



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 09022020 Cordova HS Water Heater Purchase**  
**DEADLINE September 2, 2020 11:00 AM, Central Time**

Shelby County Schools (SCS) is accepting bids for the project listed above, in red. A Pre-Bid Conference will be not held. SCS will be practicing “Social-Distancing” for any meetings and gatherings during this time period in order to promote a safe and healthy working environment for both employees and perspective bidders. Bidders must wear appropriate PPE gear if requesting a site visit prior to submission of this bid.

Once the Bid has been published, all communication regarding this project must be directed to Procurement Services. All questions or requests for clarification of technical issues and terms pertaining to this Bid must be emailed to: William Webb, [webbw@scsk12.org](mailto:webbw@scsk12.org) and Kim Carpenter [carpenterk@scsk12.org](mailto:carpenterk@scsk12.org) by 2:00PM/CST on August 27, 2020. Subject line of email shall read “Questions –IFB #09022020 Cordova HS Water Heater Purchase”. Questions must specifically reference the section of the Bid to which the question pertains. In order to prevent an unfair advantage to any respondent, verbal questions will not be answered. Failure to adhere to this requirement may subject the respondent to immediate disqualification. All questions and answers will be posted as an addendum on Procurement’s website at the end of the business day on August 28, 2020 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>August 26, 2020</b>
<b>Pre-Bid Meeting</b>	<b>Not Required</b>
<b>Questions or Requests Due</b>	<b>August 27, 2020, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>August 28, 2020, 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>September 2, 2020, 11:00 am</b>

Thank you.  
Procurement Services  
Shelby County Schools