



CITY OF SUFFOLK

DEPARTMENT OF FINANCE

PURCHASING DIVISION

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

INTENT TO AWARD

Date: November 20, 2015

Elevator Maintenance Annual Services Contract

The City of Suffolk intends to award the Invitation for Bid, IFB# 16025-AT, dated November 12, 2015, for Elevator Maintenance to the following as the lowest responsive and responsible bidder:

**Southern Elevator Company Inc.
1721 Peters Creek Road, NW
Roanoke, VA 24017**

Amy Trahan, Buyer I