



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum I to Invitation for Bid No. 2785 Office Furniture

Addendum Date: February 12, 2019

Buyer: Heather Whitehead

Closing Date: March 7, 2019 @ 2:00 PM

Total Page(s): Two (2) pages

The following is for clarification:

- Q1. Please provide the total spend for the existing contract.
- A1. Knox County has spent approximately \$658,000.00 from the start date of the existing contract through the present. The current contract was initiated on June 1, 2014 and will expire on May 31, 2019.
- Q2. Can floor models/showroom pieces that are available and scratch and dent pieces be included in the Used Furniture section?
- A2. Yes. However, no items available under the Used Furniture section, including floor models/showroom pieces or scratch and dent items, will be evaluated. Price will be evaluated strictly on new furniture.
- Q3. Can multiple Quick Ship Catalogs be submitted?
- A3. Yes.
- Q4. I cannot find a brand name or model number listed on the bid documents. Am I overlooking this information?
- A4. Bidders are to furnish pricing for items that conform to the specifications detailed on the Pricing Worksheet. Specific brand names are not referenced in the IFB, but should be included in your response. Used furniture, floor models/showroom pieces and/or scratch and dent pieces may not be used in the pricing attachment.



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- Q5. What questions will be asked of the references?
A5. Please see the attached Reference Form Template. Actual questions may vary, but will be used to establish the quality of goods/services provided by each bidder.



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Date:

To:

From: Heather Whitehead, Knox County Procurement Division, 865.215.5751
heather.whitehead@knoxcounty.org

<VENDOR NAME> has listed your organization as a trade reference for Knox County Procurement Division's Invitation for Bid #2785 for Office Furniture. Please take a few moments to answer the following questions.

1. Does <VENDOR NAME> currently or has the company previously provided Office Furniture or a goods of a similar nature to your organization? Yes _____ No _____
2. On a scale of one (1) to four (4), with four being the best, how would you rate <VENDOR NAME> regarding the professionalism with which the organization operates?
1) unacceptable 2) somewhat acceptable 3) acceptable 4) excellent
3. On a scale of one (1) to four (4), with four being the best, how would you rate the timeliness with which <VENDOR NAME> provides Office Furniture or goods of a similar nature? Does the vendor keep to the agreed upon schedule/lead time to the greatest extent possible?
1) unacceptable 2) somewhat acceptable 3) acceptable 4) excellent
4. On a scale of one (1) to four (4), with four being the best, how would you rate the proficiency with which <VENDOR NAME> has serviced your organization?
1) unacceptable 2) somewhat acceptable 3) acceptable 4) excellent
5. On a scale of one (1) to four (4), with four being the best, how would you rate the overall quality of <VENDOR NAME> performance? Has this vendor been an exemplary partner? Please consider all aspects of your relationship with this provider.
1) unacceptable 2) somewhat acceptable 3) acceptable 4) excellent

Please return by Monday, March XX, 2019 at 4:30 p.m. EST. References that are not returned by that date and time will be scored accordingly. Thank you in advance for your time.

Heather Whitehead
Senior Buyer
Knox County Government

Signature

Date