

Purchasing Department
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Franklin, Tennessee 37064-3700
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RFP # 1199
Invitation to Bid
Williamson County Schools
Outsourced Custodial Services
March 2020

Williamson County Schools (WCS) is currently accepting sealed proposals from qualified Custodial Contractors interested in submitting a proposal for the School District's Outsourced Custodial Services. Sealed proposals 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 "**RFP #1199 WCS Outsourced Custodial Services**". **Sealed bid envelopes will be received until 2:30 pm Wednesday, March 25, 2020.** 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 an RFP opening date or time, the specifications obtained from the WCS Purchasing Dept. shall reflect the actual date and time. Once the sealed proposal 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 Mandatory pre-bid meeting will be conducted at the WCS Central Office on **Wednesday March 4, 2020 at 10:00 am.** The address for the Central Office is: 1320 West Main Street, Suite 202, Franklin, TN 37064. Visitors must check in at the receptionists' desk. This pre-bid is mandatory for any/all custodial contractors who wish to submit a proposal on this project. At least one company representative must be present and sign in at the pre-bid to be eligible to participate in this proposal opening.

During the pre-bid meeting a detailed list of specifications will be discussed, along with a draft of the official RFP documents which will be distributed to all participants. The meeting will be recorded. Throughout the meeting any changes or revisions that are discussed concerning the RFP documents will be documented. After the meeting is completed all changes and terms discussed at the pre-bid meeting will be included in the final official RFP documents. The completed RFP document will be distributed by email to all of those in attendance within a couple of days. If a contractor has additional questions after the pre-bid they may submit those only in writing to skipd@wcs.edu after March 11, 2020 at 3:00 pm no further questions will be accepted. All questions or changes will be addressed in (1) addendum which will be issued on or before Friday March 13, 2020 at 1:00 pm ... This Addendum will be emailed to each participant of the pre-bid who are in possession of the official RFP document.

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

- Signed & Completed proposal form
- Certification of Compliance with the Iran Divestment Act
- Drug Free Workplace Program Certification
- Criminal Background Check 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 - RFP #1199 Outsourced Custodial Services
- Company Name
- Date and Time of Bid opening,

This project is an RFP (Request for Proposals). After the RFP submittals are opened the apparent lowest cost contractor(s) will be established. The Williamson County Schools Custodial Evaluation and Review Team will begin its due diligence examining each proposal submitted. The proposals will be graded or judged on how well the proposer follows directions, completes the forms, includes all information that is requested and the prices of their services. It must be understood, this project is much more than just a cheap price on cleaning. This is a true service proposal, WCS is requesting high quality custodial services and is looking for an experienced company that can meet these needs.

There are two zones that will be awarded from these proposals. Both zones will be awarded from this project. The largest zone will most likely be awarded to the cheaper proposal price if all the services are confirmed and WCS is satisfied that the company can perform its duties. Contracts for this project will be awarded to the lowest, best and most responsive proposal(s) that reasonably meet specifications and qualifications.

As soon as the committee is finished completing their due diligence the award will be announced. An apparent low bidder will be chosen and WCS will provide a written (documented) recommendation of who the proposal(s) should be awarded to. WCS Purchasing will release the RFP tabulations noting the apparent low bidder(s) to all participants of the RFP. In approximately ten (10) consecutive calendar days after the tabulations are released WCS will issue a fully funded award PO to the lowest and best proposer(s) who have been selected by the WCS Evaluation and Review Team.

After the successful Contractors have received the Award Notice / Purchase Order, said contractors must provide to WCS the following items within (15) consecutive calendar days from the date of WCS award notice.

- 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.

PROPOSAL PROJECT BIDDING TIMELINE

- Advertised in the TennesseanFriday, Feb. 21, 2020
- Invitation to bid distributed to potential proposersMonday, Feb. 24, 2020
- MANDATORY Pre-bid at WCS Central OfficeWednesday, March 4, 2020 at 10:00 am
- All questions must be submitted on or before..... Wednesday, March 11, at 3:00 pm
- Questions (if applicable) will be answered in the form of one Addendum
on or before.....Friday, March 13, 2020 at 1:00 pm
- Bid Opening at WCS Central Office..... Wednesday, March 25, 2020 at 2:30 pm
- Official Bid Tabulation released with intent to award after evaluations are completed and due diligence is finished which is estimated to be approximately
around the date of Thursday, April 2, 2020.
- Award PO released to winning bidder(s)approximately 10 consecutive calendar days after Official Bid Tabulation is released with our intent to award
statement approximately Monday, April 13, 2020.

No bidder may withdraw his bid within 60 consecutive calendar days after the actual date of the public bid opening, which is Wednesday, March 25, 2020.

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.

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.