



## WILLIAMSON COUNTY GOVERNMENT

December 9, 2020

To Whom It May Concern:

Williamson County is accepting bids for a building renovation for the Williamson County Election Office, 405 Downs Boulevard, Franklin, TN 37064. Minimum Bid specifications are enclosed. Please note any exceptions to the bid.

It is not the intent of Williamson County to favor one vendor; however, we do, from time to time, have to rely on vendors' help in writing specifications. We will accept all bids with exceptions noted, and all bids will be given equal consideration.

A pre-bid conference will be held on January 4, 2021, 2:00 p.m. at the project site. Bids will be opened January 14, 2021, 2:00 p.m. Bids must be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope should be plainly marked: **Building Renovation: Election Office, January 14, 2021, 2:00 p.m. Envelope must also include bidder's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.** A bid bond in the amount of 5% of the bid must also be included with the bid. An executed Contractor's Qualification Statement, Drug-Free Affidavit, Ethical Standards Affidavit, Iran Divestment Affidavit, Fair Employment Affidavit, Immigration Attestation Affidavit and Business Tax and License Affidavit must also be included with the bid.

Bidding shall be in accordance with the Tennessee General Contractor's License Law. Bidders on construction in the amount of \$25,000 or more must be a licensed contractor as required by the Contractor's License Act of 1976. Public Chapter #82 of the General Assembly of the State of Tennessee amended by Public Chapter #406, Public Acts 1977, and further amended by House Bill #2507 and approved May 10, 1994. **If your bid meets the above criteria, the envelope must contain your company's license number, expiration date, and classification, and license number, expiration date and classification of any subcontractors that will be used in the areas of electrical, mechanical, plumbing or HVAC. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE BID WILL NOT BE OPENED.**

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Williamson County. **No bid shall be valid unless signed.** No bid shall be accepted by FAX machine.

The successful bidder will be required to comply with contract, insurance and drug-free requirements, and to furnish Payment and Performance Bonds for 100% of the amount of the contract. Sample contracts are draft only and terms can change at the discretion of the County.

If you have any questions, please call C&I Design, (615) 599-2525.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB  
Williamson County Purchasing Agent



## DOCUMENT 00130

### ADVERTISEMENT FOR BIDS

Bids are invited for a General Contract for the Work of the following project.

**OWNER:** **WILLIAMSON COUNTY GOVERNMENT**  
1320 West Main Street  
Franklin, Tennessee 37064

**PROJECT:** BUILDING RENOVATION  
for the  
**WILLIAMSON COUNTY ELECTION OFFICE**  
405 Downs Boulevard  
Franklin, Tennessee 37064

**PROJECT DESCRIPTION:** The project consists of furnishing all labor, materials, services, and equipment for fabrication, delivery, and erection of all items of work related to the renovation of the existing building at 405 Downs Boulevard in Franklin, Tennessee to provide space for the Williamson County Election Office and Public Safety Station #24. The Scope of Work shall include installation of infill of existing overhead doors and louvers to provide storage space for the Election Office, installation/modification of ventilation systems in the bays for exhaust of the existing space, installation/modification of HVAC systems, installation of entry and delivery canopies, rework of existing interior space to provide office, storage, and multipurpose space for election office functions, rework of interior space to provide restrooms, and rework of interior finishes as indicated in the Contract Documents. The Scope of Work shall also include interior construction including gypsum board partitions, flooring, acoustical panel ceiling systems, and painting/finishes. The Scope of Work shall also include installation of associated appurtenances and modification of the existing mechanical, plumbing, and electrical systems. The Scope of Work shall include restriping existing pavement in rear of existing building for parking for elections functions and shall include installation of a traffic control gate to separate a staff parking area. The traffic control gate shall be bid as an alternate.

**TYPE OF PROJECT:** This project is for general construction with a lump-sum bid.

Document Examination and Procurement and Deposit Requirements:

**DESIGNER:** **C & I DESIGN, INC.**  
P.O. Box 1197  
101 Southeast Parkway Court, Suite 120  
Franklin, TN 37065

Phone: 615.599.2525; Fax: 615.599.7755  
Points of Contact: Bryan Richter/Jeff Corlew

Bidding documents may be examined at the offices of the architect or the plan rooms noted below:

**PLAN ROOMS:** None

**DEPOSIT:** \$500.00 to obtain one set for general contractors and sub-contractors [Deposits refundable to all except the successful bidders (also see Document 00201 – Instructions to Bidders)].

Deposits may be in the form of certified check, company check, or money order made payable to Williamson County Government.

Bidders may obtain Bid Documents from the Designer in accordance with the Instructions to Bidders. See above for deposit requirements. The full amount of the deposit will be returned to all except the

successful bidders upon return, in good condition, of the set(s) of Contract Documents within 15 days after the bid date. See Document 00201 – Instructions to Bidders for information on use, reproduction, and distribution of Contract Documents. Additional sets of Contract Documents for general contractors and sub-contractors bidding the project may be obtained for use during bidding at the direct cost of reproduction. Additional sets obtained for use during bidding shall also be returned to the Designer by all except the successful bidders upon completion of bidding. Failure to do this shall result in the forfeiture of the bidder's plan deposit(s). Bidders may also view Contract Documents at the designer's office Monday through Friday during regular business hours.

The successful contractor will be provided with five (5) complete sets of Contract Documents, for use in executing the work.

A Pre-Bid Conference will be held. Attendance is requested of all bidders. See below for details:

**DATE/TIME:** Monday, January 4, 2021 at 2:00 P.M.

**LOCATION:** **PROJECT SITE/EXISTING BUILDING:**  
405 Downs Boulevard  
Franklin, Tennessee 37064

Bids will be received by the DESIGNER at the following location:

**ADDRESS for BID DELIVERY:** **WILLIAMSON COUNTY MAYOR**  
1320 West Main Street, Suite 125  
Franklin, Tennessee 37064

until 2:00 P.M. Local Time; Thursday, January 14, 2021.

at which time and place bids will be publicly opened by the OWNER.

Bids sent by mail should be directed to the attention of:

**POINT of CONTACT:** Leslie Mitchell (see "Address for Bid Delivery" above)

**BID SECURITY:** Bid security in the form of a Bid Bond by the Bidder and a Surety Company licensed to do business in the State of Tennessee equal to five percent (5%) of the bid will be required. No bidder may withdraw his bid within 30 days after the actual date of the opening thereof. Bid security will be returned to all bidders upon award of the Contract for Construction or rejection of bids.

**GUARANTY BOND:** A Guaranty Bond in the form of a Performance/Labor and Material Bond in an amount equal to one hundred percent (100%) of the bid contract sum will be required, and the cost shall be included in the bid.

**TENNESSEE CONTRACTOR'S LICENSE LAW:** Bidding shall be in accordance with the Tennessee General Contractor's License Law. Bidders on construction in the amount of \$25,000.00 or more must be a licensed contractor as required by the Contractor's Licensing Act of 1976, Public Chapter #82 of the General Assembly of the State of Tennessee amended by Public Chapter #406, Public Acts 1977, and further amended by House Bill #2507 and approved May 10, 1994.

**BIDDING ENVELOPE REQUIREMENTS:** On the face of the bidding envelope, the bidder shall present the following information:

- The Project Name
- The Bidder's Name, Address, License Number, and License Date of Expiration
- The Date and Time of the Bid Opening
- The Name, Address, License Number (if applicable), and License Date of Expiration for each subcontractor as required by state law.

**Without this information on the face of the envelope, the bid will not be opened by the Architect.**

**DRUG-FREE WORKPLACE AFFIDAVIT:** Bidding shall be in accordance with the Tennessee Code Annotated 50-9-113. All bidders **must** submit a completed Drug-Free Workplace Affidavit with his/her bid. Any bid

not accompanied by a signed and notarized Drug-Free Workplace Affidavit will not be accepted. A copy of the Drug-Free Workplace Affidavit is attached to the bid form.

ETHICAL STANDARDS AFFIDAVIT: Bidding shall be in accordance with the Tennessee Code Annotated 50-9-113. All bidders must submit a completed Ethical Standards Affidavit with his/her bid. Any bid not accompanied by a signed and notarized Ethical Standards Affidavit will not be accepted. A copy of the Ethical Standards Affidavit is included in the Project Manual (Document 00403 – Ethical Standards Affidavit).

BUSINESS TAX AND LICENSE AFFIDAVIT: Bidding shall be in accordance with the Tennessee Code Annotated 50-9-113. All bidders must submit a completed Business Tax and License Affidavit with his/her bid. Any bid not accompanied by a signed and notarized Business Tax and License Affidavit will not be accepted. A copy of the Business Tax and License Affidavit is in the Project Manual (Document 00404 – Business tax and License Affidavit).

The Owner reserves the right to waive formalities and to reject bids.

END OF DOCUMENT 00130 – ADVERTISEMENT FOR BIDS