

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 †Memphis, Tennessee 38112-4892 †Phone (901) 416-5376

**INVITATION FOR BID (IFB)
(NOT AN ORDER)**

The Shelby County Board of Education reserves the right to accept or reject any or all Bids, or any part thereof, and to waive any minor informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Board of Education. Successful Bidders shall be paid only when delivery is complete. **For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.*

ADDENDUM 1

**IFB - FURNITURE AND INSTALLATION-CLASSROOM ADDITIONS FOR JACKSON, KINGSBURY,
MACON HALL, NEWBERRY ELEMENTARY SCHOOLS**

ISSUED BY: Faith Mungah, Senior Buyer

IFB #05152020

ACKNOWLEDGEMENT OF ADDENDUM I:

NAME OF FIRM

PRINT AUTHORIZED REPRESENTATIVE NAME

SIGNATURE AUTHORIZED REPRESENTATIVE NAME

DATE

ADDENDUM 1

DATE: **May 22, 2020**

PROPOSAL DUE DATE: **June 5th, 2020**

PROPOSAL DUE TIME: **2:00 PM/CST**

Original deadline for questions due date:

May 26, 2020 by 2:00 pm / CST

New date for questions deadline due date:

May 28, 2020 by 2:00pm / CST

6.0 Installation:

Delivery of furniture shall be delivered by July 13, 2020

Final walkthrough and inspection of installed furniture shall be on July 24, 2020.

New wording:

Delivery of furniture for Macon-Hall & Jackson Elementary will begin on July 13, 2020

Based on the occupancy certification of the building.

Proposed final walk through July 24, 2020

Newberry & Kingsbury Elementary will have staggered delivery based on the completion of the building occupancy certification. Delivery schedule will be from July 13, 2020- August 4, 2020.

Final Walk through August 5, 2020

Logistics of the locations:

Macon-Hall Elementary – Enough space available for delivery and parking

Newberry, Jackson, Kingsbury Elementary- Limited space for parking and offloading the delivery for semi-truck trailer

Macon- Hall & Kingsbury – Has two floors requiring delivery of the furniture

Newberry & Jackson Elementary – Has one floor for delivery of the furniture

NB: It is recommended for the vendor awarded to make a site visit on the schools to ensure that the correct delivery truck is used when delivering the furniture.

The elevator may be available for use, but it is based on the certification of occupancy for the elevator, vendors are asked to plan in case the elevator is not available for use. No additional cost will be accepted.

APPENDIX H - MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES UTILIZATION

Clarification

MWBE participation goal of 12 % is for each project.

FURNITURE AND INSTALLATION-CLASSROOM ADDITIONS FOR:

- **JACKSON ELEMENTARY SCHOOLS**
- **KINGSBURY ELEMENTARY SCHOOLS**
- **MACON HALL ELEMENTARY SCHOOLS**
- **NEWBERRY ELEMENTARY SCHOOLS**

Clarification:

ELIGIBLE MWBE FIRMS

IT IS THE RESPONSIBILITY OF THE BIDDER TO VERIFY WITH SHELBY COUNTY SCHOOLS (CONTACT INFO BELOW) THAT ANY MWBE FIRM(S) UTILIZED TO MEET THE PARTICIPATION GOAL ARE CERTIFIED AS A MWBE FIRM WITHIN SHELBY COUNTY. A listing of current MWBE certified firms can be found on Shelby County Schools- Department of Minority & Women-Owned Business Enterprises webpage <http://www.scsk12.org/mwbe/>. One or a combination of several MWBEs may be utilized to meet the established project goal.

If a vendor has MWBE FIRM that is certified in Shelby County that is not on the Shelby County Schools list, they should contact MWBE office before the bid closing due date:

Shelby County Schools- Department of Minority & Women-Owned Business Enterprises listed below:

Joyce Douglas, MWBE Manager
Shelby County Schools
Department of Minority & Women-Owned Business Enterprises
160 S. Hollywood Street, Suite 318
Memphis, TN 38112
Phone: (901) 416-4737
Email: douglasja@scsk12.org