



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor

Suffolk, VA 23434

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

May 13, 2026

Jeff Pfister  
Veritiv Operating Company  
491 Belfort Rd, Ste 165  
Jacksonville, FL 32256

Dear Mr. Pfister,

**Subject: Notice of Award for RFQ 1963-Q, Copy Paper**

This notice of award is to Veritiv Operating Company to provide one truckload (840) 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 1963-Q, your proposal dated 05/12/2026 in the amount of \$24,460.80 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 three (3) 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 1963-Q and your proposal dated May 8, 2026.

Acknowledged this the \_\_\_\_\_ day of \_\_\_\_\_, 2025

By \_\_\_\_\_ Title \_\_\_\_\_

Copies: Bid File  
Bid Tabulation on page 2

