



INVITATION FOR BID

City of Suffolk
IFB # 2014-00058-AT
February 7, 2014

Purchasing Division
441 Market Street, Room
Suffolk, VA 23434
Phone: (757) 514-7520 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Elevator Maintenance – Annual Services Contract Re-Bid

Addendum 1

Revised Bid Form

Voluntary Site Visit

The City of Suffolk will be hosting a voluntary site visit on February 12, 2014 @ 10:00 am. Location will be at the Purchasing Department, 441 Market St., Room 105, Suffolk, VA. Offerors who wish to attend shall register with the contract officer via email by 5:00 p.m. On February 11, 2014.

SCOPE OF WORK – The purpose of this Invitation for Bid is to enter into a contract with a qualified firm for the provision of Preventive Maintenance and Repair of Elevators in City owned facilities, in accordance with the terms and conditions of the Invitation for Bid.

Bid Due: 3:00 p.m., February 19, 2014

Contract Officer: *Amy Trahan*
Amy Trahan, Buyer I, atrah@ 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: atrah@ 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.

**** SECTION "A" AND ONE ELECTRONIC COPY IS REQUESTED AS SUBMITTAL ****

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent 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: _____