



## DEPARTMENT OF PROCUREMENT SERVICES

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

### NOTICE TO BIDDERS

**IFB# 03292021LJS Kingsbury MS/HS HVAC Replacement**  
**DEADLINE March 29, 2021 11:00 AM, Central Time**

Shelby County Schools (SCS) is accepting bids for the project listed above, in red. A mandatory Pre-Bid Conference will be held at the scheduled time and location listed below. It is highly recommended the contractor's interested in bidding to attend the pre-bid conference. SCS will be practicing "Social-Distancing" for all Pre-Bid meetings and gatherings during this time period in order to promote a safe and healthy working environment for both employees and perspective bidders. Bidders are encouraged to wear appropriate PPE gear during these meetings.

**Kingsbury HS**  
**1270 N. Graham St., Memphis, TN 38122**

**Tuesday, March 16, 2021 @ 9:30 AM/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 William Webb, [webbw@scsk12.org](mailto:webbw@scsk12.org) and LaJuanna Jones-Sulton, [jonessultonlm@scsk12.org](mailto:jonessultonlm@scsk12.org) by 2:00PM/CST on March 19, 2021. Subject line of email shall read "Questions –IFB #03292021LJS Kingsbury MS/HS HVAC Replacement". 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 on Procurement's website on March 23, 2021 by 4:00PM.

### IMPORTANT DATES:

<b>Bid Release</b>	<b>March 10, 2021</b>
<b>Pre-Bid Meeting</b>	<b>March 16, 2021, @ 9:30 am</b>
<b>Questions or Requests Due</b>	<b>March 19, 2021, @ 2:00pm</b>
<b>Questions and Answers Posted</b>	<b>March 23, 2021, @ 4:00 pm</b>
<b>Bid Due / Bid Deadline</b>	<b>March 29, 2021, @ 11:00 am</b>

Thank you.  
Procurement Services  
Shelby County Schools