



Purchase and Contract

New Statewide Term Contract

Office Paper – 1412A

Effective Dates: May 1, 2024 – April 30, 2029

The Division of Purchase & Contract has established a new statewide term contract to provide office paper.

This is a mandatory contract for state agencies, departments, institutions, universities, and community colleges, unless exempted by North Carolina general statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute.

New Contract Highlights

This contract covers dual purpose virgin white, dual purpose recycled white, dual purpose recycled color, and offset virgin white paper.

The minimum order amount, which will qualify for prepaid FOB transportation, is \$250.00 for a single order. Buyers are also required to use this contract for orders less than the minimum order amount. However, in such cases the order may be shipped prepaid and actual transportation charges may be added to the invoice as a separate line item. Non-

Contract Details

Number: 1412A

Name: Office Paper

Contract Manager:
[Pamela Case-Gustafson](#)
984-236-0249

Vendor: Forms & Supply Inc.

Expires: April 30, 2029

Type: Mandatory

Delivery: FOB destination
with minimum order

Ordering: See contract
synopsis for details

mandatory entities, including schools and local government, are not required to use this contract for orders less than the minimum order amount. They can use STC 4412A with FSI.

The contract also includes tier pricing, which adds further discount opportunities for large volume orders.

For orders of 199 cartons or less, delivery will be made within 10 days. For orders 200 cartons or more, delivery will be made within 20 days. The vendor shall charge an additional \$1.50 per carton delivered to a specific location inside a facility other than directly inside the door (example: Floor 8 of the Insurance Commissioner's Building). These deliveries will be considered "inside deliveries."

The vendor has a dedicated account representative to ensure agencies receive the utmost level of customer service and efficient placement of orders.

The Division of Purchase & Contract is focused on establishing statewide term contracts that provide customers with goods and services at the best value.

All contract details are available on [Purchase and Contract website](#).

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