

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 **Noon Local Time, April 17, 2017** for **Ellis Middle School – HVAC Replacement**, 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 project is 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: Ellis Middle School – HVAC Replacement

DEADLINE: April 17, 2017 – Noon Local Time

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 (project) 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.

END OF SECTION

To be considered, Bids must be made in accordance with these Instructions To Bidders. Failure to comply with these instructions or any requirements of the Bidding Documents may be cause for rejection of the bid.

1. CONTRACT DOCUMENTS

- A. Contract documents are the property of the Owner and are loaned to the Bidder until bids are due. Bidders are requested, should they decide not to submit a bid, to return the Contract Documents as soon as possible after such decision is made. All bidders are required to return all documents within **ten (10) days** from notice of award except for the Contractor to whom the contract is awarded.
- B. Contract Documents shall include the Project Manual and the Design Drawings. Contract Documents shall be issued only to the Contractor, and not sub-contractors or Vendors. Additional sets of Contract Documents shall be provided to the Contractor upon receipt of a certified check or cashiers check in the amount of \$200.00, non-refundable, made payable to I. C. Thomasson Associates, Inc.

2. EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS

- A. Bidders shall carefully examine the documents and the construction site to obtain first-hand knowledge of existing conditions. Contractors will not be given extra payment for conditions which can be determined by examining the site and Contract Documents. Specification sections are interrelated. Contractor and sub-contractors must read all sections for proper understanding of project.

3. INTERPRETATION DURING BIDDING

- A. All questions shall be submitted by the Contractor to the Engineer, in writing. Sub-Contractors or Vendors shall forward any questions to the Contractor, for submittal to the Engineer. All questions shall be forwarded to:

Mr. Bennie Pandorf Jr.
I. C. Thomasson Associates, Inc.
2950 Kraft Drive, Suite 500
Nashville, Tennessee 37204
phone: 615-346-3400
fax: 615-346-3550
e-mail: bpandorf@icthomasson.com

Replies will be issued to all bidders by Addenda and will become a part of Contract Documents. The Engineer and Owner will not make oral clarifications. Questions must be received by the Engineer at least four (4) business days before the bid due date. No Addenda will be issued less than two (2) days prior