

ADDENDUM NO. 1

DATE: March 17, 2020
TO: All Bidders
FROM: Penny Owens, Purchasing Agent
SUBJECT: Addendum No. 1 – Cumberland Estates Recreation Center Roof Replacement
BIDS TO BE OPENED: April 7, 2020, at 11:00:00 a.m. Eastern Time

This addendum is being published to provide items of clarification on the above referenced bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Items for Clarification:

1. **REVISION to PRE-BID MEETING:** In response to the COVID-19 virus, the City hereby encourages social distancing and will allow attendance to the pre-bid meeting scheduled for Wednesday, March 26, 2020 at 10:00 a.m. via Zoom. To attend the meeting via Zoom, please follow the instructions below:

To Join Zoom Meeting, click on this link:

<https://zoom.us/j/965371616>

Meeting ID: 965 371 616

After clicking the link, you may join by clicking on Internet Audio or you may instead join by calling in to one of the following numbers:

One tap mobile

+13126266799,,965371616# US (Chicago)

+19292056099,,965371616# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 965 371 616

Find your local number: <https://zoom.us/u/aZ7hQMts>

2. **VIEW BID OPENING VIA ZOOM:** In response to the COVID-19 virus, the City hereby encourages social distancing and will allow interested bidders to view the bid opening on April 7, 2020 at 11:00:00 a.m. via Zoom. To attend the bid opening via Zoom, please follow the instructions below:

To Join Zoom Meeting, click here:

<https://zoom.us/j/497956489>

Meeting ID: 497 956 489

After clicking the link, you may join by clicking on Internet Audio or you may instead join by calling in to one of the following numbers:

One tap mobile

+19292056099,,497956489# US (New York)

+13126266799,,497956489# US (Chicago)

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+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 497 956 489

Find your local number: <https://zoom.us/u/aZ7hQMts>

3. **ONLINE SUBMISSIONS ALLOWED:** In addition to acceptance of sealed bids received in person, the City will allow online submissions of the bid. TO MEET THE LICENSURE REQUIREMENTS, ENSURE THE ATTACHED DOCUMENT “Cumberland Estates Roof – Outside of the Envelope” is submitted as **one single PDF document** in addition to all other required forms submitted as a complete, separate package. The following instructions provide the process for submitting your bid online. Submitting online does not excuse the requirements for submissions of bids by 11:00:00 a.m. and no late bids will be accepted.

In addition to submission procedures listed within this solicitation document, the City provides the option of electronic submission. To submit your proposal/bid electronically, please follow the detailed instructions below.

Electronic Submission Procedures:

Electronic submissions shall be submitted online through the City’s Procurement website. If submitting online, DO NOT EMAIL YOUR SUBMISSION. All 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

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 two (2) files (Outside of the Envelope and Bid Package) to City’s Procurement website PRIOR to **11:00:00 a.m.** (Eastern Time) on **April 7, 2020.**

To submit electronic file:

Visit the procurement website at www.knoxvilletn.gov/bids

Click “Cumberland Estates Recreation Center Roof Project”

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

Follow the prompts to upload and submit electronic files.

Submit both the Outside of the Envelope document and your Bid Package

Files **MUST** use the following naming convention and be named as the firm’s name, followed by the title of the project, followed by either Outside of the Envelope or Bid Package.

Example: PennysConstruction-Cumberland Estates Recreation-Outside of Envelope.pdf

or PennysConstruction-Cumberland Estates Recreation-Bid Package.pdf

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

END OF ADDENDUM NO. 1