



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 12082020 Facilities – Ridgeway HS Marquee Sign**  
**DEADLINE: December 8, 2020 at 11:00 AM, Central Time**

Shelby County Schools (SCS) is accepting bids for the project listed above, in **red**. It is recommended that interested bidders visit [Ridgeway High School](#) at the location listed below prior to December 2, 2020.

Ridgeway HS School  
2009 Ridgeway Rd., Memphis, TN 38119

Contact: Shaynna Knox  
901-416-1810

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 December 2, 2020. Subject line of email shall read “Questions –IFB#12082020 *Ridgeway HS Marquee Sign*”. 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 December 4, 2020 by 4:00PM.

Bids Must be delivered to SCS Procurement Services Department at 1364 Farmville Rd., Memphis, TN 38122 on December 8, 2020 no later than 11:00 AM CST.

### IMPORTANT DATES:

Bid Release	November 24, 2020
Questions or Requests Due	December 2, 2020 @ 2:00 pm
Questions and Answers Posted	December 4, 2020 @ 4:00 pm
Bid Due / Bid Deadline	December 8, 2020 @ 11:00 am

Procurement Services  
Shelby County Schools