



**Department of Purchasing**

**100 N. Main Street, 2<sup>nd</sup> Floor**

**Suffolk, VA 23434**

**(757) 925-6762 Fax (757) 942-4333**

Awarded To: Jennifer Oshel, Account Representative  
Contract Paper Group  
1013 Portage Trail Suite 2  
Cuyahoga Falls, OH 44221

Date: Feb 12, 2025

Topic: RFQ 1877-Q Copier Paper for Maintenance

This Notice of Intent to Award is issued to Contract Paper Group, 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 1877-Q, your proposal dated February 11, 2025, 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 \_\_\_\_\_, 2025.

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

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

Copies: Bid File  
Bid Tabulation on page 2