



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

Addendum 1: Request for Quote 1773 Copier Paper for Print Shop and Maintenance Department

Revision of number of cases

In order to allow for full pallets of paper, which typically comes on pallets of 40, we will be revising our request for the Print Shop to 560 cases. Please use this bid form in submitting your quote. In order to provide the fairest opportunity for us to make this revision, we are extending the due date of this RFQ to Thursday, October 14, 2021 to be received by no later than 2:00 PM. If you have already submitted or mailed your quote, an opportunity will be afforded to you to change your quote. A member of the Suffolk Public Schools staff will contact you to obtain the revised quote.

| QTY | UNIT | ITEM | Unit Price Per Case | Total Price |
|-----|--------------------------|---|---------------------|-------------|
| 560 | Case (10 Reams per case) | 20 lb. white bond copier paper for Print Shop | \$ _____ | \$ _____ |

| QTY | UNIT | ITEM | Unit Price Per Case | Total Price |
|-----|--------------------------|--|---------------------|-------------|
| 840 | Case (10 Reams per case) | 20 lb. white bond copier paper for Maintenance | \$ _____ | \$ _____ |

CLARIFICATIONS/QUESTIONS RECEIVED

1. Both deliveries will go to Suffolk VA locations (zip code 23434). Locations are separated out by about 15 minutes.
2. Both locations have a spot for 53' semi-truck.
3. Both locations have a forklift and/or pallet jack.

4. Driver is responsible for getting the pallets to the end of the truck where school personnel will finish unloading.

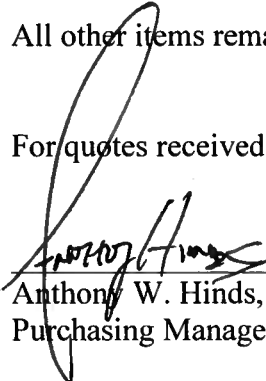
The company providing the quote must provide the following with their quote:

Please provide the number of days for the shipment to be sent. Suffolk Public Schools reserves the right to use this as a determination for award as there is an immediate need for paper.

_____ days until delivery is shipped.

All other items remain unchanged from the original RFQ dated October 4, 2021.

For quotes received and/or mailed already, this addendum can be signed upon award.



Anthony W. Hinds, CPPB
Purchasing Manager

Addendum 1 Received and acknowledged:
