



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB # 01262024JKG Cordova MS Roofing Repair**  
**DEADLINE: January 26, 2024 @ 11:15 AM/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.

**Cordova MS- 900 N. Sanga Rd. | Memphis, TN 38108 @ 9:00AM/CST**

**\*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, [taylor15@scsk12.org](mailto:taylor15@scsk12.org) by 10:00 AM/CST on January 16, 2024. Subject line of email shall read **"Questions – IFB #01262024JKG Cordova MS Roofing Repair."** 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 18, 2024 by EOD.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>January 3, 2024</b>	
<b>Pre-Bid Meeting</b>	<b>January 11, 2024</b>	<b>@ 9:00 AM</b>
<b>Questions Due</b>	<b>January 16, 2024</b>	<b>@ 10:00 AM</b>
<b>Q &amp; A Posted</b>	<b>January 18, 2024</b>	<b>@ EOD</b>
<b>Bid Due</b>	<b>January 26, 2024</b>	<b>@ 11:15 AM</b>

Thank you.  
Procurement Services  
Memphis-Shelby County Schools