



DEPARTMENT OF PROCUREMENT SERVICES

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

NOTICE TO BIDDERS

**IFB 090424LP HVAC Replacements - Cromwell ES, Shrine School, & Norris Achievement Academy
DEADLINE: September 4, 2024 @ 11:00 AM CST**

Memphis-Shelby County Schools (MSCS) is accepting bids for the project listed above, in red. A **mandatory** Pre-Bid Meetings will be held at the scheduled times and locations listed below.

- **Cromwell Elementary School, 4989 Cromwell Ave, Memphis, TN 38118 on August 23, 2024 @ 9:00 AM CST**
- **Shrine School, 4259 Forest View Dr, Memphis, TN 38118 on August 23, 2024 @ 10:30 AM CST**
- **Norris Achievement Academy 1490 Norris Road Memphis TN 38106 on August 23, 2024 @ 12:00 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 **Lisa Pasquarell, Pasquarell@scsk12.org by 10:00 AM/CST on August 26, 2024**. Subject line of email shall read **“Questions – HVAC Replacements - Cromwell ES, Shrine School, & Norris Achievement Academy”**

Questions must specifically reference the section of the Bid to which the question pertains. In order 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 **August 27, 2024 by EOD**.

IMPORTANT DATES:

Bid Posted

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Questions Due

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Q&A Posted

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Bid Submission

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Thank you.

Procurement Services
Memphis-Shelby County Schools