



Department of Purchasing

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

January 14, 2026

To: Interested Parties

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

Addendum 2

Questions and Answers:

1. Is this for 21 pallets (840 cases) or 42 pallets? **This is for 1 truckload of paper (840 cases).**
2. Does all the paper have to be the same brand? **Yes**
3. Color: 92 bright? **92 brightness as per information listed on RFQ 1947-Q.**
4. Specification sheet is from the product manufacturer? **Yes**
5. Are we responsible for unloading pallets and putting in place? **The company is responsible for unloading product to the dock.**
6. Once bid is won, are we paid before or after delivery? **Payment occurs after delivery occurs.**
7. Please confirm if you are asking for 1680 cases and require 80 cases per pallet or do you want 840 cases (21 pallets of 40 cases). **We are asking for 40 cases per pallet for a total of 840 cases.**

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