



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB #01032024JKG-G Whitehaven HS HVAC**  
**DEADLINE: January 3, 2024 @ 2:30 PM/CST**

Memphis-Shelby County Schools (MSCS) is accepting bids for the project listed above, in **red**. There will be a mandatory pre-bid meeting and a mandatory site visit scheduled for this project and the responders are required to sign-in at the stated date/time and location(s) listed below.

**901 CAFÉ 160 S. Hollywood St. | Memphis, TN 38112 @ 9:30am**

**\*The mandatory site visit for Whitehaven HS will be held on December 11, 2023 from 12:00-1:00 PM 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, [taylor15@scsk12.org](mailto:taylor15@scsk12.org) by 11:00 AM/CST on December 14, 2023. Subject line of email shall read “**Questions – IFB #01032024JKG-G Whitehaven HS HVAC.**” 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/Q&A on Procurement’s website on December 19, 2023 by EOD.

### IMPORTANT DATES:

Bid Release	December 1, 2023	
Pre-Bid Meeting	December 8, 2023	@ 9:30 AM
Questions Due	December 14, 2023	@ 11:00 AM
Q & A Posted	December 19, 2023	@ EOD
Bid Due	January 3, 2024	@ 2:30 PM

Thank you.  
Procurement Services  
Memphis-Shelby County Schools