



**PURCHASING DIVISION**  
Noel C. Taylor Municipal Building  
215 Church Avenue, SW, Room 353  
Roanoke, Virginia 24011  
540.853.2871 fax 540.853.1513

February 13, 2008

**ADDENDUM NO. 1 TO ALL OFFERORS:**

Reference – Invitation for Bid: IFB # 08-01-04

Description: Carpet Tile

Dated: February 8, 2008

For Delivery To: Purchasing Division, City of Roanoke, Virginia

Bids Due: February 19, 2008

The above is hereby changed to include:

1. Attachment 2 to Terms & Conditions: Diagram of space

**Note:** A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Sharon T. Gentry  
Purchasing Manager  
Phone: 540-853-2871

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date