



DEPARTMENT OF PROCUREMENT SERVICES

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

NOTICE TO BIDDERS

IFB #03132024VK - WINDOWS, FILM AND INSTALLATION

DEADLINE: March 13, 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.

Whitehaven HS, check in at front office, 4851 Elvis Presley Blvd, Memphis, TN 38116, on March 5, 2024 @ 9:00 AM 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 Vanessa Ketcher at ketcherm@scsk12.org by 1:00 PM/CST on March 6, 2024.

Subject line of email shall read "Questions – IFB #03132024VK, WINDOWS, FILM AND INSTALLATION."

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 March 6, 2024, by End of Day.

IMPORTANT DATES:

BID TIMELINE

Bid Posted

January 28, 2024

Pre-bid Date

March 5, 2024, at 9:00 AM

Questions Due

March 6, 2024 1:00 PM

Q&A Posted

March 6, 2024, by EOD

Bid Submission

March 13, 2024, at 11:00 AM

Thank you.

Procurement Services

Memphis-Shelby County Schools