



February 28, 2023

**NOTICE TO BIDDERS**

**BID #FY23010**

**Responsive bidders shall attach the appropriate state license to the front cover sheet of their bids upon submission.**



February 28, 2023

**NOTICE TO BIDDERS**

**BID #FY23010**

Bartlett City Schools will receive bids to **Replace Floor Tile at Ellendale Elementary School, 6950 Dawn Hill, Bartlett, Tennessee 38135.** General Terms and Conditions, Specifications, and Drawing (not to scale) are contained in this bid and will be used to inform a separate resulting contract, if any. There will be a public opening of this bid not later than **11:00 A.M., Central Time, Monday, March 20, 2023, Bartlett City Schools, Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134.** All bidders will meet in the lobby of Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134 prior to **11:00 A.M., Central Time, Monday, March 20, 2023,** and move to the bid opening. **All safety regulations and precautions set by Federal, State, and County Governments will be strictly adhered to and followed by all BCS personnel and attendees. Due to concerns regarding the COVID-19 pandemic, all safety orders, regulations, and precautionary recommendations issued by federal, state, and local health officials will be strictly enforced. BCS personnel and attendees shall wear protective face coverings and maintain appropriate social distancing.**

There will be a mandatory pre-bid meeting beginning at 10:00 A.M., Central Time, Monday, March 6, 2023. All interested bidders will meet in front of Ellendale Elementary School, 6950 Dawn Hill, Bartlett, Tennessee 38135. Pertinent information concerning this bid will be discussed at the mandatory pre-bid meeting. **Due to concerns regarding the COVID-19 pandemic, all safety orders, regulations, and precautionary recommendations issued by federal, state, and local health officials will be strictly enforced. BCS personnel and attendees shall wear protective face coverings and maintain appropriate social distancing.**

All bids must be received and time stamped in Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134, prior to stated bid opening date and time. Bids received after the specified date and time will be considered late and will not be opened.

Bartlett City Schools reserves the right to reject any or all bids, waive defects or informalities in bids and to make awards as deemed to be in its best interest. If awarded, awards will be made to the lowest and best vendor.

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this bid be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Bartlett City Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against Bartlett City Schools, its agents and employees arising out of the use of any product or article that is provided pursuant to the bid. Bidder further agrees to indemnify, protect, defend and hold harmless Bartlett City Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries or damages sustained by any person arising out of or in the course of the bidder performing or failing to perform the service and/or providing or failing to provide the goods related to this bid.

Bidder also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

Bartlett City Schools offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

_____			TERMS: _____	DELIVERY: Days A.R.O. _____
COMPANY NAME				
_____			_____	
ADDRESS			PHONE	FAX
_____	_____	_____	_____	
CITY	STATE	ZIP	E-MAIL ADDRESS	
Name and signature below certifies that you understand and agree to all information contained in this Bid.				
_____			_____	
AUTHORIZED REPRESENTATIVE (Print)			SIGNATURE	DATE

## GENERAL TERMS AND CONDITIONS:

- A. All pricing must be completed on Bid Sheet provided. Pricing quoted shall be Bartlett City Schools' final actual delivered and installed cost and shall include but not limited to, all labor, materials, permits, supervision, tools, equipment, cleanup and/or any other activities required to complete the project as indicated and/or specified herein. F.O.B. Destination. Deliveries and installations for one (1) location: Ellendale Elementary School, 6950 Dawn Hill, Bartlett, Tennessee 38135. Bid pricing quoted shall be firm until the project has been successfully completed and accepted by Bartlett City Schools.
- B. Successful bidder must furnish all labor, materials, permits, supervision, tools, equipment, cleanup and/or any other activities necessary to successfully complete the project at Ellendale Elementary School, 6950 Dawn Hill, Bartlett, Tennessee 38135 as per the General Terms and Conditions, Specifications, drawing (not to scale) and resulting contract, if any. Successful bidder will be required to remove all debris from premise and work site cleaned at Ellendale Elementary School, 6950 Dawn Hill, Bartlett, Tennessee 38135.
- C. **This is a turnkey project as per General Terms and Conditions, Project Manual and Specifications, and Drawings (not to scale). Work must begin no sooner than June 26, 2023 and must be completed no later than July 21, 2023. Available work hours will be 7:00 A.M. – 6:00 P.M. Monday-Friday. If extended work hours are requested by successful vendor, they must be approved by Owner. All work must be coordinated with Jeff Waller, Operations Supervisor, 901.870.5143. Successful bidder shall give not less than 48 hours notification of deliveries and installations and shall be according to Bartlett City Schools' specifications. Bartlett City Schools reserves the right to make final determination as to the award of this bid and resulting separate contract with Bartlett City Schools. Bid award is contingent upon Board approval.**
- D. **Bidder must state completion time after receipt of order (Days A.R.O.). Completion date quoted is critical and shall be considered in the evaluation and award of this bid.** Successful vendor must meet all time frames and requirements as detailed in this bid document. By bidding and signing the bid document, the vendor is agreeing to be bound by the project completion date as stated in this bid document.
- E. Bartlett City Schools reserves the right to assess liquidated damages in the amount of \$500.00 per day beyond required date of completion until the project has been completed and accepted by Bartlett City Schools.
- F. Requests for any and/or all Change Orders must be submitted in writing to Jeff Waller, Operations Supervisor, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org). No work on any and/or all Change Orders may begin without written prior approval from Jeff Waller, Operations Supervisor, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org). Bartlett City Schools will not be responsible for any charges occurring for any Change Order that occurred without written prior approval from Jeff Waller, Operations Supervisor, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org).
- G. Any and/or all equipment damaged upon receipt and/or resulting from installations shall be repaired and/or replaced within five (5) business days after notification by Bartlett City Schools at no additional charge to Bartlett City Schools. Any damages to Bartlett City Schools' property shall be repaired at no additional cost and in accordance to Bartlett City Schools' guidelines. Bartlett City Schools reserves the right to withhold any payments, until the repair is made and accepted by Bartlett City Schools.
- H. Bidder shall submit a list of five (5) references for projects completed. References shall be for projects of similar size and scope. References shall include: company name, address, telephone number, contact name, email address, and date project was completed.

## GENERAL TERMS AND CONDITIONS: cont'd.

- I. **Warranty:** As specified. Warranty shall include but not be limited to, all labor, materials, permits, supervision, tools, equipment, cleanup and/or any other activities. Warranty period shall begin from the date of acceptance by Bartlett City Schools. Successful vendor will be responsible for securing warranty documents and delivering them to Jeff Waller, Operations Supervisor, Bartlett City Schools.
- J. The successful bidder **must** provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components, and end products. Submission of other than new materials may be cause for the rejection of their bid. **Delivery of refurbished supplies and/or equipment after this bid is awarded will be considered a breach of contract.**
- K. Successful bidder will be required to obtain approvals and all permits prior to start of work on this project. The successful bidder shall use materials and applications approved and specified by federal, state, and municipal authorities. The successful bidder shall take all reasonable actions to protect private and public areas, as well as the public.
- L. Bidder's recommendations must be in compliance with all local, state and federal codes, ordinances, regulations and laws. The successful bidder shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the Bartlett City Schools relative to the premises. Such rules include, but are not limited to, health and safety precautions related to the COVID-19 pandemic. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
- M. The General Terms and Conditions, Specifications, and Drawing (not to scale) listed in this bid constitute the total terms, conditions, and requirements that will be acceptable for these projects. The successful vendor shall be held responsible for final verification of all dimensions and particulars at the sites to include electrical power availability. Successful bidder must furnish all materials, labor, permits, supervision, tools, cleanup, equipment and/or any other activities necessary to complete this project. Bartlett City Schools will not be bound by conditions other than those stated. Bid award will be made to the best responsive bidder meeting the requirements of Bartlett City Schools. Bartlett City Schools reserves the right to award contract as deemed to be in its best interest. Bartlett City Schools reserves the right to accept or reject any bid in total or in part. Bartlett City Schools reserves the right to make final determination as to the award of this bid. Bid award will be contingent upon Board approval.
- N. The General Terms and Conditions, Specifications, and Drawing (not to scale) in no way favor one (1) vendor over another. Bidders shall abide by and comply with the true intent of the General Terms and Conditions, Specifications, and Drawing (not to scale) and not take advantage of any unintentional error or omission of Bartlett City Schools.
- O. All bids must meet or exceed the enclosed General Terms and Conditions, Specifications, and Drawing (not to scale). All items supplied by the successful bidder shall be as specified. Items delivered not meeting these requirements shall be subject to return and replaced at no additional cost to Bartlett City Schools. Any exceptions to the General Terms and Conditions, Specifications, and Drawing (not to scale) must be clearly stated in the bid response.
- P. Bartlett City Schools reserves the right to award this bid by line item, groups of items or the entire list of items (Lump Sum Total), whichever is deemed to be in the best interest of Bartlett City Schools. Lump sum totals will be determined by the sum total of the extended unit cost of each item in a lump sum grouping. In all cases, the unit cost multiplied by the quantity bid will determine the extended cost of a line item.
- Q. Costs not delineated in the bid response will not be negotiated in the contract.

**GENERAL TERMS AND CONDITIONS:** cont'd.

- R. Successful bidder and their employees must adhere to all applicable Bartlett City Schools' policies and procedures.
- S. The successful vendor shall be a licensed contractor in the State of Tennessee and shall meet all necessary legal requirements for conducting business with the Bartlett City Schools. Responsive bidders shall attach the appropriate state license to the front cover sheet of their bids upon submission.
- T. If at any time Bartlett City Schools is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the vendor by certified letter. If the problem is not corrected to the satisfaction of Bartlett City Schools within thirty (30) days of this written notice, this entire contract may be unilaterally terminated by Bartlett City Schools with no further obligation on the part of Bartlett City Schools. Contract may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.
- U. **Any and/all revisions made to this bid prior to due date will be posted on the following website and will be the responsibility of the bidder to check for any and/all revisions, <http://www.bartlettschools.org>, under About US click Bid & RFP Opportunities.**
- V. No bid may be withdrawn for a period of sixty (60) days after the bid opening without written approval of Purchasing Agent of Purchasing Services.
- W. Bartlett City Schools reserves the right to request any additional information deemed necessary in the evaluation of this bid. Requested information shall be submitted within five (5) business days from date of request.
- X. An agent that can legally bind the bidding vendor must sign Bid Cover Sheet and Hold Harmless Agreement and include both documents with their bid response.
- Y. It is understood that the bidder, if awarded an order or contract pursuant to this bid, agrees to function as an independent contractor and agrees to indemnify, protect, defend and hold harmless, Bartlett City Schools, its Board Members, employees, and agents from and against any and all claims, suits, or demands for payment that may arise out of this bid and any resulting contract. The successful bidder agrees that this paragraph consists of non-negotiable, material terms of any resulting contract.
- Z. **All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information, refer to Paragraphs S and D1. Attach label from last page of this document to the outside of your bid submission.**
- A1. The successful vendor must carry insurance as specified below and must submit evidence of such insurance within five (5) business days from date of request. Insurance shall be provided by a company licensed to write insurance policies in the State of Tennessee and acceptable to Bartlett City Schools. All such insurance shall be in form and substance satisfactory to BCS and shall provide that it will not be subject to cancellation or non-renewal except after thirty (30) days prior written notice to Bartlett City Schools.
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
  2. Employer's Liability Insurance including coverage for claims for damages arising out of bodily injury, occupational sickness or disease or death of vendor's employees under any applicable workers' compensation statute or any other applicable employers' liability law for an amount not less than \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease each employee, and \$1,000,000 bodily injury by disease in the aggregate.

## GENERAL TERMS AND CONDITIONS: cont'd.

3. Comprehensive General Liability Insurance for bodily injury (including death) and property damage for an amount not less than \$1,000,000.00 per occurrence.
4. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles to apply to all liability arising out of the ownership or use of any automobile for an amount not less than \$1,000,000.00 combined single limit each accident.
5. Excess Liability or Umbrella Liability Insurance for an amount not less than \$1,000,000.00 per occurrence. Any combination of primary and excess or umbrella limits totaling \$2,000,000 or greater is acceptable.

B1. Purchasing Services shall be supplied satisfactory proof of coverage of the above required insurance and vendor shall also provide certificates evidencing all renewals of such policies. In addition Bartlett City Schools shall be conspicuously named on the Certificate of Insurance as an additional insured on all Policies. Any coverage applicable to Bartlett City Schools under vendor's insurance policies shall be primary and non-contributing with any insurance maintained by BCS in its own name and on its own behalf. In the event the vendor fails to furnish and maintain the required insurance or to furnish certificates of insurance Bartlett City Schools shall have the right, at its option, to terminate this bid or to take out and maintain such insurance and hold the vendor liable for the cost. Compliance by the vendor with the insurance requirements above shall in no way relieve the vendor from liability under any other provision of this bid agreement or subsequent contract documents if any.

C1. By agreeing to provide goods or services to any school within Bartlett City Schools, proposer is attesting that it is aware of its obligations under T.C.A. 49-5-413(d) to ensure that all of its employees who have direct contact with BCS students or to BCS children in a child care program or who have access to the grounds of any BCS school when children are present have done the following:

- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with children or entering BCS grounds;
- (2) Received confirmation that the criminal history records check indicates that the employee has not ever been convicted of an offense, or the same or similar offense in any jurisdiction, enumerated in T.C.A. §49-5-413. If the employee has ever been convicted of any of the enumerated offenses, then the employee may not enter BCS or have any direct contact with BCS students or to children in BCS child care program.

The proposer also agrees that if one of your employees commits such an offense after you have conducted the initial criminal history check on the employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with BCS students, to have contact with children in a child care program or to enter or come upon any BCS grounds.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 49-5-413(d) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

D1. The Contractors Licensing Act of 1994 of the General Assembly of the State of Tennessee and Amendments thereto, Tennessee Code Annotated (T.C.A.), Title 62, Chapter 6, Section 62-6-119 requires that all contractors must be licensed contractors in the State of Tennessee. Companies responding to this invitation to bid shall provide, in accordance to T.C.A., Title 62, Chapter 6, Section 62-6-119, Paragraph (b), **"...name, license number, expiration date thereof, and license classification of the contractors applying to bid for the prime contract and for the masonry contract where the total cost of the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000), materials and labor, electrical, plumbing, heating,**

**GENERAL TERMS AND CONDITIONS:** cont'd.

ventilation, and air conditioning contracts, appear on the outside of the envelope containing the bid or in the submission of an electronic bid except when the bid is in an amount less than twenty-five thousand dollars (\$25,000). Only one (1) contractor in such classification may be listed. Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation and air conditioning must be so designated upon the outside of the envelope or in the electronic bid. Failure of any bidder to comply therewith shall void such bid and such bid shall not be considered. It is the duty and responsibly of the awarding person or entity who received the envelope containing the bid or the electronic bid to verify only the completeness of the required licensure information. Prior to the opening of the envelope or acceptance of an electronic bid, the names of all contractors listed thereon or therein shall be read aloud at the official bid opening and incorporated into the bid. Prior to awarding a contract, the awarding person or entity and its authorized representatives shall verify the accuracy, correctness and completeness of the information required hereby. The failure of any bidder to comply with all of the provisions hereof shall automatically disqualify such bid. However, bids administered by the Tennessee department of general services shall require that the information be furnished within the bid or bid document only. When the bid is less than twenty-five thousand dollars, (\$25,000), the name of the contractor only may appear on the outside of the envelope containing the bid or in the electronic bid document, and upon opening the envelope or review of the electronic bid, if such bid is in excess of twenty-five thousand (\$25,000), the same shall automatically be disqualified.

E1. In accordance with the Iran Divestment Act:

**"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 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."**

F1. I further attest and agree to immediately notify Purchasing Services if either I or the entity I represent can no longer make the foregoing certification. I understand that failure to notify Purchasing Services may invalidate any and all agreements I have with the municipal school districts.

G1. Bartlett City Schools reserves the right to require a Performance, Materials and Labor Bond from the successful vendor. If a notarized Performance, Materials and Labor Bond is required by the Owner, the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. The document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful vendor. If required the notarized Performance, Materials and Labor Bond must be provided to:

Jeff Waller  
Operations  
Bartlett City Schools  
5705 Stage Road  
Bartlett, Tennessee 38134

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$\_\_\_\_\_

H1. As deemed necessary, Purchasing Services reserves the right to seek competitive pricing for bid items listed during the duration of the awarded contract.

I1. Successful bidder must supply manufacturer's Safety Data Sheets (SDS) on all products where applicable, prior to payment of any Purchase Order.

J1. Bartlett City Schools has the right at its discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond Bartlett City Schools' control.

**GENERAL TERMS AND CONDITIONS:** cont'd.

- K1. NON-APPROPRIATION OF FUNDS: Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
- L1. Any alteration to this bid document by a vendor will deem that vendor's response to this bid as null and void.
- M1. Bartlett City Schools offers educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- N1. Bartlett City Schools reserve the right to extend the terms, conditions, and prices of this contract to other Institutions (such as State, Local and/or Public Agencies and/or School Districts) who express an interest in participating in any contract that results from the bid. Each of the piggyback Institutions will issue their own purchasing documents for purchasing of the goods/services by bidding of this service. Bidder agrees that Bartlett City Schools shall bear no responsibility or liability for any agreements between bidder and the other Institution(s) who desire to exercise this option.
- O1. Bartlett City Schools encourages qualified minority and/or women-owned businesses to submit bids. Bartlett City Schools awards bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
- P1. Questions regarding bid specifications should be directed to Jeff Waller, Operations Supervisor, Bartlett City Schools, [jwaller@bartlettschools.org](mailto:jwaller@bartlettschools.org), no later than 4:00 P.M., Monday, March 13, 2023. Purchasing questions should be directed to Shelia Johnson, Purchasing Agent, [sjohnson2@bartlettschools.org](mailto:sjohnson2@bartlettschools.org), no later than 4:00 P.M., Monday, March 13, 2023. **All questions must be submitted by email.**



**HOLD HARMLESS AGREEMENT**

This Hold Harmless Agreement is between \_\_\_\_\_

Name of Contractor

(hereinafter Contractor), and Bartlett City Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Bartlett City Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless Bartlett City Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Bartlett City Schools, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Bartlett City Schools.

(Name of Contractor) \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

State of Tennessee

County of Shelby

\_\_\_\_\_ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Signature

Witness by hand and Notaries seal at office this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_.

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

My Commission Expires: \_\_\_\_\_

Purchasing Services  
Bartlett City Schools  
Administration Offices  
5705 Stage Road  
Bartlett, Tennessee 38134

BID SHEET

This is a turnkey project as per General Terms and Conditions, Specifications, and Drawing (not to scale). Work must begin no sooner than June 26, 2023 and must be completed no later than July 21, 2023. Available work hours will be 7:00 A.M. – 6:00 P.M. Monday-Friday. If extended work hours are requested by successful vendor, they must be approved by Owner. All work must be coordinated with Jeff Waller, Operations Supervisor, 901.870.5143. Successful bidder shall give not less than 48 hours notification of deliveries and installations and shall be according to Bartlett City Schools' specifications. Bartlett City Schools reserves the right to make final determination as to the award of this bid and resulting separate contract with Bartlett City Schools. Bid award is contingent upon Board approval.

Bidder must state completion time after receipt of order (Days A.R.O.). Completion date quoted is critical and shall be considered in the evaluation and award of this bid. Successful vendor must meet all time frames and requirements as detailed in this bid document. By bidding and signing the bid document, the vendor is agreeing to be bound by the project completion date as stated in this bid document.

<u>Item No.</u>	<u>Description</u>	<u>Extension Cost</u>
1.	Replace approximately 26,800 square feet of floor tile All VCT will be Armstrong item #52505 color harlequin white Base will be Flexco 4" color 071 black/brown Office and conference areas will be LVT that matches Principal's office VCT will be waxed by school custodial crew	\$ _____

Projected Completion Date (after A.R.O.) \_\_\_\_\_

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

All bids must be received and time stamped in Bartlett City Schools Administration Offices, 5705 Stage Road, Bartlett, Tennessee 38134, prior to stated opening date and time. Bids received after the specific date and time are considered late and will not be opened. All price quotations and related materials must be received in a sealed envelope. Time, date and nature of bid must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information.

FIRM NAME

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

License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

License Classification \_\_\_\_\_

List information for all Contractors

**BID #FY23010 \_**  
**DUE: MONDAY, MARCH 20, 2023**

**BARTLETT CITY SCHOOLS  
ADMINISTRATIVE OFFICES  
5705 STAGE ROAD  
BARTLETT, TN 38134**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Nature of Bid: \_\_\_\_\_