



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB 10092023JKG MSCS Water Bottle Filling Stations**

**DEADLINE: October 9, 2023 @ 2:00 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.

**Brewster ES 2605 Sam Cooper Blvd. Memphis, TN @ 9:30am 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 JaNese Graves [gravesj1@scsk12.org](mailto:gravesj1@scsk12.org) and Mary Taylor, [taylorm15@scsk12.org](mailto:taylorm15@scsk12.org) by 2:00 PM/CST on September 29, 2023. The subject line of email shall read as follows: "Questions – IFB 10092023JKG MSCS Water Bottle Filling Stations."

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 October 2, 2023 by 4:00PM.

### IMPORTANT DATES:

Bid Posting	September 21, 2023
Pre-Bid Meeting	September 27, 2023 @ 9:30 am
Questions Due	September 29, 2023 @ 2:00 pm
Q & A Posted	October 2, 2023 @ 4:00 pm
Bid Deadline	October 9, 2023 @ 2:00 pm

Thanks,  
Procurement Services  
Memphis-Shelby County Schools