



*Quality Learning and Superior Performance for All*

# PURCHASING DEPARTMENT

441 Canton Hwy  
Phone: 770-781-6603

Cumming, GA 30040  
Fax: 770-888-0222

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November 21, 2019

Sheffield Office Products  
3400 Corporate Way Ste. B  
Duluth, GA 30096  
Attn: Jim Sheffield

Dear Mr. Sheffield:

This is to advise you that your company has been awarded a renewal contract from our **RFP# P16-02, Office Supplies**. The effective date of this contract is January 1, 2020 and terminates on December 31, 2020.

This award is in accordance with the original terms and conditions of the contract and with your pricing to remain firm the entire contract period.

This award letter is not an official order. If you have any questions about this award, please contact Trey Tryan at 770-781-6603 or [ttryan@forsyth.k12.ga.us](mailto:ttryan@forsyth.k12.ga.us). We appreciate your interest in the Forsyth County School System and your participation in our bidding process.

Sincerely:

Brad Richardson  
Director of Procurement Services