

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.

Lisa Snipe 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	
Conies: Bid File		

Bid Tabulation on page 2

			Bid Tab			
		RFQ 1898-Q Copier Paper for Maintenance	oier Paper for N	laintenance		
				Page 1-3 Bid	Specification	
				Documents	Sheet	, , , , , , , , , , , , , , , , , , , ,
Offy Cases	Company	Price Per Case	Total Price	Recieved	Recieved	Comments
1680	W.B. Mason	\$27.11	\$45,544.80	YES	YES	
1680	Liberty Paper	\$28.94	\$48,619.20	YES	YES	
1680	Veritiv	\$29.04	\$48,787.20	YES	YES	
1680	Contract Paper Group	\$29.16	\$48,988.80	YES	YES	
1680	ODP Business Solutions	\$29.99	\$50,383.20	YES	YES	
1680	The Supply Room	\$32.50	\$54,600.00	YES	YES	
1680	Talas Edge Solutions	\$38.42	\$64,545.60	YES	YES	
1680	OG Associations	\$42.75	\$87,548.00	YES	YES	CALCULATION \$71820.00
1680	Ink Systems	\$52.47	\$88,157.16	NO	ON	CALCULATION \$88149.60
Awarded T	Awarded To: W. B. Mason					
Date:	6/10/2025					
Signed By:						
	SIM ALT					
	Purchasing Techniquan					