

PROJECT MANUAL

Dated: April 29, 2022

FOR THE PROJECT TITLED

FLOOR TILE PROJECTS FOR BEDFORD COUNTY SCHOOLS

Owner:

Bedford County Government
200 Dover Street, Suite 102
Shelbyville, TN 37160

Architect:

Kline Swinney Associates
22 Middleton Street
Nashville, TN 37210
(615) 255-1854
Contact: Bart Kline, AIA



**SECTION 00 11 16
INVITATION TO BID**

PROJECT: Floor Tile Projects for Bedford County Schools
Bedford County, Tennessee
Bid No. 22-44

DESIGNER: Kline Swinney Associates
22 Middleton Street
Nashville, Tennessee 37210

Replacement of carpet tiles at Bedford County School as detailed in the Contract Documents.

Bids are invited for a General Contract for the Work of the above Project.

Bids will be received by the Owner (Attn: Robert Daniel, Director of Finance)

at: 200 Dover Street, Suite 102, Shelbyville, TN 37160

until: 2:00 p.m. C.S.T., May 23, 2022.

at which time and place bids will be publicly opened.

A pre-bid meeting will be conducted on Wednesday, May 4, 2022 at 10:30 a.m. The meeting will be held at East Side Elementary School, 421 Elliott Street, Shelbyville, TN 37160.

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 Contractors must include inside the sealed bid envelope the following list of completed documents:

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

- Utilize the Bid Envelope cover page in the specifications
- Company Name
- Date and Time of Bid opening,

DIVISION 00 - BID REQUIREMENTS
FLOOR TILE PROJECTS FOR BEDFORD COUNTY SCHOOLS
BEDFORD COUNTY, TENNESSEE

- Tennessee Contractor License #, Expiration, Date & Limitations.
- List of Subcontractors and their Tennessee Contractor License #, Classification, Expiration, Date & License Limitations for the following trades Plumbing, Mechanical, Electrical, Masonry.

Digital copies of specifications and other documents shall be obtained by Prime Bidders only from the office of Kline Swinney Associates, 22 Middleton St., Nashville, TN 37210, Attn: Bart Kline or April Miller (615) 255-1854.

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 bid opening, Bedford County will prepare a bid tabulation. The Bedford County Finance Department along with Kline Swinney Associates will review the bid tabulations. An apparent low bidder will be chosen, the Kline Swinney Associates will provide to Bedford County a written (documented) recommendation of who the winning bid should be awarded to. Bedford County Purchasing will release the bid tabulations noting the apparent low bidder to all participants of the bid. Approximately ten (10) consecutive days after the tabulations are released, Bedford County 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 Bedford County the following items within fifteen (15) consecutive calendar days from the date of Bedford County award notice:

- Fully executed AIA contract (facilitated through Kline Swinney 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: Bedford County 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 insured amount of \$2,000,000 listing Bedford County as additional insured must be provided.

NOTE: All Bedford County bids are ultimately subject to funding. Furthermore, Bedford County reserves the right to waive any informality or to reject any or all bids that are not in the best interest of Bedford County.

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Bidding Timeline:

- Advertised in the Shelbyville Times-Gazette.....April 30, May 3 and May 7, 2022
- Documents available from Kline SwinneyFriday, April 29, 2022
- Pre-Bid at East Side Elementary SchoolWednesday, May 4, 2022 at 10:30 a.m.
- Bid Opening at Bedford Co. Finance.....Monday, May 23, 2022 at 2:00 p.m.
- Bid tabs released with intent to award.....approximately Tuesday, May 24, 2022
- Award PO released to winning bidder.....approximately 10 consecutive calendar days after name of apparent low bidder and bid tabulation is released.
- No bidder may withdraw his bid within 60 consecutive calendar days after the actual days of the public bid opening.
- 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 documents or amendments thereto shall eliminate or reduce the requirements contained in the legal advertisement or this invitation to bid.

END OF SECTION