

Purchasing Department
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RFB # 1302
INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
Creekside Elementary Restroom Renovations

Williamson County Schools (WCS) is currently accepting sealed bids from qualified contractors for a restroom renovation at Creekside Elementary School. Bids should be submitted in a sealed bid 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 pm on Thursday, December 15, 2022** at which time they will be publicly opened. Faxed or emailed bids will **not** be accepted. Any bids received after the deadline will **not** be accepted.

A **pre-bid meeting** will be conducted at **10:30 a.m. on Thursday, December 1, 2022** at Creekside Elementary School, 4239 Goosey Hill Road, Franklin, TN 37064. Although the pre-bid is not mandatory for bid submission; it is highly encouraged as important information concerning the bid project will be discussed. Visitors must check in at the Front Office.

The following information below must be listed on the outside of the Envelope

- WCS-RFB #1302 Creekside Elementary Restroom Renovations
- Contractors Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License #, Classification, Expiration Date & Limits
- List of Subcontractors Name and Address, Tennessee Contractor License #, Classification, Expiration, Date & Limits as required by Tennessee Board of Licensing

The inside of the bid envelope must contain the following documents

- Contractor's Qualification Statement (AIA Form A305, 1986 Edition)
- Signed & Completed Bid Form provided by J&B Architects, only bids which are made out on the bid form provided by J & B will be accepted.
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act
- TN 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 bid is accepted a contract will be entered into. Refer to bid documents of complete bidding instructions.

Plans, specifications and other contract documents shall be obtained by Prime Bidders only (a prime bidder is one who obtains plans) from the office of Johnson & Bailey Architects P.C. 100 East Vine Street, Suite 700, Murfreesboro, TN 37130, Attn: Keaton Pettit, Project Architect phone (615) 890-4560 or email kpettit@barchitects.com. Digital files and plans will be provided to bidders therefore, no plan deposit will be required.

Bidders shall be licensed contractors as required by applicable laws of the State of Tennessee under the current Contractor's Licensing Act of Tennessee and in addition be thoroughly familiar with all provisions of the current licensing act. All Bidders must comply with the Tennessee Code Annotated Title 62 in particular Chapter 6 regarding preparation of the Bid Envelope. Each Contractor shall submit his bid in accordance with the requirements of the Licensing Act. Refer to bidding documents for complete bidding instructions.

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 all specifications and qualifications. After the bid opening, as rapidly as possible, WCS Purchasing will prepare a bid tabulation for this project. The WCS Maintenance & Purchasing Departments along with Keaton Pettit, J&B Architects will review all the accepted bid submissions. Once the apparent low bidder has been established through the competitive bid process, Johnson & Bailey will provide to WCS a written (documented) recommendation of who the winning bid should be awarded to. WCS Purchasing will release the bid tabulations noting the apparent low bidder to all participants of the bid. Because of the upcoming Winter Break for WCS, on approximately Jan. 3, 2023 WCS will issue a fully funded award PO to the low 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 Johnson and Bailey Architects – Keaton Pettit).
- Awarded Bidder only 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.....Monday, Nov. 28, 2022
- Documents available from J&B Architects.....Monday, Nov. 28, 2022
- Pre-bid at Creekside Elem School..... Thursday, Dec. 1, 2022 at 10:30 am
- RFB Opening.....Thursday, Dec. 15, 2022 at 2:30 pm
- Bid tabs released with intent to awardapproximately Friday, Dec. 16, 2022
- Award PO released to winning bidderapproximately Jan. 3, 2023.
- No bidder may withdraw his bid within 60 consecutive calendar days after the actual date of the electronic bid opening Thursday, December 15, 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 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.