



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 01032023LB HVAC Removal and Replacement (3) Locations**

**DEADLINE: January 3, 2023 12:00 PM, Central Time**

Memphis Shelby County Schools (MSCS) is accepting bids for the project listed above, in **red**. A Pre-Bid Meeting will NOT be held.

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 Mary Taylor, [taylorm15@scsk12.org](mailto:taylorm15@scsk12.org) by 2:00 PM/CST on December 16, 2022. Subject line of email shall read “Questions –IFB #01032023LB HVAC Removal and Replacement (3) Locations”. 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 December 20, 2022 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>December 13, 2022</b>
<b>Questions or Requests Due</b>	<b>December 16, 2022, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>December 20, 2022, @ 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>January 3, 2023, @ 12:00 pm</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools