



## Department of Procurement Services

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160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

December 16, 2022

**RE: Addendum #2: IFB#12212022MT – Removal and Replacement External Doors & Windows / 2 (two) locations**

Dear Bidders:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated **December 9, 2022**. The Contractor shall acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

**The title of this IFB and any addendum should read: IFB#12212022MT – Removal and Replacement External Doors & Windows / 2 (two) locations.**

**The Davis Bacon Act will apply to this IFB. The Davis Bacon is a part of this Addendum.**

**Appendix J- Will show the 1<sup>st</sup> location (removing various locations)**

**Appendix J1 – Will show the 2<sup>nd</sup> location (removing various locations)**

**Appendices B, C, D, E, F and G will also show the 2 (two) locations listed in the bid.**

**The facilities manager has added more specifications here for this project. They will be made a part of this bid packet.**

### **Covington Pike Head Start**

All new doors must be commercial grade doors. In classroom #9, all 4 doors that will be replaced will include site glass with at least 2 feet by 2 feet. Class #8 will be solid core doors, with a total of 2 doors replaced. The director's office will have 1 door with the site glass and the other door will be a solid core door. The storage room near the director's office will be 2 solid core doors. The kitchen doors will have 3 solid core doors and the kitchen exit door will be replaced with a solid core door with site glass for a total of 4 doors. All windows will need screen replacements, damage and wood repair, painting, and re-caulking. The windows in this project will not need total replacement, just restoration and resealing for energy and cost efficiency; only the doors require total replacement. Cut in and install site glass on rear entry/exit door for security reasons is required.

**Total # of windows=**31 sets of windows

**Total # of doors=**14 doors

### **Ridgeway Early Learning Center**

All new doors must be commercial grade doors. The 2 front entry doors will be replaced with 2 solid core doors with site glass. The 3 doors in the financial secretary office will be solid core doors, 2 with solid core doors and 1 with site glass. The 1 door in the principal's office will be replaced with a solid core door with site glass. In room 120, the door will be replaced with 2 solid core doors. In room 121, 4 doors will be replaced with solid core doors with site glass for all 4 classes. The kitchen doors, a total of 2 doors, will have one with a solid core door with site glass and the office will be a solid core door. All windows will need screen replacements, damage and wood repair, painting, and re-caulking. The windows in this project will not need total replacement, just restoration and resealing for energy and cost efficiency; only the doors require total replacement.

**Total # of windows=** 31 sets of windows

**Total # of doors=** 14 doors

### **Questions asked by vendor are answered here:**

1. The window and doors mark for replacement, will be Builder Grade replacements?
  - Yes. Steel doors UL rated 90-minute fire. Please see pictures attached. Specs are as follows:
    - Heavy duty steel door and frame provides long lasting durability
    - Provides protection from the spread of fire (fire rated up to 90 minutes)
    - Can be used in both interior and exterior walls
    - Steel surface allows for easy painting for any color match
    - Commercial grade hardware for additional security and long-lasting durability
    - 90 minutes fire-rated steel door frame and hinges provide a safety barrier
    - Requires 82.125 in. H x 40.25 in. W rough opening for a secure fit
    - Durable construction
    - 1-year warranty
2. On the dual exterior doors that you want removed, we will install sheet rock on the interior wall, and we will install ply wood on exterior wall to replace brick?
  - No. You will only replace with solid doors without window. There will not be any Sheetrock or wall work required interior.
3. Just for clarification windows will not be replaced at either location. What is the specific instruction on restoration of all windows for both locations?
  - Correct windows will not be removed and replaced at either location. Instructions for windows is replace any bad damaged wood. Prep prime and paint wood. Remove old caulk. Apply new caulk to all windows.

**APPENDIX J – BID PROPOSAL FORM**  
(TO BE SUBMITTED WITH BID)

**IFB#12212022MT: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT TITLE: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT LOCATION: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

Prime Contractor Name: \_\_\_\_\_

Prime Contractor's Address: \_\_\_\_\_

TO: Shelby County Board of Education, Memphis, Tennessee, 38112

**The Prime Contractor hereby acknowledges, attests, certifies, warrants, and assures that:**

- (1) Contractor has received, read and understands the Bidding Documents and this bid is made in accordance therewith.
- (2) Contractor has visited the site and become familiar with the local conditions under which the work is to be performed; and has correlated all observations with the requirements of the Bidding Documents.
- (3) Documents identified as "Information Available to Bidders" are prepared solely for the Designer's use in design of this Work and have not been relied upon in the preparation of this bid. The use and interpretation of such information for any purpose is entirely the responsibility of the using party.
- (4) Contractors and subcontractors that have been disqualified from participating in State Building Commission projects have not been included in this bid and will not be allowed to perform work under the contract that may result.
- (5) Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor or consultant who will utilize the services of an illegal immigrant in the performance of this Contract.
- (6) Failure to complete this Bid Form, provide required attachments, or comply otherwise with Instructions to Bidders, may be cause for rejection of bid.
- (7) The person who signs this bid on behalf of the Contractor is legally empowered to bind the Contractor to a Contract.
- (8) Iran Divestment Act. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief the Contractor is not on the list created pursuant to Tenn. Code Ann. § 12-12-106. The Contractor further certifies that it shall not utilize any subcontractor that is on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- (9) This Contractor's status, as required by the State Building Commission Policy and Procedures, is:  
(True or False) \_\_\_\_\_ The Contractor and/or any of the Contractor's employees, agents,

independent contractors and/or proposed subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any contract crime involving a public contract.

(Yes or No) \_\_\_\_\_ The Contractor is a Women Owned or Minority Owned, Business Enterprise.

(10) Contractor understands and agrees that the lump sum bid price includes all taxes such as sales, use, excise, licenses, etc., now or hereafter imposed by Federal, State or other government agencies upon the equipment, labor and materials specified, and that all said taxes shall be paid by the Contractor.

(11) Contractor agrees to:

- (a) Honor this bid for a period of One Hundred Twenty (120) days following the date of the scheduled opening of bids.
- (b) Enter into and execute a contract, if presented on the basis of this bid, and to furnish certificate(s) of insurance, bond(s), and other documents related to the contract as required by the Bidding Documents.
- (c) Accomplish the Work in accordance with the Contract Documents.
- (d) Achieve Substantial Completion of the Work in accordance with the number of calendar days Contract Time set forth, allotted from and including the date stipulated in the Notice to Proceed; and, accept the conditions for Liquidated Damages in the amount set forth per calendar day.
- (e) Obtain SCBE approved temporary Vendor ID badges, if awarded a contract, for the Contractor's (Prime) personnel and subcontractors, and pay all applicable cost associated with obtaining temporary Vendor ID badges.
- (f) The required Board's Contingency, in the amount of ten percent (10%) of the BASE BID, is identified herein below.
- (g) The required Allowance(s), in the amounts for the item(s) identified herein below:

ALLOWANCE NUMBER	DESCRIPTION	ALLOWANCE AMOUNT
1	NA	-
2	NA	-

(a) The required Add Alternate, in the amount amounts for the item(s) identified herein below:

(2)

ADD ALTERNATE NUMBER	DESCRIPTION	ALTERNATE AMOUNT
1	Contingency in the amount of 5% of the construction base bid.	-

- (a) The required Bid Security (Bond), in the amount of five percent (5%) of the total amount of bid, including alternates and allowances is attached hereto.
- (b) Contractor assures in addition to this Bid Proposal Form, all required forms and documents are included and attached hereto with their Bid Response.

Base Bid (Words) \_\_\_\_\_

Base Bid Scope of work, Total (Figures)	
Base Bid 10% Board's Contingency Amount (Figures)	
Base Bid Allowances, Total (Figures)	
Base Bid Performance and Payment Bond Cost (Figures)	
Total Combined Base Bid (Figures) (Base Bid + 10% Owner's Contingency + Allowance + Performance and Payment Bond Cost)	
Base Bid Add Alternate, Total (Figures) (Not combined at this time with base bid amount)	

**The Authorized Representative, submits this Bid Proposal Form:**

Print Name & Title	
Signature & Date	

**On behalf of the following Prime Contractor:**

Name of Company	
State of Incorporation:	
Address, City, State, Zip	
Phone #, Fax #, Email	

**NOTE: TENNESSEE CONTRACTOR'S LICENSE NUMBER, EXPIRATION DATE, AND LICENSE CLASSIFICATION IS REQUIRED ON THE OUTSIDE OF THE BID ENVELOPE. ALL CONTRACTOR'S MUST USE THE BID ENVELOPES OR BID IDENTIFICATION SUBMITTAL FORM PROVIDED IN THE PROJECT DESIGN PACKET OR INVITATION TO BID DOCUMENTS.**

**APPENDIX J – BID PROPOSAL FORM**  
(TO BE SUBMITTED WITH BID)

**IFB#12212022MT: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT TITLE: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT LOCATION: RIDGEWAY EARLY LEARNING CENTER, 3435 RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

Prime Contractor Name: \_\_\_\_\_

Prime Contractor's Address: \_\_\_\_\_

TO: Shelby County Board of Education, Memphis, Tennessee, 38112

**The Prime Contractor hereby acknowledges, attests, certifies, warrants, and assures that:**

- (12) Contractor has received, read and understands the Bidding Documents and this bid is made in accordance therewith.
- (13) Contractor has visited the site and become familiar with the local conditions under which the work is to be performed; and has correlated all observations with the requirements of the Bidding Documents.
- (14) Documents identified as "Information Available to Bidders" are prepared solely for the Designer's use in design of this Work and have not been relied upon in the preparation of this bid. The use and interpretation of such information for any purpose is entirely the responsibility of the using party.
- (15) Contractors and subcontractors that have been disqualified from participating in State Building Commission projects have not been included in this bid and will not be allowed to perform work under the contract that may result.
- (16) Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor or consultant who will utilize the services of an illegal immigrant in the performance of this Contract.
- (17) Failure to complete this Bid Form, provide required attachments, or comply otherwise with Instructions to Bidders, may be cause for rejection of bid.
- (18) The person who signs this bid on behalf of the Contractor is legally empowered to bind the Contractor to a Contract.
- (19) Iran Divestment Act. The Contractor certifies, under penalty of perjury, that to the best of its knowledge and belief the Contractor is not on the list created pursuant to Tenn. Code Ann. § 12-12-106. The Contractor further certifies that it shall not utilize any subcontractor that is on the list created pursuant to Tenn. Code Ann. § 12-12-106.
- (20) This Contractor's status, as required by the State Building Commission Policy and Procedures, is:

(True or False) \_\_\_\_\_ The Contractor and/or any of the Contractor's employees, agents, independent contractors and/or proposed subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any contract crime involving a public contract.

(Yes or No) \_\_\_\_\_ The Contractor is a Women Owned or Minority Owned, Business Enterprise.

(21) Contractor understands and agrees that the lump sum bid price includes all taxes such as sales, use, excise, licenses, etc., now or hereafter imposed by Federal, State or other government agencies upon the equipment, labor and materials specified, and that all said taxes shall be paid by the Contractor.

(22) Contractor agrees to:

- (a) Honor this bid for a period of One Hundred Twenty (120) days following the date of the scheduled opening of bids.
- (b) Enter into and execute a contract, if presented on the basis of this bid, and to furnish certificate(s) of insurance, bond(s), and other documents related to the contract as required by the Bidding Documents.
- (c) Accomplish the Work in accordance with the Contract Documents.
- (d) Achieve Substantial Completion of the Work in accordance with the number of calendar days Contract Time set forth, allotted from and including the date stipulated in the Notice to Proceed; and, accept the conditions for Liquidated Damages in the amount set forth per calendar day.
- (e) Obtain SCBE approved temporary Vendor ID badges, if awarded a contract, for the Contractor's (Prime) personnel and subcontractors, and pay all applicable cost associated with obtaining temporary Vendor ID badges.
- (f) The required Board's Contingency, in the amount of ten percent (10%) of the BASE BID, is identified herein below.
- (g) The required Allowance(s), in the amounts for the item(s) identified herein below:

ALLOWANCE NUMBER	DESCRIPTION	ALLOWANCE AMOUNT
1	NA	-
2	NA	-

(c) The required Add Alternate, in the amount amounts for the item(s) identified herein below:

(3)

ADD ALTERNATE NUMBER	DESCRIPTION	ALTERNATE AMOUNT
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1	Contingency in the amount of 5% of the construction base bid.	-
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- (a) The required Bid Security (Bond), in the amount of five percent (5%) of the total amount of bid, including alternates and allowances is attached hereto.
- (b) Contractor assures in addition to this Bid Proposal Form, all required forms and documents are included and attached hereto with their Bid Response.

Base Bid (Words) \_\_\_\_\_

Base Bid Scope of work, Total (Figures)	
Base Bid 10% Board's Contingency Amount (Figures)	
Base Bid Allowances, Total (Figures)	
Base Bid Performance and Payment Bond Cost (Figures)	
Total Combined Base Bid (Figures) (Base Bid + 10% Owner's Contingency + Allowance + Performance and Payment Bond Cost)	
Base Bid Add Alternate, Total (Figures) (Not combined at this time with base bid amount)	

**The Authorized Representative, submits this Bid Proposal Form:**

Print Name & Title	
Signature & Date	

**On behalf of the following Prime Contractor:**

Name of Company	
State of Incorporation:	
Address, City, State, Zip	
Phone #, Fax #, Email	

**NOTE: TENNESSEE CONTRACTOR'S LICENSE NUMBER, EXPIRATION DATE, AND LICENSE CLASSIFICATION IS REQUIRED ON THE OUTSIDE OF THE BID ENVELOPE. ALL CONTRACTOR'S MUST USE THE BID ENVELOPES OR BID IDENTIFICATION SUBMITTAL FORM PROVIDED IN THE PROJECT DESIGN PACKET OR INVITATION TO BID DOCUMENTS.**

**APPENDIX B - NON-COLLUSION CERTIFICATE**  
(TO BE SUBMITTED WITH BID)

**IFB# APPENDIX B - NON-COLLUSION CERTIFICATE**

**PROJECT NAME: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT TITLE: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr.  
Memphis, TN 38128**

I HEREBY CERTIFY that I am the \_\_\_\_\_ and the duly authorized

Representative of \_\_\_\_\_

Whose address is \_\_\_\_\_ and

THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

- (1) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (2) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price Bid of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
PRINTED OR TYPED NAME)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

x \_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**APPENDIX B - NON-COLLUSION CERTIFICATE**  
(TO BE SUBMITTED WITH BID)

**IFB# APPENDIX B - NON-COLLUSION CERTIFICATE**

**PROJECT NAME: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT TITLE: REMOVAL AND REPLACEMENT EXTERNAL DOORS & WINDOWS**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435  
RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

I HEREBY CERTIFY that I am the \_\_\_\_\_ and the duly authorized

Representative of \_\_\_\_\_

Whose address is \_\_\_\_\_ and

THAT NEITHER I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other representatives I here represent:

- (3) Have agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (4) Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price Bid of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the Contract for which the within bid or offer is submitted.

In making this affidavit, I represent that I have personal knowledge of the matters and facts herein stated.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
PRINTED OR TYPED NAME)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

x \_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**APPENDIX C - DEBARMENT AFFIDAVIT**

(TO BE SUBMITTED WITH BID)

**IFB# 01032023MT Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

\_\_\_\_\_, being first duly sworn deposes and says that he is an officer in the \_\_\_\_\_ and the party making a certain Bid or bid dated, \_\_\_\_\_ 20\_\_\_\_, to Board of Education of Shelby County:

I further affirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

\_\_\_\_\_  
\_\_\_\_\_

I further affirm that:

- (1) The business was not established, and it does not operate in a manner designed to evade the application of or defeat the purpose of; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

\_\_\_\_\_  
\_\_\_\_\_

Signature of:

x \_\_\_\_\_  
Bidder, if the bidder is an individual

x \_\_\_\_\_  
Partner, if the bidder is a partnership

x \_\_\_\_\_  
Officer, if the bidder is a corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

x \_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**APPENDIX C - DEBARMENT AFFIDAVIT**

(TO BE SUBMITTED WITH BID)

**IFB# 01032023MT Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435  
RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

\_\_\_\_\_, being first duly sworn deposes and says that he is an officer in the \_\_\_\_\_ and the party making a certain Bid or bid dated, \_\_\_\_\_ 20\_\_\_\_, to Board of Education of Shelby County:

I further affirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

\_\_\_\_\_  
\_\_\_\_\_

I further affirm that:

- (3) The business was not established, and it does not operate in a manner designed to evade the application of or defeat the purpose of; and
- (4) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

\_\_\_\_\_  
\_\_\_\_\_

Signature of:

\_\_\_\_\_  
Bidder, if the bidder is an individual

x \_\_\_\_\_  
Partner, if the bidder is a partnership

x \_\_\_\_\_  
Officer, if the bidder is a corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
x \_\_\_\_\_ Notary Public My commission expires:

\_\_\_\_\_

**APPENDIX D - ANTI-BRIBERY AFFIDAVIT**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

\_\_\_\_\_, being first duly sworn deposes and says that he is an officer in the organization known as \_\_\_\_\_ and the party making a certain Bid or bid dated, \_\_\_\_\_ 20\_\_\_\_, to the Board of Education of Shelby County:

I further confirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business has been convicted of bribery, attempted bribery, or conspiracy to bribe in violation of Tennessee Law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court or administrative body, sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of:

x \_\_\_\_\_  
Bidder, if the bidder is an individual

x \_\_\_\_\_  
Partner, if the bidder is a partnership

x \_\_\_\_\_  
Officer, if the bidder is a corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

x \_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**APPENDIX D - ANTI-BRIBERY AFFIDAVIT**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435 RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

\_\_\_\_\_, being first duly sworn deposes and says that he is an officer in the organization known as \_\_\_\_\_ and the party making a certain Bid or bid dated, \_\_\_\_\_20\_\_\_\_, to the Board of Education of Shelby County:

I further confirm that: Neither I, nor to the best of my knowledge, information, and belief, the above business has been convicted of bribery, attempted bribery, or conspiracy to bribe in violation of Tennessee Law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court or administrative body, sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of:

\_\_\_\_\_  
Bidder, if the bidder is an individual

x \_\_\_\_\_  
Partner, if the bidder is a partnership

x \_\_\_\_\_  
Officer, if the bidder is a corporation

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

x \_\_\_\_\_ Notary Public

My commission expires: \_\_\_\_\_

**APPENDIX E – PRICING CONFIRMATION**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TO: BOARD OF EDUCATION OF SHELBY COUNTY

We propose to provide **Removal and Replacement External Doors & Windows / 2 (two) locations**

to the Board of Education of Shelby County in accordance with Scope of Work, General Terms and Conditions, and Special Terms and Conditions of **Removal and Replacement External Doors & Windows / 2 (two) locations**

**Instructions:**

Each vendor shall provide a fixed price for each cost item listed on the Bid Form. *Bidders must bid on all items listed or no bid.* Price shall be fixed for the initial contract award year(s).

The undersigned agrees to furnish all labor, materials, and services necessary to provide **Removal and Replacement External Doors & Windows / 2 (two) locations**

Board of Education of Shelby County in accordance with the attached specifications, and other related contract documentation.

**Vendors must complete all cost items on the included Bid Form or insert NO BID**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

**APPENDIX E – PRICING CONFIRMATION**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435 RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TO: BOARD OF EDUCATION OF SHELBY COUNTY

We propose to provide **Removal and Replacement External Doors & Windows / 2 (two) locations**

to the Board of Education of Shelby County in accordance with Scope of Work, General Terms and Conditions, and Special Terms and Conditions of **Removal and Replacement External Doors & Windows / 2 (two) locations**

**Instructions:**

Each vendor shall provide a fixed price for each cost item listed on the Bid Form. *Bidders must bid on all items listed or no bid.* Price shall be fixed for the initial contract award year(s).

The undersigned agrees to furnish all labor, materials, and services necessary to provide **Removal and Replacement External Doors & Windows / 2 (two) locations**

Board of Education of Shelby County in accordance with the attached specifications, and other related contract documentation.

**Vendors must complete all cost items on the included Bid Form or insert NO BID**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_

**APPENDIX F - ADDENDA ACKNOWLEDGEMENT**  
(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT - Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

CONTRACTOR NAME: \_\_\_\_\_

(If applicable) Please complete and return with your bid response.

I the undersigned acknowledge the receipt of the following addenda to this solicitation

Addendum #1- Date Received \_\_\_\_\_

Addendum #2 - Date Received \_\_\_\_\_

Addendum #3 - Date Received \_\_\_\_\_

Addendum #4 - Date Received \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Phone Number

**APPENDIX F - ADDENDA ACKNOWLEDGEMENT**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT - Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435 RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

CONTRACTOR NAME: \_\_\_\_\_

(If applicable) Please complete and return with your bid response.

I the undersigned acknowledge the receipt of the following addenda to this solicitation

Addendum #1- Date Received \_\_\_\_\_

Addendum #2 - Date Received \_\_\_\_\_

Addendum #3 - Date Received \_\_\_\_\_

Addendum #4 - Date Received \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Phone Number

**APPENDIX G – PROMISE OF NON-DISCRIMINATION STATEMENT**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: Covington Pike Head Start Center 5025 English Towne Dr. Memphis, TN 38128**

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Know All Men by These Presents, that the Contractor (hereinafter “Company”), in consideration of the privilege to submit Proposals on contracts funded, in whole or in part, by the SHELBY COUNTY BOARD OF EDUCATION, hereby consents, covenants and agrees as follows:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any Proposal submitted to Memphis-Shelby County Schools or the performance of any contract resulting from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;
- (3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make voluntary good faith efforts to solicit LSBEs to do business with this Company;
- (4) That the promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

**CONTRACTOR’S AUTHORIZED REPRESENTATIVE**

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPENDIX G – PROMISE OF NON-DISCRIMINATION STATEMENT**

(TO BE SUBMITTED WITH BID)

**IFB# 12212022MT- Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT TITLE: Removal and Replacement External Doors & Windows / 2 (two) locations**

**PROJECT LOCATION/SCHOOL: RIDGEWAY EARLY LEARNING CENTER, 3435 RIDGE MEADOW PARKWAY; MEMPHIS, TN 38115**

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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- (2) That it is and shall be the policy of this Company to provide equal opportunity to all businesspersons seeking to contract or otherwise interested in contracting with this Company, including various local small business enterprises;
- (3) In connection herewith, I/We acknowledge and warrant that this Company has been made aware of, understands and agrees to make voluntary good faith efforts to solicit LSBEs to do business with this Company;
- (4) That the promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain; and
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to, cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

**CONTRACTOR’S AUTHORIZED REPRESENTATIVE**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



## **Davis-Bacon Act and Related Acts** **([40 USC §3141 et seq.](#); [29 CFR Parts 1, 3, 5, 6 and 7](#))**

The Davis-Bacon and Related Acts, apply to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBA-covered contracts.

### **Employee Rights**

The Davis-Bacon and Related Acts provide laborers and mechanics on covered contracts the right to receive at least the locally prevailing wages (including fringe benefits), as determined by the Department of Labor, for the type of work performed. The [Wage and Hour Division](#) and respective federal contracting agencies accept complaints of alleged Davis-Bacon violations

### **Notices and Posters**

Every employer performing work covered by the labor standards of the DBRA must post the WH-1321 "[Employee Rights Under the Davis-Bacon Act](#)" poster at the site of the work in a prominent and accessible place where it may be easily seen by workers. The applicable wage determination must be similarly posted.

### **Recordkeeping**

Under the Davis-Bacon and related Acts, covered contractors must maintain payroll and basic records for all covered laborers and mechanics during the course of the work and for a period of three years thereafter. Records to be maintained include:

- Name, address, and social security number of each worker
- Each worker's work classifications
- Hourly rates of pay, including rates of contributions or costs anticipated for fringe benefits or their cash equivalents
- Daily and weekly numbers of hours worked
- Deductions made
- Actual wages paid



- Detailed information regarding bona fide fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected
- If applicable, detailed information regarding approved apprenticeship or trainee programs

Some of the records required to be kept under the law are also required under the Fair Labor Standards Act. See Wage and Hour Division [Fact sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act \(FLSA\)](#).

### **Reporting**

Each covered contractor and subcontractor must, on a weekly basis, provide the contracting agency a copy of all payrolls providing the information listed above under "Recordkeeping" for the preceding weekly payroll period, except that that full social security numbers and home addresses shall not be included on weekly transmittals, and instead the payrolls only need to include an individually identifying number for each worker (e.g., the last four digits of the worker's social security number). Each payroll submitted must be accompanied by a "Statement of Compliance" using page 2 of [Form WH-347 Payroll \(For Contractors Optional Use\)](#), or any form with identical wording, certifying compliance with applicable requirements. The statement is to be signed by the contractor or subcontractor, or by an authorized officer or employee of the contractor or subcontractor who supervises the payment of wages, and delivered to a representative of the federal or state agency in charge. This must be submitted within seven days after the regular pay date for the pay period.

From time to time, contractors may also be asked to submit, via survey, wage data from construction projects on which they have employed laborers and mechanics for use by WHD in determining the locally prevailing wage rates that will apply to Davis-Bacon and related Acts-covered projects in the future. The submission of wage data is encouraged, but voluntary. When new surveys are conducted to enable WHD to reflect the locally prevailing wages, contractors and others may use the [WD-10 Form, Report of Construction Contractor's Wage Rates](#).

Thank You,

Procurement Services