



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB 04172024BSB Districtwide Elevator and Lift Preventative Services**

**DEADLINE: April 17, 2024 @ 11:00 AM, Central Time**

Memphis-Shelby County Schools (MSCS) is accepting bids for the project listed above, in **red**. A **mandatory** Pre-Bid Meeting will be held at the scheduled times and locations listed below.

**MSCS Maintenance Warehouse 1364 Farmville Road Memphis TN 38122 April 10, 2024 9:30 a.m. 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 Stacey Brown [BROWNSL3@scsk12.org](mailto:BROWNSL3@scsk12.org) by 12:00 PM/CST on April 11, 2024. Subject line of email shall read "Questions – IFB 04172024BSB Districtwide Elevator and Lift Preventative 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/Q&A on Procurement's website on April 12, 2024 by EOD.

### **IMPORTANT DATES:**

<b>Bid Release</b>	<b>April 2, 2024</b>
<b>Pre-Bid Meeting(s)</b>	<b>April 10, 2024 @ 9:30 AM</b>
<b>Questions or Requests Due</b>	<b>April 11, 2024 @ 12:00 PM</b>
<b>Questions and Answers Posted</b>	<b>April 12, 2024 @ EOD</b>
<b>Bid Due / Bid Deadline</b>	<b>April 17, 2024 @ 11:00 AM</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools