

2.0 PROJECT SPECIFIC DOCUMENTS

2.1 SCHEDULE OF EVENTS

The following table provides the Owner’s proposed Schedule of Events. The Owner reserves the right, at its sole discretion, to change this schedule. The Owner will communicate a change to the Schedule of Events to entities from whom the Owner has received a Notice of Intent to Propose.

EVENT	DATE	TIME at LOCATION
1. Owner Issues RFP on UM website	November 28, 2023	
2. Pre-Proposal Conference Interested parties need to submit an email request for Zoom conference call phone number/codes to Mark T. Longfellow at mlngflw@memphis.edu	December 06, 2023	2:00 PM
3. Notice of Intent to Propose Deadline	December 8, 2023	
4. Comments Deadline	December 13, 2023	
5. Owner Responds to Comments	December 19, 2023	
6. Proposal Deadline Proposals must be submitted to the Owner no later than the date and time shown, at the location below.	January 03, 2024	1:00 PM
7. Owner Issues the Intent to Award Notice and Procurement File is Opened for Public Inspection (No less than ten days prior to State Building Commission approval.)	February 02, 2024	
8. Proposed State Building Commission Approval	February 08, 2024	
9. Proposed Contract Start Date	February 29, 2024	

Pre-Proposal Conference Location and Instructions:

Participation in the pre-proposal conference call is not mandatory, but strongly recommended. The time and date for the conference call are included in the schedule of events. Send an email request to the RFP Coordinator and the phone number and access code will be provided via email.

Proposal Submittal Location:

To be considered, the proposals must be received by the deadline in the schedule of events at the location listed below:

The University of Memphis
Purchasing Department
Attention: Mark Thomas
Administration Bldg, Room 115
3720 Alumni Drive Memphis, TN 38152-3370

Do not submit responses earlier than the day due. Submittals received after the 1:00 PM deadline will not be accepted.

END