



DEPARTMENT OF PROCUREMENT SERVICES

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

NOTICE TO BIDDERS

**IFB # 112224MT - FIRE ALARM UPGRADES - MSCS ADMINISTRATION BUILDING
GERMANTOWN HS AND SHEFFIELD HS**

DEADLINE: November 22, 2024 @ 11:00 AM CST

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.

- **Germantown High School, check in at front office, 7653 Poplar Pike, Germantown, TN 38138 on November 6, 2024 @ 9:00 AM CST.**

Mandatory Site visits are scheduled for:

- **Germantown High School, check in at front office, 7653 Poplar Pike, Germantown, TN 38138 on November 6, 2024 @ 9:00 AM CST.**
- **Sheffield High School- 4315 Sheffield Avenue, Memphis, TN 38118 November 6, 2024 @ 10:30 AM CST**
- **MSCS Administration Building; 160 S. Hollywood; Memphis, TN 38112; November 6, 2024 @ 12:00 PM and City of Memphis Division of Parks – 2599 Avery; Memphis, TN 38112**

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 Mary Taylor at taylorm15@scsk12.org.

Subject line of email shall read “Questions – IFB # 112224MT - FIRE ALARM UPGRADES - MSCS ADMINISTRATION BUILDING GERMANTOWN HS AND SHEFFIELD HS

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 November 12, 2024, by End of Day.

IMPORTANT DATES:

BID TIMELINE

Bid Posted	October 29, 2024
Pre-bid Date	November 6, 2024, @ 9:00 AM
Questions Due	November 8, 2024 @ 10:00 AM
Q&A Posted	November 12, 2024, by EOD
Bid Submission	November 22, 2024, @ 11:00 AM

Thank you.
Procurement Services
Memphis-Shelby County Schools