



**DEPARTMENT OF PROCUREMENT SERVICES**  
**Pre-Bid Meeting (Mandatory)**

**PROJECT:** IFB 04172024JKGA Districtwide Generator Preventative Maintenance Services  
**LOCATION:** 1364 Farmville Rd. | Memphis, TN 38122

**Date:** April 9, 2024

**NOTE: ALL ATTENDEES MUST PRINT LEGIBLY AND INSERT E-MAIL ADDRESS AND PHONE NUMBER OF COMPANY**

	Name (Print)	Bid Submission Time	Name of Company (Print)	E-mail Address	Phone Number ( )	Local or Minority*
1.	JaNese K. Graves		Memphis Shelby County Schools	<a href="mailto:gravesj1@scsk12.org">gravesj1@scsk12.org</a>	901-416-0491	
2.	Teneshia Lewis	10:00	Memphis Shelby County Schools	<a href="mailto:lewist10@scsk12.org">lewist10@scsk12.org</a>	901-416-1099	
3.	Christopher (Steve) Schaeffer		Memphis Shelby County Schools	<a href="mailto:schaeffercs@scsk12.org">schaeffercs@scsk12.org</a>	901-416-1099	
4.	Tubious Shipp	10:00	The CleanUp Guys	tubious.shipp@thecleanupguys.com 901-236-8396		✓
5.	Duane Chalk		MSCS	chalkd@scsk12.org 901-626-4501		
6.	Harvey Marcum		Clarke Gen	hmarcum@clarkepsi.com 901-262-2390		
7.	Harold Wesley	10:00	ESSE	Harold.Wesley@esse.com 205-907-8149		
8.	Shane Porter	10:00	MSCS	Porter.SL1@scsk12.org 901-416-1199		
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**By signing this sheet, you acknowledge receiving a handout that states the ID badge requirement of all employees working on site.**  
**\*Please indicate if your company is locally owned and/or minority. If your company is minority, please indicate classification type.**