



**DEPARTMENT OF PROCUREMENT SERVICES**

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

**NOTICE TO BIDDERS**

**IFB 090524MT – HVAC REPLACEMENTS – GORDON ALTERNATIVE, RALEIGH EGYPT MS & EGYPT ES**

**DEADLINE: September 5, 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.

- **Gordon Alternative 815 Breedlove Memphis TN 38107 on August 26, 2024 @ 9:00 AM CST**
- **Raleigh Egypt MS School 4215 Alice Ann Drive Memphis TN 38128 on August 26, 2024 @ 10:30 AM CST**
- **Egypt ES 4160 Karen Cove Memphis TN 38128 on August 26, 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 Mary Taylor at [taylorm15@scsk12.org](mailto:taylorm15@scsk12.org) by **10:00 AM/CST on August 27, 2024**. Subject line of email shall read **“Questions – IFB 090524MT”**.

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 28, 2024, by EOD**.

**IMPORTANT DATES:**

<b>Bid Posted</b>	<b>August 14, 2024</b>
<b>Questions Due</b>	<b>August 27, 2024</b>
<b>Q&amp;A Posted</b>	<b>August 28, 2024</b>
<b>Bid Submission</b>	<b>September 5, 2024 11:00 AM</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools