


Statewide Term Contract

1412A - Office Paper

| Bid Number | DPC-876674390 BAJ | | | | | | | | | | | | |
|-------------------------------------|---|-------------|-----------------|---|-------|---|---------|---|----------|---|-----------|---|---------------|
| Contract Name | Office Paper | | | | | | | | | | | | |
| Effective Dates | May 1, 2024 - April 30, 2029 | | | | | | | | | | | | |
| Awarded Vendors and Contacts |  Forms & Supply Inc. Contract Manager: Janet Blanford (800) 532-0335 | | | | | | | | | | | | |
| Contract Covers | This contract covers the following types of paper: <ul style="list-style-type: none"> • CATEGORY A Dual Purpose Virgin White • CATEGORY B Dual Purpose Recycled White • CATEGORY C Dual Purpose Recycled Color • CATEGORY D Offset Virgin White | | | | | | | | | | | | |
| Contract Does Not Cover | This contract does not cover: <ul style="list-style-type: none"> • Envelopes (covered in STC 4412A - Office Supplies) • Specialty Paper (e.g., gloss, unusual size, bond, carbonless, etc.) | | | | | | | | | | | | |
| Mandatory Contract | 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. | | | | | | | | | | | | |
| Minimum Order | The minimum order amount, which will qualify for prepaid FOB transportation, is \$250.00 for a single order. For orders less than the minimum order amount, use STC 4412A with Forms & Supply Inc. | | | | | | | | | | | | |
| Contract Items and Pricing | <p>Pricing Information</p> <p>Pricing for this contract is in a tiered structure. Each tier is defined by the number of cartons in a single order that are being delivered to a single location. The five tiers are as follows:</p> <table border="1"> <thead> <tr> <th>Tier Number</th> <th>Cartons Ordered</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 - 9</td> </tr> <tr> <td>2</td> <td>10 - 39</td> </tr> <tr> <td>3</td> <td>40 - 199</td> </tr> <tr> <td>4</td> <td>200 - 600</td> </tr> <tr> <td>5</td> <td>More than 600</td> </tr> </tbody> </table> | Tier Number | Cartons Ordered | 1 | 1 - 9 | 2 | 10 - 39 | 3 | 40 - 199 | 4 | 200 - 600 | 5 | More than 600 |
| Tier Number | Cartons Ordered | | | | | | | | | | | | |
| 1 | 1 - 9 | | | | | | | | | | | | |
| 2 | 10 - 39 | | | | | | | | | | | | |
| 3 | 40 - 199 | | | | | | | | | | | | |
| 4 | 200 - 600 | | | | | | | | | | | | |
| 5 | More than 600 | | | | | | | | | | | | |
| Delivery Information | FOB Destination. For orders of 199 cartons or less, delivery will be made within 10 days. For orders of 200 cartons or more, delivery will be made within 20 days. The vendors shall charge an additional fee per carton delivered to a specific location inside a facility other than directly inside the door (example: Room 111 of the Department of Administration Building). These deliveries are considered "inside deliveries". | | | | | | | | | | | | |
| Return Policy | Replacement only - The vendor will replace defective items promptly at no charge. | | | | | | | | | | | | |
| Restocking Fee | No - Must be returned within 30 days in the original packaging. Specialty items require manufacturer approval prior to returning; a restocking fee may apply. | | | | | | | | | | | | |

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| Taxes | Prices do not include North Carolina sales or use tax. |
| Order Placement | Orders may be placed through eProcurement . If not an E-Procurement user, contact the vendor via phone or email to place your order. |
| Substitutions | Substitutions/additions are not allowed without written approval from the Contract Manager from the Division of Purchase & Contract. Substitutions must be of equal or greater quality and at the same or lower price as the original item. |
| Loaded into E-Procurement | Yes. Catalog will be uploaded to eProcurement . |
| E-Procurement Help Desk | (888) 211-7440 |
| Contract Manager | Pamela Case-Gustafson 984-236-0249 |
| Contract Addenda | 8/22/2024: Vendor HUB status updated |