



**DEPARTMENT OF PROCUREMENT SERVICES**  
**Pre-Bid Meeting**

**PROJECT:** IFB 04162024BSB Districtwide Fire Water Sprinkler System Inspection      **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	9:30	MSCS	brownsl3@scsk12.org	901-416-5380	
2.	Teneshia Lewis	9:30	MSCS	lewist10@scsk12.org	901-416-9670	
3.	Steve Sheater	9:30	MSCS	schaefercs@scsk12.org	901-	
4.	Shane Forner	9:30	MSCS	fornerst1@scsk12.org	901-416-1199	
5.	Fabious Shipp		The Clean Up Guys	fabious.shipp@thecleanupguys.com	901-286-5396	✓
6.	Kevin Black		Johnson Controls	kevin.black@jci.com	901-508-9927	
7.	Jacob M. Owen		SSI / JOWEN@STATESYSTEMSINC.COM		901-8708119	
8.	Alisa Ellis		SSI	allis@statesystemsinc.com	901.331.1871	
9.	Rebecca Griffin	9:30	JCI	rebecca.griffin@jci.com	901.361.4851	
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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.**