



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 05242021 Facilities – Ida B. Wells Academy Marquee Sign**  
**DEADLINE: May 24, 2021 at 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.

**Ida B. Wells Academy**  
**995 S. Lauderdale St., Memphis, TN 38126**

**May 12, 2021 @ 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 May 17, 2021. Subject line of email shall read "Questions –IFB#05242021 Ida B. Wells Academy Marquee Sign". Questions must specifically reference the section of the Bid to which the question pertains. In order to prevent an unfair advantage to any respondent, verbal questions will not be answered. Failure to adhere to this requirement may subject the respondent to immediate disqualification. All questions and answers will be posted as an addendum on Procurement's website at the end of the business day on May 19, 2021 by 4:00PM.

Bids Must be delivered to SCS Procurement Services Department at 160 S. Hollywood St., Room 126, Memphis, TN 38112 on May 24, 2021 no later than 11:00 AM CST.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>May 6, 2021</b>
<b>Pre-Bid Meeting</b>	<b>May 12, 2021 @ 9:30 am</b>
<b>Questions or Requests Due</b>	<b>May 17, 2021 @ 2:00 pm</b>
<b>Questions and Answers Posted</b>	<b>May 19, 2021 @ 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>May 24, 2021 @ 11:00 am</b>

Procurement Services  
Shelby County Schools