



Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

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

June 10, 2025

Alec Lloyd
W.B. Mason Co. Inc.
2904 Transport St
Richmond, VA 23234

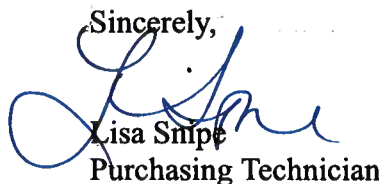
Dear Mr. Lloyd,

Subject: Notice of Award for RFQ 1898-Q, Copy Paper

This notice of award is to W.B. Mason Co. Inc. to provide two truckloads (1680 Cases) 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 1898-Q, your proposal dated 06/09/2025 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 Smpte
Purchasing Technician

Please sign below to acknowledge receipt of the Notice of Award and to agree to the terms of RFQ 1898-Q and your proposal dated June 9, 2025.

Acknowledged this the _____ day of _____, 2025

By _____ Title _____

Copies: Bid File
Bid Tabulation on page 2

Bid Tab

RFQ 1898-Q Copier Paper for Maintenance

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