



OFFICE OF COUNTY MAYOR GLENN JACOBS

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

**PROCUREMENT DIVISION
ADDENDUM I
BID NUMBER 3499
HVAC AIR FILTERS**

ADDENDUM DATE: December 22, 2023

BUYER: Donnie Fawver

PAGE: 5 (Five) Total Pages

BID OPENING DATE: January 16, 2024 at 2:00 PM

QUESTIONS/ANSWERS:

Question 1: The bid documents state that Knox County reserves the right to award in a variety of different ways, including item-by-item basis/multiple awards or all-or-none. Similarly, the bid evaluation section suggests bids may be considered in part or in whole. Could you confirm whether bidders may "no bid" items that are not readily available, or is it strictly all-or-none?_

Answer 1: Knox County Schools prefers all-or-none but all bids will be accepted.

Question 2: Are you willing to consider offers for pleated filters with frames that are not unitized but meet the other requirements?

Answer 2: Yes

Question 3: We noticed there are several items listed as 1/2" filters and there is a corresponding sample requested. Our minimum filter width is 1", but they are an exact size of 3/4"... would you be open to offers of that size, or are they required to be 1/2"?

Answer 3: 1/2"

Question 4: The bid documents state that "All filters in block 1 through block 8 must be MERV 10." But elsewhere it is noted that filters being offered must meet or exceed the given specs. Will you consider offers for MERV 11 filters instead of MERV 10?

Answer 4: MERV 10



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Question 5: For the "insert filters" - are those filter pads? If so, could you confirm that you are just seeking the pad/insert media (no frame)?

Answer 5: No frame

Question 6: Are you able to share any additional specifications regarding the "36x84x1 blanket" item, such as Merv rating or current brand?

Answer 6: MERV 10

Question 7: Is this bid for supply and installation/services?

Answer 7: See Section 3.1 – supply only

Question 8: Can the vendor follow up with the questions that weren't answered or ask more questions for the answers that were unclear after the deadline has passed?

Answer 8: All questions must be ask prior to deadline.

Question 9: Do you accept the full case?

Answer 9: See Section 4.1 and 4.9

Question 10: Will this be awarded to more than one bidder?

Answer 10: See Section 1.5 Award will be made to the most responsive, responsible bidder(s). May be single or multiple award.

Question 11: Who is the current incumbent?

Answer 11: Fenco Supply Company

Question 12: When was the current incumbent awarded the contract?

Answer 12: February 2019

Question 13: Is this an all-or-none bid?

Answer 13: Knox County Schools prefers all-or-none but all bids will be accepted.



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Question 14: Is the shipping going quarterly?

Answer 14: No, as needed

Question 15: In the past 12 months, how many shipments have been received

Answer 15: Approximately 105

Question 16: Last year, how many invoices did you have?

Answer 16: Approximately 210

Question 17: What was the contract amount spent last year?

Answer 17: Approximately \$139,038.74

Question 18: What is the expected number of shipments per year for each location?

Answer 18: 2

Question 19: How many different "ship to" locations are required? None

Answer 19: None, Knox County Schools will pick up

Question 20: If multiple ship-to locations are required, please provide a list of each "Ship To" location address. Can freight be charged on a per-shipment basis?

Answer 20: See Section 3.20 – filter pricing shall include ALL charges included freight.

Question 21: Can freight terms be Prepaid and added to the invoice?

Answer 21: See Section 3.20 – filter pricing shall include ALL charges included freight.

Question 22: Is a liftgate or forklift required for delivery?

Answer 22: None, Knox County Schools will pick up

Question 23: Is a pallet required for delivery?

Answer 23: Only at your warehouse



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Question 24: Do you have a dock for delivery?

Answer 24: None, Knox County Schools will pick up

Question 25: Is the appointment required for delivery?

Answer 25: See Section 4.4

Question 26: Do you need an inside delivery?

Answer 26: NO

Question 27: Would the driver need to deliver the goods inside the building?

Answer 27: NO

Question 28: Do you have a warehouse for the delivery?

Answer 28: NO

Question 29: Can you please provide us with the list of delivery addresses?

Answer 29: N/A

Question 30: Will the department provide a separate line item for freight?

Answer 30: N/A

Question 31: Are the samples required at the time of the bid? If yes, where and when samples are needed?

Answer 31: See Section 4.5.1. Time of bid to bid address location at top of page 1.

Question 32: What frequency would these filters be purchased?

Answer 32: There will be approximately 2 PO's per year

Question 33: Total quantity in a one-time purchase, quarterly purchases, monthly purchases?

Answer 33: Various



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Question 34: Is a Bid Bond, Performance Bond, or Payment Bond required?

Answer 34: Not at current time.

Notes: Be sure to acknowledge this Addendum 1 in bid response.

End of Addendum I

A handwritten signature in black ink that reads "Donnie Fawver II".

Donnie Fawver, II
Senior Buyer/Construction and Contract Specialist
Knox County Government

This addendum is issued from the Knox County Procurement Division, Suite 100, 1000 North Central Street, Knoxville, TN 37917. The telephone number is (865) 215-5777 and the fax number is (865) 215-5778.