



## DEPARTMENT OF PROCUREMENT SERVICES

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

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### NOTICE TO BIDDERS

**BID# 01032023MT- CARPENTRY: REMOVAL AND REPLACEMENT OF BLINDS/SHADES AT 5 HEAD START CENTERS**

**DEADLINE: January 3, 2023 @ 1:00 PM Central Time**

Memphis - Shelby County Schools (MSCS) is accepting bids for the project listed above, in **red**.

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 Mary Taylor, [taylor15@scsk12.org](mailto:taylor15@scsk12.org) and LaJuanna Jones-Sulton [jonesultonlm@scsk12.org](mailto:jonesultonlm@scsk12.org) by 2:00 PM CST on December 16, 2022. Subject line of email shall read **BID# 01032023MT- CARPENTRY: REMOVAL AND REPLACEMENT OF BLINDS/SHADES AT 5 HEAD START CENTERS**

Questions must specifically reference the section of the Bid to which the question pertains. To prevent an unfair advantage to any respondent, all questions and answers will be posted as an addendum on Procurement's website on December 20, 2022, by 1:00 PM CST.

### IMPORTANT DATES:

Bid Posted	December 13, 2022
Questions Due	December 16, 2022, 2:00 PM
Q&A Posted	December 20, 2022, 4:00 PM
Bid Submission	January 3, 2023, 1:00 PM

Thank you.  
Procurement Services  
Memphis - Shelby County Schools