



## Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

April 4, 2024

RE: Addendum #1: **IFB04172024ASB Districtwide Environmental Testing and Abatement Services**

Dear Bidders:

This Addendum forms a part of the Contract Documents and modifies the Plans and Specifications dated April 2, 2024. The Contractor shall acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification.

### **Item #1 – Scope of Work Clarification:**

Preventative Maintenance (Fixed Price) Invoicing. The Contractor shall submit signed service reports and invoices electronically to [EHS-FireLifeSafety@scsk12.org](mailto:EHS-FireLifeSafety@scsk12.org) upon completion of each scheduled preventive maintenance including a copy of the detailed service report for each individual system by location. Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.

Emergency Repair or Non-Emergency Work Invoicing. The Contractor shall submit a signed service report with the invoices electronically to [EHS-FireLifeSafety@scsk12.org](mailto:EHS-FireLifeSafety@scsk12.org) upon completion of any service (Emergency or Non-Emergency Repair) requested by MSCS beyond the preventive maintenance schedule within 15 days of completion. All invoices shall provide detailed information including labor rate, hours charged, and description and price of any parts or supplies used to complete the emergency repair.

1.1 Each document supporting any invoice shall include the signature of the SBE or his/her representative.

2.1 Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information. A proper invoice shall include, at the minimum, the following information:

Contractor company full name

The hourly rate and number of hours worked. Products(s) and/or service(s) listed separately including the deliverable number (e.g., 3.8.4.1) and the amount for each line item, unit price applied (i.e., 5 – ABC Hardware @ \$2,000 Total \$10,000.00, 2 - CD Training @ \$100.00 Total \$200.00, Installation one-time cost \$300.00)

Supporting Documentation

Any adjustments or discounts made to the invoice

E-mail address/phone number of Contractor's POC

Remittance address

Federal taxpayer identification or (if owned by an individual) Contractor's social security number

Invoice period of performance, invoice date, invoice number and total amount due; and

Contract number, Purchase Order number being billed

3.1 MSCS is generally exempt from federal excise taxes, Tennessee sales and use taxes, the Contractor; however, is not exempt from such sales and use taxes and may be liable for the same.

**Shelby County Schools point of contact:**

The contractor shall route all communications and invoices for all Shelby County Schools facilities through:  
Teneshia Lewis

Environmental, Health and Safety Manager

Department of Facilities and Maintenance

1364 Farmville Road Memphis, Tennessee 38122

Cell Phone: (901) 786-2648

Office Phone: (901) 416-9670

Email: lewist10@scsk12.org

[Indicate project Scope of Services here, Scope of Services may encompass multiple pages.]

**PRICING SCHEDULE: (Pricing Schedule is not required for RFQs)**

Please include all pricing schedule components.

[Indicate Pricing Schedule here.]

**BACKGROUND INFORMATION:**

Additional Background Information may be added below regarding your current operations for this project. What is the level of District readiness to take on the project? The Buyer will add this to appropriate section of the solicitation template.

[Indicate additional Background Information (if needed) here.]

Inspection, testing, monitoring, and repair services at the following location with rights to add or subtract as needed.

	Cost Per Sample	Abatement Cost Per Square Feet	Disposal Fee per Square Feet
ACM Sampling		N/A	N/A
ACM Abatement	N/A		
ACM Final Air Clearance		N/A	N/A
Mold Air Sampling		N/A	N/A
Mold Spore Trap Sampling		N/A	N/A
Mold	N/A		N/A

Remediation			
Post Mold Abatement Air Clearance		<b>N/A</b>	<b>N/A</b>
Legionella Water Sampling		<b>N/A</b>	<b>N/A</b>
Radon Air Sampling		<b>N/A</b>	<b>N/A</b>
Lead Paint Sampling		<b>N/A</b>	<b>N/A</b>
Lead paint Abatement	<b>N/A</b>		<b>N/A</b>

All costs should include laboratory fees, shipping fees, and local, state, and federal notification fees.

Thank you,  
Procurement Services