



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

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

NOTICE OF AWARD

TO: Mark Matthews
Account Manager
Cardinal Canteen
914 Cavalier Blvd.
Chesapeake, VA 23323

Date: May 29, 2026

Topic: RFP 1942-P Division Wide Drink Vending Contract

This Notice of Award is to Cardinal Canteen as specified for Suffolk Public Schools, based on the criteria listed in the RFP. Performance of all services related to this award shall be in accordance with RFP 1942-P and addenda, your proposal received on 04/28/2026, 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,

Linda Bates, NIGP-CPP, VCO, VCA
Coordinator of Purchasing

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged by:

Acknowledged this the _____ day of _____, 2026

By _____ Title _____

Copies: Dr. John B. Gordon, III, Superintendent
Anthony Lebron, Chief Financial Officer
Bid File

RFP 1942-P
Division Wide Drink Vending Contract
May 29, 2026

Terms of Agreement:

The initial term of this agreement shall begin on upon award and continue through June 30, 2027 after which this agreement may be extended for four (4) additional one-year periods, beginning July 1 and ending June 30th of each year, unless otherwise terminated by either party by giving written notice by May 1st of any given year. The length of the agreement may be negotiated but the total will be not greater than five years from the award date. The School Board may approve a price increase for each subsequent year. The request shall be presented in writing by April 1st of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S, Department of Labor, for all Urban Consumers (CPI-IJ) south, for the preceding calendar year. Suffolk Public Schools reserves the right to purchase additional equipment and services as needed to meet the intent of the RFP and, due to the nature of this procurement, to negotiate for additional time past expiration in order to provide for the continuation of services during the re-solicitation process should that become necessary. Suffolk Public Schools may also add, delete, or modify locations as needed for the duration of this agreement.

Compensation and Terms:

For the initial term of this agreement, it is mutually agreed that the commission percentage will be 18%

Initials _____

Date _____