



## INVITATION FOR BID

City of Suffolk  
IFB #15014-AT  
September 29, 2014

Purchasing Division  
442 W. Washington Street, Room 1086  
Suffolk, VA 23434  
Phone: (757) 514-7520 Fax: (757) 514-7524  
<http://www.suffolkva.us/purchasing>

### Janitorial Supplies

### Addendum 2

#### Additional specifications on trash can liners.

#VL4046XHB=.8 mil      #VL385815B=1.5 EQ  
#VL3036HB= .54 mil      #VL404615B=1.5 EQ

**Scope of Work:** The intent of this Invitation for Bid is to select one or more vendors in order to purchase our annual requirements for janitorial supplies to be utilized by the City of Suffolk on an "as needed basis" during the contract period.

**Bid Due: 3:00 p.m., October 7, 2014**

**Contract Officer:** *Amy Trahan*  
Amy Trahan, Buyer I, [atraham@suffolkva.us](mailto: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](mailto: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. All questions concerning bid must be in writing and received five (5) business days prior to the bid opening.**

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.: \_\_\_\_\_