



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 12152020 Alton ES HVAC Renovations**  
**DEADLINE December 15, 2020 11:00 AM, Central Time**

Shelby County Schools (SCS) is accepting bids for the project listed above, in red. A mandatory Pre-Bid Conference will be held at the scheduled time and location listed below. It is highly recommended the contractor's interested in bidding to attend the pre-bid conference. SCS will be practicing "Social-Distancing" for all Pre-Bid meetings and gatherings during this time period in order to promote a safe and healthy working environment for both employees and perspective bidders. Bidders are encouraged to wear appropriate PPE gear during these meetings.

**Alton Elementary School**  
**2020 Alton Avenue, Memphis, TN 38106**

**Tuesday, December 1, 2020 @ 9:30 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 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 4, 2020. Subject line of email shall read "Questions –IFB #12152020 Alton ES HVAC Renovations". 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 on Procurement's website at the end of the business day on December 8, 2020 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>November 24, 2020</b>
<b>Pre-Bid Meeting</b>	<b>December 1, 2020, @ 9:30 am</b>
<b>Questions or Requests Due</b>	<b>December 4, 2020, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>December 8, 2020, 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>December 15, 2020, 11:00 am</b>

Thank you.  
Procurement Services  
Shelby County Schools