



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

#### **IFB #01252024VK, LUCY ES ROOF REPAIRS**

**DEADLINE: January 25, 2024 @ 01:00 PM/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.

**January 9, 2024, Lucy ES – 6269 Amherst Rd, Millington, TN 38053, at 2:30 PM 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](mailto:ketcherm@scsk12.org) by 10:00 AM/CST on January 11, 2024.

Subject line of email shall read **“Questions – IFB #01252024VK, LUCY ES ROOF REPAIRS.”**

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 16, 2024, by close of business.

### **IMPORTANT DATES:**

#### **5.0 BID TIMELINE**

<b>Bid Posted</b>	<b>January 3, 2024</b>
<b>Pre-bid Date</b>	<b>January 9, 2024 at 02:30 PM CST</b>
<b>Questions Due</b>	<b>January 11, 2024 at 10:00 AM CST</b>
<b>Q&amp;A Posted</b>	<b>January 16, 2024 at 05:00 PM CST</b>
<b>Bid Submission</b>	<b>January 25, 2023 at 1:00 PM CST</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools