SUFFOLK
PUBLIC SCHOOLS

Department of Purchasing

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

August 19, 2026

To: Interested Parties

Re: Request for Quote 1971-Q, Copier Paper for Suffolk Public Schools

Suffolk Public Schools plans to purchase the following white copier paper (440 cases) to be delivered to Suffolk Public Schools Print Shop, 3264 Pruden Blvd Suffolk, VA 23434. Freda Robertson (757) 934-6204 and 1240 cases to be delivered to: SPS Maintenance Department 1402 Bright Lane Suffolk, VA 23434. **Copier paper must be delivered on or before Tuesday, September 8, 2026 and coordinated with Vernon Jackson, Operations Supervisor at (757) 934-6206 and Freda Robertson at (757) 934-6204.** SPS will be closed on September 4, 2026 and September 7, 2026.

Please provide your lowest price quote to include delivery no later than 2:00 PM on Tuesday, August 27, 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
1680 cases	Case (10 reams per case, 500 sheets per ream)	20 lb. White Bond Copier Paper **440 cases to SPS Print Shop 3264 Pruden Blvd Suffolk VA 23434. Ph: (757) 934-6204** **1240 cases to SPS Maintenance Department 1402 Bright Lane Suffolk, VA 23434. Ph: (757) 934-6206**	$_____	$_____

Award will be made based on unit pricing.

SCC ID Number:

In accordance with new registration requirements effective July 1, 2010 vendors shall include the identification number issued by the State Corporation Commission as proof of registration or justification for non-registration per the requirements in Section 13.1 or Title 50 of the Code of Virginia. Provide your SCC Identification Number below or justification for non-registration. The SCC may be reached at (804) 371-9733 or at www.scc.virginia.gov/default.aspx. Failure to include this information with your submittal may result in rejection of your proposal.

SCC ID Number_____

Additional Requirements:

1. **Pages 1, 2, & 3 properly filled out and signed are required to be faxed, emailed, delivered or uploaded in eVA for consideration.**

2. **Specification sheet is required for all quotes.**

3. Bid tabulation will be posted on our website within 24 hours of bid closing and an email copy will be sent to all bidders. Notice to the successful vendor will be made after evaluation in the form of a purchase order. **Purchase orders will be emailed when approved. Please provide an email address below to be used for ordering purposes.**

Order Email: _____

4. All paper must be delivered palletized and wrapped on standard size pallets 35" wide x 48" long. Pallets are to be packaged 40 cartons per pallet. Copier Paper shall meet the following minimum specifications – **20 lb. 8½" x 11" and 92 brightness** per Tappi Scale. Note in the space provided if number of cases per truckload is difference from quantity indicated. The School Board, at its sole discretion, shall determine if items meet specifications.

5. **Delivery shall be at the expense of the successful bidder** and shall be coordinated with
   - *Freda Robertson, Print Shop at (757) 934-6204 at 3264 Prudent Blvd Suffolk, Virginia 23434 at least twenty-four (24) hours in advance.*
   - *Vernon Jackson, Maintenance at (757) 934-6206 at 1402 Bright Lane, Suffolk Virginia 23434 at least twenty- four (24) hours in advance. .*
   - Locations have a loading dock and driver assistance is not needed.
   - Full delivery of complete order due on or before delivery date. Business hours are Monday – Thursday from 7:00AM to 4:00PM. Fridays from 7:00AM to 3:00PM. Closed on Weekends.

6. Submit this quote form and packet by:
   a. Fax: 757-942-4333,
   b. Deliver to: 100 N. Main Street Suffolk VA 23434,
   c. Electronic submission through https://eva.virginia.gov/index.html (attach quote packet). ***If your documents are not attached your quote will not be considered.***
   d. Email to lisasnipe@spsk12.net

   No later than **2:00 pm on August 27, 2026**. Email receipt is based on Suffolk Public Schools email time 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 no later than **2:00 pm on August 25, 2026. Any Addendums will be posted by 1:00pm on August 26, 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:

Print or Type Name and Position	**Signed**
Company Name	**Date**
Street Address	**City, State and Zip Code**
Phone Number	**Email**

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 contact, 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.

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.