

## ADDENDUM NO. 1

DATE: February 3, 2021  
TO: All Potential Bidders  
FROM: Karisa Scott, Procurement Specialist, City of Knoxville  
SUBJECT: Addendum No. 1 – NetMotion Renewal

BIDS TO BE OPENED: February 24, 2021, at 11:00:00 a.m. (Eastern Time)

This addendum is being published to provide information regarding the virtual bid opening as well as online bid submittal procedures. This becomes a part of the Contract Document and modifies the original specifications as noted.

**For those who would like to view the bid opening virtually, you may view it on Zoom through this link:**

Join Zoom Meeting

<https://us02web.zoom.us/j/88644674538?pwd=cE5vREwyZE5tZzEyeDN6NIVSWjRLQT09>

Meeting ID: 886 4467 4538

Passcode: 099563

One tap mobile

+13017158592,,88644674538#,,,,\*099563# US (Washington DC)

+13126266799,,88644674538#,,,,\*099563# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 886 4467 4538

Passcode: 099563

Find your local number: <https://us02web.zoom.us/j/kcPfqjVMDk>

## **SUBMISSION INFORMATION**

Bid Submissions shall be submitted to the City either through online submission or hard copy, in accordance with the following procedures:

### **OPTION 1 Electronic Submission Procedures:**

Electronic submissions shall be submitted online through the City's Procurement website. DO NOT EMAIL YOUR SUBMISSION. All proposers/bidders must register as a vendor in order to submit an electronic file.

#### Step One: Register as a City of Knoxville vendor

(Vendors are encouraged to complete this step **now** to ensure seamless submission process prior to deadline.)

To register as a vendor:

Visit the website at [www.knoxvilletn.gov/purchasing](http://www.knoxvilletn.gov/purchasing)

Click the "Vendor Registration" tab; then "Click here to register as a City of Knoxville Vendor"

Follow the prompts to complete online registration.

Note: You will be asked for a PIN. This PIN will be emailed to you and may have been sent to your spam or junk folder.

**DO NOT WAIT UNTIL SUBMISSION DEADLINE TO REGISTER AS A VENDOR.** The electronic submission link will be disabled at 11:00:00 a.m. Eastern time. Vendors will not have the ability to submit any electronic files once the deadline has passed.

#### Step Two:

Submit all materials electronically as one (1) file to City's Procurement website PRIOR to **11:00:00 a.m.** (Eastern Time) on **Wednesday, February 24, 2021.**

To submit electronic file:

Visit the procurement website at [www.knoxvilletn.gov/bids](http://www.knoxvilletn.gov/bids)

Click "ITB – NetMotion Renewal"

Click "Submit Bid" (red button located at top of screen)

Follow the prompts to upload and submit electronic file.

Submit only one (1) submission file

Files MUST be named as the firm's name followed by the title of the project.

Example: ABC Software Co-NetMotion ITB.pdf

Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents

OR

### **OPTION 2**

#### **Hard Copy Submission Procedures:**

Bid Submissions will be received until **11:00:00 a.m. (Eastern Time) on Wednesday, February 24, 2021.** Each hard copy proposal must be submitted in a sealed envelope addressed to:

City of Knoxville Purchasing Division

City/County Building

400 Main Street, Room 667

Knoxville, TN 37902

**IMPORTANT NOTE:** Each mailing envelope or carton containing a bid submission or must be sealed and plainly marked on the outside "Commercial Oven." Bidders are reminded that the Purchasing Division receives many bids and proposals for any number of solicitations;

**unlabeled submissions are extremely difficult to match to their appropriate solicitations and therefore may be rejected.**

Late submissions will not be considered. Submissions that arrive late due to the fault of United States Postal Service, United Parcel Service, DHL, FEDEX, any delivery/courier service, or any other carrier of any sort are still considered late and shall not be accepted by the City. Such submissions shall remain unopened and will be returned to the submitting entity upon request.