



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB #01122024JKG- Hamilton HS AHU-25 Replacement**  
**DEADLINE: January 12, 2024 @ 2:00 PM/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.

**Hamilton HS- 1363 Person Ave. | Memphis, TN 38106 @ 9:30am**

**\*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) and Mary Taylor, [taylorm15@scsk12.org](mailto:taylorm15@scsk12.org) by 4:00 PM/CST on January 4, 2024. Subject line of email shall read **"Questions – IFB #01122024JKG- Hamilton HS AHU-25 Replacement."** 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 January 5, 2024 by EOD.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>December 15, 2023</b>	
<b>Pre-Bid Meeting</b>	<b>January 3, 2024</b>	<b>@ 9:30 AM</b>
<b>Questions Due</b>	<b>January 4, 2024</b>	<b>@ 4:00 PM</b>
<b>Q &amp; A Posted</b>	<b>January 5, 2024</b>	<b>@ EOD</b>
<b>Bid Due</b>	<b>January 12, 2024</b>	<b>@ 2:00 PM</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools