

Purchasing Department  
1320 West Main Street, Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010  
Fax (615) 472-5609



**RFB #1304**  
**INVITATION TO BID**  
**WILLIAMSON COUNTY SCHOOLS**  
**Casework Replacement at FvHS, AES, CCES, LvES, NES and PCES**

Williamson County Schools, (WCS) is currently accepting sealed bids from qualified contractors for lab casework replacement at Fairview High School and classroom casework installations at various elementary schools (Allendale, Clovercroft, Longview, Nolensville, and Pearre Creek). 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 #1304 Casework Replacement at FvHS, AES, CCES, LvES, NES and PCES”**. **Sealed bids will be received until 2:30 p.m. on Thursday, February 23, 2023**, 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 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 Fairview High School, 2595 Fairview Blvd, Fairview, TN 37062 on Wednesday, February 8, 2023, at 10:30 a.m.** 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 #1304 Casework Replacement at FvHS, AES, CCES, LvES, NES and PCES
- 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, 1986 Edition)
- 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.

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](mailto: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, Chapter 6 regarding preparation of the Bid Envelope. Each Contractor shall submit his bid according to the Licensing Act requirements. 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 meets the specifications and qualifications. WCS Purchasing will prepare a bid tabulation shortly after the bid opening. The WCS Maintenance & Purchasing Department along with Keaton Pettit, Johnson & Bailey Architects, will review all the accepted bid submissions and bid tabulations. 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 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 ten (10) consecutive calendar days after the bid tabulations are released, 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 Johnson and Bailey Architects – Keaton Pettit)
- 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 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 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 interest of WCS.

**Bidding Timeline:**

- Advertised in the Tennessean.....Friday, January 27, 2023
- Documents available from J&B Architects.....Tuesday, January 31, 2023
- Pre-bid at Fairview High School.....Wednesday, February 8, 2023, at 10:30 am
- Bid Opening Deadline.....Thursday, February 23, 2023, at 2:30 pm
- Bid tabs released with intent to award.....Approx. Monday, February 27, 2023
- Award PO released to winning bidder.....Approx. 10 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 Thursday, February 23, 2023.
- 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.