



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB 102324SB Districtwide Elevator and Lift Preventative Maintenance Services**  
**DEADLINE: October 23, 2024 @ 1:00 PM/CST**

Memphis-Shelby County Schools (MSCS) is accepting bids for the project listed above, in **red**.

**There will be no pre-bid meeting scheduled for this project.**

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 Stacey Brown [browns13@scsk12.org](mailto:browns13@scsk12.org) by 1:00 PM/CST on October 15, 2024. Subject line of the email shall read “**Questions – IFB 102324SB Districtwide Elevator and Lift Preventative Maintenance Services.**” 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 October 16, 2024 by EOD.

### **IMPORTANT DATES:**

Bid Release	October 9, 2024	
Questions Due	October 15, 2024	@ 10:00 AM
Q & A Posted	October 16, 2024	@ EOD
Bid Due	October 23, 2024	@ 1:00 PM

Thanks,  
Procurement Services  
Memphis-Shelby County Schools