



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 10112022LB Norris Rd HVAC Repairs**

**DEADLINE: October 11, 2022 12:00 PM, 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 time and location listed below. It is mandatory that contractor's interested in bidding to attend the pre-bid conference.

**1490 Norris Rd, Memphis, TN 38106 October 3, 2022 @ 9:00 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 LaQueeya Braxton, [braxtonl@scsk12.org](mailto:braxtonl@scsk12.org) and LaJuanna Jones-Sulton, [jonessultonlm@scsk12.org](mailto:jonessultonlm@scsk12.org) by 2:00 PM/CST on October 5, 2022. Subject line of email shall read "Questions –IFB #10112022LB Norris Rd HVAC Repairs". 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 October 6, 2022 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>September 27, 2022</b>
<b>Pre-Bid Meeting</b>	<b>October 3, 2022 @ 9:00 am</b>
<b>Questions or Requests Due</b>	<b>October 5, 2022, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>October 6, 2022, @ 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>October 11, 2022, @ 12:00 pm</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools