

LEGAL NOTICE TO BIDDERS

**Memphis Management Group, LLC (MMG) on behalf of the
Memphis Convention Center Commission**

Does hereby issue a request for bids regarding the installation of a Valet parking area for the Cannon Center for the Performing Arts at the corner of North Main Street and Poplar Avenue, downtown Memphis, TN.

Informational bid packages consisting of engineering designs and criteria may be obtained at the office of the Renasant Convention Center, 3rd Floor, Administration, 255 North Main Street, Memphis, Tennessee 38103 between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Bids may also be retrieved at <https://www.renasantconventioncenter.com/about-us/memphis-management-group> or call 901 576-1232. Bid proposals shall be returned in writing to this same address. The bid package encompasses items including but not limited to the following:

- 1) Installation of a valet parking area, on an existing sidewalk/concrete slab, underneath an existing metal structure
- 2) Placement of street curb cuts in two designated areas
- 3) Creation of ingress and egress ramps from the street to the sidewalk/concrete slab
- 4) Installation of safety bollards
- 5) Removing several of existing concrete planters
- 6) Installation of signage (if necessary)
- 7) Miscellaneous construction items related to the above

THE AWARD OF A CONTRACT WILL BE DETERMINED SOLELY BY MMG (IF ANY) AND WILL BE BASED ON THE CRITERIA OUTLINED IN THE BID PACKAGE. MMG ENCOURAGES THE PARTICIPATION OF MBE AND WBE BUSINESSES - AS DEFINED BY THE CITY OF MEMPHIS PURCHASING POLICIES AND PROCEDURES GUIDELINES. THE BID PROPOSAL WINDOW SHALL REMAIN OPEN UNTIL THE COB AUGUST 25TH, 2023.

GENERAL INSTRUCTIONS TO BIDDERS

Bidders are required to have a minimum of five (5) years of experience in providing commercial street construction services in Shelby County, TN. A request for an exception to this or any other requirement must be approved in writing by MMG prior to the bid deadline.

Unsigned bid proposals will be considered nonconforming. Bids containing terms and conditions other than those contained herein, may be considered nonconforming.

BID BOND REQUIRED: A bidder's bond or certified or cashier's check on a solvent bank payable to Memphis Management Group, LLC in the amount of 5% of the bid must accompany the proposal. Said instrument is to remain in effect until (and will be returned only after) the contract has been fully executed and secured. Questions regarding the Bid Bond should be directed in writing via email to Chuck Jabbour, Director of Finance, at cjabbour@memphisrcc.com.

All bonds shall be issued by a surety company licensed to do business in the State of Tennessee.

MMG reserves the right to reject any and all bids and to waive any informality in bidding.