
- 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)
- Bid bond in the amount of 5%. This bond is required as a guarantee that if accepted, a contract will be entered into. Refer to bid documents for complete bidding instructions.

Completed drawings and specifications will be made available electronically by Gresham Smith Land Planning, 222 Second Avenue South, Suite 1400, Nashville, TN 37201. Contact Stephen Brown, Project Engineer, (615-770-8527) or stephen.brown@greshamsmith.com.

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 that reasonably meets the specifications and qualifications. WCS Purchasing will prepare a bid tabulation shortly after the bid opening. The WCS Facilities & Construction and Purchasing Department along with Stephen Brown, Gresham Smith Land Planning, will review all the accepted bid submissions and bid tabulations. Once the apparent low bidder has been established through the competitive bid process, Gresham Smith Land Planning will provide WCS with a written (documented) recommendation of who the bid should be awarded to. WCS Purchasing will then release the bid tabulations noting the apparent low bidder to all participants of the bid with our intent to award. Approximately twenty (25) consecutive calendar days after the bid tabulations are released (due to the holidays and closures in December), WCS will issue a fully funded award PO to the winning bidder.

After 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:

- Fully executed AIA contract (facilitated through Gresham Smith Land Planning).
- 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.
 - 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.

Bidding Timeline:

- Advertised in the Tennessean.....Monday, November 28, 2022
- Invitation to bid distributed to potential bidders...Tuesday, November 29, 2022
- Pre-bid at Mill Creek Middle School.....Monday, December 5, 2022, at 1:00 p.m.
- Bid Opening Deadline..... Tuesday, December 13, 2022, at 2:30 p.m.
- Bid tabs released with intent to award.....Approx. Thursday, December 15, 2022
- Award PO released to winning bidder.....Approx. 25 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, December 13, 2022.
- 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 Engineer’s RFB documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement or this invitation to bid.
- All WCS Bids are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or reject any bids not in the best interest of WCS.