



DEPARTMENT OF PROCUREMENT SERVICES

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

NOTICE TO BIDDERS

IFB# 11302020 Willow Oaks ES HVAC Upgrades
DEADLINE November 30, 2020 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.

Willow Oaks Elementary School
4417 Willow Road, Memphis, TN 38117

Friday, November 6, 2020 @ 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 and Kim Carpenter carpenterk@scsk12.org by 2:00PM/CST on November 13, 2020. Subject line of email shall read "Questions –IFB #11302020 Willow Oaks ES HVAC Upgrades". 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 November 20, 2020 by 4:00PM.

IMPORTANT DATES:

Bid Release	October 30, 2020
Pre-Bid Meeting	November 6, 2020, @ 9:30 am
Questions or Requests Due	November 13, 2020, @ 2:00pm
Questions and Answers Posted	November 20, 2020, 4:00 pm
Bid Due / Bid Deadline	November 30, 2020, 11:00 am

Thank you.
Procurement Services
Shelby County Schools