

DATE: Monday, August 31, 2026

ITB 27-015 IS AMENDED AS FOLLOWS:

1. This ITB Schedule of Events updates and confirms scheduled ITB dates. **Any revision or new text is highlighted.**

SCHEDULE OF EVENTS

NOTICE: Institution reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. The Institution will communicate any adjustment to the Schedule of Events to the potential Bidders.		
EVENT	TIME	DATE (<u>all</u> dates are Institution business days)
1. APSU Issues ITB 27-015		Thursday, August 13, 2026
2. Pre-Bid Video Conference: TEAMS Microsoft Teams meeting Join: https://teams.microsoft.com/join/263840553174958?p=dGePjG3Bu5pxBcIDU1 Meeting ID: 263 840 553 174 958 Passcode: rb6qC3SB	2:00 p.m.	Wednesday, August 19, 2026
3. Written Questions/Comments Deadline to hubertc@apsu.edu	4:30 p.m.	Tuesday, August 25, 2026
4. Institution Responds to Written Questions/Comments on APSU Bid Opportunities Website	4:30 p.m.	Monday, August 31, 2026
5. Intent to Bid	4:30 p.m.	Wednesday, September 2, 2026
6. Certificate of Insurance (COI) submitted with Bid Package. COI should have APSU as additional insured or certificate holder.	4:30 p.m.	Friday, September 4, 2026
7. Bid Deadline If hard copy delivered to: Procurement Services 505 York Street Clarksville, TN 37040 <i>Package should be sealed with "ITB 27-015", bidder name and contact information on the outside of the package.</i> If electronic to: hubertc@apsu.edu with "ITB 27-015" in the subject line. <i>There will be no public bid opening.</i>	4:30 p.m.	Friday, September 4, 2026
8. Bid Opening in Procurement Services		Monday, September 7, 2026
9. Notice of Bid Award to Awardee		Thursday, September 10, 2026
10. Contract Start Date		Tuesday, September 15, 2026

2. APSU responses to questions and comments in the table below to amend and clarify this ITB.

Any restatement of ITB text below shall NOT be construed as a change in the actual wording of the ITB document.

ITB SECTION		QUESTION / COMMENT	APSU RESPONSE
		Is the equipment schedule attached?	ITB 27-0015 does not include an equipment schedule.
		What type of products are you looking for?	The scope of ITB 27-015 details the potential projects at a high level.
		Is it ok if we only provide service and not sales?	The ITB does not require the vendor to propose both sale and service. The Vendor should propose based on their capability.
		Will vendor specific items be only applicable to us or to all bidders?	Vendor-specific items will be reviewed on a case-by-case basis and may be applicable to the individual vendor or to all awarded vendors, depending on the specific item, manufacturer requirements, and the needs of the University. APSU reserves the right to determine the appropriate vendor(s) for individual purchases or service requests.

ITB SECTION		QUESTION / COMMENT	APSU RESPONSE
BID CERTIFICATION FORM		"Pursuant to TCA Code 12-4-120, all solicitations for goods and services must require contractors to be registered with the Department of Revenue for the collection of Tennessee sales and use tax." Our headquarters is not located in Tennessee. We complete a Tennessee Tax Use form when we provide services in Tennessee. Is this sufficient?	Yes
		Should we provide an official estimate on company letterhead?	All replies to ITB 27-0105 should be completed using the original ITB document attached to the notice emailed/posted August 14, 2026.
		Is a scanned copy of a signature allowed for the ITB submission? Are we allowed to submit additional forms we feel are pertinent to the Bid?	The ITB submission does allow for a scanned handwritten signature. If you wish to attach additional documents, please add as a separate file included with the official submission.
		Is there a way to attach an official estimate? (The instructions reference this, but I haven't found where to attach it yet)	The submission of your bid is accepted by hand delivery or email. As referenced above, please add any additional documentation as a separate file included with your bid. For hand delivery, the bid must be sealed. <i>Package should be sealed with "ITB 27-015", bidder name and contact information on the outside of the package.</i> For electronic/email submissions, please submit to hubertc@apsu.edu with "ITB 27-015" in the subject line.