

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010  
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**WCS - RFB #1320  
Transportation Department Building  
INVITATION TO BID**

Williamson County Schools (WCS), Owner, is currently accepting sealed bids from licensed and qualified contractors to execute turn-key construction services for a Transportation Department Building. 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 should be marked **“WCS - RFB #1320 Transportation Department Building”**. **Sealed bid envelopes will be received until 2:30 p.m. on Friday, November 3, 2023**, at which time they will be publicly 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 Dept. 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.

**A pre-bid meeting will be conducted on Monday, October 9, 2023 at 1:00 p.m.** The meeting will be held at the WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064. Although attendance at the pre-bid meeting is not mandatory, it is highly encouraged as important information concerning the bid project will be discussed.

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

- Signed & Completed Bid form
- Contractor’s Qualification Statement
- Certification of Compliance with Tennessee Licensing Law
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Certification of Compliance with the Iran Divestment Act
- Non-Boycott of Israel Certification
- 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 for complete bidding instructions.

The following information must be listed on the **outside** of the sealed bid envelopes:

- WCS-RFB #1320 Transportation Department Building
- Contractor’s Name and Address
- Date and Time of Bid opening
- Tennessee Contractor License #, Expiration, Date & Limitations.
- List of all Subcontractor’s and their Tennessee Contractor License #, Classification, Expiration Date & License Limitations (All subcontractors must be listed regardless of bid amount) including Plumbing, Electrical, \*Grading (the grading subcontractor listed on the bid form must have a MU Classification).

Plans, specifications and other documents shall be obtained by Prime Bidders only (a prime bidder is a General Contractor who intends to bid on the entire package and who purchases plans) from the office of Kline Swinney Associates, 22 Middleton St., Nashville, TN 37210, Attn: Bart Kline or April Miller (615) 255-1854. A deposit of

Five Hundred Dollars (\$500.00), made payable to Kline Swinney Associates, will be required for two (2) sets of Contract Documents. Checks will be refunded in full to any and all Prime Bidders who return Contract Documents to Kline Swinney Associates in good condition within ten (10) days after the bid opening day.

Non-refundable digital copies, individual drawings, specification sections, and/or complete sets of plans and specifications and other bid documents may be obtained by Material Suppliers, Subcontractors, and General Contractors from the following printing company: Prographics, Nashville, TN 37203, (615) 327-0386.

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 meet specifications and qualifications. Immediately after the bid opening, WCS Purchasing will prepare a bid tabulation. The WCS Facilities & Purchasing Department along with Kline Swinney Associates will review the bid tabulations. An apparent low bidder will be chosen, then Kline Swinney Associates 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. Approximately ten (10) consecutive calendar days after the tabulations are released WCS will issue a fully funded award PO to the low bidder.

After the successful bidder has received the award notice, 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 Kline Swinney Associates)
- 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. The contractor will obtain and maintain insurance to protect the contractor and owner from claims which may arise out of or result from the 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 Time-Line:**

- Advertised in the Tennessean.....Tuesday, October 3, 2023
- Final documents available from Kline Swinney.....Friday, October 6, 2023
- Pre-bid at WCS Central Office..... Monday, October 9, 2023 @ 1:00 pm
- Bid Opening at WCS Central Office .....Friday, November 3, 2023 @ 2:30 pm
- Bid tabulation released with intent to award.....on or around Monday, November 6, 2023
- Award PO released to winning bidder .....Approximately 10 consecutive calendar days after bid tabulation is released.
- No bidder may withdraw his bid within 60 consecutive calendar days after the actual date of the public bid opening Friday, November 3, 2023.
- WCS anticipates having the project awarded, notice to proceed, and purchase order issued within approximately 10 consecutive calendar days from the bid opening day.
- 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 RFB documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement or this invitation to bid.

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.