

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
Phone (615) 472-4010  
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**ADDENDUM I**  
**WCS RFP #1189**  
**Continuing Roof Maintenance and Repairs**

Release Date October 25, 2019

**IMPORTANT NOTE TO ALL POTENTIAL BIDDERS**

**Please find attached Addendum I for the reference project dated October 25, 2019.**

**Please contact the office of the project designer to review or for further questions concerning this Addendum I**

**The Designers Name and Address is listed below:**

**Richard C. Rinks & Associates, Inc.**  
**30 North Jefferson Avenue**  
**Cookeville, Tennessee 38503-0691**  
**Patrick Rinks 931-528-5543**

# RCR&A

## RICHARD C. RINKS & ASSOCIATES, INC.

Engineers - Building Enclosure Consultants - Architects

Certified EIFS Inspection - Certified Moisture Analysis

ASCE - NSPE - TSPE - AIA - IIBEC - EDI

30 North Jefferson Avenue - P.O. Box 691 - Cookeville, Tennessee 38503-0691

Telephone 931-528-5543 Rinks-Consulting.com Facsimile 931-528-5544

### ADDENDUM 1

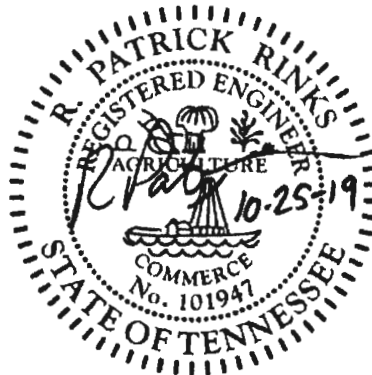
**PRE-BID MEETING  
CONTINUING ROOF MAINTENANCE CONTRACT (RFP #1189)  
WILLIAMSON COUNTY SCHOOLS (WCS)  
OCTOBER 25, 2019**

1. Minutes from Pre-Bid Meeting dated October 9, 2019 are hereby made a part of the Contract Documents.
2. Insert attached RFP #1189 Continuing Roof Maintenance & Repairs "Quick Bid" Definition into Specifications.
3. Refer to Specification Section 00300 Page 9: When adding categories for Grand Total, do not include the value for Subtotal Standing Seam Metal Wall Panels twice.
4. All modified bitumen and built-up roof Unit Prices shall be for Garland products.
5. Contractor shall acknowledge receipt of this addendum on Bid Form.

END OF ADDENDUM

Attachments: RFP #1189 Continuing Roof Maintenance & Repairs "Quick Bid" Definition

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## **RFP # 1189 Continuing Roof Maintenance & Repairs “Quick Bid” Definition**

This RFP #1189 Roofing Project is designed for licensed and qualified roofing companies to enter into a continuing maintenance and repair contract with Williamson County Schools. Once the bids are tabulated and awarded then the awarded vendor will be eligible to receive “on-going” roofing maintenance contracts and purchase orders for any number of roofing projects. The roofing contract is an annual contract that is renewable at the anniversary date each year. In addition, it may be renewed for an additional (4) four years (not to exceed (5) five years total) if both parties are in agreement at the time of the renewal date.

### **Part I**

Throughout the course of the year when a roofing project becomes available WCS will instruct the awarded vendor to provide a written quote. This quote must comply and match up to the awarded contractors original awarded unit priced bid submission that ties back to RFP # 1189. As long as the quotes are under \$100,000 WCS Purchasing may proceed with issuing a Purchase Order to the awarded roofing contractor.

### **Part II**

On certain occasions throughout the course of the contract certain maintenance roofing projects will arise that fall under one of two categories:

- A.** The quote obtained is over \$100,000.00
- B.** A particular project arises in which the original pricing does not necessarily apply, or the project is unique-abstract and does not match up to the original unit price bid menu that was submitted in their original RFP #1189 submitted proposal.

In either one of the two scenarios mentioned above WCS Maintenance or Facilities Department will develop a one-two page detailed scope of work for the project at hand. At this point the WCS Purchasing Department will distribute the scope of work under the terms of a “Quick Bid”. The quick bid does not require additional advertising in the newspaper, nor does it require 10 days duration. This “Quick Bid Project” will be offered to the (3) three best bidders of the original WCS – RFP #1189 project. The quick bid is a valid purchasing tool and is defined here as a logical and competitive solution to unique project needs over the course of the five years.

The quick bid process normally takes approximately 48 – 72 hours. Once a low bidder (from the field of the three participants) is established the WCS purchasing Department will issue a purchase order and notice to proceed. All work performed under this scenario and the resulting invoicing must match the quick bid pricing that was submitted for the project.

This “Quick Bid” procurement process not only complies with our purchasing policies but seeks and encourages ongoing quality and competitive bids through our already top vetted roofing contractors.