



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 1

City of Suffolk
RFP #15021-JS
October 10, 2014

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Building Commission Services for the new Public Works Operations Complex have been amended as follows:

NON-MANDATORY PRE BID CONFERENCE

There will be a non-mandatory pre bid conference on Friday, October 17, 2014, at 2:00 PM at the current Public Works Operations facility at 866 Carolina Road, Suffolk, VA

DRAWINGS AND SPECIFICATIONS

Drawings and specifications for the Public Works Operations Complex may be obtained in a CD format from the Purchasing Office at the location listed above. There will be a \$5.00 fee for the CD. Payment must be in the form of cash or check made payable to "Treasurer, City of Suffolk". Firms requesting direct delivery of drawings and specifications shall include an additional fee of \$5.00 for shipping.

Firms may send a CD with a self-addressed stamped mailing package for a copy of the plans and specifications to avoid the fees. Firms may also provide a CD in person to the Purchasing Office and a copy will be made.

Contract Officer:


Jay Smigielski, Purchasing Agent

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us