



Statewide Term Contract

966A – NC Brand Business Cards

Bid Number	201600462
Contract Name	966A – NC Brand Business Cards
Effective Dates	June 7, 2016 through June 6, 2017, with the option to renew for two (2) additional one (1) year periods
Awarded Vendors and Contacts	<p>On Thyme Designs 6137 Shiloh Drive Wilmington, NC 28409 Tina Shoulars 910-231-1322 Onthymedesigns@gmail.com</p>
Contract Usage/Mandatory	<p>This Statewide Term Contract is Mandatory for State Departments and most State Agencies, and by State higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13) and is to be used only for printing of the NC Brand Business Cards. However; if an Agency is doing its own in-house printing, this contract does not have to be utilized. The contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities.</p>
Contract Covers	NC Brand Business Cards available in quantities of 250, 500 and 1,000.
Agency Responsibilities and Instructions	<p>Agencies using this contract shall follow the process outlined below:</p> <ol style="list-style-type: none"> a. The Agency completes and emails the Business Card Order Form to ncorders@att.net b. Upon receipt, On Thyme Designs shall complete the proof and email to the Requestor for approval within two (2) days of receipt. c. The Agency Requestor shall review and approve the proof, via email. Orders will NOT be completed until the Vendor receives written approval from the Agency. d. Upon written approval from the Agency, the Vendor shall complete the order and delivery will be made within five (5) business days of receipt. e. Vendor shall invoice the Agency Requestor (via email). Payment shall be made by the Agency within thirty (30) days of date of invoice. Payment may be made by Purchase Order or State P-Card. If using the State P-Card, Vendor shall provide the link for payment with the emailed invoice.

Business Card Pricing	Quantity 250: \$30.00 Quantity 500: \$38.00 Quantity 1000: \$48.00
Taxes	Prices do not include North Carolina sales or use tax.
Loaded into E-Procurement	No. Ordering Instructions only. Items in this contract are not currently listed in the E-Procurement catalog.
Contract Administrator	State Contract Administrator 919-807-4529 margaret.serapin@doa.nc.gov
Contract	#1 New Contract 966A; Effective 6/7/16 #2 Additional Info Provided; 8/1/16 #3 Template Updates; 12/15/16

AGENCY ORDER FORM FOR COMPLETION

[Business Card Order Form](#)