

**Board of Directors**

Chuck Severance, Chair

Steve Maddox, Vice Chair

Shane Jackson, Treasurer



**Solicitation Number:** 2024.004

Heather Anderson

**Addendum Date:** November 27, 2023

Jon Clark

**Addendum Number:** 1

Adam Cook

**Closing Date:** December 8, 2023 @ 11:00 A.M. Eastern Time

Scott Davis

Brian Gard

**Total Pages:** 1

Rob Glass

Ann Marie Tugwell

**Deletions/Additions:**

John Wright

**Deletion #1:**

The Procurement Office of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter "PBA") will receive sealed bids for the provision of **Plumbing Parts, Fixtures, and Supplies** as specified herein. Bids must be received by **11:00 a.m. on December 6, 2023 Eastern Time**. Late bids will neither be considered nor returned.

**Addition #1:**

The Procurement Office of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter "PBA") will receive sealed bids for the provision of **Plumbing Parts, Fixtures, and Supplies** as specified herein. Bids must be received by **11:00 a.m. on December 8, 2023 Eastern Time**. Late bids will neither be considered nor returned.

**End of Addendum #1.**

**Addendum must be acknowledged in Tab III of the submittal.**

A handwritten signature in blue ink, appearing to read "Brittany Daniels", with a long horizontal flourish extending to the right.

Brittany Daniels  
Procurement Specialist  
Public Building Authority

The Procurement Office of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter "PBA") will receive sealed bids for the provision of **Plumbing Parts, Fixtures, and Supplies** as specified herein. Bids must be received by **11:00 a.m. on December 8, 2023 Eastern Time**. Late bids will neither be considered nor returned.

**Please Deliver Bids to:**

**Bid Number 2024.004  
Public Building Authority – Procurement Office  
610 Richards Street  
Knoxville, Tennessee 37921**

**The Bid Envelope must show the Supplier's Name, Bid Number, Bid Name, & Bid Opening Date.**

**SECTION I GENERAL TERMS AND CONDITIONS**

**1.1 ADDITIONAL INFORMATION:** PBA requires requests for additional information be routed to Brittany Daniels, Procurement Specialist. Questions may be emailed to [bdaniels@ktnpba.org](mailto:bdaniels@ktnpba.org). Please include "Plumbing Parts, Fixtures, and Supplies" in the subject line of the email. Information about the PBA Procurement Office may be obtained on the internet at <https://www.ktnpba.org/doing-business-with-pba>.

PBA may use various words (e.g.: suppliers, vendors, bidders, proposers, firms, and contractors) to describe parties interested in this solicitation.

**1.2 ACCEPTANCE:** Suppliers shall hold their price firm and subject to acceptance by PBA for a period of ninety (90) days from the date of the bid opening, unless otherwise indicated in their bid.

**1.3 ALTERNATIVE BIDS:** PBA will not accept alternate bids (those not equal to specifications) unless authorized by the Invitation for Bids (IFB).

**1.4 AWARD:** Award will be made to the most responsive, responsible supplier(s) meeting specifications, who presents the product(s) and/or or service(s) that is in the best interest of PBA. A responsible supplier is one with the capability in all respects (e.g., experience, personnel, equipment, and finances) to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

PBA intends to award this solicitation to all responsive and responsible bidders; however, PBA reserves the right to award this IFB on an item-by-item basis, a schedule basis, an all or none basis, or by multiple award, whichever is in the best interest of PBA. PBA reserves the right to not award this solicitation. Award will be made in accordance with the evaluation criteria specified herein.

**1.5 BID DELIVERY:** PBA requires suppliers, when hand delivering bids, to time and date stamp the envelope before submitting their response to the Procurement Office representative. The time clock in the Procurement Office will become the official record of time. Electronic submissions are recorded electronically. PBA will not be responsible for technical difficulties experienced by suppliers trying to register or submit their response electronically less than twenty-four (24) hours prior to the bid opening time. See Section 1.16 for information regarding required supplier registration.

**Solicitations must be in a sealed envelope/box prior to entering the Procurement Division office. Procurement Office personnel are not allowed to see the submittal nor assist in placing documents in an envelope/box. Additionally, the Procurement Office is not responsible for providing materials (e.g.: envelopes, boxes, tape) for submittals.**

**1.6 BID FORMAT:** This solicitation is in the IFB format. At the specified date and time, each supplier's name and pricing will be publicly read aloud. Evaluation of the bids will proceed as expeditiously as possible and successful, as well as unsuccessful, notification will be given.

**1.7 CLOSURES:** During periods of closure due to unforeseen circumstances in Knox County or closures at the direction of PBA's Administrator/CEO, the Procurement Office will enact the following procedures regarding solicitations and closures: