



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

February 1, 2024

To All Interested Parties:

Subject: Addendum #4
RFQ 1822-Q – Copier Paper

1. Maintenance Department will unload delivery.
2. Bid Tabulation will be posted on our website by noon of the day after closing. Bid Closes February 6, 2024 at 2:00PM EST. Also a copy will be emailed to the email listed on submission at that time.
3. Specification Sheet should be included with the quote submission.

This addendum will close out all questions for this solicitation.

Sent by:

Robin Booth, MAOL, VCA
Purchasing Technician