

Term Contract No. 395B

STATE OF NORTH CAROLINA, DEPARTMENT OF ADMINISTRATION		
DIVISION OF PURCHASE AND CONTRACT		
116 West Jones Street, Raleigh, NC 27603-8002		
<b>Term Contract</b>	<b>395B</b>	<b>Paper, Computer</b>
<b>Effective Dates</b>	December 1, 2008 through May 31, 2012	
<b>Bid Number</b>	801840	
<b>Administrator</b>	Debbie Carroll	
<b>Phone</b>	(919) 807-4534	
<b>Fax</b>	(919) 807-4510	
<b>E-Mail</b>	<a href="mailto:Debbie.Carroll@doa.nc.gov">Debbie.Carroll@doa.nc.gov</a>	
<b>Last Updated</b>	November 1, 2011	

**1. General Information**

This contract is limited to Recycled Computer Paper most often used by the State. As a component of Executive Order #156, we encourage environmental sustainability efforts that help develop markets for recyclable materials. State agencies shall procure and use environmentally preferable goods and services, including products made wholly or in part from recycled materials, whenever feasible and practicable. Agencies shall give consideration to environmentally preferable products that are more energy efficient, less toxic, less polluting, and which generate less waste overall.

**Computer paper (Items 1-5, 12-14) are 30% recycled with 30% post consumer content.  
Computer paper (Items 6-11) are 50% recycled with 30% post consumer content.**

**2. Scope of Contract**

The scope of this contract is limited to Recycled Computer Paper for use by all State agencies, departments, institutions, universities, community colleges, public school units (except those exempt by statute) and certain non-state agencies.

**3. Taxes**

Prices or Discounts shown herein do not include any North Carolina sales or use taxes.

**4. Abnormal Quantities**

Any agency requirement that exceeds \$10,000.00 must be forwarded to the Division of Purchase and Contract for processing. The Division, at its sole discretion, may process any such requirement in one of the following ways:

1. Purchase may be authorized at the current level of pricing with the current contract vendor(s)
2. Additional discounts from the current level of pricing may be negotiated with the current contract vendor(s)
3. A separate Invitation for Bids may be issued for the requirement

**5. Minimum Orders**

This contract will be for a minimum order of \$150.00 for any single order. Agencies are authorized to purchase from best available sources on orders less than this minimum order value. This provision shall not be used by an agency to circumvent the intent of the contract. If an agency elects to place an order for less than the minimum order value, then transportation charges will be prepaid and added to the invoice.

**6. Placement of Orders**

Orders will be placed throughout the contract period on an as-needed basis for the quantity required at the time, and will be issued directly to the respective contractor(s) or their designated suppliers. Contract changes, if any, over the life of the contract are implemented by contract addenda released by the Contract Administrator to the contractor. If the contractor is accepting orders and/or delivering through other parties, for example a manufacturer accepting orders and delivering through a dealer network or dealers receiving orders through a network of other dealers, then it is the responsibility of the contractor to apprise such parties of all such contract addenda.

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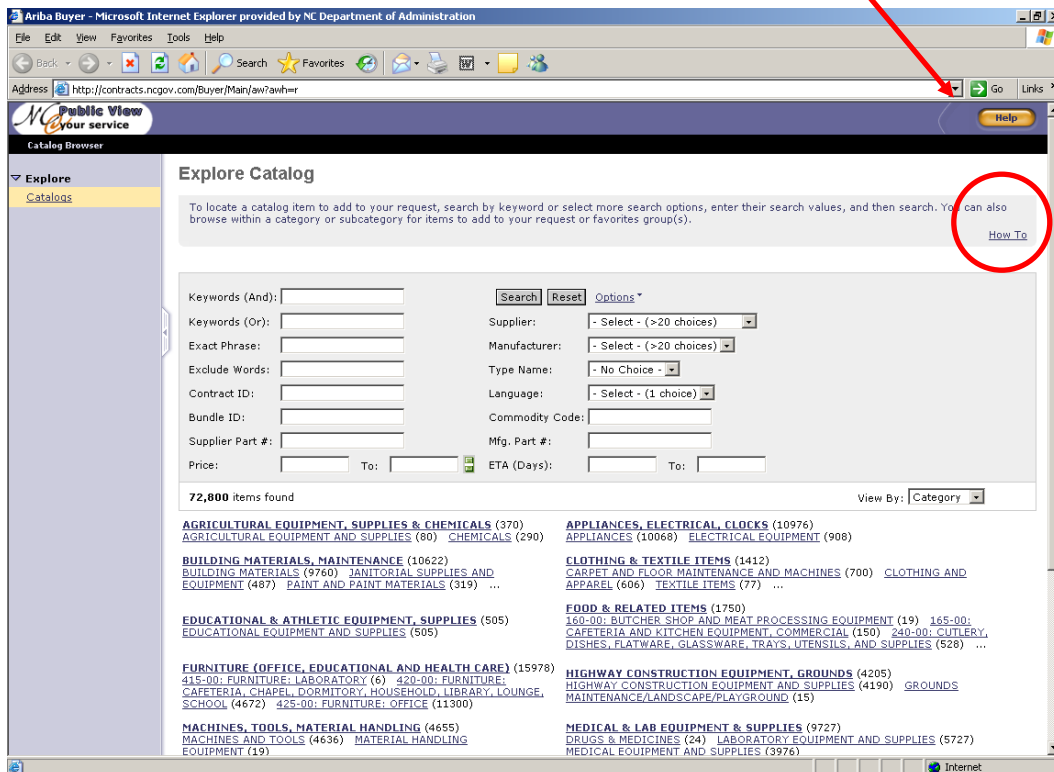
### Order Placement Via E-Procurement (Catalog Items)

- Click on the following link: [E-Procurement Users](#)
- When placing an order in the e-procurement system, the very first thing to do is to go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, 395B.
- Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- When the item to be ordered has been located complete the requisition and issue the purchase order.

### Non E-Procurement Users

The E-Procurement Public View will be the only place for Non E-Procurement Users to view the item/pricing information.

- Click on the following link: [E-Procurement Public View](#)
- For online assistance regarding item searching; click on the **“How to”** underlined link located near the upper-right hand corner.



## 7. Delivery

The contractor(s) will complete delivery as listed below. In the event the delivery is not received within the contract delivery period, the contractor may be held in default in accordance with paragraph 1, DEFAULT AND PERFORMANCE BOND in the North Carolina General Contract Terms and Conditions, and the state may procure the articles or services from other sources and hold the contractor responsible for excess cost occasioned thereby.

**Forms World – within fourteen (14) days after receipt of order.**

**Strategic Connections – within ten (10) days after receipt of order.**

**Inside Delivery:** If an inside delivery to a specific room is requested by the State agency, school, etc., the flat rate charge shown below will apply:

CONTRACTOR	INSIDE DELIVERY CHARGE	DELIVERY
Forms World, Inc.	\$2.00 Per Carton	14 Days

## 8. Transportation Charges

All goods shall be delivered FOB DESTINATION when the "order value" is \$150.00 or more, when shipped to a single destination. Orders to a single destination that total less than this "order value" should be shipped prepaid, with transportation charges added to the invoice as a separate item. Transportation charges invoiced for orders equal to or more than this "order value" may be cause for removal of the contractor from the contact.

**Note:** If the contractor makes partial shipments of an order equal to or more than this "order value" to one destination, all shipments of the order shall be sent FOB DESTINATION with NO additional transportation charges added.

**Note!** All shipments should be inspected for damage immediately upon receipt.

## 9. Item Pricing Information

### 9A. ½” Greenbar, 14-7/8” x 11”, No Margin Tear Off

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
1.	1	20#	2,600	\$46.33	\$37.07	\$34.34	\$32.60	Forms World	140RNC

Brand of stock proposed: International Paper

### 9B. 1/8” Greenbar, 14-7/8” x 11”, No Margin Tear Off

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
2.	1	20#	2,600	\$46.33	\$37.07	\$34.34	\$32.60	Forms World	NC1411SP

Brand of stock proposed: International Paper

**9C. Blank, White, 14-7/8" x 11", No Margin Tear Off**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
3.	1	20#	2,600	\$46.33	\$37.07	\$34.34	\$32.60	Forms World	170RNC

Brand of stock proposed: International Paper

**9D. 1/2" Greenbar, 14-7/8" x 8-1/2", No Margin Tear Off**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
4.	1	20#	2,600	\$38.93	\$29.92	\$27.19	\$25.58	Forms World	240RNC

Brand of stock proposed: International Paper

**9E. Blank, White, 9-1/2" x 11" Tearing Out to 8-1/2" x 11", 1 Part Clean Edge**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
5.	1	20#	2,500	\$33.55	\$25.02	\$22.39	\$20.92	Forms World	060R

Brand of stock proposed: International Paper

**9F. Blank, White, 9-1/2" x 11" Tearing Out to 8-1/2" x 11", Carbonless Black Image, 2 Part through 4 Part to have Crimplock Margins**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
6.	2	15#	1,800	\$49.00	\$42.00	\$40.15	\$38.60	Forms World	PR892
7.	3	15#	1,200	\$48.80	\$43.65	\$42.40	\$41.00	Forms World	PR893
8.	4	15#	900	\$48.50	\$44.20	\$43.25	\$42.00	Forms World	PR894

Brand of stock proposed: Appleton

**9G. 1/2" Greenbar, 9-1/2" x 11" Tearing Out to 8-1/2" x 11", Carbonless Black Image, 2 Part through 4 Part to have Crimplock Margins, NCR Premium**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
9.	2	15#	1,800	\$49.00	\$42.00	\$40.15	\$38.60	Forms World	PR192
10.	3	15#	1,200	\$48.80	\$43.65	\$42.40	\$41.00	Forms World	PR193
11.	4	15#	900	\$48.50	\$44.20	\$43.25	\$42.00	Forms World	PR194

Brand of stock proposed: Appleton

**9H. Blank, White, 12" x 8-1/2", No Margin Tear off, Must Perform Troublefree on IBM 3900 Page Printing system**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
12.	1	20#	3,600	\$48.31	\$36.02	\$32.24	\$30.15	Forms World	220NPPR

Brand of stock proposed: International Paper

**9I. Blank, White, 9-1/2" x 5-1/2" Tearing Out to 8-1/2" x 5-1/2", 1 Part, 9-1/2" x 11" with Horizontal Perf Every 5-1/2"**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
13.	1	20#	2,500	\$35.00	\$26.40	\$22.40	\$21.20	Forms World	050REC

Brand of stock proposed: International Paper

**9J. 1/2" Greenbar, 9-1/2" x 11" Tearing Out to 8-1/2" x 11", 1 Part Clean Edge**

Item No.	No. Parts	Stock Weight	Sheets/ Ctn.	1-10 Ctn.	11-50 Ctn.	51-99 Ctn.	100-500 Ctn.	Vendor	Stock No.
14.	1	20#	2,500	\$33.60	\$25.00	\$22.39	\$21.00	Forms World	190RCE

Brand of stock proposed: International Paper

**10. Price Lists and Catalogs**

The successful contractor must furnish descriptive literature to any agency within seven (7) consecutive days after request of the agency. Failure to comply with these requirements may subject the contractor to removal from the contract.

**11. Contractors**

All known minority, women and disabled owned businesses, as well as disabled business enterprises and nonprofit work centers for the blind and severely disabled, including dealers, will be identified with "Minority owned" "Woman owned", "Disabled Owned", "DBE" or "BSD" as appropriate after the vendor number. This is being done in an effort to recognize these businesses and to encourage and promote their use to the greatest extent permitted by law.

When more than one supplier is listed for a particular item, selection should be made, whenever possible, from any of the groups identified above, consistent with agency needs and price considerations.

Contractor Name	Address	City, State, Zip	Contact, Phone, Fax
Forms World, Inc.	Drawer 6930	St Louis, MO 63123	Lindsay Ford, Sr. 800-325-9942 314-821-8199 <a href="mailto:lindsayfordsr@yahoo.com">lindsayfordsr@yahoo.com</a>

**12. Warranty**

The contractor guarantees items offered to be free from any and all defects in material, packaging, and workmanship and agrees to replace defective items promptly at no charge to the State, for a period of 1 year.

**13. Substitutions**

Substitutions are not permitted without prior approval of the Division of Purchase and Contract. Failure of the contractor to comply with this requirement may result in the removal of the contractor from the contract.

**14. Contract Addenda**

Addendum	Effective Date	Description
1	April 30, 2009	Strategic Connections, LLC are no longer in business. Items 1-5 and 12-14 have been awarded to Forms World (please note change in price and sheets/carton).
2	November 1, 2011	This contract has been extended until May 31, 2012.