

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
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**WILLIAMSON COUNTY SCHOOLS  
INVITATION TO BID**

**RFB #1342 Roof Replacement-Portion of Three Schools (RHS, out bldgs of FHS, SES)**

Williamson County Schools (WCS) Owner is currently accepting sealed bids for a re-roofing project at three schools (Ravenwood High School, out buildings of Franklin High School and Scales Elementary School). 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 Attention: Joan Breeding. Envelopes should be marked **“WCS-RFB #1342 Roof Replacement – Portion of Three Schools (RHS, out bldgs of FHS, SES)”**. Faxed or emailed bids will **not** be accepted. Any bid received after the deadline will **not** be received. Sealed bids will be received until **10:30 a.m. CDT Time Zone on Thursday, March 28, 2024**, at which time they will be publicly opened. 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 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 Wednesday, March 13, 2024, at 9:00 a.m. CDT Time Zone.** The meeting will begin at Ravenwood HS (1724 Wilson Pike, Brentwood, TN 37027) and move to SES and FHS. Although the pre-bid meeting is not mandatory, it is highly encouraged as details of the project will be discussed.

Complete details along with bidding documents may be obtained by contacting Richard C. Rinks & Associates, Inc., 30 North Jefferson Avenue, Cookeville, TN (931) 528-5543, [jason@rinks-consulting.com](mailto:jason@rinks-consulting.com). Plans, specifications, and related RFB documents are available from Rinks and Associates to anyone. However, **only roofing contractors who have been pre-qualified and approved to participate with WCS, through WCS RFQ #1330**, are allowed to submit bids for this RFB #1342 project. There will be no charge for electronic documents and hard copy documents will be a non-refundable fee of one hundred dollars \$100.

The **Outside of the Sealed Bid Envelope** must contain the following information:

- WCS RFB #1342 Roof Replacement-Portion of Three Schools (RHS, out bldgs of FHS, SES)
- Company Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License#, Classification, Expiration Date and Limitations
- List of **ALL Subcontractor’s** Names, License number, Classifications, Expiration Date & License Limitations regardless of amounts

The **Inside of the Sealed Bid Envelope** must contain the following documents.

- Signed and Completed Bid Form
- Non-Boycott of Israel Certification
- Signed and Completed Iran Divestment Act Certificate
- Certification of Compliance with Tennessee Licensing Law
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Bid Bond in the amount of 5%

An apparent low Bidder(s) will be established from this formal bid process. Contracts for this project will be awarded to the lowest, best, and most responsive bid(s) that meets or exceeds specifications. Richard C. Rinks & Associates will assist in the review and tabulation and will provide WCS with a written recommendation. Once the successful bidder(s) have been established through the competitive bid process and Rinks & Associates makes a formal recommendation to WCS, then the WCS Purchasing Department will notify successful bidder(s) of our intent to proceed with documented award.

**NOTE:** Since the Williamson County Commission will not be voting on this proposed project resolution until May ---- the bidders are required to HOLD their respective bid cost in place and valid - from the date of the bid opening -thru- 06/28/24... It is anticipated that we will issue the WCS Intent to Award within approximately 10 days after the bid opening... And we will issue the funded WCS Purchase Orders as soon as we are able (prior to 06/28/24). Of course, all WCS bid awards are contingent upon funding by the WCS Board and the WC Commission. Furthermore, WCS reserves the right to waive any informality or reject any bids that are not in the best interests of WCS.

The Awarded bidder must provide to WCS the following items within fifteen (15) consecutive calendar days from the date of WCS award notice:

- Fully executed AIA contract (facilitated through Rinks & 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 as follows: Contractor will obtain and maintain insurance to protect the 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 Timeline:**

- Advertised in the Tennessean.....Friday, March 1, 2024
- Documents available from Richard C. Rinks .Monday, March 4, 2024
- Pre-bid meeting starting at Ravenwood HS....Wednesday, March 13, 2024, 9:00 am CDT Time Zone
- Sealed Bid Opening Deadline .....Thursday, March 28, 2024, 10:30 am CDT Time Zone
- Bid tab with intent to award.....by or before Monday, April 8, 2024
- Funded award PO released to winning bidder is anticipated by or before the end of May, or at latest by June of 2024.
- No bidder may withdraw his bid within 90 consecutive calendar days after the actual date of the public bid opening on Thursday, March 28, 2024.
- 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.