

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010
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**WILLIAMSON COUNTY SCHOOLS
INVITATION TO BID
RFB # 1323 PHS-Ringstaff Gym Roof Project**

Williamson County Schools (WCS) Owner is currently accepting sealed bids for a re-roofing project at Page High School. Bids must be submitted in a sealed envelope, mailed or hand delivered to WCS Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064 Attention: Joan Breeding. Faxed or emailed bids will **not** be accepted. Any bid received after the deadline will **not** be received. Sealed bids will be received until **10:30 a.m. on Thursday, September 7, 2023**, when they will be publicly opened. In the event WCS must reschedule an RFB opening date or time, the specifications obtained from the Purchasing Department shall reflect the actual date and time. Once the sealed 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 pre-bid meeting will be held on Thursday, August 24, 2023, at 10:00 a.m., at Page High School, 6281 Arno Road, Franklin, TN 37064. Visitors must check in at the school office. Although the pre-bid meeting is not mandatory, it is highly encouraged as details of the project will be discussed.

Complete details along with bidding documents may be obtained by contacting Richard C. Rinks & Associates, Inc., 30 North Jefferson Avenue, Cookeville, TN (931) 528-5543, jason@rinks-consulting.com. Plans, specifications, and other requirements will be available to all qualified roofing contractors. There will be no charge for electronic documents and hard copy documents will be a non-refundable fee of one hundred dollars \$100.

Bidders should mark the **Outside of the Sealed Bid Envelope** with the following information:

- WCS RFB #1323 PHS-Ringstaff Gym Roof Project
- Company Name & Address
- Date and Time of Bid Opening
- Tennessee Contractor License#, Classification, Expiration Date and Limitations
- Any related Subcontractor's Name, License number, Classifications, Expiration Date & Limits (regardless of bid amount).

The **Inside of the Sealed Bid Envelope** must contain the following documents.

- Signed and Completed Bid Form
- Non-Boycott of Israel Certification
- Signed and Completed Iran Divestment Act Certificate
- Certification of Compliance with Tennessee Licensing Law
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit
- Bid Bond in the amount of 5%

An apparent low Bidder(s) will be established from this formal bid process. Contracts for this project will be awarded to the lowest, best, and most responsive bid(s) that meets or exceeds specifications. Richard C. Rinks & Associates will assist in the review and tabulation and will provide WCS with a written recommendation. Once the successful bidder(s) have been established through the competitive bid process and Rinks & Associates makes a formal recommendation to WCS, then the WCS Purchasing Department will notify successful bidder(s) of our intent to proceed with documented award.

In about 10 days after the intent to award is issued, a fully funded Awarded PO will be issued to the winning bidder. The Awarded bidder must provide to WCS the following items within fifteen (15) consecutive calendar days from the date of WCS award notice:

- Fully executed AIA contract (facilitated through Rinks & Associates)
- 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 as follows: Contractor will obtain and maintain insurance to protect the 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.

Bidding Timeline:

- Advertised in the Tennessean.....Friday, August 18, 2023
- Documents available from Richard C. Rinks ..Monday, August 21, 2023
- Pre-bid meeting at PHS.....Thursday, August 24, 2023, at 10:00 am
- Sealed Bid Opening DeadlineThursday, September 7, 2023, at 10:30 am
- Bid tabs with intent to award.....approximately Monday Sept. 11, 2023
- 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 on Thursday, September 7, 2023.
- 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 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 reject any bids that are not in the best interests of WCS.