



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

**Awarded To:** Simone Skeete-Adair, Account Manager  
ODP Business Solutions, LLC  
P.O. Box 1413  
Charlotte, NC 28201-1413

**Date:** November 19, 2024

**Topic:** RFQ 1870-Q Copier Paper for Maintenance

This Notice of Intent to Award is issued to ODP Business Solutions, LLC, for Suffolk Public Schools as the lowest responsive and responsible bidder. The performance of all products and pricing associated with this award shall comply with RFQ 1870-Q, your proposal dated November 12, 2024, which are incorporated into this award by reference. Please contact me if you have any questions or require further information.

Please return an acknowledged copy of this Notice of Intent to the above address within ten (3) calendar days. Thank you and we look forward to working with you.

Best Regards,

Robin Booth, MAOL, VCA  
Buyer

Acknowledgment of the above **Notice of Intent to Award** is hereby confirmed:

Acknowledged on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Copies: Bid File  
Bid Tabulation on page 2