

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010
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**WILLIAMSON COUNTY SCHOOLS
INVITATION TO BID
RFB #1348 Roofing – Continuing Maintenance and Repair Unit Priced Agreement**

Williamson County Schools (WCS) Owner is accepting sealed bids from licensed and qualified roofing contractors interested in bidding on continuing roof maintenance and repair projects valued under \$200,000 in size, scale, and scope. Any projects estimated to be more than this value shall be separately and formally bid.

This bid project is for well-established commercial roofing contractors licensed to do business in Tennessee. Bidders must be certified and authorized (by the manufacturers) to perform warranty and service work on the roofing systems, brands, and materials that WCS currently has in place. Any bidder that is not already pre-qualified with WCS must be vetted and qualified by WCS' roofing consultant – Richard C. Rinks & Associates, Inc.

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 must be marked **“WCS-RFB #1348 Roofing – Continuing Maintenance and Repair Unit Priced Agreement”**. Faxed or emailed bids will **not** be accepted. **Sealed bid envelopes will be received until 10:30 a.m. on Thursday, July 30, 2024, when they will be publicly opened.** Any bids 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 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.

The **Inside of the Sealed Bid Envelope** must contain 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
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Non-Boycott of Israel Certification

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

- WCS RFB #1348 Roofing – Continuing Maintenance and Repair Unit Priced Agreement
- Company Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License #, Classification, Expiration Date & License Limitations.
- List of ALL Subcontractor's Names, Tennessee Contractor License #, Classifications, Expiration Date & License Limitations. (WCS requires the prime bidder to list on the outside of 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.)

Electronic copies of the bid documents may be obtained at no charge by contacting the project engineer, Richard C. Rinks & Associates, Inc. located in Cookeville, TN.

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 meet specifications and qualifications. The WCS Purchasing Department, along with Richard C. Rinks & Associates Inc. will review and perform the bid tabulations. Once the apparent low bidder has been established through the competitive bid process, Richard C. Rinks & Associates, Inc. will make a formal recommendation to WCS. The WCS Purchasing Department will release the bid tabulations and notify the successful bidder of our intent to proceed with the documented award. Approximately ten (10) consecutive calendar days after the tabulations are released, WCS will have the ability to issue properly funded POs for this project on an on-going, as needed basis.

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 AIA contract (facilitated through Richard C. Rinks & Associates, Inc.)
- Payment, Performance, Labor, and Materials (PPLM) Bond in the amount of \$50,000.00 issued by a bonding company licensed to do business in 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, PPLM bond and proof of insurance – then said bidder shall be eliminated and WCS will begin negotiations with the next best bidder.
- 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.

Note: All WCS bids are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or reject any bids not in the best interest of WCS.

Bidding Timeline:

- Advertised in the Tennessean.....Friday, July 5, 2024
- Advertised in the Williamson Herald.....Wednesday, July 3, 2024
- Documents available from Richard C. Rinks & Assoc..... Tuesday, July 9, 2024
- Bid Opening at WCS Central Office.....Tuesday, July 30, 2024, at 10:30 am
- Bid tabs released with intent to award.....approximately Friday, August 2, 2024
- Award announcement 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 Tuesday, July 30, 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.