



DEPARTMENT OF PROCUREMENT SERVICES
Pre-Bid Meeting

PROJECT: IFB 11242025MT – WALK-IN FREEZER AND COOLERS – 8 LOCATIONS Date: 11/12/2025

LOCATION: SHELBY OAKS SIGN-IN

NOTE: ALL ATTENDEES MUST PRINT LEGIBLY AND INSERT E-MAIL ADDRESS AND PHONE NUMBER OF COMPANY

Name (Print)	Bid Submission Time	Name of Company (Print)	E-mail Address	Phone Number ()	Local or Minority *
1. Mary Taylor	N/A	Memphis Shelby County Schools	taylor15@scsk12.org	901-416-8279	
2. Daphne Mathis	N/A	Memphis Shelby County Schools	mathisd2@scsk12.org	901-416-2461	
3. Darryl Hunt	N/A	Memphis Shelby County Schools	Hunt1@scsk12.org	901-416-5560	
4. Henry Cothren		Landmark Cons.	Jcothren@LandmarkCo.org	901-545-4052	
5. Ashley Woods		Jackson Restaurant Supply	ashley@jacksonrs.com	731-439-3890	
6. Marie Hawkins		Jackson Rest Supply	marie@jacksonrs.com	662-821-6444	
7. Tony Heath		Federal Equipment	THeath@Fedmerphis.com	901-326-1304	
8. Adam Stafford		Gracie & Equip Inc	AdamStafford@GracieEquipment.com	901-326-9654	
9. Patrick Carls		Thermostat / Pmk	Patrick@pmref.com	404-889-1303	
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By signing this sheet, you acknowledge receiving a handout that states the ID badge requirement of all employees working on site.
*Please indicate if your company is locally owned and/or minority. If your company is minority, please indicate classification type.