



INVITATION FOR BID

City of Suffolk
IFB # 2014-00052-AT
February 3, 2014
Purchasing Division
441 Market Street, Room
Suffolk, VA 23434
Phone: (757) 514-7520 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Addendum 3 New Bid Opening Date

Promotional Items – Annual Services Contract

Scope of Work: The intent of this Invitation for Bid is to have one vendor under contract to provide promotional items on an as needed basis for the City of Suffolk on an “as needed basis” during the contract period. Items include: cups, glasses, T-shirts, caps, etc., including embroidering and screen printing.

Bid Due: 3:00 p.m., February 18, 2014

Contract Officer: *Amy Trahan*
Amy Trahan, Buyer I, atraham@suffolkva.us

The Buyer I, Amy Trahan is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: atraham@suffolkva.us. The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.

SUBMIT THE COMPLETE IFB. ONE ELECTRONIC COPY IS REQUESTED

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Division listed above, until the time and date shown above (local prevailing time), for furnishing the items or services described in the bid.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ FAX No.: _____