



CITY OF SUFFOLK

DEPARTMENT OF FINANCE

PURCHASING DIVISION

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, PHONE (757)514-7520 FAX (757)514-7524

INTENT TO AWARD

Date: April 15, 2014

Office Supplies

Annual Contract

The City of Suffolk intends to award the Invitation for Bid, IFB# 2014-00074-AT, dated April 3, 2014, for Office Supplies Annual Contract, to the following as the lowest responsive and responsible bidder:

R & R Office Supplies

6 West Cary Street

Richmond, VA 23220

Amy Trahan, Buyer I