

Purchasing Department  
1320 West Main Street Suite 202  
Franklin, Tennessee 37064-3700  
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**RFP # 1201**  
**Invitation to Bid**  
**Williamson County Schools**  
**Outsourced Lawncare Services**

Williamson County Schools (WCS) is currently accepting sealed proposals from qualified Lawncare Contractors interested in submitting a proposal for the School District's Outsourced Lawncare 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 #1201 Outsourced Lawncare Services**". **Sealed bid envelopes will be received until 2:30 pm Thursday, March 26, 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 **Thursday March 5, 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 lawncare contractor who wishes to submit a proposal on this project. The contractor must have at least one company representative present at the meeting who will be required to sign in. All contractors who are represented are eligible to participate and submit proposals for this project.

During this pre-bid meeting a draft of the official RFP documents will be distributed to each participant. The specifications will be discussed in detail and participants will be encouraged to participate. The pre-bid meeting will be recorded, any changes or revisions that are discussed concerning the specifications, terms or conditions in the RFP documents will be documented. After the meeting is completed WCS will revise the draft of the RFP document including any changes that have been agreed up and release 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 after the pre-bid.

After the final RFP document is released to proposers if any future changes are made due to questions or a change in terms and conditions an Addendum will be issued. If applicable there will be (1) Addendum addressing any /all questions. No questions will be accepted after March 11, 2020 at 3:00 pm. The addendum if necessary will be released by email to all proposers by Friday, March 13, 2020 at 1:00 pm.

**Interested Lawncare 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 \$100,000. The bond is required as a guarantee that if the bid is accepted, a contract will be entered into.

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

- WCS - RFP #1201 Outsourced Lawncare Services
- Company Name
- Date and Time of RFP opening,

This project is an RFP (Request for Proposals). After the RFP's are opened the lowest cost Contractor(s) will be established. The Williamson County Schools RFP Lawncare Review & Evaluation Team will begin its due diligence on each proposal submitted. The proposals will be graded and judged on how well the proposers followed directions, completed the forms, included all information that is requested and the lowest prices of their services. This project is much more than just a cheap price. This is a true "service proposal" WCS is requesting high quality Lawncare Services and is looking for experienced companies.

There are three zones that will be awarded from these proposals. The zones have been determined by WCS in close geographical areas. Zones may be smaller or larger depending on the school campuses that are in those areas. In addition, new schools being built inside of the established zones will be added at the same rate per acre if they are built and completed during the terms of these contracts. WCS has attempted to make all three zones similar in size in order to make bidding on them fair and consistent.

- Awarded zones will be determined by WCS. Contractors are required to bid on all three zones in order to have their proposal accepted.
- Proposers are **not** allowed to choose which zone they will be awarded.
- WCS intends to award this RFP to (3) separate contractors.

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 Review & Evaluation Committee.

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.

1. **PPLM BOND:** A (3) year Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 100% of the contract sum, this amount will be determined by which zone the contractor is awarded then multiplied by 3 years. PPLM must be 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 April of year three of the five-year contract all of the (3) awarded contractors will be required to provide a new PPLM Bond sufficient in amount to cover the last 2 years of the contract. This bond must be provided within 15 consecutive calendar days after April 1, 2023. If a contractor fails to provide the PPLM for the remaining two years of the five-year contract then WCS reserves the right call in their previous 3-year PPLM bond. This safeguard is put in place to protect WCS from having a contractor default on the contract and not finish their complete 5-year term commitment.

\* In the event the successful Bidder to whom the contract is awarded fails to execute a satisfactory contract, 3 year PPLM bond and proof of insurance – then said bidder shall be eliminated and shall forfeit his \$100,000 bid bond and be liable for any loss occasioned to the Owner because of such failure.

2. **INSURANCE:** 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 Tennessean .....Saturday, Feb. 22, 2020
- Invitation to bid distributed to potential proposers.....Monday, Feb. 24, 2020
- MANDATORY Pre-bid at WCS Central Office ..Thursday, March 5, 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..... Thursday, March 26, 2020 at 2:30 pm
- Official Bid Tabulations 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 Thursday, March 26, 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.