

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



**WCS - RFB #1340**  
**Fairview and Grassland Middle Schools HVAC Replacement Project**  
**INVITATION TO BID**

Williamson County Schools (WCS), Owner, is currently accepting sealed bids from licensed and qualified HVAC dealers for Replacement at Fairview Middle and Grassland Middle Schools. Sealed bids must be mailed, or hand delivered to WCS, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker. Envelopes should be marked **“WCS – RFB #1340 FVMS and GMS HVAC Replacement Project”**. **Sealed bid envelopes will be received until 10:30 a.m. on Friday, March 22, 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.

A **pre-bid meeting** will be held Tuesday, February 27, at 1:00 pm on the campus of Grassland Middle School, Grassland Middle School, 2390 Hillsboro Road, Franklin TN 37069. Visitors should check in through the school office. 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 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 envelopes:

- WCS-RFB #1340 FVMS and GMS HVAC Replacement Project
- 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).

Completed Drawings and Specifications will be made available electronically from Entech Engineering Inc., 5301 Virginia Way, Suite 140, Brentwood, TN 37027. Contact Ben Hunter, Project Engineer, 615-373-2640, [bhunter@entechtn.com](mailto:bhunter@entechtn.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(s) that reasonably meet the specifications and qualifications. Immediately after the bid opening, WCS Purchasing will prepare a bid tabulation, Entech Engineering, Inc. will review the tabulation and will provide to WCS a written (documented) recommendation. WCS will then release the bid tabulations to the bidding companies with our intent to award. After 10 consecutive calendar days 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 Entech Engineering, Inc.)
- 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 Time-Line:**

- Advertised in the Tennessean.....Monday, February 19, 2024
- Final documents available from Entech... ..Tuesday, February 20, 2024
- Pre-bid at Grassland Middle ..... Tuesday, February 27, 2024 at 1:00 pm
- Bid Opening at WCS Central Office.....Friday, March 22, 2024 @ 10:30a.m.
- Bid tabulation released with intent to award... ..on or around Tuesday, March 26, 2024
- 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, March 22, 2024.
- 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.