

## **ADDENDUM NO. 1**

DATE: March 17, 2020

TO: All Bidders

FROM: Penny Owens, Purchasing Agent

SUBJECT: Addendum No. 1 – Papermill Drive Corridor Study

LOIs TO BE OPENED: March 27, 2020, at 11:00:00 a.m. Eastern Time

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

### **Items for Clarification:**

1. **ONLINE SUBMISSIONS ALLOWED:** In addition to acceptance of sealed bids received in person, the City will allow online submissions of the bid. 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. **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](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 file to City's Procurement website PRIOR to **11:00:00 a.m.** (Eastern Time) on **March 27, 2020.**

To submit electronic file:

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

Click "LOI-Papermill Drive Corridor Study"

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.

Example: PennysConstruction-Papermill Drive Corridor Study.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**