

ADDENDUM NO. 1

DATE: July 23, 2020
TO: All Submitters
FROM: Penny Owens, Purchasing Agent
SUBJECT: Addendum No. 1 – LOI 2021 Third Creek Greenway Repair Project
LOIs TO BE OPENED: August 14, 2020 at 11:00:00 am Eastern Time

This addendum is published to respond to clarification to the submission process for the requested Letters of Interest. This addendum becomes a part of the Contract Documents and modifies the originals specifications as noted.

ITEM #1: Revision to Step 2 of the Electronic Submission Procedures.

Step 2 to of the Electronic Submission Procedures is hereby deleted and replaced with the following:

Step Two:

Submit all materials electronically as one (1) file to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on August 14, 2020.

To submit electronic file:

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

Click "LOI – 2021 Third Creek Greenway Repairs"

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

Follow the prompts to upload and submit electronic file.

Submit your Letter of Interest document

Files **MUST** use the following naming convention and be named as the firm's name followed by the title of the project, followed by Letters of Interest.

Example: ABC Company-2021 Third Creek Greenway Repairs-Letters of Interest.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