

**Commercial Tray Washer and Dryer  
Removal, Disposal & Installation @ 201 Poplar Building**

SEALED BID I000304

MC (472)

DUE: March 31, 2015

**Mandatory Pre Bid Conference Information**

**PRE-BID CONFERENCE AND SITE INSPECTION:**

*A mandatory pre-proposal conference to address your questions and to tour the facilities will be held on Tuesday, March 10, 2015 at 10:00 A.M., 201 Poplar Avenue, Memphis, Tennessee. All interested respondents are required to attend this meeting order to be eligible to respond to this bid. If you plan to attend, you must contact the Purchasing Department via email at [andre.woods@shelbycountyttn.gov](mailto:andre.woods@shelbycountyttn.gov) to confirm your attendance with a representative's name, company and contact number. A confirmation email will be returned with specific information concerning the conference. Failure to attend this meeting will result in the rejection of your bid. Please be on time to the mandatory pre-proposal conference.*

**Please Note:**

**Be advised that there is only one entrance to the pre-bid conference meeting location. Look for one walkway/driveway on the left side of the Criminal Justice Center loading dock on Washington Ave and to the right side of Trinity Lutheran Church at 210 Washington Ave. The walkway has a red and white church parking only sign on the sidewalk. Follow this walkway to the public entrance door for the Criminal Justice Center. It is very important that you arrive early because everyone has to go through the metal detector. Please do not bring a cell phone or electronic devices. No tobacco or smoking paraphernalia will be allowed inside. Bring a valid photo ID. You will not be able to enter the building if you do not follow these rules.**