

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	October 2, 2024	
2. Pre-Proposal Conference Interested parties need to submit an email request for Teams conference call phone number/codes to Mark T. Longfellow at mlongflw@memphis.edu	October 16, 2024	10:00 AM
3. Notice of Intent to Propose Deadline	October 18, 2024	
4. Comments Deadline	October 18, 2024	
5. Owner Responds to Comments	October 23, 2024	
6. Proposal Deadline Proposals must be submitted to the Owner no later than the date and time shown, at the location below.	October 30, 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.)	November 12, 2024	
8. Proposed State Building Commission Approval	November 22, 2024	
9. Proposed Contract Start Date	December 16, 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 T Longfellow
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