

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
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**RFP #1189 Continuing Roof Maintenance & Repairs
WILLIAMSON COUNTY SCHOOLS
INVITATION TO BID**

Williamson County Schools (WCS) is currently accepting sealed proposals from licensed and qualified roofing contractors interested in bidding on Continuing Roof Maintenance and Repairs. Proposals must be submitted in sealed envelopes, mailed or hand delivered to WCS, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064, Attn: Skip Decker. **Sealed bid envelopes will be received until 2:30 p.m. on Tuesday, October 29, 2019** at which time they will be publicly opened. Faxed or emailed proposals will **not** be accepted. Any proposals received after the specified opening time will not be accepted. In the event WCS must reschedule a Proposal opening date or time, the specifications obtained from the WCS Purchasing Dept. shall reflect the actual date and time. Once the sealed RFP 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. Bidders must mark sealed envelopes "**WCS-RFP #1189 Continuing Roof Maintenance & Repairs**".

A pre-bid meeting will be conducted on Wednesday, October 9, 2019 at 2:30 p.m. The meeting will be held at the WCS Central Office (address above). Although attendance at the pre-bid meeting is not mandatory it is highly encouraged as important information concerning the bid project will be discussed.

Interested General Contractors must **include inside** the sealed proposal envelope the following list of completed documents:

- Contractor's Qualification Statement (AIA Form A305, 1986 Edition)
- Signed & Completed Proposal 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

The following information must be listed on the **outside** of the sealed bid envelopes:

- WCS-RFP #1189 Continuing Roof Maintenance & Repairs
- Contractors Name & Address
- Date and Time of Bid opening,
- Tennessee Contractor License #, Classification, Expiration Date & Limitations.
- List of Subcontractor's and their Tennessee Contractor License #, Classification, Expiration, Date & License Limitations for the following trades Plumbing, Mechanical, Electrical (if applicable).

All contractors must be licensed under the provisions of the current contractor's licensing Act of Tennessee and shall be thoroughly familiar with all the 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, 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 bid for project name location of project and the date and time of the bid opening. Any mechanical, electrical, plumbing or roofing contractors whose bid shall exceed \$25,000 is required by the licensing act to be licensed with the state board for licensing contractors.

Copies of plans and specifications may be obtained at the office of the Designer located in Cookeville upon a non-refundable payment of \$50.00 for each set. The Owner reserves the right to waive any informality or to reject any or all bids.

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 meet specifications and qualifications. Immediately after the bid opening, WCS Purchasing will prepare a bid tabulation. The WCS Maintenance & Purchasing Department along with Richard Rinks & Associates Inc. will review the bid tabulations. Once the apparent low bidder has been established through the competitive bid process, Richard Rinks & Associate Inc. will provide to WCS a written (documented) recommendation of who the winning bid should be awarded to. 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 AIA contract (facilitated through Richard Rinks & Associates Inc.)
- Awarded Bidder only shall provide a Payment, Performance, Labor and Materials (PPLM) Bond in the amount of \$50,000.00 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.
 - 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.

NOTE: All WCS RFP's 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..... Wednesday, October 2, 2019
- Documents available from Rinks Wednesday, October 2, 2019
- Pre-bid at WCS Central Office..... Wednesday, October 9, 2019 at 2:30 pm
- RFP Opening at WCS Central Office..... Tuesday, October 29, 2019 at 2:30 pm
- Bid tabs released with intent to award.....approximately Thursday Oct. 31, 2019
- Award PO released 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, October 29, 2019.
- 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 RFP documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement or this invitation to bid.