

Term Contract No. 645A

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>645A</b>	<b>Office Paper and Related Paper Products</b>
<b>Effective Dates</b>	<b>February 10, 2014 through February 9, 2017</b>	
<b>Bid Number</b>	201301573	
<b>Administrator</b>	Bahaa Jizi	
<b>Phone</b>	(919) 807-4520	
<b>Fax</b>	(919) 807-4510	
<b>E-Mail</b>	<a href="mailto:Bahaa.jizi@doa.nc.gov">Bahaa.jizi@doa.nc.gov</a>	
<b>Last Updated</b>	June 30, 2014	

**PLEASE NOTE:**

**All envelope products will be covered under STC #615A. This contract will be awarded in March 2014.**

**1. General Information**

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.

**2. Scope of Contract**

The scope of this contract is limited to paper (office use) for use by all State agencies, departments, institutions, community colleges (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. Minimum Orders**

This contract will be for a minimum order of \$250.00 for any single order. The Vendor is not required to accept orders below the minimum order threshold and is authorized to charge actual shipping costs on orders that do not meet the minimum order threshold. If an agency elects to place an order, and the Vendor accepts the order for less than the minimum order value, then transportation charges will be prepaid and added to the invoice.

**5. 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 Vendor. 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 Vendor 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 Vendor to apprise such parties of all such contract addenda.

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

- a. Click on the following link: [E-Procurement Users](#)

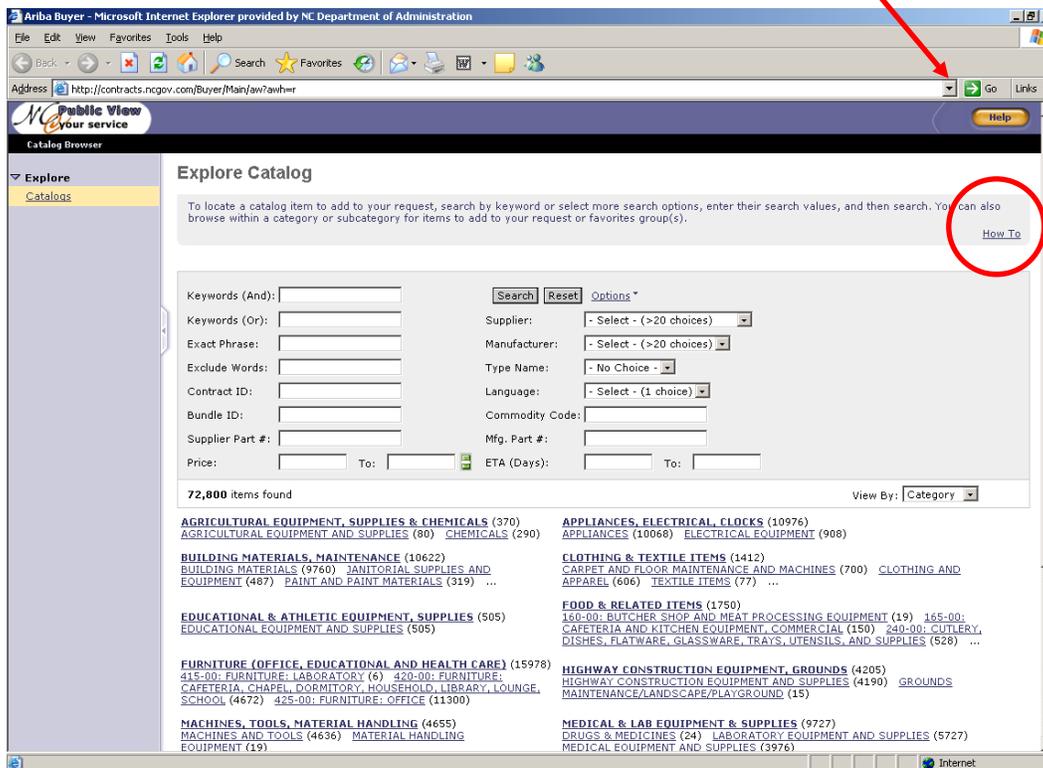
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- b. When placing an order in the e-procurement system, the very first thing to do is to go to the catalog tab and select options. After you have selected options, select contract ID. In the contract ID space type in the contract ID number, 645A.
- c. Please make sure the keywords space is blank and the contract ID is typed in the contract ID section.
- d. After selecting the contract ID and to narrow the search to a particular manufacturer select the manufacturer from the drop down
- e. 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.

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



## 6. Delivery

The Vendor shall complete delivery within ten (10) consecutive calendar days after receipt of a purchase order or request for purchases of 199 cartons or less, and within twenty (20) consecutive calendar days after receipt of a purchase order or request for purchases of 200 cartons or more. If the final day of a delivery period falls on a weekend or State government holiday, the period shall be extended to include the next business day. Standard delivery must be to a receiving point reasonably accessible by the Vendor and designated by the Buyer. The receiving point will be a loading dock, a point adjacent to the delivery vehicle, or directly inside the door of a facility.

The Vendor, upon request of the Buyer, shall deliver to a specific location within a facility other than directly inside the door (example: Room 111 of the Department of Administration Building). These deliveries will be considered "inside deliveries" and the Vendor may charge an additional \$2.00 per carton Inside Delivery Fee for the service.

In the event the delivery is not received within the contract delivery period, the Vendor 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.

Note: Policy regarding inside delivery. The request for an inside delivery must appear on the purchase order. If the driver can't make a delivery because of an oversight in requesting "inside delivery" the following procedure would apply. If the vendor agrees, the state agency may have their purchaser/financial officer etc. issue a change order and authorization to accept the shipment including the inside delivery charge. A change order is required to show the inside delivery charge request.

## 7. Transportation Charges

All goods shall be delivered FOB DESTINATION when the "order value" is **\$250.00** 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 Vendor from the contact.

NOTE: If the Vendor 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.

## 8. Item Pricing Information

**Pricing for this contract is in a tiered structure. Each tier is defined by the number of cartons in a single order being delivered to a single location. The four tiers are as follows:**

**Tier 1: 10 – 39 cartons ordered**

**Tier 2: 40 – 199 cartons ordered**

**Tier 3: 200 – 600 cartons ordered**

**Tier 4: >840 cartons ordered**

**9.A. Dual Purpose Paper – Domtar – Virgin – 20# – 92 Bright – White**

Description	Supplier Part #	Price Per Carton			
		Tier 1	Tier 2	Tier 3	Tier 4
8-1/2" x 11" 500shts/rm 10rms/ctn	1120hx	\$27.13	\$26.64	\$26.40	\$25.17
8-1/2" x 11" 3 hole 500shts/rm 10rms/ctn	11203x	\$29.84	\$29.58	\$29.25	\$26.65
8-1/2" x 14" 500shts/rm 10rms/ctn	1420hx	\$37.95	\$37.62	\$37.21	\$33.90
11" x 17" 500shts/rm 5rms/ctn	1117hx	\$29.64	\$29.12	\$28.08	\$26.65

**8.B. Dual Purpose Paper – Domtar – 30% Recycled – 20# – 92 Bright – White**

Description	Supplier Part #	UOM	Price Per Carton			
			Tier 1	Tier 2	Tier 3	Tier 4
8-1/2" x 11" 500shts/rm 10rms/ctn	1120rh	Carton	\$29.88	\$29.61	\$29.28	\$27.23
8-1/2" x 11" 3 hole 500shts/rm 10rms/ctn	11203h	Carton	\$32.13	\$31.86	\$30.94	\$28.70
8-1/2" x 14" 500shts/rm 10rms/ctn	1420rh	Carton	\$40.87	\$40.53	\$39.36	\$36.51
11" x 17" 500shts/rm 5rms/ctn	1720rh	Carton	\$31.92	\$31.36	\$30.24	\$28.70

**8.C. Dual Purpose Recycled Color 30% Recycled – 20# – Multiple Colors**

Description	Supplier Part #	UOM	Price Per Carton			
			Tier 1	Tier 2	Tier 3	Tier 4
8-1/2" x 11" 500shts/rm 10rms/ctn	See Note 1	Carton	\$35.52	\$34.97	\$34.65	\$32.37
8-1/2" x 11" 3 hole 500shts/rm 10rms/ctn	See Note 2	Carton	\$38.44	\$36.85	\$36.35	\$34.34
8-1/2" x 14" 500shts/rm 10rms/ctn	See Note 3	Carton	\$48.90	\$46.87	\$46.23	\$43.68
11" x 17" 500shts/rm 5rms/ctn	See Note 4	Carton	\$38.44	\$36.85	\$36.35	\$34.34

**8.D. Offset Paper – Domtar – Virgin – 92 Bright – White**

Description	Supplier Part #	UOM	Price Per Carton			
			Tier 1	Tier 2	Tier 3	Tier 4
8-1/2" x 11" 50# 500shts/rm 10rms/ctn	065960	Carton	\$27.13	\$26.64	\$26.40	\$25.17
8-1/2" x 11" 60# 500shts/rm 10rms/ctn	065950	Carton	\$40.39	\$39.68	\$38.26	\$37.20
8-1/2" x 11" 70# 500shts/rm 8rms/ctn	065992	Carton	\$37.65	\$36.99	\$35.67	\$34.68
11" x 17" 50# 500shts/rm 5rms/ctn	1117hx	Carton	\$29.64	\$29.12	\$28.08	\$26.65
11" x 17" 60# 500shts/rm 5rms/ctn	065990	Carton	\$43.08	\$42.33	\$40.82	\$39.68
11" x 17" 70# 500shts/rm 4rms/ctn	065993	Carton	\$40.22	\$39.51	\$38.10	\$37.04
23" x 35" 60# 10shts/unit 15units/ctn	012990	Carton	\$101.16	\$99.39	\$95.84	\$93.18

**8.D. Offset Paper – Domtar – 30% Recycled – 94 Bright – White**

Description	Supplier Part #	UOM	Price Per Carton			
			Tier 1	Tier 2	Tier 3	Tier 4
8-1/2" x 11" 60# 500shts/rm 10rms/ctn	065994	Carton	\$41.67	\$41.29	\$40.92	\$39.06
11" x 17" 50# 500shts/rm 5rms/ctn	1720rh	Carton	\$31.92	\$31.36	\$30.24	\$28.70

**Note 1: Colors Available: Blue, Buff, Canary, Cherry, Cream, Goldenrod, Gray, Green, Ivory, Orchid, Pink, Salmon, Tan**

**Note 2: Colors Available: Blue, Canary, Green, Pink**

**Note 3: Colors Available: Blue, Canary, Cream, Goldenrod, Green, Ivory, Orchid, Pink, Salmon**

**Note 4: Colors Available: Blue, Buff, Canary, Cherry, Cream, Goldenrod, Gray, Green, Ivory, Orchid, Pink, Salmon, Tan**

**9. Price Lists and Catalogs**

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

**10. Vendor**

The Vendor for this contract is Mac Papers Inc. All state entities should place orders through the e-Procurement system. State entities authorized to use this contract but that do not have access to the e-Procurement system should contact the Vendor location closest to them for ordering information.

## Mac Papers, Inc. Statewide Contract 645A contacts

Asheville, NC – Steve York 828-684-5818 or [steve.york@macpapers.com](mailto:steve.york@macpapers.com)

Charlotte, NC – Rob King 704-393-1776 or [robert.king@macpapers.com](mailto:robert.king@macpapers.com)

Greensboro, NC – Cecil Collins 336-605-9411 or [cecil.collins@macpapers.com](mailto:cecil.collins@macpapers.com)

Raleigh, NC – Brian Turner 919-484-0516 or [brian.turner@macpapers.com](mailto:brian.turner@macpapers.com)

(revised 6/23/2014)

### **Payment Method**

#### **REMITTANCE ADDRESS (checks only)**

Mac Papers, Inc. (Lockbox)  
P.O. Box 930513  
Atlanta, GA 31193-0513

#### **General Correspondence (Corporate Address)**

Mac Papers, Inc.  
P.O. Box 5369  
Jacksonville, FL 32247

### **Account Manager**

Steve Collins, VP Purchasing  
Troy Youse, Purchasing Assistant  
(designated Contract Manager)

904-348-3247  
904-348-3316 [troy.youse@macpapers.com](mailto:troy.youse@macpapers.com)

## **11. Warranty**

The Vendor 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 12 months.

## **12. Substitutions**

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

## **13. Contract Addenda**

<b>Addendum</b>	<b>Effective Date</b>	<b>Description</b>
1	March 28, 2014	Removed Abnormal Quantity Paragraph; adjusted paragraph numbering to account for deletion of Abnormal Quantity Paragraph.
2	July 23, 2014	Noted in Section 8 that tiered pricing discounts apply only to orders going to a single location.