



OFFICE OF COUNTY MAYOR GLENN JACOBS

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

ADDENDUM II INVITATION FOR BID 3419 SCHOOL INSTRUCTIONAL SUPPLIES

ADDENDUM DATE: May 10, 2023

BUYER: Jay Garrison, CPPO, CPPB

ORIGINAL OPENING DATE: May 25, 2023 at 2:00 PM

THE FOLLOWING IS FOR CLARIFICATION:

QUESTION 1: ACCEPTANCE: Vendors shall hold their price firm and subject to acceptance by Knox County for a period of ninety (90) business days from the date of the bid opening unless otherwise indicated in their bid. Can a vendor submit a list of brands with a discount percentage? Or, you would be needing the item lists. Our website – (redacted) is our online catalog where all the items for the brands submitted can be found.

ANSWER 1: This section merely states that the vendor will hold the discount percentage off current catalog that was submitted for the duration of the evaluation process. If the County has not accepted the response within 90 days, the vendor is not obligated to hold the pricing. However, be advised that, if you are awarded all or part of the bid, the discount percentage submitted must remain constant for the duration of the Contract term.

The County is seeking a single discount for all items in a catalog. If submitting multiple catalogs, the discount percentage may vary between them, but should be a single discount for each.

QUESTION 2: DESCRIPTIVE LITERATURE: Vendors, if bidding other than specified, must clearly identify the manufacturer and the specifications to which they are submitting. Vendors may also be requested to provide descriptive literature with their bids. Our online catalog is (redacted), would this be acceptable?

ANSWER 2: There are no items specified in this Bid. The online catalog will satisfy the descriptive literature requirement for this Bid.

End of addendum.

**Jay Garrison, CPPO, CPPB
Procurement Coordinator**