



INVITATION FOR BID

City of Suffolk
IFB # 2014-00101-AT
June 10, 2014

Purchasing Division
441 Market Street, Room 105
Suffolk, VA 23434
Phone: (757) 514-7520 Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

**Grass Cutting Services-Fleet Management and IT
Annual Contract**

Addendum 1

**Grass Cutting for Fleet Management property DOES NOT include the
Animal Control facility, which is also shown on the map.**

Scope of Work: The intent of this Invitation for Bid is to hire contractor(s), to provide all labor, equipment, transportation, and associated insurance required to provide annual grass cutting services on an as needed basis for all City agencies/departments in accordance with all specifications, terms, and conditions herein.

Bid Due: 3:00 p.m., July 9, 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.: _____