


# Statewide Term Contract

## 4412A – Office Supplies

<b>Bid Number</b>	DPC-570396880-BJ
<b>Contract Name</b>	Office Supplies
<b>Effective Dates</b>	October 1, 2023, through September 30, 2027, with the option to renew for one (1) one-year term.
<b>Awarded Vendor and Contact</b>	 <b>Forms and Supply Inc.</b> <a href="#">Janet Blanford</a>   (800) 532-0335 Ext. 2358
<b>Contract Covers</b>	<p>Contract covers:</p> <ul style="list-style-type: none"> <li>• Office consumables</li> <li>• Office equipment</li> <li>• Toner</li> <li>• Envelopes</li> <li>• Remanufactured toner</li> </ul> <p>Note: There are no core charges for toners on this contract. Rebates are not allowed upon return. Complimentary recycling bins are available from Forms and Supply Inc. (item# TBG54077). Forms and Supply Inc. will collect your used cartridges during regular office supply deliveries.</p>
<b>Contract Does Not Cover</b>	<p>Contract does not cover:</p> <ul style="list-style-type: none"> <li>• Software</li> <li>• Computers</li> <li>• Multifunctional print devices</li> <li>• Scanners</li> <li>• Copiers</li> <li>• Breakroom supplies</li> <li>• Janitorial supplies</li> <li>• Furniture (desks, workstations, chairs, tables, bookcases, shelving, etc.)</li> </ul> <p>Office products not within the scope of this contract or other statewide term contracts may be purchased from other vendors in accordance with <a href="#">01 NCAC 05B.1105</a> and <a href="#">01 NCAC 05B.0301</a>.</p>
<b>Mandatory Contract</b>	<p>This is a mandatory statewide term contract for state agencies, departments, institutions, universities, and community colleges - unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.</p>
<b>Special Note</b>	<p>Forms and Supply, Inc. is partnering with the Non-Profit Work Centers for the Blind and Severely Disabled (NPWCBSD) to provide office supplies within the core list items.</p>
<b>Delivery Information</b>	<p>FOB Destination, two (2) business days after receipt of a purchase order. The minimum purchase to qualify for free shipping is \$50.00. Orders less than \$50.00 will be charged a \$5.00 shipping fee.</p>

<b>Return Policy</b>	Returns must be made within 30 days of purchase and in the original packaging; calendars and planners are excluded.
<b>Restocking Fee</b>	No, if it is returned within 30 days of purchase and in the original packaging and it is not a specialty item. If it is a specialty item, the manufacturer will need to approve the return, and a restocking fee may apply.
<b>Taxes</b>	Prices do not include North Carolina sales or use tax.
<b>Order Placement</b>	Orders can be placed through E-Procurement or by procurement card, phone, email, or online.  Any past due invoices over 90 days will be put on credit hold until payment or proof of payment is received by FSI.
<b>Substitutions</b>	If an item is backordered, Forms and Supply Inc. must notify the buyer and is authorized to offer a substitute item of equal or greater quality. The using agency may accept or decline the offer.
<b>Loaded into E-Procurement</b>	Yes. A core list of items (frequently purchased by the state) are highlighted in <a href="#">E-Procurement</a> to help identify and maximize savings.
<b>E-Procurement Help Desk</b>	(888) 211-7440
<b>How to Use E-Procurement Punch-Out Catalog</b>	<a href="#">Forms and Supply Inc. Free Webinar Training Classes</a>
<b>Contract Manager</b>	<a href="#">Pamela Case</a> (984) 236-0249
<b>Contract Attachments</b>	<a href="#">DPC-467952775-BJ Forms and Supply Inc.</a>
<b>Contract Addenda</b>	10/17/2023: Non-core list items based on discount off subcategories include: <ul style="list-style-type: none"> <li>• Office Equipment            39% (Air Purifier)</li> <li>• Office Consumables        68%</li> <li>• Paper Items                    75%</li> <li>• Toner                             40%</li> </ul>
	11/7/2024: Price changes and product deletions made via amendment.