



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

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

March 17, 2026

Jeff Pfister
Veritiv
4901 Belfort Rd. Ste 165
Jacksonville, FL 32256

Dear Mr. Pfister,

Subject: Notice of Award for RFQ 1955-Q, Copy Paper

This notice of award is to Veritiv Operating Company 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 1955-Q, your proposal dated 03/12/2026 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 ten (10) 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 1955-Q and your proposal dated March 12, 2026.

Acknowledged this the _____ day of _____, 2025

By _____ Title _____

Copies: Bid File
Bid Tabulation on page 2

