



Department of Purchasing
100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 925-6763

January 30, 2024

To All Interested Parties:

Subject: Addendum #3
RFQ 1822-Q – Copier Paper

Questions Received:

- 1.) Once a vendor is selected, is the full amount of the purchase order sent or is it half upfront and the rest once everything has been delivered. **The full amount of the purchase order is due at time of delivery date.**
- 2.) How soon after will the award is granted will the dock be available? **The loading dock is available immediately and all delivery coordination will go through Vernon Jackson 757-934-6202**
- 3.) 3.) Is there a time window for deliveries per day? **Suffolk Public Schools Maintenance Department is available Monday - Thursday 7:00AM – 5:00PM, Friday 7:00AM – 4:00PM. Delivery coordination should be made through Vernon Jackson 757-934-6202**
- 4.) Is there a phone number I can call you should I have a question as well? **All question must be submitted via email.**

Sent by:

Robin Booth, MAOL, VCA
Purchasing Technician