



Department of Procurement Services

160 Glenn Rogers Sr. Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

April 4, 2025

Addendum #I: IFB04072025DEM – Insulated Pass Thru Mobile Hot Box

Dear Bidders:

This Addendum forms a part of the Contract Documents. The Contractor shall acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject the Bidder to disqualification. Addendum I shall be located on the MSCS Procurement website, [Procurement \(scsk12.org\)](http://Procurement(scsk12.org)). For your convenience, Addendum I is attached.

Item #1 – PART III: BID SUBMISSION REQUIREMENTS, 1.0 GENERAL FORMAT, A.

The **original** language stated the following:

Bidders must submit one (1) hard copy and one (1) electronic copy of bid pricing in Microsoft Office Excel 2007 Workbook format. A template worksheet will be provided by the Shelby County Board of Education. No other form will be considered. All Bidders must submit a USB flash drive (readable by Microsoft Windows 7 version) as well as include copies of bid documents, bid worksheets and related documents. Also, bidders must provide a hard copy of bid worksheets typewritten as a backup. In case of errors in extensions, the unit price shall prevail. Electronic media shall bear a label on the outside containing the IFB number and name as well as the name of the Bidder and include all requested information and documents. **SCBE RESERVES THE RIGHT TO CONTRACT IN THE BEST INTEREST OF SCBE, AND TO REJECT ANY AND ALL BIDS AT ANY TIME PRIOR TO AWARD.**

The **revised** language reads as follows:

All Bidders must submit a USB flash drive (readable by Microsoft Windows 7 version) as well as include copies of bid documents, bid worksheets and related documents. Also, bidders must provide a hardy copy of bid worksheets typewritten as a backup. In case of errors in extensions, the unit price shall prevail. Electronic media shall bear a label on the outside containing the IFB number and name as well as the name of the Bidder and include all requested information and documents. **SCBE RESERVES THE RIGHT TO CONTRACT IN THE BEST INTEREST OF SCBE, AND TO REJECT ANY AND ALL BIDS AT ANY TIME PRIOR TO AWARD.**

Thank you,
Procurement Services