

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



**WCS - RFB #1343**  
**Bethesda Elementary Drainage Improvement Project**  
**INVITATION TO BID**

Williamson County Schools (WCS) is currently accepting sealed bids from qualified contractors interested in bidding on drainage improvements at **Bethesda Elementary School**. 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 #1343 Bethesda Elementary Drainage Improvements**”. **Sealed bid envelopes will be received until 10:30 a.m. on Wednesday, May 29, 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 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 it is received.

**A pre-bid meeting has been scheduled for 1:30 p.m. on Wednesday, May 15, 2024. The meeting will be held at Bethesda Elementary School, 4907 Bethesda Road, Thompson’s Station, TN 37179.** Although attendance at the pre-bid meeting is not mandatory, it is highly encouraged as important information concerning the bid project will be discussed. Attendees must check in at the school office.

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

- Signed & Completed Bid form
- Contractor’s Qualification Statement
- Non-Collusion Affidavit of Prime Bidder
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act
- Drug Free Workplace Program Certification
- Criminal Background Compliance Affidavit
- 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 #1343 Bethesda Elementary Drainage Improvements
- Contractor’s Name and Address
- Date and Time of Bid opening
- Tennessee Contractor License #, Expiration, Date & Limitations.
- List of all Subcontractors with their Tennessee Contractor License #, Classification, Expiration Date & License Limitations. (All subcontractors must be listed regardless of bid amount).

WCS requires the Prime Bidder to list on the sealed bid envelope all subcontractors, along with the subcontractor’s license #, expiration date and limits regardless of the bid amount that the subcontractor is contributing to the project. It is certainly acceptable for the Prime Bidder to self-perform and not use subcontractors, however IF there are no subcontractors indicated on the envelope --- then it is assumed that the Prime Bidder is self-performing ALL of the work.

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All contractors must be licensed under the provisions of the current contractor’s licensing Act of Tennessee and shall be thoroughly familiar with all provisions of said act. All bidders must comply with Tennessee Code Annotated, Title 62, in particular Chapter 6 regarding preparation of the bid envelope. Each contractor shall submit his bid in accordance with the requirements of the licensing act; in particular giving his name, address, license number, and license expiration date, the part of the classification of the license applying to the bid and the license dollar limitation and shall mark the project name, location of project and the date and time of the bid opening.

Copies of plans and bid book will be available to interested bidders on Tuesday, May 7, 2024, for a cost of \$150.00. Contact Matt Campbell with Collier Engineering for additional details at 615-331-1441 (office), matt.campbell@collierengineering.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 that reasonably meets the specifications and qualifications. The WCS Maintenance & Purchasing Departments, along with Matt Campbell of Collier Engineering, will review the bid tabulations. Once the apparent low bidder has been established through the competitive bid process, Collier Engineering will provide to WCS a written (documented) recommendation for the awarded bidder. 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/ 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 Large Project Unit Price Construction Contract facilitated through Collier Engineering – Matt Campbell.
- 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 Timeline:**

- Advertised in the Tennessean.....Tuesday, April 30, 2024
- Documents available from Collier Engineering.....Tuesday, May 7, 2024
- Pre-bid at Bethesda Elementary.....Wednesday, May 15, 2024 at 1:30 p.m.
- Bid Opening at WCS Central Office.....Wednesday, May 29, 2024 at 10:30 a.m.
- Bid tabulation released with intent to award... ..Approximately on or around Friday, May 31, 2024
- Award PO released to winning bidder ..... Approximately 10 consecutive calendar days after bid tabulation is released

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- No bidder may withdraw his bid within 60 consecutive calendar days after the actual date of the public bid opening Wednesday, May 29,2024.
- 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.

Please affix the attached standardized form on the outside of all sealed bid envelopes submitted to WCS.

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.

**WCS – RFB / RFP # \_\_\_\_\_**

Project Title: \_\_\_\_\_

Bid Opening: \_\_\_\_\_, \_\_\_\_/\_\_\_\_/2024, at \_\_\_\_:\_\_\_\_ a.m. or p.m. CST  
Day Date Time

**Prime/Bidding Contractor**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
TN Contractor's License Number; Classification; Expiration Date; Limits

**SUB-CONTRACTORS LIST**

Discipline	Name	Address	License #	Expiration Date	Class	Limit

**List all sub-contractors to be used regardless of the dollar amount of sub-contract.**

\_\_\_ Check here if additional sheets are needed to complete list and include inside bid envelope.

\_\_\_ Check here if no subcontractors are being used and the primary contractor / bidder will self perform all trades.

Note: Failure to list all subs or submitting false information will be considered as grounds to disqualify the bidder. If bidder fails to comply then WCS reserves the right to negotiate with the next lowest bidder.