



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB 05082024JKGB Brownsville Rd Shade Canopy**  
**DEADLINE: May 8, 2024 @ 11:30 AM/CST**

Memphis-Shelby County Schools (MSCS) is accepting bids for the project listed above, in red. There will be a mandatory pre-bid meeting scheduled for this project and the responders are required to sign-in at the stated date/time and location(s) listed below.

**Brownsville Rd- 5292 Banbury Ave. | Memphis, TN 38127 @ 10:30 AM**

**\*All site visits / walkthroughs must be coordinated between the Contractor and the School's Building Engineer.\***

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 JaNese Graves [gravesj1@scsk12.org](mailto:gravesj1@scsk12.org) by 11:00 AM/CST on April 30, 2024. Subject line of the email shall read "**Questions – IFB 05082024JKGB Brownsville Rd Shade Canopy.**" 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 May 1, 2024 by EOD.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>April 22, 2024</b>	
<b>Pre-Bid Meeting</b>	<b>April 29, 2024</b>	<b>@ 10:30 AM</b>
<b>Questions Due</b>	<b>April 30, 2024</b>	<b>@ 11:00 AM</b>
<b>Q &amp; A Posted</b>	<b>May 1, 2024</b>	<b>@ EOD</b>
<b>Bid Due</b>	<b>May 8, 2024</b>	<b>@ 11:30 AM</b>

Thanks,  
Procurement Services  
Memphis-Shelby County Schools