



INVITATION FOR BID

City of Suffolk

IFB # 2014-00079-AT

April 18, 2014

Purchasing Division
441 Market Street, Room 105
Suffolk, VA 23434

Phone: (757) 514-7520 Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

Skilled Trades Annual Services Contract

Addendum 2

Personnel Identification

All personnel employed by the Contractor shall wear identification in the form of a company issued identification card.

Invoicing

Copies of all invoices ***shall*** include a signed copy of all work orders, itemized hourly rates, and a listing of all materials.

SCOPE OF WORK: The intent of this Invitation for Bid is to solicit formal bids from qualified contractors to furnish all labor, equipment, materials and incidentals to provide minor building repairs and construction services on an as needed basis. Resulting contracts are intended to be for renovations, alterations, maintenance, repair, emergency repair and minor construction projects. It is the intent of the City to make multiple awards for the services required.

Bid Due: 3:00 p.m., May 6, 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.

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: _____

City / State / Zip: _____

Telephone: _____ FAX No.: _____

E-mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

In compliance with this invitation for bids, and subject to all the conditions thereof, the signatory offers, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The above signature certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named above.