

# ***REQUEST FOR PROPOSALS***

***FOR***

***Construction at Jacks Creek Cafeteria and Installing New Office  
Door***

***AT***

***Chester Co. Schools***

***April 10, 2023***

**MAIN PHONE NUMBER (731) 989-5134**

# ***LETTER OF PUBLIC NOTICE***

The Chester Co. Board of Education located in Henderson, TN, gives public notice that it is requesting proposals from interested and qualified contractors/parties (Contractors) for new construction and expansion of the Jacks Creek Cafeteria and installation of a new office door at the front of the school.

The Board plans to select the most qualified contractors according to the selection criteria outlined in this RFP.

Copies of the Request For Proposal (RFP) are available on the school website or at the Board office:

Chester Co. Board of Education  
970 E. Main St.  
Henderson, TN 38340

Proposals must be received no later than 10:30 AM, Monday, April 10, 2023, after which time and date they will no longer be accepted. Proposals may be mailed, or hand delivered to:

Chester Co. Board of Education  
970 E. Main St.  
Henderson, TN 38340

## **Project Timeline**

Visit Sites ( <b>REQUIRED TO SUBMIT</b> )	April 3, 2023, starting at 10:00 AM
RFP Responses due and publicly opened	April 10, 2023, by 10:30 AM

## **RFP Submittal Guidelines**

1. Submit one (1) original copy with bid sheet on top.
2. It is the Vendor's responsibility to clearly identify and to describe the products and services being offered in response to the Solicitation.
3. All required information must be furnished and presented in an organized, comprehensive and easy to follow manner.
4. Provide proof of liability and workers compensation insurance.
5. Provide any state or contractor's licenses, if required.
6. Sign Iran Divestment Act Affidavit.
7. If Bidder has more than 5 employees, the Bidder shall furnish in a separate envelope a **Drug Free Affidavit** approved and signed by the State of TN Commerce Department in accordance with State Law (T.C.A. 50-9-113).

## **SECTION I – GENERAL INFORMATION**

### **1. PURPOSE**

This Request For Proposal (RFP) requests the services of Contractors for services as outlined in Section II - Scope of Services below.

### **2. ISSUING OFFICE**

This RFP is issued by the Chester Co. Board of Education, 970 E. Main St., Henderson, TN 38340.

3. CONTRACT ARRANGEMENTS

Negotiations may be undertaken with the Contractors whose understanding, qualifications, experience, technical approach, concept, and other terms show them to be qualified, responsible, and capable of performing the services and work. The final contract that may be entered into by the Board will be that which is most advantageous to the Board. All services and work must be reviewed and approved by the Board's staff prior to final payment.

4. INQUIRIES

All questions can be directed to Britt Eads at 731-435-3046.

5. RESPONSE DATE

To be considered, contractors/parties must attend the sites visit on April 3, 2023 starting at 10:00 AM. We will begin the site visit at the Chester Co. Board of Education. Proposals must be received at the office of the Chester Co. Board of Education on or before the date and time specified in the project timeline. Contractors mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals.

6. PROPOSALS

Contractors shall demonstrate in their proposal their qualifications and experience in successfully accomplishing the services as described in Section II – Scope of Service. The Board shall have no duty to make any inquiries outside the material furnished with the proposal as to a company's/individual's qualifications. Proposals must be signed by an official authorized to bind the Contractor to its provisions. The proposal must remain valid for at least 45 days. All bidders must submit at least three (3) references of jobs performed within the last two years.

7. PROPOSAL EVALUATION

Proposals will be evaluated by the Board. Selection of proposals by the Board will be made based on, but not limited to:

- A. Qualifications of firm and/or individual submitting proposal/bid
- B. Related experience and references, particularly relating to conditions comparable to the projects/services
- C. Project/Service approach and procedures
- D. Completeness of proposal based on RFP requirements
- E. Price

The Board reserves the unqualified right to reject any and all proposals. All bids will be subject to the final evaluation of references and past work history.

8. SELECTION

The Board will select one (1) Contractor to conduct the Scope of Services described in Section II. If an agreement has not been executed within 10 days of submission to the selected Contractor, the Board reserves the right to terminate negotiations with the Contractor and to initiate negotiations with the contractor on the bid list.

9. REJECTION OF PROPOSALS

The Board reserves the right to reject for good and sufficient reason all proposals received as a result of this RFP, or to negotiate separately with any proposer in any manner necessary to serve the best interest of the Board and/or School.

10. COST INCURRED

The Board is not liable for any cost incurred prior to issuance of a contract, including site visits.

**SECTION II – SCOPE OF SERVICES**

1. Construct a new cafeteria in the same area, in similar design to the current one, and expand it by up to 1200 sq ft.
2. Relocate gym HVAC and duct work to allow for expansion of the cafeteria.
3. Remediate drainage issues at the cafeteria.
4. Replace the computer classroom window on the front porch with a door.
5. Move the access door control from the current front door to the added door.



# IRAN DIVESTMENT ACT AFFIDAVIT

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As per Tennessee Code Annotated, Title 12, and effective July 1, 2016:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.

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Signature

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Date