



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION

**INVITATION TO BID # 32701-13320  
AMENDMENT # 2  
FOR UST PROCESS SERVER**

DATE: May 2, 2024

ITB # 32701-13320 IS AMENDED AS FOLLOWS:

1. This ITB Schedule of Events updates and confirms scheduled ITB dates. Any event, time, or date containing revised or new text is highlighted.

Event Posted	8:00 am CT	4-18-2024
Questions and Comments Due	4:30 pm CT	4-29-2024
Bids Due	2:00 pm CT	5-9-2024

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

Any restatement of ITB text in the Question/Comment column shall NOT be construed as a change in the actual wording of the ITB document.

ITB SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		1. Should I be awarded the bid, how will I receive the 500 documents?	A pdf file will be sent to the contractor from Underground Storage. The contractor is to print the documents that are being served.
		2. Is this quantity allotted monthly? Or will it be distributed in increments monthly over the 3-year contract period?	500 represents the anticipated total over 36 months. There is no set schedule, the packets will be sent out as needed throughout the month as they become available.
		3. a) The Scope of work, bullet point 2, states that the process server shall serve nationwide, specifically 100% of TN, geographically. To clarify, servers should be prepared to travel further distances outside of the server's county to perform the services?  b) Upon approval, are we paid additional fees for travel in reference to mileage?	a) Servers will need to be able to serve outside the State of Tennessee or subcontract it out.  b)No, these costs should be accounted for in your bid.
		4. If for any reason the registered agent is not in town or could not accept service, can we subserve a member of management?	No sub-service is allowed.

3. **ITB Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this ITB not expressly amended herein shall remain in full force and effect.