



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 02252021 SCS Districtwide Elevator and Lift Preventative Maintenance Services**  
**DEADLINE February 25, 2021 11:00 AM, Central Time**

Shelby County Schools (SCS) is accepting bids for the project listed above, in red. A mandatory Pre-Bid Conference will be held at the scheduled time and location listed below. It is highly recommended the contractor's interested in bidding to attend the pre-bid conference. SCS will be practicing "Social-Distancing" for all Pre-Bid meetings and gatherings during this time period in order to promote a safe and healthy working environment for both employees and perspective bidders. Bidders are encouraged to wear appropriate PPE gear during these meetings.

**Facilities Conference Room**  
**1364 Farmville Road, Memphis, TN 38122**

**Wednesday, February 10, 2021 @ 9:30 AM/CST**

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 LaJuanna Jones-Sulton, [jonesultonlm@scsk12.org](mailto:jonesultonlm@scsk12.org) by 2:00PM/CST on February 15, 2021. Subject line of email shall read "Questions –IFB #02252021 SCS Districtwide Elevator and Lift Preventative Maintenance Services". Questions must specifically reference the section of the Bid to which the question pertains. In order to prevent an unfair advantage to any respondent, all questions and answers will be posted as an addendum on Procurement's website at the end of the business day on February 18, 2021 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>February 5, 2021</b>
<b>Pre-Bid Meeting</b>	<b>February 10, 2021, @ 9:30 am</b>
<b>Questions or Requests Due</b>	<b>February 15, 2021, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>February 18, 2021, 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>February 25, 2021, 11:00 am</b>

Thank you.  
Procurement Services  
Shelby County Schools