



PRE-BID INFORMATION

Event Number: **33101-9622**

Tennessee School for the Deaf Kitchen Equipment

A. NOTICE OF INTENT TO RESPOND

- Before the Notice of Intent to Respond Deadline detailed in Section E, Schedule of Events, prospective bidders should submit to the Solicitation Coordinator a Notice of Intent to Respond (in the form of a simple e-mail or other written communication). Such notice should include the following information:
 - the business or individual's name (as appropriate)
 - a contact person's name and title
 - the contact person's mailing address, telephone number, facsimile number, and e-mail address
- A Notice of Intent to Respond creates no obligation and is not a prerequisite for submitting a response, however, it is necessary to ensure receipt of any amendments or other notices and communications relating to this Invitation to Bid (ITB).

B. WRITTEN QUESTIONS & COMMENTS

- Bidders must ensure that the State receives all written questions and comments, including questions and requests for clarification, no later than the Written Questions & Comments Deadline detailed in Section E, Schedule of Events. All questions and comments must be submitted via email to Kristen.McKeever@tn.gov.
- The State reserves the right to determine, at its sole discretion, the appropriateness and adequacy of responses to written comments, questions, and requests related to this Invitation to Bid (ITB). The State's official, written responses will constitute an amendment of this ITB.
- Each bidder must carefully review this ITB, including but not limited to, Project Manual Volumes 1 and 2, Drawings Volumes 1 and 2, Specifications, Terms and Conditions, and any amendments, for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called "questions and comments").
- Protests based on any objection to the ITB shall be considered waived and invalid if the objection has not been brought to the attention of the State, in writing, by the Written Questions & Comments Deadline.

C. SITE VISIT

- A Site Visit will be held at the time and date detailed in the Schedule of Events listed below. Attendance is not mandatory, and prospective bidders may be limited to a maximum number of attendees depending upon overall attendance and space limitations. The site visit will be held at:

Tennessee School for the Deaf
2725 Island Home Boulevard

Knoxville, TN 37920

Meet at Rentenbach Construction Trailer

- The purpose of the site visit is to discuss the ITB specifications and allow bidders to see the actual site. The State will entertain questions; however prospective bidders must understand that the State's oral response to any question shall be unofficial and non-binding. Prospective bidders must submit all questions, comments, or other concerns regarding the ITB in writing prior to the Written Questions & Comments Deadline date detailed in Section E, Schedule of Events. The State will send the official response to these questions and comments to prospective bidders from whom the State has received a Notice of Intent to respond as indicated in Section A and on the date detailed in Section E, Schedule of Events.
- RSVP must be submitted to Kristen.McKeever@tn.gov no later than one business day before the Site Visit date listed in Section E, Schedule of Events.

D. SUBSTITUTIONS

- Only a bidder and not manufacturer's representative or salesman may request a substitution.
- A request for approval of a substitution must be accompanied by the name of the manufacturer and model; a complete description of the proposed substitution, including drawings, catalog cuts, specifications, performance and test data, energy and utility usage, samples if applicable; and all other information necessary for an evaluation. A statement setting forth any changes in any materials, equipment, or work that incorporation of the substitute would require must be included. A detailed description of the manner in which the proposed substitution conforms and/or varies from the item specified must also be provided.
 - The substitution form included in this ITB must be used for all substitution requests.
- If a substitution is approved, an email will be sent to all bidders who have submitted a Notice of Intent to Respond.

E. SCHEDULE OF EVENTS

EVENT	TIME Eastern Time Zone	DATE
1. ITB Issued		August 30, 2016
2. Site Visit	2:00 p.m.	September 9, 2016
3. Notice of Intent to Respond Deadline	2:00 p.m.	September 12, 2016
4. Written "Questions & Comments" Deadline	2:00 p.m.	September 19, 2016
5. State Response to Written "Questions & Comments"		September 26, 2016
6. Substitution Request Due		September 30, 2016

7. State Response to Substitution Requests		October 4, 2016
8. Response Deadline	2:00 p.m.	October 7, 2016
9. State Completion of Evaluations		October 12, 2016
10. Negotiations		October 13 -18, 2016
11. State Notice of Intent to Award Released <u>and</u> File Opened for Public Inspection		October 20, 2016
12. End of Open File Period		October 27, 2016