

**CHESTER COUNTY BOARD OF EDUCATION  
INSTRUCTIONS TO THE BIDDERS FOR  
MISCELLANEOUS RENOVATIONS AT CCHS, CCMS, CC MAINTENANCE DEPT  
AND WILLIAMS AUDITORIUM  
HENDERSON, TENNESSEE**

**May 18, 2022**

**Sealed proposals** for the various items of work on the above referenced project in Chester County, Tennessee will be received by the Chester County Board of Education at 970 E Main St., Henderson, Tennessee 38340, Thursday, May 26, 2022, at 2:00 p.m., CST, at which time the bidding will be closed, and the proposals opened and read aloud to all present.

**Pre-Construction Meeting** for the above referenced project will be at the Chester County Board of Education at 970 E Main St., Henderson, Tennessee 38340, Thursday, May 19, 2022, at 9:00 a.m., CST.

**PLANS AND SPECIFICATIONS:** Plans and Specifications are not available on this work. These Instructions to Bidders contain the only Scope of Work that will be used to provide your bid.

**FORM OF AGREEMENT:** It is the intention of the Chester County Board of Education to contract directly with the party submitting the lowest and **best** bid. Chester County Board of Education will issue a Standard Form of Agreement Between Owner and Contractor for use on this project, for all contracted work.

**BID SECURITY:** No Bid Security is required.

**PERFORMANCE BOND, AND LABOR AND MATERIAL BOND:** Each bond shall be for 100% of the Contract Sum. Deliver the bonds to the Chester County Board of Education not later than the time of execution of the Contract Agreement.

**INSURANCE CERTIFICATES:** The bidder who is selected to enter into a Contract for this work shall obtain and pay insurance coverage. Chester County Board of Education **must** be listed as an additional insured in Certificate of Insurance.

**MODIFICATIONS AND WITHDRAWALS:** N/A

**OPENING:** Bids will be opened as announced in the Invitation to Bid. Late bids may not be opened. A late bid that is the only bid received may be opened at the Owner's option.

**EXECUTION OF CONTRACT:** The Chester County Board of Education reserve the right to accept any Bid, and to reject any and all Bids, or to negotiate Contract Terms with the various bidders, when such is deemed by the Board to be in their best interest.

Bidders shall be prepared to execute a formal Contract Agreement & provide Certificates of Insurance within seven (7) days after receipt of notice of bid acceptance or receipt of contracts for execution.

Bidders shall upon execution of a formal Contract Agreement, commence work with an adequate force and adequate equipment on a date specified in a written Notice to Proceed from the Chester County Board of Education, or when work is available to you and to complete the Work in the time stipulated.

**SUBMITTAL:** Submit completed Bid Form in accordance with the requirements of the Specifications. Each contractor may be asked to provide a Contractor's Qualification Statement (AIA Form 305). Failure to supply AIA Form 305 may result in rejection of bid.

**SUBSTITUTIONS:** Any bidder proposing to use materials other than required by these Instructions should have prior written approval from the Chester County Board of Education.

**QUESTIONS:** Submit all questions in writing about the Scope of Work to Chester County Board of Education, Britt Eads, [britt.eads@chestercountyschools.org](mailto:britt.eads@chestercountyschools.org). Replies will be issued as Addenda and will become part of the Contract Documents. Copies of Addenda will be issued to each person or entity recorded as having received Bidding Documents.

**BID FORM:** There is an owner originated Bid Form on this work. It is preferred that you use the Owner provided Bid Form; However, it is not mandatory. Qualifications and clarifications may be attached to your bid. Every effort should be made by contractors and vendors to contact the Chester County Board of Education with any qualifications and/or clarifications prior to submitting bid. Chester County Board of Education reserves the right to reject a bid that is qualified, if in the Board's opinion; qualifications are used to create an unfair advantage through the bid process.

All bids are considered lump sum bids unless specifically indicated in the Instructions to Bidders. Vendors and contractors that list quantities are not relieved from the responsibility of providing all work required in these Instructions to Bidders. Listing of quantities may not, at the Chester County Board of Education's option, allow relief from incorrect quantity takeoffs.

**ON-SITE TEMPORARY SUPPORT:** Temporary support shall be administered as follows.

- Temporary Toilets -The Chester County Board of Education will not provide Temporary Toilets. Each Contractor should make their own provisions for such.
- Materials testing shall **not** be included with this bid. The Owner shall contract and pay for all testing as required for the project. Re-testing due to non-conforming work will be charged to the responsible contractor.

**CLEAN UP:** Each trade contractor is responsible for removing and disposing of debris/trash from the site on a daily basis and shall include provisions for final cleanup of his work.

**BIDDERS MUST VISIT JOB SITE PRIOR TO BID DATE TO BECOME FAMILIAR WITH ANY AND ALL CONDITIONS THAT MAY AFFECT THEIR PORTION OF THIS PROJECT.**

**SCOPE OF WORK:** Each Contractor shall furnish all supervision, labor, materials, tools, equipment, insurance, taxes, permits, impact fees, licenses, professional and non-professional services, etc. as described within the bid documents and as required to complete the scope of work associated with the bid group being quoted. Each supplier shall only furnish all necessary materials, taxes, freight, and insurance as described within the bid documents. Bidders shall specifically include, but not necessarily limit their bid, to the scope of work defined within the below listed specification divisions and sections and the work defined within the following construction narratives per each bid group. The bid groups and the scope of work on each item therein are as follows:

Upon submission of proposal, bidders certify that they are skilled in the trade for which they are proposing and will, upon request, furnish acceptable references for a period of the last five (5) years.

**SPECIAL CONDITIONS:** Each contractor understands that time is of the essence and agrees to participate in the development of and to adhere to the Construction Manager's progress schedule as developed at on site meetings. Proposers also agree to the following:

- Execute subcontracts and provide certificates of insurance within seven **(7) days** of award.
- Submit all close-out documents within **ten (10) days** of substantial completion.
- Provide a drug-free and alcohol-free workplace.
- Abide by all laws, ordinances and codes and schedule inspections through local inspection department and the Chester County Board of Education.

**Bid Package  
Number**

**Bid Package  
Description**

**1B. Selective Interior Demolition @ Williams Auditorium Lobby Area**

Provide a proposal for Selective Interior Demolition of Wall mounted Heaters, associated piping, misc. Shelving, and recessed floor mats.

- Verify all utilities are shut off prior to removal of wall heaters. Remove plumbing lines to above ceiling and cap all plumbing lines remaining from your demolition.
- Haul-off and properly dispose of all debris off site.
- Demolition of recessed floor mats should be done in such a manner as to leave the concrete floor slab as clean as possible. Remove any and all adhesives to aid in the preparation for new finishes.
- Include all temporary construction barriers.

**2A. ONLY RELATED TO PAVING AREAS:  
Grading, Site Related Demolition-CC Maintenance and CCHS Paving areas**

This proposal includes all work required by, but is not limited to, the following: Preliminary Site Work, Earthwork, Storm Drainage, Selective Demolition, (as it pertains to site related items), Erosion, Siltation and Dust Control, and Grassing and related sections.

- Include 100% performance and payment bond in your bid.
- Visit the site prior to bid date to become familiar with any and all conditions that may affect your portion of work.
- Include establishment of control points and layout of your work.
- Spoil material shall be hauled off site.
- Include cleanup of mud or debris caused by your work activities.
- Include the cost of maintaining Erosion and Sedimentation Control and Best Management Practice (BMP) measures throughout the construction phase.
- Any fines levied due to lack of erosion control maintenance shall be your responsibility.
- Include saw cutting and patching of concrete curb at entrances.
- Include establishment of control points and layout of your work.
- At CC Maintenance Dept., include grinding tree stump below surface at area between the two buildings and make sure it is compacted back properly prior to paving in this area.
- This includes saw cutting as required.
- Soil stabilization, slope protection, erosion control, and maintenance until site is deemed stabilized.
- Include clean-up of mud or debris accumulating on adjacent city, county, or state roads. Maintenance shall proceed until site is deemed stable and adequate gravel base or binder is complete.
- Include Permanent Seeding of areas disturbed by your work. Any ruts left in the area caused by your equipment shall be your responsibility to properly correct. This is in addition to any temporary seeding that is required by soil erosion plan.
- Extend existing storm drainage pipe to properly accommodate the widening of the drive to a 28' wide Driveway. Backfill with rock and properly compact area below, around and above the pipe extension. The flow of water must not be disturbed.
- Be sure to contact Tennessee One-Call Center, 811 before you dig.

**2B. Asphalt Paving-CC Maintenance and CCHS Paving areas**

This proposal includes all work required by, but is not limited to the following:  
Asphalt Concrete Paving and related sections.

- At CCHS Cut existing Concrete paving curb at each entrance, as necessary, to allow a smooth, flush transition from one paving area to another. Patch/Finish cut areas of curb to a smooth, neat appearance.
- Include Temporary toilets as needed. There will be no entering or using the school's facilities.
- At CCHS, include 44 ea. Parking Bumpers and Parking Striping for 44 ea. spaces.
- CCHS Drive to be widened to 28'-0" for two-way traffic.
- Provide two (2) "Speed Bumps" between the Parking Lot and Jack's Creek Street.
- Provide your quantities and unit cost your quote is based upon at both the CCHS and the CC Maintenance Dept.
  - Provide Unit Cost of paving per sf to be used to add or deduct from the sf quantity provided. This number is to include all materials, labor, equipment, mark-up, etc.
  - Provide Unit Cost per sf of Paving Sealing to be used to add or deduct from the sf quantity provided. This number is to include all materials, labor, equipment, mark-up, etc.
- Specification for the new paving is as follows:
  - Site prep as needed for a complete turn-key job.
  - New 24' Drive to have 12" of compacted Limestone, (33C) and to meet a 95% Proctor prior to paving over.
  - New 24' Drive to have 2" Binder and 2" of 411E Surface.
  - Use only 100% Virgin Material. Material Testing Laboratory will be hired by the Chester County Board of Education for all Testing.
- Specification for the Sealer at the Chester County Board of Education is to be as follows:
  - Evenly apply Two (2) Coats of Sealer containing Two (2) pounds of sand per gallon and 2% Latex additive.
  - Price per sf for and include a unit cost to add or deduct from this sf quantity.

**3A. Concrete/General Trades-Ramp at Williams Auditorium**

This proposal includes all work required by, but is not limited to the following: Preliminary Site Work, Cast-In-Place Concrete, Rough Carpentry, Sealants and Caulking and related sections.

Provide all Design Engineering, supervision, labor, materials, tools, equipment, taxes, permits, insurance and bonds, layout and engineering, shop drawings and other incidental items to complete the concrete work, metal railings and miscellaneous installations including, but not limited to, the following:

- Provide permanent layout, batter boards, and control for trades that will follow you. Make sure that any original controls get transferred to placed concrete as soon as possible.
- Installation of all building foundations and site foundations. Include gravel base, concrete materials and products, form materials, curing compounds, control and expansion joint materials in slabs, ready-mix concrete, excavation, backfill and haul off of spoils offsite.
- Reinforcing steel and wire mesh with shop drawings.
- Furnish and install all imbedded items.
- Include gravel base, fine grade, termite treatment, waterproofing and waterproofing system as it pertains to concrete work.
- Concrete slabs with all accessories and reinforcing. Install construction and control joints.
- Curing compound
- All soil and concrete testing by others.
- All Handrails furnished and installed.
- Chester County Board of Education shall consider this work to be an allowance for the Design and Engineering of \$5,000.00 and an allowance of \$20,000.00 for a turnkey job, excluding the Engineering allowance, but including all other expenses along with Mark-up.
- All expansion joints and caulking of exterior and interior concrete if required.
- Aggregate base under concrete.
  
- Include \$10,000 allowance for labor to perform "extra" work directed by Chester County Board of Education. **Attach to your bid form hourly rates for laborers, carpenters, and equipment.**
- Include daily clean up and haul off of debris and trash by your forces
- Include all engineering and design for a fully functional ramp. Engineered, Stamped Drawings, by an Engineer licensed in the State of Tennessee, shall be submitted for approval. Design will incorporate all applicable, H.C. Codes following all State and Local codes required for a Middle School facility.
- Demo existing handrails at steps and provide new handrail to accommodate new ramp.



**8A. Steel Doors/Hardware Installation-Williams Auditorium**

- At the rear Auditorium Exit, (Proposed Ramp Location), Bidder/Contractor to demo existing pair of H.M. Doors, Exit Devices, Removable Mullion, Door Closers, threshold and weatherstripping. Existing H.M. Frame to remain and be retrofitted with new doors/Hardware.
- All items removed are to be made available to the owner for maintenance usage.
- Screw holes/cutouts in the existing frame to be bonded, sanded, generally made acceptable for new paint.
- Exit Devices require "Mortised top strikes"-Field prep.
- Contractor to provide and install materials as follows:
  - Hollow Metal Doors-Pair 1 ¾"-6'-0" x 7'-0", (Field Verify), flush-16 Gauge-A60 Galvaneal, flush top Cap, polystyrene core, reinforced and prepped for concealed vertical rod hardware. Reinforced door closures, prep hinges to match existing frame.
  - Finish Hardware-
    - 6 each-Butt hinges, BB1199-NRP-4 ½ x 4 ½ -US10B.
    - 1 each-Exit Device at entry- Yale 6160 ED x 626FxPBxRHRx613E.
    - 1 each-Exit Device- Yale 6160EDx613E.
    - 1 each entry cylinder to match building master key.
    - 2 each-H.D. Closers -Yale 5831T-SNB-613.
    - 1 each-Threshold- N.G.P. 613 DKB x opening width
    - 2 each-Sweeps- C699 DKB x DW
    - 1 set-Perimeter W.S. 160V-DKB
    - 1 set-Meeting stile W.S. (2 pcs.) 600 DKB x D.H.
- Hollow Metal and Finish Hardware shop drawings to be submitted within 14 days after award.
- Include all taxes.
- Bidder/Contractor to provide 2 coats finish paint as recommended by Door Manufacturer at existing frame and new doors. Paint to be as selected by Owner.

**9C. Flooring @ Williams Auditorium Lobby**

This proposal includes all Flooring work required.

- Flooring contractor to patch and fill all floor joints.
- Include sanding, leveling, and cleaning of floors in preparation for new finish.
- Preparation includes the removal of any cracking, loosened or broken floor tiles.
- Include all new rubber cove base.
- Provide all adhesives and accessories for a complete installation.
- Clean Floor after installation.
- Flooring is to be as manufactured by Mohawk or Pergo with a 10 Year Light Commercial Warranty.
- Furnish Samples within 7 days of contract award for Owner to make Color selection.
- Flooring to be water proof, snap lock, total material thickness of 6mm with 20mil wear layer, laid over existing vinyl, with appropriate transition strips at openings as needed.

**9D. Painting @ Williams Auditorium Lobby Area**

- Include painting of all exposed piping and ductwork. This includes but not limited to any wall penetrations left after the removal of the Wall mounted heaters.
- Include any sealing, caulking at masonry walls.
- Include interior caulking at all H.M. and Aluminum door and window frames.
- Include painting existing H.M. Door Frames.
- Paint to be used is by Sherwin Williams. Chester County Maintenance will provide the proper Paint Code to be used.