



DEPARTMENT OF PROCUREMENT SERVICES
Pre-Bid Meeting

PROJECT: IFB 04162024ASB Districtwide Roll Up Door Preventative Maintenance **Date:** April 9, 2024
LOCATION: MSCS Maintenance Warehouse 1364 Farmville Rd, Memphis, TN 38122

NOTE: ALL ATTENDEES MUST PRINT LEGIBLY AND INSERT E-MAIL ADDRESS AND PHONE NUMBER OF COMPANY

	Name (Print)	Sign In Time	Name of Company (Print)	E-mail Address	Phone Number ()	Local or Minority *
1.	Stacey Brown	8:45	MSCS	browns13@scsk12.org	901-416-5380	
2.	Teneshia Lewis	8:49	MSCS	lewist10@scsk12.org	901-416-9670	
3.	Steve Sheaffer		MSCS	schaeffercs@scsk12.org	901-	
4.	Sharon Potter	8:49	MSCS	potter1@scsk12.org	901-416-1199	
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By signing this sheet, you acknowledge receiving a handout that states the ID badge requirement of all employees working on site.
***Please indicate if your company is locally owned and/or minority. If your company is minority, please indicate classification type.**