



Shelby County Government

Department of Housing

1075 MULLINS STATION RD, MEMPHIS, TENNESSEE 38134-7795

Tel: (901) 222-7600 Fax: (901) 222-7622

Lee Harris, Mayor

December 16, 2019

SUBJECT: Mandatory Contractor Meeting to Discuss Policies and Program Changes

Dear Contractor:

The Shelby County Department of Housing has scheduled a **mandatory** meeting for all contractors who complete work through the Rehabilitation Program. Effective January 2020, in order for your bids to be accepted on projects, contractors must attend one of the meetings below:

Wednesday January 15, 2020 at 10:00am
Wednesday January 15, 2020 at 3:00pm
Tuesday January 28, 2020 at 10:00am
Tuesday January 28, 2020 at 3:00pm

All meetings will be held at the Department of Housing; 1075 Mullins Station Road, Room W-244, Memphis, TN 38134. During the meeting, contractors will be given and required to sign for the latest version of the Shelby County Department of Housing Construction and Rehabilitation Specification manual. Housing staff will briefly review the specification manual and also discuss program policies relevant to the contractor.

All contractors currently on the Shelby County Department of Housing mailing list must attend one of the meetings listed above. By virtue of receiving this letter, you are currently on the Shelby County Department of Housing mailing list.

Company owners along with foremen are strongly encouraged to attend the meeting. A person with signatory authority on behalf of your company **must** be present at the meeting in order to receive and sign for the latest version of the Shelby County Department of Housing Construction and Rehabilitation Specification manual.

If you have questions concerning this meeting, please contact Sydney Wright at 222-7601 or Anita Tate at 222-7604.

Sincerely,


Scott Walkup, Administrator

Cc: Sonja Worthy, Buyer