

**ADDENDUM NO. 2**

DATE: March 17, 2020  
TO: All Bidders   
FROM: Julie Smith Maxwell, Procurement Specialist  
SUBJECT: Addendum No. 2 –Knoxville Area Transit Bus Stop Signs  
BIDS TO BE OPENED: March 30, 2020, at 11:00:00 a.m. Eastern Time

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

Items for Clarification:

**1. VIEW BID OPENING VIA ZOOM:** In response to the COVID-19 virus, the City hereby encourages social distancing and will allow interested bidders to view the bid opening on March 30, 2020 at 11:00:00 a.m. via Zoom. To attend the bid opening via Zoom, please follow the instructions below:

To Join Zoom Meeting, click on this link:  
<https://zoom.us/j/937404721>

Meeting ID: 937 404 721

One tap mobile  
+19292056099,,937404721# US (New York)  
+13126266799,,937404721# US (Chicago)

Dial by your location  
+1 929 205 6099 US (New York)  
+1 312 626 6799 US (Chicago)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 346 248 7799 US (Houston)

Meeting ID: 937 404 721  
Find your local number: <https://zoom.us/u/aZ7hQMts>

**2. 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. (Eastern) 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 bid electronically, please follow the detailed instructions below.**

**Electronic Submission Procedures:**

Electronic submissions shall be submitted online through the City's Procurement website. If submitting online, 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 (1) files to City's Procurement website PRIOR to 11:00:00 a.m. (Eastern Time) on **March 30, 2020.**

To submit electronic file:

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

Click "Knoxville Area Transit Bus Stop Signs"

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

Follow the prompts to upload and submit electronic file.

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

For Example: JuliesSigns-KATBusStopSigns.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. 2**