

Purchasing Department  
1320 West Main Street, Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010  
Fax (615) 472-5609



## WILLIAMSON COUNTY SCHOOLS INVITATION TO BID

**RFB #1384**

### **Maintenance Office & Textbook Facility Roof Replacement**

Williamson County Schools (WCS) is currently accepting sealed bids from pre-qualified bidders for roofing projects at the WCS Maintenance Office and Textbook Facility. This bid opportunity is only open to the roofing contractors that participated in and were accepted in WCS RFQ #1330 on November 7, 2023. Therefore, the roofing contractors approved and eligible to participate are listed below:

**Collier Roofing, Dixie Roofing, Don Kennedy Roofing, Eskola Roofing, Maxwell Roofing & Sheet Metal, Porter Roofing, RSS Roofing, Southern Roofing.**

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: Amanda Waycaster. Faxed or emailed bids will not be accepted. Sealed bids will be received until 2:30pm on Friday, November 7, 2025, at which time they will be officially 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 bid envelope is submitted to WCS, the Purchasing Department will stamp the face of the envelope to authenticate the actual date and time of receipt to ensure compliance.

**A pre-bid meeting will be conducted for this project on Friday, October 24, 2025, at 10:00 am at the WCS Maintenance Building, 1761 West Main Street, Franklin, TN, 37064.** Although the pre-bid is not mandatory for bid submission, it is strongly encouraged as important information concerning the bid project will be discussed.

Bid documents, project instructions, plans, specifications, and requirements will be available to qualified/accepted roofing contractors through Richard C. Rinks & Associates, Inc., 30 North Jefferson Ave., Cookeville, TN, (931) 528-5543 or [jason@rinks-consulting.com](mailto:jason@rinks-consulting.com). There will be no charge for electronic documents, and hard copy documents are available for a one hundred dollar (\$100) non-refundable fee.

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

- WCS RFB #1384 Maintenance Office & Textbook Facility Roof Replacement
- Date and Time of Bid Opening
- Contractor's Name and Address
- Tennessee Contractor License Number, Classification, Expiration date & limitations.
- List of Subcontractor's Name and Address, TN Contractor License Number, Classification, Expiration Date & License Limitations. (All subs must be listed regardless of their bid amounts)

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

- Completed Bid Form, signed and dated
- Certification of Compliance with Tennessee Licensing Law
- Certification of Compliance with the Iran Divestment Act (as required by TCA 12-12-101)
- Certification of Non-Boycott of Israel (as required by TCA 12-4-119)
- Criminal Background Check Affidavit (as required by TCA 49-5-413)
- Drug Free Workplace Affidavit (as required by TCA 50-9-113)
- Bid bond in the amount of 5% of the total bid. This bond is required as a guarantee that, if accepted, a contract will be entered into. Refer to bid documents for complete bidding instructions.

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. Richard C. Rinks & Associates will assist in the review and tabulation from the official bid opening and will provide WCS with a written, documented recommendation. Once the successful bidder has been established through the competitive bid process WCS Purchasing Department will release the bid tabulations, noting the apparent low bidder to all participants of the bid with an intent to award.

Approximately ten (10) consecutive calendar days after the bid tabulations are released, WCS will issue a fully funded award PO to the successful bidder. Once the Purchase Order is issued, the awarded bidder will have fifteen (15) consecutive calendar days to provide the following items:

- Fully executed AIA contract (facilitated through Richard 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 WCS will begin negotiations with the next best bidder .
- 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.

**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.

**Bidding Timeline:**

- Advertised in the Tennessean .....Thursday, October 9, 2025
- Advertised in the Williamson Herald.....Thursday, October 9, 2025
- Documents available from J&B Architects .....Monday, October 13, 2025
- Pre-bid at WCS Maintenance Building.....Friday, October 24, 2025, 10:00 am.
- Bid Opening Deadline.....Friday, November 7, 2025, 2:30 pm.
- Bid tabs released with intent to award .....Approximately Tuesday, November 11, 2025
- Award PO released to winning bidder .....Approximately 10 consecutive calendar days after bid tabulation is released
- No bidder may withdraw his/her bid within sixty (60) consecutive calendar days after the actual date of the public bid opening Friday, November 7, 2025 .
- 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.