



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 112024VK - Southwind High Sports Field Lighting**

**DEADLINE: November 20, 2024 @ 1:00 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.

- To be held on November 4, 2024, Southwind High School at 7900 East Shelby Dr, Memphis, TN 38125, at 9:00 AM CST. Check in at the front office.

**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 11:00 AM/CST on November 11, 2024.

**Subject line of email shall read “Questions – IFB #112024VK - Southwind High Sports Field Lighting.”**

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 13, 2024**, by End of Day.

### **IMPORTANT DATES:**

#### **BID TIMELINE**

<b>Bid Posted</b>	<b>October 28, 2024</b>
<b>Pre-bid Date</b>	<b>November 4, 2024, @ 9:00 AM</b>
<b>Questions Due</b>	<b>November 11, 2024 @ 11:00 AM</b>
<b>Q&amp;A Posted</b>	<b>November 13, 2024, by EOD</b>
<b>Bid Submission</b>	<b>November 20, 2024, @ 1:00 PM</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools