

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



**INVITATION TO BID
WILLIAMSON COUNTY SCHOOLS
REQUEST FOR PROPOSAL #1312
WCS DISTRICT FURNITURE & FIXTURES PROGRAM**

This invitation notice is being publicly released on Friday, Sept 29, 2023 at 4:00 pm

Williamson County Board of Education (WCS) is accepting proposals from interested and qualified proposers for Comprehensive Furniture and Fixtures Program for the entire district. The date and time of this RFP # 1312 OPENING HAS BEEN CHANGED from the original date and time that was published in the July 7, 2023 Tennessean and Sept. 13, 2023 on the WCS website. The new date and time of this RFP opening is updated below.

Sealed proposals must be submitted to WCS Purchasing Department on or before 10:30 am on Friday, October 20, 2023 at which time sealed proposal envelopes will be publicly opened. Faxed or emailed bids will not be accepted. Absolutely no proposals will be accepted after this time. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt. The proposal opening will take place at the aforementioned address. Sealed RFP envelopes must be marked "**RFP #1312 WCS District Furniture & Fixtures Program**". Proposals may include any related literature, brochures or other proposal materials pertinent to the proposal.

IMPORTANT NOTICE:

A pre-bid/proposal meeting *was* conducted at the WCS Central Office on Tuesday, Sept. 19, 2023 at 2:30pm. Public notice of this project and meeting updates were posted in the Tennessean Newspaper in July of 2023 and posted on the WCS website on September 13, 2023. Although this meeting was not mandatory, attendance was highly encouraged. During the pre-bid/proposal meeting WCS discussed specific details, requirements, and specifications along with other items that were significant or unique to the proposal.

The purpose of the pre-bid/proposal meeting was to answer as many vendor questions as possible. WCS seeks to clarify the proposal specifications and have an open forum for potential proposers to ask questions and address any specifics they may have. During the meeting a working draft of the proposal document was handed out to discuss. Participants were allowed to ask questions. Those questions and any changes discussed are included in this document.

POINTS TO NOTE: When submitting a Proposal

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED PROPOSAL ENVELOPES

- RFP #1312 WCS District Furniture & Fixtures Program
- Proposer's Company Name
- Company Address
- Date & Time of RFP Opening

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED PROPOSAL ENVELOPE

- Bid/proposal bond in the amount of 5% of the RFP submittal
- Drug Free Workplace Affidavit
- Criminal Background Check Affidavit
- Certificate of Iran Divestment Act
- Non-Boycott of Israel Certificate

Williamson County Schools reserves the right to accept or reject proposals, upon the evidence (or determined by WCS Staff) before or after the RFP opening, that a proposer is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice. All proposals are to be complete in every detail as required. Proposals that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected.

WCS reserves the right to waive any formalities to accept any proposals as a whole, split proposal, and/or accept any individual item or items within a proposal or to reject any or all proposals in the best interest of WCS. WCS reserves the right to adjust or reschedule RFB/RFP dates and timelines as necessary. Prior notice of any changes will always be published either on the WCS website under "Open Projects" and/or in the RFB/RFP documents or addendums.

The next 4 pages documents the publicized date changes associated with this RFP #1312 project.

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



E-Mail Tennessee
ATTN: Legal Notice Staff
From: Skip Decker
DATE June 29, 2023
Bill To: Williamson County Schools
1320 West Main Street Suite 202
Franklin, TN 37064

WCS LEGAL NOTICE - REQUEST FOR PROPOSAL

RFP #1312 WCS District Furniture & Fixtures Program

This is a re-advertisement from our original project notice - released in late April. The schedule below represents the new dates for this RFP project. Williamson County Schools (WCS) will be receiving sealed proposals from qualified dealers for the districts Furniture and Fixtures project. Sealed proposal envelopes will be accepted at the Williamson County Board of Education, Central Offices, located at 1320 West Main Street, Suite 202, Franklin, Tennessee 37064, until **10:30 a.m. on Thursday, July 27, 2023** at which time they will be publicly opened. Proposals should be delivered by express mail or delivered in person and should be marked to the attention of Skip Decker, WCS Purchasing Department. All RFP's will be stamped with the date and time of receipt to ensure compliance. Any RFP envelope received after the specified opening time will **not** be accepted. Faxed or emailed proposals will **not** be accepted. All sealed RFP envelopes must be marked "**RFP #1312 WCS District Furniture & Fixtures Program**". A pre-bid for this project will be held on Friday, July 14, 2023 at 10:00 a.m. at the aforementioned address. Potential proposers are highly encouraged to attend. All WCS - proposals are ultimately subject to funding. Furthermore, WCS reserves the right to waive any informality or to reject any or all proposals at its own discretion.

Please Print one time in the Public Notice Section of the Friday, July 7, 2023 Tennessean

Kirk Elliott

From: Kirk Elliott
Sent: Friday, July 14, 2023 9:07 AM
To: Skip Decker
Cc: Joan Breeding *BCC: PARTICIPANTS*
Subject: RE: Notice - WCS RFP # 1312 District Furniture and Fixtures Project UPDATE

Update from Williamson County Schools....

There is not a Pre-Bid meeting today for WCS RFP #1312 District Furniture & Fixtures ProgramStay tuned. If you are receiving this email - than you are on our solicitation list. We will be contacting you soon with updated details regarding this bid project.

Thank you,

Kirk Elliott

WCS Purchasing Mgr.

615-472-4011

kirke@wcs.edu

From: Kirk Elliott <kirke@wcs.edu>
Sent: Tuesday, May 30, 2023 10:16 PM
To: Skip Decker <skipd@wcs.edu>
Cc: Joan Breeding <joanbl@wcs.edu>
Subject: Re: Notice - WCS RFP #1312 District Furniture and Fixtures Project UPDATE

All,

We appreciate your patience and interest in working with our district. This furniture and fixtures RFP project is still planned to take place soon. Other pressing district business has taken priority in the last several weeks but this is important as well. No additional information has been distributed and will be released at the same time to all interested parties. Please stay tuned for a specific rescheduled bid opening date.

Thank you!

Kirk Elliott

WCS Purchasing Mgr.

615-472-4011

kirke@wcs.edu

From: Kirk Elliott
Sent: Friday, May 5, 2023 11:43 AM
To: Skip Decker <skipd@wcs.edu>
Cc: Joan Breeding <joanbl@wcs.edu>
Subject: Notice - WCS RFP #1312 District Furniture and Fixtures Project planned for

All,

This notice is going out blind copied to several folks that have expressed interest in WCS RFP #1312 WCS Furniture and Fixtures Project.... Due to several end of school year demands, we are having to reschedule/ extend the bid opening date for this project. The original public notice advertisement ran on 04/27/23 in the Tennessean newspaper- and indicated that the

bid opening would occur on Wednesday, 05/31/2023. WCS reserves the right to make necessary adjustments and updates to keep our projects on track. As mentioned, the original date is not possible and we are extending the actual opening date to sometime in June of 2023. We will be in touch with you within the next 12 days to confirm the new RFP opening date in June as well as a revised pre-bid meeting date. We have not released the respective WCS RFP document yet. All proposers/ bidders will receive this information at the same time once it is available with ample notice prior the revised RFP opening.

Thanks for your understanding and support!

Kirk Elliott

WCS Purchasing Mgr.

615-472-4011

kirke@wcs.edu

WCS RFP #1312 District Furniture and Fixtures Project - September Update

All,

This email message is going out to several folks who have expressed interest in the Williamson County Schools competitive RFP #1312 for our annual furniture and fixtures procurement program. As most of you know, we had originally planned this project to occur during the spring/ summer as this project was advertised in the Tennessean on 07/07/2023. It also appeared - publicly on our WCS website..... Our summer attempts were overshadowed by multiple, competing tasks as we were opening two new schools and starting a new school year. This email is to let folks know -that we are re-engaging this project at this time. As disclosed in our original advertisement - WCS reserves the right to waive any informalities. Thus, we occasionally must tweak or reschedule project dates and make necessary adjustments. We are updating our website with this information but are not required to re-advertise in the newsprint. This message is going out to ALL who have previously been in communication with the WCS Purchasing Dept regarding this project over the last 90 days.

Specific to this project - **WCS is conducting a Pre-Bid meeting on Tuesday, 09/19/2023 at 2:30pm.....** The meeting will be held in the Williamson County Schools - Central Office Auditorium, 1320 West Main Street, Franklin, TN 37064.... Note that attendance is not mandatory (for the Pre-Bid) to participate in this project - but it is certainly encouraged as this will be the prime time to ask questions and gain valuable insight into our WCS furniture and fixtures program. During this Pre-Bid meeting a draft RFP document will be distributed for purposes of discussion.... Then a final version of the WCS RFP #1312 will be distributed to participants within the following days of the Pre-Bid meeting**The RFP #1312 opening {deadline for submissions} will occur at 2:30pm on Wednesday, 10/18/2023.** More information will be coming out during the Pre-Bid meeting. If you have interest in this project, we encourage you to please mark your calendars and join us.

Thanks,

Kirk Elliott

WCS Purchasing Director

615-472-4011

kirke@wcs.edu

PUBLISHED ON
WCS Website "Open Projects"
DN 9/13/23