

**TO:** Prospective Bidders

**FROM:** Nick Edwards, Sourcing Analyst 

**DATE:** January 20, 2016

**SUBJECT:** Reverse Auction Instructions for Event 9296

The Central Procurement Office will conduct a reverse auction for the Mobile Drill Tower for the Tennessee Fire Service and Code Enforcement Academy. This document will serve as a quick overview of the reverse auction process. Please review the following:

1. All bids must be submitted in Edison, which is the State of Tennessee's procurement system. Instructions for registering for an Edison account are available upon request.
2. The lowest bid that meets specifications will be awarded a purchase order after a mandatory seven day open file period.
3. Event 9296 ends at 1:30 PM CST on February 12<sup>th</sup>; however, if a bid is placed within the last three minutes of the event, a three minute extension will be created.
4. The current lowest bid will be displayed for all bidders to attempt to beat. The low bidder name will not be displayed alongside the low bid.

If you have any specific questions about this process, please contact me as soon as possible at 615-741-1075.