



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434

Ph. (757)925-6762 Fax (757)942-4333

October 1, 2025

Jennifer Oshel
Contract Paper Group
1013 Portage Trail Suite 2
Cuyahoga Falls, OH 44221

Dear Ms. Oshel,

Subject: Notice of Award for RFQ 1917-Q, Copier Paper

This notice of award is to Contract Paper Group to provide one truckload (840 Cases) of Copier Paper as specified for Suffolk Public Schools, based on lowest responsive/responsible bidder. Performance of all products and pricing related to this award shall be in accordance with RFQ 1917-Q, your proposal dated 09/29/2025 all made a part of this award by reference. Contact me if you have questions or need additional information.

Please return an acknowledged copy of this Notice of Award to the above address within three (3) calendar days. Thank you and we look forward to working with you.

Sincerely,


Lisa Snipe
Purchasing Technician

Please sign below to acknowledge receipt of the Notice of Award and to agree to the terms of RFQ 1917-Q and your proposal dated September 29, 2025.

Acknowledged this 1st day of October, 2025

By Jennifer Oshel Title Account Representative

Copies: Bid File
Bid Tabulation on page 2

