



# 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  
IFB #16025-AT  
November 4, 2015

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

### Elevator Maintenance Annual Services Contract

The Invitation for Bid (IFB) for Elevator Maintenance Annual Services Contract originally issued October 23, 2015, has been amended as follows:

**Maintenance shall be done on a quarterly basis.**

**Bid Form Has Been Amended.**

Contract Officer: \_\_\_\_\_

Amy Trahan, Buyer I

If you have any questions regarding this Addendum, please contact Amy Trahan, Buyer I at [atraham@suffolkva.us](mailto:atraham@suffolkva.us).

Acknowledged by: \_\_\_\_\_ Date: \_\_\_\_\_