



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762

January 9, 2026

To: Interested Parties

Re: RFQ 1947-Q, Copier Paper for Suffolk Public Schools

Addendum I

Clarification: The quantity of cases requested should read 840 cases. This is for one truckload of copier paper and 21 pallets per truckload. We are requesting the delivered cost for one truckload of paper.

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

Addendum 1 Acknowledged:

_____ Date _____

Sent by:

Lisa Snipe, VCA
Purchasing Technician