

Purchasing Department
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Franklin, Tennessee 37064-3700
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RFB # 1335
WILLIAMSON COUNTY SCHOOLS
INVITATION TO BID
Central Office Security Doors

NOTE: The date and time of this bid opening has been changed from the original date and time that was published in the Tennessean, on Tuesday, January 2, 2024. **The new date and time of this bid opening has been changed to Wednesday, January 31, 2024 at 2:30 pm.**

Williamson County Schools (WCS) is currently accepting sealed bids from licensed and qualified general contractors interested in bidding on security doors at the WCS Central Office. 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: Skip Decker. **Sealed bid envelopes will be received until 2:30 p.m. on Wednesday, January 31, 2024** 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.

Bidders must mark sealed bid envelopes "**WCS-RFB #1335 C/O Security Doors**".

Pre-Bid Meeting: A pre-bid meeting is scheduled for this project on Tuesday, Jan. 16, 2024 at 10:30 am. The pre-bid meeting will be held at the WCS Central Office. Attendees must check in at the front desk. Although the pre-bid meeting is not mandatory, potential bidders are encouraged to attend as important information will be discussed concerning the project.

This project will consist of installing 2 sets of security doors at various positions in the hallway of the second floor at the central office. Security doors will be operated by electronic security cards which will allow authorized WCS employees to enter that area. This application is to assist the district in maintaining secure office spaces and ancillary areas where employees work and conduct normal daily business.

Interested General Contractors must **include inside** the sealed bid envelope the following list of completed documents:

- Contractor's Qualification Statement (AIA Form A305, 1986 Edition)
- Signed & Completed Bid form
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act
- Non-Boycott of Israel Affidavit
- 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 for complete bidding instructions.

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

- WCS-RFB #1335 Central Office Security Doors
- Company Name & Address
- Date and Time of Bid opening,
- Tennessee Contractor License #, Expiration, Date & Limitations.
- Any related Subcontractor's Name, Tennessee Contractor License #, Classification, Expiration, Date & License Limitations for any that are applicable to this project.

Plans, specifications and other documents shall be obtained by Prime Bidders only (a prime bidder is one who registers with Johnson & Bailey) from the office of Johnson + Bailey Architects P.C., 100 East Vine Street, Suite 700, Murfreesboro, TN 37130, Attn: Keaton Pettit, Project Architect, (615) 890-4560, email kpettit@jbarchitects.com . Plans and documents will be shared digitally and provided by J & B Architects.

After the bids are opened 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. Shortly after the bid opening the WCS Purchasing Department will prepare a bid tabulation, Johnson + Bailey Architects will review the bid submittals and will provide a written (documented) recommendation to WCS. WCS will release the bid tabulations, noting the apparent low bidder to all participants of the bid with intent to award. Approximately ten (10) consecutive calendar days after the tabulations are released, WCS will issue an 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 Johnson + Bailey Architects P.C.)
- 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 as follows: 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.
- Bidders are to include all sales and use tax, payroll tax, insurance, bonds, etc. as applicable by State of Tennessee procurement laws. 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. 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.

Bidding Timeline:

- Advertised in the Tennessean.....Tuesday, Jan. 2, 2024
- Invitation to bid distributed to potential bidders.....Monday, Jan. 8, 2024
- Documents available from J + B Architects.....Monday, Jan. 8, 2024
- Pre-Bid Meeting at the Central Office.....Tuesday, Jan. 16, 2024 at 10:30 am
- Bid Opening at WCS Central Office..... Wednesday, Jan. 31, 2024 at 2:30 pm
- Bid tabs released with intent to award.....approximately Monday, Feb. 5, 2024
- Award PO released to winning bidderapproximately 10 consecutive calendar days after 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 public bid opening, Wednesday, January 31, 2024.