

20140819 – CONSTRUCTION DOCUMENTATION

The Sumner County Board of Education, herein known as “School System”, is soliciting bids for photographic documentation of the Dr. William Burris Elementary School @ Drakes Creek construction project. The construction is already in process. Any conditions listed in the specifications that are complete by the contractor prior to the bid being awarded, shall not be required. The vendor must be on-site August 20, 2014 contingent upon School System Board approval and issuance of a purchase order. No work shall begin prior to issuance of a purchase order.

CLIENT: Sumner County Board of Education
PROJECT: Dr. William Burris Elementary School @ Drakes Creek
LOCATION: 1338 Drakes Creek Rd.
Hendersonville, TN 37075
DURATION: 12 month

1.0 Scope of Services:

This Section 1 sets forth the complete scope of services that the vendor will provide for the above-described project:

1.1 Project Documentation (Photo Sets):

- **Monthly Executive Summary Slideshows** – A sampling of photos that shows the overall stage of construction for the project in a slideshow format. The slideshow section also allows for the inclusion of client pictures, aerial photographs, and other timely images which do not fit into any regular monthly photopath.
- **Detailed Interior Exact-Built™** of the entire building to include documentation of all mechanical, electrical and plumbing systems, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by the School System.
- **Detailed Pre-Slab Exact-Built™** of all structural slabs after installation of the underground utilities, waterproofing and rebar, just prior to placing concrete or as directed by the School System.
- **20 Sets of Underground Utilities**- Capture the progress of all underground utilities and link each of these photos to GPS coordinates.

1.2 Complete Documentation Services:

In addition to the foregoing, all documentation packages include:

- Pre-documentation consultation(s) with the School System identifying project-specific needs, appropriate documentation intervals and common or custom elements requiring detailed photo sets. If, based on these consultations, it is determined that the Scope of Services should be increased or decreased, a revised proposal or addendum will be executed, with a revised fee, prior to documentation commencement.

- Baseline schedule analysis in order to evaluate and estimate appropriate photo set intervals and durations.
- Determination of optimal photograph locations/perspectives (“hotspots”) based on the site plans and building floor plans provided by the School System or its agent(s) and designed to capture the total progress of construction at the agreed upon intervals and/or milestones.
- A highly representative number of digital photographs at such intervals and for such durations, and at the specified milestones, as requested by the School System and set forth in Section 1.1, above.
- Linking each photo set to the appropriate location on the site plans and/or floor plans of the School System.
- On-line web hosting of the documentation on the vendor’s website for the construction period covered by the documentation, accessible from anywhere internet is accessible.
- Password protected access to the documentation.
- Once the system is archived there will be certain functions that will not be available as they are on the online version such as print photo via native PDF functionality, email photo via native PDF functionality, scroll wheel zoom on Floorplan and the ability to add comments.
- Two digital copies of the entire Documentation upon completion.

2.0 Documentation Fees:

The following Documentation Fee is inclusive of all the services set forth in Section 1 above:

- Set-up fee to review plans, strip plans, build website, coordination and mobilization, due on or prior to commencement.
- Monthly Invoice address to:

Sumner County Board of Education
1500 Airport Road
Gallatin, TN 37066

2.1 Early Completion and Additional Build Time Fees

Invoicing is based on a build period of approximately **(12) months**. If the scope of work set forth in Section 1 above is completed prior to that time, the balance of the Total Fees unpaid at the completion of the scope of work shall be due and payable within thirty (30) days of the final shoot. Exterior and Interior Progression Shoots in excess of the number set forth in Section 1, if required, will be priced as needed. Additional Detail Shoots will be priced individually.

SUMNER COUNTY BOARD OF EDUCATION

Purchasing Department
1500 Airport Road
Gallatin, TN 37066

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

AUTHORIZED COMPANY REPRESENTATIVE _____ *SIGNATURE*

AUTHORIZED COMPANY REPRESENTATIVE _____ *PRINTED*

DATE _____

BID TITLE 20140819 – CONSTRUCTION DOCUMENTATION

DEADLINE 9:00 a.m., TUESDAY, AUGUST 19, 2014

BID AMOUNT \$ _____ TOTAL FEE FOR ALL SERVICES

\$ _____ MONTHLY FEE

\$ _____ SET-UP FEE

BID GOOD THRU _____

NOTES:

Invitation to Bid

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Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20140819 CONSTRUCTION DOCUMENTATION until 9:00 A.M. CDT Tuesday, August 19, 2014. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please call Chris Harrison, Maintenance Department at (615) 451-5255. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:00 A.M. Local Time TUESDAY, AUGUST 19, 2014** for **20140819 – CONSTRUCTION DOCUMENTATION**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20140819 – CONSTRUCTION DOCUMENTATION** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20140819 – CONSTRUCTION DOCUMENTATION
DEADLINE: 9:00 A.M., TUESDAY, AUGUST 19, 2014
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20140819 – CONSTRUCTION DOCUMENTATION** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.