



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
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September 24, 2025

To: Interested Parties

Re: RFQ 1917-Q Copier Paper

Addendum I

Clarification: The number of cases for a truckload should read 840 cases

Please sign below to acknowledge receipt of the addendum and include with your submission.

Addendum 1 Acknowledged:

Sent by:  _____ Date 9/24/2025

Lisa Snipe
Purchasing Technician