

## ADDENDUM NO. 1

**DATE:** July 28, 2020

**TO:** All Bidders

**FROM:** Penny Owens, Purchasing Agent

**SUBJECT:** Addendum No. 1 – Chilhowee Park Office Building Roof

**LOIs TO BE OPENED:** August 4, 2020 at 11:00:00 am Eastern Time

This addendum is published to address the following items for the referenced Invitation to Bid. This addendum becomes a part of the Contract Documents and modifies the originals specifications as noted.

**ITEM #1:** The following information is hereby included in addition to the option for submitting a bid via hard copy:

**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 two (2) files to City's Procurement website PRIOR to **11:00:00 a.m.** (Eastern Time) on **August 4, 2020.**

To submit electronic file:

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

Click "ITB – Chilhowee Park Office Building Roof Project"

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

Follow the prompts to upload and submit electronic file.

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 Envelope or Bid Package.

Example: ABC Company-Chilhowee Park Office Building Roof Project Bid.pdf and ABC Company-Chilhowee Park Office Building Roof Project Outside of the Envelope.pdf  
Should you need to merge multiple documents into one PDF, please utilize Google to download a free software intended for merging pdf documents.

**ITEM #2: Outside of the Envelope Form.** Attached to this addendum, please find the Outside of the Envelope form for use in submitting bids.

**ITEM #3: Addition of Zoom information for bid opening.** The following information is hereby included to allow bidders to view the bid opening remotely. Please note the office remains open for those who want to attend in person and masks are required to be worn to enter the City County Building.

City of Knoxville Purchasing is inviting you to a scheduled Zoom meeting.

Topic: Bid Opening - Chilhowee Park Office Building Roof Project  
Time: Aug 4, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87106061118?pwd=cFhXOW92M0JqK2JURnpRSzB6VVB4QT09>

Meeting ID: 871 0606 1118

Passcode: 708126

One tap mobile

+13017158592,,87106061118#,,,,,0#,,708126# US (Germantown)

+13126266799,,87106061118#,,,,,0#,,708126# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+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: 871 0606 1118

Passcode: 708126

Find your local number: <https://us02web.zoom.us/j/87106061118>

**ITEM #4: Response to Questions from potential bidders.**

**Question #1:** If we wish to visit the site, who do we contact?

Response: Please contact our Operations Manager Robin Bryant at (865) 755-3000 for access to the site.

**Question #2:** When looking through the specifications, I did not see the gauge of metal to be used for coping and gravel stop flashings. It does mention to be pre-finished galvanized but not metal thickness. Would you please provide this?

Response: Copings and gravel stops should be 24g.

**Question #3:** If we are able to provide our company certification as an ANSI SPRI ES-1 fabricator & installer, would we be able to furnish and install in house fabricated perimeter metal copings and gravel stop flashings in lieu of ordering manufactured system.

Response: Yes this is allowed with submission of proof of the certification.

**END OF ADDENDUM NO. 1**