



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
 Suffolk, VA 23434  
 (757) 925-6762 Fax (757) 942-4333

May 8, 2026

**To: Interested Parties**

**Re: Request for Quote 1963-Q, Copier Paper for Maintenance Department**

Suffolk Public Schools plans to purchase the following white copier paper, (840 cases) to be delivered to:

**Suffolk Public Schools Maintenance Department (840 cases)**  
**1402 Bright Lane**  
**Suffolk, VA 23434**

**Must be delivered on or before Thursday May 21, 2026 and coordinated with Vernon Jackson, Operations Supervisor at (757) 934-6206.**

Please provide your lowest price quote to include delivery no later than 2:00 PM on Wednesday, May 13 2026.

*\*Natural Choice is not an option we are looking to use and will not be considered*

Qty	Unit	Item	Unit Price per Case	Total Price
840	Case (10 reams per case, 500 sheets per ream)	20 lb. White Bond Copier Paper  <b>840 cases for Maintenance Dept.</b>	\$ _____	\$ _____

**Total cases per truckload if other than what is specified**

**Award will be made based on unit pricing.**

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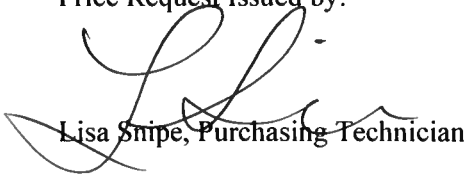
received, not sender's timestamp sent. Suffolk Public Schools reserves the right to consider all quotes submitted prior to award as may be in the best interest of the School Division.

7. Any questions concerning this price quote must be submitted to [lisasnipe@spsk12.net](mailto:lisasnipe@spsk12.net) no later than **2:00 pm on May 11, 2026. Any Addendums will be posted by 1:00pm on May 12, 2026.**
8. The attached Terms and Conditions are to be considered an integral part of any purchase resulting from this solicitation.

**The School Board reserves the right to:**

1. Award a contract or contracts as may be most advantageous to the School Board, taking into consideration best value criteria, which may include the following:
  - a. Quality and availability of the product
  - b. Time of delivery
2. Take advantage of any regional, state, or other contracts as allowed by law.
3. Reject any or all bids or to negotiate with the low bidder in case of insufficient funds.
4. Request a sample of item quoted prior to award. Sample will be provided at no cost to Suffolk Public Schools.
5. If the sample at the sole discretion of Suffolk Public Schools does not meet the industry standard of copier paper, Suffolk Public Schools reserves the right to award to the next low quote.

Price Request Issued by:



Lisa Snipe, Purchasing Technician

**Price Proposal Submitted by:**

_____	_____
<b>Print or Type Name and Position</b>	<b>Signed</b>
_____	_____
<b>Company Name</b>	<b>Date</b>
_____	_____
<b>Street Address</b>	<b>City, State and Zip Code</b>
_____	_____
<b>Phone Number</b>	<b>Email</b>

## **Terms and Conditions**

### **NONDISCRIMINATION**

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

### **DRUG FREE WORKPLACE**

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

### **CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION**

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

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Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.