



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division • Department of Finance • 1000 North Central St., Suite 100 • Knoxville, TN 37917

ADDENDUM I TO RFP 2959

FEDERAL COST RECOVERY SERVICES

ADDENDUM DATE: May 22, 2020

BUYER: Jay Garrison, CPPB

ORIGINAL OPENING DATE: June 10, 2020 at 2:00 PM

The following is for clarification:

QUESTION 1: While Section 1.9 (page 2), Section 1.18 (page 3) and Section 3 refer to hardcopy submittals, Section 1.11 (page 2) refers to electronic submittal of qualifications through the BuySpeed portal. Due to the COVID-19 pandemic, our offices are closed and we do not have ready access to our printers.

- Is it acceptable to submit the proposal via electronic means **only** (as referenced in Section 1.11)?
- If electronic submittal is allowable, is PDF format acceptable?

ANSWER 1: Yes, the County will allow submission through its electronic procurement system (Buyspeed.) One complete file in .pdf format will be required. All required documents must be attached. **E-mail and facsimile transmittal is strictly prohibited.**

If submitting electronically, bidders **must** include all required documentation. Failure to attach any of the required documentation and/or information will result in your proposal being deemed non-responsive.

SIGNING OF BIDS: In order to be considered, all bids must be signed. Please sign the original in blue ink. By signing the bid document, the vendor acknowledges and accepts the terms and conditions stated in the bid document. When submitting electronically, the submission of the bid constitutes the acceptance of all terms and conditions and will legally bind the vendor to the County's request for goods/services and the vendor's subsequent response.

End of addendum.

A handwritten signature in blue ink, appearing to read "Jay Garrison", written over a horizontal line.

Jay Garrison, CPPO, CPPB
Procurement Coordinator



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