



Solicitation Number: 2023.002

Jayne Burritt,
Administrator/CEO

Addendum Date: October 07, 2022

Board of Directors

Closing Date: October 26, 2022 @ 11:00 A.M. Eastern Time

Chuck Severance, Chair

Total Pages: 2

Steve Maddox, Vice Chair

Hubert Smith, Secretary

Questions/Answers:

Shane Jackson, Treasurer

Question #1: I'm reading through the proposal and want to confirm what is required to bid on the proposal. We do not do maintenance on equipment, however we do have contractors we work with that would be able to perform maintenance. Can the award go to a company that will not be doing everything in house?

Heather Anderson

Daniel Brown

Jon Clark

Scott Davis

Rob Glass

Jason Legg

Ann Marie Tugwell

Answer #1: Please refer to Sections 4.1 and 6.2 of the RFP. Section 4.1 states that "Suppliers may propose to provide service and/or supplies for Food Equipment and/or Refrigeration Equipment." Suppliers will confirm whether they will provide services and supplies or services only in Section 6.2. PBA's contract will be with the awarded supplier. The sub-contractor will be required to follow the requirements listed in this RFP including, but not limited to, completing background checks and providing a Certificate of Insurance. Any sub-contractor must be approved by PBA Procurement prior to beginning work on any PBA project.

Question #2: Regarding Section 6.2.5 – Does a proof of purchase/invoice need to be shown for parts sold out of our company stock. Parts from our company stock are ordered in bulk and may have been purchased months / years ago. In other contracts such as this, we note that parts used are from company stock and the requirement to show proof or purchase doesn't apply. How do you want us to handle these types of situations?

Answer #2: PBA recognizes that suppliers may wish to sell parts from company stock and will work with the awarded supplier(s) regarding the purchase of parts and/or equipment from company stock. In instances where parts or equipment are sold from company stock, PBA will accept proof of current supplier cost as proof of purchase, provided that any warranty begins upon the date purchased by PBA. PBA reserves the right to question pricing, age, or warranty information for any part(s) or equipment purchased. Proof of purchase/invoice must be provided for part(s) or equipment ordered specifically for PBA.

Question #3: Could a site visit be scheduled to view the equipment at the Forensics Center?

Answer #3: A site visit has been scheduled for the Forensics Center site only on October 13, 2022 at 3:00 p.m. Eastern Time. The Forensics Center located at 2761 Sullins Street, Knoxville, TN 37919. Suppliers interested in attending the site visit must RSVP to Karen Smitherman at ksmitherman@ktnpba.org no later than 4:30 p.m. Eastern Time on October 11, 2022. Parking is limited at the site; representatives for each supplier must carpool in one vehicle.

Deletions/Additions:

Deletion #1: The header on the first page has been amended to clarify that the submittal time listed is in Eastern Time.

The Procurement Division of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter "PBA") will receive sealed proposals for the provision of **Kitchen Equipment Purchase, Repair, and Supplies** as specified herein. Proposals must be received by **11:00 a.m. on October 26, 2022**. Late proposals will neither be considered nor returned.

Addition #1:

The Procurement Division of the Public Building Authority of the County of Knox and the City of Knoxville, Tennessee, (hereinafter "PBA") will receive sealed proposals for the provision of **Kitchen Equipment Purchase, Repair, and Supplies** as specified herein. Proposals must be received by **11:00 a.m. Eastern Time on October 26, 2022**. Late proposals will neither be considered nor returned.

End of Addendum #1.

Addendum must be acknowledged in Tab III of the submittal.



Karen D. Smitherman, NIGP-CPP, CPPB, PMP
Manager of Procurement & Internal Controls
Public Building Authority