



State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES

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Charles M. Arlinghaus
Commissioner

Catherine A. Keane
Deputy Commissioner

Sheri L. Rockburn
Assistant Commissioner

July 24, 2024

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Administrative Services to enter into a contract with W.B. Mason Co. Inc. (VC#174526), Brockton, MA in an amount up to and not to exceed \$18,192,170.70 for printing paper and envelopes, with the option to extend for up to four additional years effective upon Governor and Executive Council approval for the period of September 1, 2024, through August 31, 2029.

Funding shall be provided through individual agency expenditures, none of which shall be permitted unless there are sufficient appropriated funds to cover the expenditure.

EXPLANATION

The Department of Administrative Services, through the Bureau of Purchase and Property, issued a request for bid (RFB) 2893-24 on April 1, 2024, with responses due on April 30, 2024. This RFB reached 136 vendors through the NIGP electronic sourcing platform with an additional 3 vendors sourced. There were 2 responses received; W.B. Mason Co. Inc. and Central National Gottesman Inc. provided compliant responses. Upon a follow-up audit with vendors, the reasons for no-bid were due to the inability to fulfill the estimated quantities and product availability.

Upon approval, this multi contract award will provide statewide printing paper and envelope needs to agencies for daily duties and office management. These items are an integral part of agencies' ability to maintain State business daily along with public awareness needs. Agencies will be required to gather quotes from both vendors, W.B. Mason Co. Inc. and Central National Gottesman Inc., to ensure the lowest cost of items.

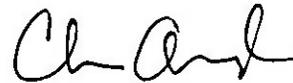
The estimated annual spend of \$3,307,667.40 is based on usage history. The estimated term spend is \$16,538,337.00 for a five-year term. To ensure proper funds have been established, an additional 10% or \$1,653,833.70 was added for allowance to balance of product

line for any unforeseen costs. Based on W.B. Mason Co. Inc.'s submitted pricing compared to the expiring contract (8003129), an additional 101 items have become available compared to the previous contract due to Covid-19 pandemic supply issues. Previously unavailable items are now plentiful and available. While W.B. Mason Co. Inc.'s pricing is higher than Central National Gottesman Inc., agencies will be required to requests quotes from both vendors to ensure lowest costs.

Contract financials	
Estimated annual contract spend	\$3,307,667.40
Estimated contract term spend (5 years)	\$16,538,337.00
Estimated allowance for balance of product line	\$1,653,833.70
Recommended price limitation	\$18,192,170.70

Based on the foregoing, I am respectfully recommending approval of the contract with W.B. Mason Co. Inc.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



RFB Bid Summary

Bid Description	Printing Paper and Envelopes	Agency	Statewide
RFB#	2893-24	Requisition#	NA
Agent Name	Claudia Roy	Bid Closing	4/30/2024 @ 9:00am

Indicates Award:

Qty	UOM	Recycled/Vir gla (R/V)	Product Description	Central National Gottesman Inc. Dba Llademeyr Muzaree				WB Mason Co Inc				Expiring Contract (8003129)			
				SHEETS/CASE	Price per case	Multiplier	Extended Cost	SHEETS/CASE	Price per case	Multiplier	Extended Cost	Unit Cost	Multiplier	Extended Cost	Difference
35,000,000	CASE	R	8.5 x 11, 30% pc waste	5000	\$56.30	7000	\$395,500.00	5000	\$42.44	7000	\$297,080.00	\$55.75	7000	\$390,250.00	-\$93,170.00
225,000	CASE	R	8.5 x 14, 30% pc waste	5000	\$61.50	45	\$2,767.50	5000	\$56.52	45	\$2,543.40	\$0.00	45	\$0.00	
1,000,000	CASE	R	8.5 x 11, 3-hole punch, 30% pc waste	5000	\$61.50	200	\$12,300.00	5000	\$47.64	200	\$9,528.00	\$55.75	200	\$11,150.00	-\$1,622.00
725,000	CASE	R	11 x 17, 30% pc waste	2500	\$61.50	290	\$17,835.00	2500	\$47.64	290	\$11,815.60	\$77.75	290	\$22,547.50	-\$8,731.90
250,000	CASE	R	8.5 x 11, 30% pc waste	5000	\$62.50	50	\$3,125.00	5000	\$54.00	50	\$2,700.00	\$55.75	50	\$2,787.50	-\$87.50
75,000	CASE	R	11 x 17, 30% pc waste	2500	\$64.50	30	\$1,935.00	2500	\$65.00	30	\$1,950.00	\$77.75	30	\$2,332.50	-\$382.50
200,000	CASE	R	8.5 x 11, 30% pc waste	2500	\$60.50	80	\$4,840.00	2500	\$51.08	80	\$4,086.40	\$55.75	80	\$4,460.00	-\$373.60
1,000,000	CASE	R	8.5 x 11, 60#, white, 30% pc waste	4000	\$59.90	250	\$14,975.00	4000	\$100.40	250	\$23,100.00	\$59.80	250	\$14,950.00	\$10,150.00
75,000	CASE	R	8.5 x 11, 60#, color, 30% pc waste	5000	\$33.75	15	\$1,256.25	5000	\$148.00	15	\$2,220.00	\$79.50	15	\$1,192.50	\$1,027.50
40,000	CASE	R	8.5 x 11, 70#, white, 30% pc waste	4000	\$71.85	10	\$718.50	4000	\$113.90	10	\$1,139.00	\$70.00	10	\$700.00	\$439.00
230,000	CASE	R	8.5 x 14, 60#, white, 30% pc waste	5000	\$116.90	46	\$5,377.40	5000	\$119.00	58	\$6,842.50	\$0.00	46	\$0.00	\$6,842.50
1,300,000	CASE	R	11 x 17, 60#, white, 30% pc waste	2000	\$64.00	650	\$41,600.00	2000	\$104.00	650	\$67,600.00	\$62.50	650	\$40,625.00	\$26,975.00
300,000	CASE	R	11 x 17, 60#, color, 30% pc waste	2500	\$89.00	120	\$10,680.00	2500	\$127.00	120	\$15,240.00	\$84.75	120	\$10,170.00	\$5,070.00
20,000	CASE	R	11 x 17, 70#, white, 30% pc waste	2000	\$74.50	10	\$745.00	2000	\$118.40	10	\$1,184.00	\$73.20	10	\$732.00	\$452.00
100,000	CASE	R	25 x 38, 70#, white, 30% pc waste	1000	\$206.25	100	\$20,625.00	1000	\$356.00	100	\$35,600.00	\$189.00	100	\$18,900.00	\$16,700.00
60,000	*SKII*	R		14000	\$2,837.00	4	\$12,372.86	14000	\$0.00	0	\$0.00	\$2,568.00	4	\$11,005.71	-\$11,005.71
40,000	CASE	R	25 x 38, 80# white, case pack, 30% pc waste	750	\$176.85	53	\$9,432.00	750	\$340.00	40	\$13,600.00	\$161.80	53	\$8,629.33	\$4,970.67
75,000	CASE	R	8.5 x 11, 110# white, 30% pc waste	2000	\$212.05	7	\$1,413.67	2000	\$72.19	38	\$2,707.13	\$0.00	38	\$0.00	
40,000	CASE	R	8.5 x 11, 110# colors, 10% pc waste	2000	\$77.60	38	\$2,910.00	2000	\$75.13	20	\$1,502.60	\$0.00	20	\$0.00	
400,000	*SKII*	R	24 x 36, 90# white, 10% pc waste	5000	\$93.10	30	\$1,862.00	5000	\$4,901.52	33	\$163,384.00	\$0.00	80	\$0.00	
60,000	CASE	R	23 x 35, 65#, white, 30% pc waste	750	\$1,380.00	80	\$110,400.00	750	\$360.00	80	\$28,800.00	\$205.00	80	\$16,400.00	\$12,400.00
30,000	CASE	R	8.5 x 11, 65#, colors, 10% pc waste	2000	\$213.50	80	\$17,080.00	2000	\$140.00	15	\$2,100.00	\$82.00	15	\$1,230.00	\$870.00
30,000	CASE	R	8.5 x 11, 65#, fluorescent colors, 10% pc	2000	\$78.00	15	\$1,170.00	2000	\$150.00	15	\$2,250.00	\$118.80	15	\$1,782.00	\$468.00
			11 x 17, 65#, colors, 10% pc waste				\$0.00	1000	\$150.00	25	\$3,750.00				
15,000	CASE	R	11 x 17, 65#, fluorescent colors, 10% pc	1000	\$125.00	15	\$1,875.00	1000	\$150.00	15	\$2,250.00	\$118.75	15	\$1,781.25	\$468.75
60,000	CASE	R	8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	1500	\$100.00	40	\$4,000.00	1500	\$125.00	40	\$5,000.00	\$0.00	40	\$0.00	
55,000	CASE	R	8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	4000	\$120.00	14	\$1,650.00	4000	\$130.00	28	\$3,575.00	\$100.30	14	\$1,379.13	\$2,195.88
40,000	CASE	R	11 x 17, 80# Cover, photo white color copy, optimized for toner printing	2000	\$128.00	20	\$2,560.00	2000	\$140.00	40	\$5,600.00	\$100.30	20	\$2,006.00	\$3,594.00
225,000	CASE	R	8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	4000	\$112.00	36	\$6,300.00	4000	\$128.00	36	\$7,200.00	\$103.80	36	\$5,838.75	\$1,361.25
60,000	CASE	R	11 x 17, 28# Text, photo white color copy, optimized for toner printing	2000	\$105.00	30	\$3,150.00	2000	\$133.00	30	\$3,990.00	\$103.80	30	\$3,114.00	\$876.00
500,000	CASE	R	8.5 x 11, 20#, Bright White, Light Cockle Finish, room wrap, 30% pc waste	5000	\$203.00	100	\$20,300.00	5000	\$253.00	100	\$25,300.00	\$203.00	100	\$20,300.00	\$5,200.00



Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFB Bid Summary

500,000	CASE	R	8.5 x 11, 24#, Bright White, Light Cockle Finish, rosin wrap, 30% pc waste	5000	\$243.00	100	\$24,300.00	5000	\$310.00	100	\$31,000.00	\$243.00	100	\$24,300.00	\$6,700.00
70,000	CASE	R	6-3/4 White	5000	\$156.50	14	\$2,191.00	5000	\$141.80	14	\$1,985.20	\$0.00	14	\$0.00	
1,200,000	CASE	R	9 White	2500	\$59.00	480	\$28,320.00	2500	\$87.30	480	\$41,904.00	\$84.00	480	\$40,320.00	\$1,584.00
1,000,000	CASE	R	10 White	2500	\$56.50	400	\$22,600.00	2500	\$77.05	400	\$30,820.00	\$0.00	400	\$0.00	
80,000	CASE	R	11 White	2500	\$149.00	32	\$4,768.00	2500	\$231.00	32	\$7,392.00	\$185.00	32	\$5,920.00	\$1,472.00
4,000,000	CASE	R	10 Window	2500	\$62.00	1600	\$99,200.00	2500	\$112.75	1600	\$180,400.00	\$99.00	1600	\$158,400.00	\$22,000.00
4,000,000	CASE	R	#10 White Window	2500	\$66.50	1600	\$106,400.00	2500	\$160.00	1600	\$256,000.00	\$120.00	1600	\$192,000.00	\$64,000.00
10,000	CASE	R	#9 White Window	2500	\$133.00	4	\$332.00	2500	\$200.00	4	\$800.00	\$132.00	4	\$528.00	\$272.00
10,000	CASE	R	9 x 12 Catalog, White 28#	500	\$46.00	20	\$920.00	500	\$100.00	20	\$2,000.00	\$57.75	20	\$1,155.00	\$845.00
2,500	CASE	R	10 x 13 Catalog, White 28#	500	\$53.50	3	\$267.50	500	\$130.00	3	\$650.00	\$70.00	3	\$330.00	\$300.00
12,000	CASE	R	9 x 12 Booklet, White 28#	500	\$40.50	24	\$972.00	500	\$100.00	24	\$2,400.00	\$51.00	24	\$1,224.00	\$1,176.00
8,000	CASE	R	10 x 13 Booklet, White 28#	500	\$47.50	16	\$760.00	500	\$130.00	16	\$2,080.00	\$68.00	16	\$1,088.00	\$992.00
			CLASPGUMMED FLAP ENVELOPES 6 x 9				\$0.00	500	\$45.10	3	\$135.30				
			CLASPGUMMED FLAP ENVELOPES 6.5 x 9.5				\$0.00	500	\$52.45	6	\$314.70				
			CLASPGUMMED FLAP ENVELOPES 7.5 x 10.5				\$0.00	500	\$61.80	3	\$185.40				
			CLASPGUMMED FLAP ENVELOPES 9 x 12				\$0.00	500	\$63.40	40	\$2,536.00				
			CLASPGUMMED FLAP ENVELOPES 9.5 x 12.5				\$0.00	500	\$80.55	3	\$241.65				
			CLASPGUMMED FLAP ENVELOPES 10 x 13				\$0.00	500	\$72.75	20	\$1,455.00				
			CLASPGUMMED FLAP ENVELOPES 12 x 15.5				\$0.00	500	\$104.10	3	\$312.30				
125,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, canary/white	2500	\$133.75	30	\$6,687.50	2500	\$238.91	30	\$11,945.50	\$119.50	30	\$5,975.00	\$5,970.50
100,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, pink/white	2500	\$133.75	40	\$5,350.00	2500	\$238.91	40	\$9,556.40	\$119.50	40	\$4,780.00	\$4,776.40
100,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, forward	1670	\$145.25	60	\$8,697.60	1670	\$269.18	60	\$16,118.56	\$129.75	60	\$7,769.46	\$8,349.10
210,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, reverse	1670	\$145.25	126	\$18,264.97	1670	\$269.18	126	\$33,848.98	\$129.75	126	\$16,315.87	\$17,533.11
10,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, forward	1250	\$154.95	8	\$1,239.60	1250	\$287.33	8	\$2,298.64	\$138.35	8	\$1,106.80	\$1,191.84
30,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, reverse	1250	\$154.95	24	\$3,718.80	1250	\$287.33	24	\$6,895.92	\$138.35	24	\$3,320.40	\$3,575.52
25,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 5 pt, reverse	1000	\$159.30	25	\$3,982.50	1000	\$312.96	25	\$7,824.00	\$142.25	25	\$3,556.25	\$4,267.75
4,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 14 2 pt, reverse	2500	\$163.90	2	\$262.24	2500	\$303.83	4	\$1,215.32	\$146.35	2	\$234.16	\$981.16
100,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 2 pt, canary/white	1250	\$165.20	80	\$13,216.00	1250	\$236.66	80	\$18,932.80	\$147.50	80	\$11,800.00	\$7,132.80
10,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, forward	835	\$144.20	12	\$1,726.95	835	\$267.35	12	\$3,201.80	\$128.75	12	\$1,541.92	\$1,659.88
200,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, reverse	835	\$144.20	240	\$34,538.92	835	\$267.35	240	\$64,035.93	\$0.00	240	\$0.00	
20,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, forward	625	\$154.00	32	\$4,928.00	625	\$284.93	32	\$9,117.76	\$0.00	32	\$0.00	
3,000	CASE	R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, reverse	625	\$154.00	8	\$1,232.00	625	\$284.93	8	\$2,279.44	\$0.00	8	\$0.00	
15,000	CASE	R	25 x 38, 80# No 3 grade white gloss text, min. 88% bright, 10% pc waste	250	\$148.00	60	\$8,880.00	250	\$391.32	13	\$5,869.80	\$192.00	60	\$11,520.00	-\$5,650.20



Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFB Bid Summary

15,000	CASE	R	25 x 38, 100# No. 3 grade white glass text, min. 88% bright, 10% pc waste	250	\$185.00	60	\$11,100.00	250	\$391.32	19	\$7,337.25	\$240.00	60	\$14,400.00	-\$7,062.75
15,000			19 x 25, 10pt C15 - Cover, 10% pc waste	900	\$0.00	0	\$0.00	900	\$315.06	17	\$3,356.02				
15,000			19 x 25, 10pt C25 - Cover, 10% pc waste	1000	\$0.00	0	\$0.00	1000	\$452.36	13	\$6,785.40				
50,000	CASE	R	12 x 18, 100# Cover - Digital Gloss 10% pc waste	500	\$126.00	100	\$12,600.00	500	\$81.21	100	\$8,121.00	\$109.65	100	\$10,965.00	-\$2,844.00
50,000	CASE	R	13 x 19, 100# Cover - Digital Gloss 10% pc waste	500	\$144.00	100	\$14,400.00	500	\$118.68	100	\$11,868.00	\$125.50	100	\$12,550.00	-\$682.00
50,000	CASE	R	12 x 18, 80# Cover - Digital Gloss 10% pc waste	500	\$100.00	100	\$10,000.00	500	\$123.71	67	\$8,247.33	\$87.20	100	\$8,720.00	-\$472.67
50,000	CASE	R	13 x 19, 80# Cover - Digital Gloss 10% pc waste	500	\$118.00	100	\$11,800.00	500	\$143.84	67	\$9,589.33	\$100.40	100	\$10,040.00	-\$450.67
40,000	CASE	R	12 x 18, 100# Text - Digital Gloss 10% pc waste	1000	\$67.00	40	\$2,680.00	1000	\$91.36	40	\$3,662.40	\$58.15	40	\$2,326.00	\$1,336.40
40,000	CASE	R	13 x 19, 100# Text - Digital Gloss 10% pc waste	1000	\$77.00	40	\$3,080.00	1000	\$129.90	40	\$5,196.00	\$67.15	40	\$2,686.00	\$2,510.00
100,000	CASE	R	12 x 18, 80# Text - Digital Gloss 10% pc waste	1000	\$54.00	100	\$5,400.00	1000	\$1,083.10	67	\$72,340.00	\$0.00	100	\$0.00	
100,000	CASE	R	13 x 19, 80# Text - Digital Gloss 10% pc waste	1000	\$63.00	100	\$6,300.00	1000	\$125.97	67	\$8,398.00	\$0.00	100	\$0.00	
70,000	SHEETS	R		1003	\$839.85	70	\$58,497.01	1003	\$0.00	0	\$0.00	\$763.50	70	\$53,179.10	-\$33,179.10
20	BNDL	R	Chipboard 030, 8.5 x 11	803	\$45.00	20	\$900.00	803	\$63.18	20	\$1,263.60	\$38.50	20	\$770.00	\$493.60
30	BNDL	R	Chipboard 030, 11 x 17	348	\$45.00	30	\$1,350.00	348	\$63.18	30	\$1,895.40	\$40.15	30	\$1,204.50	\$690.90
40	BNDL	R	Chipboard 030, 22.5 x 34.5	90	\$45.00	40	\$1,800.00	90	\$54.47	40	\$2,178.80	\$0.00	40	\$0.00	
35,000,000	CASE	V	8.5 x 11, 30% pc waste	5000	\$40.50	7000	\$283,500.00	5000	\$39.44	7000	\$276,080.00	\$0.00	7000	\$0.00	
225,000	CASE	V	8.5 x 14, 30% pc waste	5000	\$43.50	45	\$2,047.50	5000	\$48.86	45	\$2,198.70	\$0.00	45	\$0.00	
1,000,000	CASE	V	8.5 x 11, 3-hole punch, 30% pc waste	5000	\$45.50	200	\$9,100.00	5000	\$41.64	200	\$8,328.00	\$0.00	200	\$0.00	
725,000	CASE	V	11 x 17, 30% pc waste	2500	\$45.50	290	\$13,195.00	2500	\$41.64	290	\$12,075.60	\$0.00	290	\$0.00	
250,000	CASE	V	8.5 x 11, 30% pc waste	5000	\$62.50	50	\$3,125.00	5000	\$54.00	50	\$2,700.00	\$0.00	50	\$0.00	
75,000	CASE	V	11 x 17, 30% pc waste	2500	\$64.50	30	\$1,935.00	2500	\$65.00	30	\$1,950.00	\$0.00	30	\$0.00	
200,000	CASE	V	8.5 x 11, 30% pc waste	2500	\$60.50	80	\$4,840.00	2500	\$51.08	80	\$4,086.40	\$0.00	80	\$0.00	
1,000,000	CASE	V	8.5 x 11, 60#, white, 30% pc waste	4000	\$36.20	200	\$17,240.00	4000	\$100.40	250	\$25,100.00	\$0.00	250	\$0.00	
75,000	CASE	V	8.5 x 11, 60#, color, 30% pc waste	5000	\$83.75	15	\$1,256.25	5000	\$148.00	15	\$2,220.00	\$0.00	15	\$0.00	
40,000	CASE	V	8.5 x 11, 70#, white, 30% pc waste	4000	\$80.40	10	\$304.00	4000	\$113.90	10	\$1,139.00	\$0.00	10	\$0.00	
230,000	CASE	V	8.5 x 14, 60#, white, 30% pc waste	5000	\$116.90	46	\$5,377.40	5000	\$119.00	58	\$6,842.50	\$81.00	46	\$3,726.00	\$3,116.50
1,300,000	CASE	V	11 x 17, 60#, white, 30% pc waste	2000	\$91.95	520	\$47,814.00	2000	\$104.00	650	\$67,600.00	\$0.00	650	\$0.00	
300,000	CASE	V	11 x 17, 60#, color, 30% pc waste	2500	\$64.00	650	\$41,600.00	2500	\$127.00	120	\$15,240.00	\$0.00	120	\$0.00	
20,000	CASE	V	11 x 17, 70#, white, 30% pc waste	2000	\$85.75	10	\$857.50	2000	\$118.40	10	\$1,184.00	\$0.00	10	\$0.00	
100,000	CASE	V	25 x 38, 70#, white, 30% pc waste	1000	\$206.25	100	\$20,625.00	1000	\$356.00	100	\$35,600.00	\$0.00	100	\$0.00	
60,000	*SKID*	V		14000	\$2,580.05	8	\$20,640.40	14000	\$0.00	0	\$0.00	\$0.00			
40,000	CASE	V	25 x 38, 80# white, case pack, 30% pc waste	750	\$228.65	40	\$9,146.00	750	\$340.00	40	\$13,600.00	\$0.00	53	\$0.00	
5,000	CASE	V		750	\$228.65	6	\$1,429.06	750	\$0.00	0	\$0.00	\$0.00			
75,000	CASE	V	8.5 x 11, 110# white, 30% pc waste	2000	\$77.60	38	\$2,910.00	2000	\$72.19	38	\$2,707.13	\$73.20	38	\$2,745.00	-\$37.88
40,000	CASE	V	8.5 x 11, 110# color, 10% pc waste	2000	\$93.10	20	\$1,862.00	2000	\$75.13	20	\$1,502.60	\$0.00	20	\$0.00	
400,000	*SKID*	V	24 x 36, 90# white, 10% pc waste	5000	\$1,380.00	80	\$110,400.00	5000	\$4,901.52	33	\$163,384.00	\$1,282.00	80	\$102,560.00	\$60,824.00
60,000	CASE	V	23 x 35, 65#, white, 30% pc waste	750	\$720.25	80	\$17,620.00	750	\$360.00	80	\$28,800.00	\$0.00	80	\$0.00	



Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFH Bid Summary

30,000	CASE	V	8.5 x 11, 65#, colors, 10% pc waste	2000	\$78.00	15	\$1,170.00	2000	\$140.00	15	\$2,100.00	\$0.00	15	\$0.00
30,000	CASE	V	8.5 x 11, 65#, fluorescent colors, 10% pc	2000	\$125.00	15	\$1,875.00	2000	\$150.00	15	\$2,250.00	\$0.00	15	\$0.00
			11 x 17, 65#, colors, 10% pc waste				\$0.00		\$150.00	25	\$3,750.00			
15,000	CASE	V	11 x 17, 65#, fluorescent colors, 10% pc	1000	\$129.50	15	\$1,942.50	1000	\$150.00	15	\$2,250.00	\$0.00	15	\$0.00
60,000	CASE	V	8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	1500	\$100.00	40	\$4,000.00	1500	\$125.00	40	\$5,000.00	\$0.00	40	\$0.00
55,000	CASE	V	8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	4000	\$120.00	14	\$1,650.00	4000	\$130.00	23	\$3,575.00	\$0.00	14	\$0.00
40,000	CASE	V	11 x 17, 80# Cover, photo white color copy, optimized for toner printing	2000	\$128.00	20	\$2,560.00	2000	\$140.00	40	\$5,600.00	\$0.00	20	\$0.00
725,000	CASE	V	8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	4000	\$112.00	56	\$6,300.00	4000	\$128.00	56	\$7,200.00	\$0.00	56	\$0.00
60,000	CASE	V	11 x 17, 28# Text, photo white color copy, optimized for toner printing	2000	\$105.00	30	\$3,150.00	2000	\$133.00	30	\$3,990.00	\$0.00	30	\$0.00
500,000	CASE	V	8.5 x 11, 70# Bright White, Light Cockle Finish, room wrap, 30% pc waste	5000	\$201.00	100	\$20,300.00	5000	\$255.00	100	\$25,500.00	\$0.00	100	\$0.00
500,000	CASE	V	8.5 x 11, 24# Bright White, Light Cockle Finish, room wrap, 30% pc waste	5000	\$243.00	100	\$24,300.00	5000	\$310.00	100	\$31,000.00	\$0.00	100	\$0.00
70,000	CASE	V	6-3/4 White	5000	\$155.00	14	\$2,170.00	5000	\$141.80	14	\$1,985.20	\$0.00	14	\$0.00
1,200,000	CASE	V	9 White	2500	\$57.50	480	\$27,600.00	2500	\$87.30	480	\$41,904.00	\$0.00	480	\$0.00
1,000,000	CASE	V	10 White	2500	\$55.00	400	\$22,000.00	2500	\$77.05	400	\$30,820.00	\$0.00	400	\$0.00
80,000	CASE	V	11 White	2500	\$149.00	32	\$4,768.00	2500	\$231.00	32	\$7,392.00	\$0.00	32	\$0.00
4,000,000	CASE	V	10 Window	2500	\$61.50	1600	\$98,400.00	2500	\$112.75	1600	\$180,400.00	\$0.00	1600	\$0.00
4,000,000	CASE	V	#10 White Window	2500	\$66.50	1600	\$106,400.00	2500	\$160.00	1600	\$256,000.00	\$0.00	1600	\$0.00
10,000	CASE	V	#9 White Window	2500	\$133.00	4	\$532.00	2500	\$200.00	4	\$800.00	\$0.00	4	\$0.00
10,000	CASE	V	9 x 12 Catalog, White 28#	500	\$46.00	20	\$920.00	500	\$100.00	20	\$2,000.00	\$0.00	20	\$0.00
2,500	CASE	V	10 x 13 Catalog, White 28#	500	\$53.50	5	\$267.50	500	\$130.00	5	\$650.00	\$0.00	5	\$0.00
12,000	CASE	V	9 x 12 Booklet, White 28#	500	\$40.50	24	\$972.00	500	\$100.00	24	\$2,400.00	\$0.00	24	\$0.00
8,000	CASE	V	10 x 13 Booklet, White 28#	500	\$47.50	16	\$760.00	500	\$130.00	16	\$2,080.00	\$0.00	16	\$0.00
			CLASPGUMMED FLAP ENVELOPES 6 x 9	0	\$0.00	0	\$0.00	0	\$45.10	3	\$135.30			
			CLASPGUMMED FLAP ENVELOPES 6.5 x 9.5	0	\$0.00	0	\$0.00	0	\$52.45	6	\$314.70			
			CLASPGUMMED FLAP ENVELOPES 7.5 x 10.5	0	\$0.00	0	\$0.00	0	\$61.80	3	\$185.40			
			CLASPGUMMED FLAP ENVELOPES 9 x 12	0	\$0.00	0	\$0.00	0	\$63.40	40	\$2,536.00			
			CLASPGUMMED FLAP ENVELOPES 9.5 x 12.5	0	\$0.00	0	\$0.00	0	\$30.55	3	\$241.65			
			CLASPGUMMED FLAP ENVELOPES 10 x 13	0	\$0.00	0	\$0.00	0	\$72.75	20	\$1,455.00			
			CLASPGUMMED FLAP ENVELOPES 12 x 15.5	0	\$0.00	0	\$0.00	0	\$104.10	3	\$312.30			
125,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, canary/white	2500	\$133.75	30	\$6,687.50	2500	\$238.91	30	\$11,945.50	\$0.00	30	\$0.00
100,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, pink/white	2500	\$133.75	40	\$5,350.00	2500	\$238.91	40	\$9,556.40	\$0.00	40	\$0.00
100,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, forward	1670	\$145.25	60	\$3,697.60	1670	\$269.18	60	\$16,118.56	\$0.00	60	\$0.00
210,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, reverse	1670	\$145.25	126	\$18,264.97	1670	\$269.18	126	\$33,848.98	\$0.00	126	\$0.00
10,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, forward	1250	\$154.95	8	\$1,239.60	1250	\$287.33	8	\$2,298.64	\$0.00	8	\$0.00



Division of Procurement Support Services
Bureau of Purchase Property

Gary S. Lunetta
Director
(603) 271-2201

RFB Bid Summary

30,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, reverse	1250	\$154.95	24	\$3,718.80	1250	\$257.33	24	\$6,895.92	\$0.00	24	\$0.00
25,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 5 pt, reverse	1000	\$159.30	25	\$3,982.50	1000	\$312.96	25	\$7,824.00	\$0.00	25	\$0.00
4,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 14 2 pt, reverse	2500	\$163.90	2	\$262.74	2500	\$303.83	4	\$1,215.32	\$0.00	2	\$0.00
100,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 2 pt, cream/white	1250	\$165.20	80	\$13,216.00	1250	\$236.66	80	\$18,932.80	\$0.00	80	\$0.00
18,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, forward	835	\$144.20	12	\$1,726.95	835	\$267.35	12	\$3,201.80	\$0.00	12	\$0.00
200,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, reverse	835	\$144.20	240	\$34,538.92	835	\$267.35	240	\$64,035.93	\$0.00	240	\$0.00
20,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, forward	625	\$154.00	32	\$4,928.00	625	\$284.93	32	\$9,117.76	\$0.00	32	\$0.00
5,000	CASE	V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, reverse	625	\$154.00	8	\$1,232.00	625	\$284.93	8	\$2,279.44	\$0.00	8	\$0.00
15,000	CASE	V	25 x 38, 80# No. 3 grade white gloss text, min. 85% bright, 10% pc waste	250	\$148.00	60	\$8,880.00	250	\$391.32	15	\$3,869.80	\$0.00	60	\$0.00
15,000	CASE	V	25 x 38, 100# No. 3 grade white gloss text, min. 85% bright, 10% pc waste	250	\$185.00	60	\$11,100.00	250	\$391.32	19	\$7,337.25	\$0.00	60	\$0.00
			19 x 25, 10pt C15 - Cover, 10% pc waste	0	\$0.00	0	\$0.00	0	\$315.06	17	\$5,251.00			
			19 x 25, 10pt C25 - Cover, 10% pc waste	0	\$0.00	0	\$0.00	0	\$452.36	13	\$6,785.40			
50,000	CASE	V	12 x 18, 100# Cover - Digital Gloss 10% pc waste	500	\$126.00	100	\$12,600.00	500	\$81.21	100	\$8,121.00	\$0.00	100	\$0.00
50,000	CASE	V	13 x 19, 100# Cover - Digital Gloss 10% pc waste	500	\$144.00	100	\$14,400.00	500	\$118.68	100	\$11,868.00	\$0.00	100	\$0.00
50,000	CASE	V	12 x 18, 80# Cover - Digital Gloss 10% pc waste	500	\$100.00	100	\$10,000.00	500	\$123.71	67	\$8,347.33	\$0.00	100	\$0.00
50,000	CASE	V	13 x 19, 80# Cover - Digital Gloss 10% pc waste	500	\$118.00	100	\$11,800.00	500	\$143.84	67	\$9,539.33	\$0.00	100	\$0.00
40,000	CASE	V	12 x 18, 100# Text - Digital Gloss 10% pc waste	1000	\$67.00	40	\$2,680.00	1000	\$91.56	40	\$3,662.40	\$0.00	40	\$0.00
40,000	CASE	V	13 x 19, 100# Text - Digital Gloss 10% pc waste	1000	\$77.00	40	\$3,080.00	1000	\$129.90	40	\$5,196.00	\$0.00	40	\$0.00
100,000	CASE	V	12 x 18, 80# Text - Digital Gloss 10% pc waste	1000	\$54.00	100	\$5,400.00	1000	\$1,088.10	67	\$72,540.00	\$0.00	100	\$0.00
100,000	CASE	V	13 x 19, 80# Text - Digital Gloss 10% pc waste	1000	\$63.00	100	\$6,300.00	1000	\$125.97	67	\$8,398.00	\$0.00	100	\$0.00
70,000	SHEETS	V		1005	\$339.85	70	\$38,979.01	1005	\$0.00	0	\$0.00	\$0.00	70	\$0.00
20	BNDL	V	Chipboard 030, 8.5 x 11	803	\$45.00	20	\$900.00	803	\$63.18	20	\$1,263.60	\$0.00	20	\$0.00
30	BNDL	V	Chipboard 030, 11 x 17	348	\$45.00	30	\$1,350.00	348	\$63.18	30	\$1,895.40	\$0.00	30	\$0.00
40	BNDL	V	Chipboard 030, 22.5 x 34.5	90	\$45.00	40	\$1,800.00	90	\$54.47	40	\$2,178.80	\$0.00	40	\$0.00
				Sub Total	\$2,476,610.98						\$3,307,667.40			\$1,313,339.63

Estimated annual spend	\$3,307,667.40	Expiring contract annual	\$1,313,339.63
Estimated term spend	\$16,538,337.00	Expiring contract term	\$6,566,698.16
Add allowance for balance of	\$1,653,833.70	Cost increase	\$690,292.65
Recommended price limitation	\$18,192,170.70	Delta: new vs. expiring	10.51%



RFB Bid Summary

Recommendation Summary		
Statewide Contract or Amendment	Statewide Contract	
Term of Contract	5.00	
Price Limitation	\$18,192,170.70	
Number of Solicitations Received	2	
Number of Sourced bidders	3	
Number of NIGP Vendors Sourced	136	
Number of non-responsive bidders	137	
P-37 Checklist Complete	Yes	
Method of Payment (P-card/ACH)	Both	
FOH Delivered	Yes	
Expiring Contract Price Limitation	\$962,643.03	
Total Cost Increase (\$/%)	\$690,292.65	Increase

Special Notes:
Indicates Virgin product items.
Estimated term spend increase due to increased contract time period and additional 101 items not available from the expiring contract due to the Covid 19 pandemic supply issues. Previous contract was a three year term and new contract will be a five year term. New contract will bring an estimated \$690,292.65 cost increase.

FORM NUMBER P-37 (version 2/23/2023)

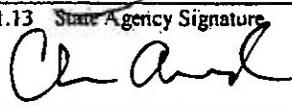
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

I. IDENTIFICATION:

1.1 State Agency Name Department of Administrative Services Bureau of Purchase and Property		1.2 State Agency Address 25 Capitol Street, Room 102 Concord, NH 03301	
1.3 Contractor Name W.B. Mason Co. Inc.		1.4 Contractor Address 59 Centre Street Brockton, MA 02303	
1.5 Contractor Phone Number 1-603-627-1320	1.6 Account Unit and Class Various	1.7 Completion Date August 31, 2029	1.8 Price Limitation \$18,192,170.70
1.9 Contracting Officer for State Agency Gary Lunetta		1.10 State Agency Telephone Number 1-603-271-3606	
1.11 Contractor Signature  Date: 5/31/24		1.12 Name and Title of Contractor Signatory Daniel Orr Jr. - Senior V.P.	
1.13 State Agency Signature  Date: 6/18/24		1.14 Name and Title of State Agency Signatory Charles M. Arlinghaus, Commissioner	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By: <i>Duncan A. Edgar</i> On: July 1, 2024			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials *AKA*

Date *5/31/24*

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of

whatever nature incurred by the Contractor in the performance hereof and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4 The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

Contractor Initials SA

Date 5/31/24

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. **CONTRACTOR'S RELATION TO THE STATE.** In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. **INDEMNIFICATION.** The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. **WAIVER OF BREACH.** A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. **CONFLICTING TERMS.** In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. **THIRD PARTIES.** This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. **HEADINGS.** The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. **SPECIAL PROVISIONS.** Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. **FURTHER ASSURANCES.** The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. **SEVERABILITY.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

EXHIBIT A - SPECIAL PROVISIONS.

There are no special provisions of this contract.

Contractor Initials ADP

Date 5/31/24

EXHIBIT B - SCOPE OF SERVICES

1. INTRODUCTION:

1.1. W.B. Mason Co. Inc. (hereinafter referred to as the "Contractor") hereby agrees to provide the State of New Hampshire (hereinafter referred to as the "State"), Department of Administrative Services, with Printing Paper and Envelopes items in accordance with the bid submission in response to State Request for Bid 2893-24 and as described herein.

2. CONTRACT DOCUMENTS:

2.1. This Contract consists of the following documents ("Contract Documents"):

- State of New Hampshire Terms and Conditions, General Provisions Form P-37
- EXHIBIT A Special Provisions
- EXHIBIT B Scope of Services
- EXHIBIT C Method of Payment
- EXHIBIT D RFB 2893-24
- EXHIBIT E Contractor's Bid Response
- APPENDIX A Pricing List

2.2. In the event of any conflict among the terms or provisions of the documents listed above, the following order of priority shall indicate which documents control: (1) Form Number P-37 as modified by EXHIBIT A "Special Provisions," (2) EXHIBIT B "Scope of Services," (3) EXHIBIT C "Method of Payment," (4) EXHIBIT D "RFB 2893-24," (5) EXHIBIT E "Contractor's Bid Response" and (6) APPENDIX A "Pricing List."

3. TERM OF CONTRACT:

- 3.1. The term of the contract shall commence on September 1, 2024, or upon approval of the Governor and Executive Council, whichever is later, through August 31, 2029, a period of approximately five (5) years.
- 3.2. The contract may be extended for up to four (4) years thereafter under the same terms, conditions, and pricing structure upon the mutual agreement between the successful Contractor and the State with the approval of the Governor and Executive Council.
- 3.3. The Contract may be amended, by agreement of the parties, without further approval needed by the executive council if the price limitation is unchanged or decreased as a result of the new or deleted location.

4. SPECIFICATIONS:

4.1. Complete specifications required are detailed in the SCOPE OF WORK section of this contract.

5. SCOPE OF WORK:

- 5.1. Contractor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to perform services as described herein.
- 5.2. Make deliveries in accordance with the delivery days and timeframes set forth herein, except on holidays or at other times when the State is closed, including, but not limited to, inclement weather. All references to the time of day are Eastern Time (ET).
- 5.3. INCLUSION OF SIMILAR PAPERS:
- 5.3.1. Items explicitly listed, agencies may have occasional need to buy other papers that are variants of a paper listed in the contract, but having a different size, weight, or finish from the listed item(s). For example, the contract lists 23" x 35" 80 lb. gloss text; variants of this might be 25" x 38" 80 lb. gloss text or 23" x 35" 100 lb. gloss text or 23" x 35" 80 lb. silk text. If a contract user orders a paper that is a variant of an awarded item as described above, the Contractor shall sell the variant item at the same price per hundredweight as the explicitly listed contract item and shall consider the variant item to be also contracted and covered by all the provisions that govern the corresponding listed item.
- 5.3.2. All orders shall be inspected and accepted by the State authorized representative by signing and dating the Contractor's delivery ticket. Delivery ticket must include date of delivery, location of delivery, itemized by product description, product number, and quantity delivered at a minimum.
- 5.4. REPLACEMENT OF DISCONTINUED ITEMS:
- 5.4.1. The Contractor must advise the State in writing to Claudia.L.Roy@DAS.NH.Gov if a contracted item should become permanently discontinued.
- 5.5. DELAYED ORDERS:

Contractor Initials: AR

Date: 5/31/24

5.5.1. If any item ordered by an agency cannot be provided within the contracted time frame, the Contractor must provide notification of the fact to that agency within 24 hours. The Contractor must also inform the agency of the projected availability date of delayed, back-ordered, non-filled or partially available items within 48 hours after receipt of an order.

5.6. PACKAGING FOR ENVELOPES:

5.6.1. Products must be packed in "A" flute corrugated hard boxes (Min 2/32nds / 2mm thickness).

- 5.7. Unless otherwise specified herein, all services/deliveries performed under this Contract(s) shall be performed between the hours of 8:00 A.M. and 4:00 P.M. for State business days, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work. All references to the time of day are Eastern Standard Time (EST):
- 5.8. If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.
- 5.9. The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference shall be arranged by the requesting agency (State).
- 5.10. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.
- 5.11. The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.
- 5.12. The Contractor or their personnel shall not represent themselves as employees or agents of the State.
- 5.13. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
- 5.14. All personnel shall observe all regulations or special restrictions in effect at the State Agency.
- 5.15. The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.
- 5.16. Delivery shall be made as ordered and in accordance with the terms specified herein. Unless otherwise specified by the State in writing, delivery shall be to a loading dock or receiving platform. The Contractor or Contractor's shipping designee shall be responsible for removal of product from the carrier and placement on the State loading dock or receiving platform. The State receiving personnel are not required to assist in this process. Reasonable compliance with delivery terms shall be final and binding and the burden of proof of proper receipt of the order shall rest with the Contractor.
- 5.17. Label, package and palletize all orders in accordance with industry standard to ensure safe handling and proper and timely delivery. If a shipment is not on pallets or properly palletized at the time of delivery, the Contractor shall be responsible to palletize all products at the delivery Site. Contractor shall pick up all empty pallets on the next scheduled delivery day.
- 5.18. Ordering System: Ordering system must be web-based and accessible to the State at all times. Ordering and inventory system must be capable of electronic order approval process and must have an email-based notification function. The ordering system must contain a field where the State can enter their 7-digit Purchase Order number. Contractor shall provide training, on-site or virtual, as requested by the State, on how to use the system at no additional cost. Preferred ordering system capabilities and functionality includes, but is not limited to:
- 5.18.1. Web-based, Inventory control capabilities
 - 5.18.2. ability to interface with different point of sales systems
 - 5.18.3. ability to use on multiple devices to include but not limited to tablets, iPhones
 - 5.18.4. ability to include reference numbers
 - 5.18.5. ability to provide a variety of reports including dashboard reporting
 - 5.18.6. ability to edit, cancel orders, print orders, order tracking functionality, ability to split orders, and online help features.
 - 5.18.7. Product information must be clearly identified on packaging.

- 5.19. All orders shall be inspected and accepted by the State authorized representative by signing and dating the Contractor's delivery ticket. Delivery ticket must include date of delivery, location of delivery, itemized by product description, product number, and quantity delivered at a minimum.
- 5.20. **Recalls:** Contractor shall have the ability to track all products ordered and delivered. The Contractor shall have a product recall program that provides for notification within twenty-four (24) hours of the recall to the State which has received the recalled products. The Contractor shall pick up and replace all products that are subject to the recall at no additional cost to the State. Recalled products that are returned shall be credited on the next invoice.
- 5.21. **Sample products for evaluation:** All products offered under this contract may be selected by the State at any time, prior to or throughout the term of the contract, to provide for examination and testing. Samples shall be clearly labeled as to the contents and supplier. Samples submitted shall be the same product to be delivered under this contract. All samples must be provided at no charge to the State.
- 5.22. Deliveries missed due to inclement weather, breakdowns or other unforeseen condition must be rescheduled to the next business day.
- 5.23. Contractor shall notify the State of any holiday changes or lengthy closures in writing at least 21 calendar days prior to the holiday or closure.
- 5.24. Permanent modifications to the delivery schedule shall be approved by the State in writing before changes are implemented.
- 5.25. The Contractor shall be responsible for palletizing all products at the delivery site if a shipment is not on pallets or properly palletized at the time of delivery (i.e., if a pallet is tipped over during shipment).
- 5.26. The Contractor shall pick up all empty pallets on the next scheduled delivery day.

6. BACKORDERS AND SUBSTITUTIONS:

- 6.1. The Contractor shall maintain adequate inventory levels to avoid out-of-stock situations. Any out-of-stock products must be communicated to the requestor within 24 hours of the placement of the order. No substitutions shall be made without the written consent of the State.
- 6.2. Items ordered but not delivered in error by the Contractor shall be credited on the next invoice or products delivered at a later date as mutually agreed upon in writing.
- 6.3. The Contractor shall notify the State Contracting Officer of any items no longer available and provide a recommended replacement.
- 6.4. Contractors may not substitute the items offered in this bid during the term of contract without prior approval from the ordering State Agency and samples may be requested at no charge to the State. The substitute item must be equal to or better than the item it is replacing; must meet or exceed the same brightness and recycled content standards that the original had to meet; and must be supplied at the same net price as offered for the original item.

6.4.1. RECYCLED PAPERS WITH POST-CONSUMER WASTE:

- 6.4.1.1. For many items, there is a specification for a percentage of Post-Consumer Waste Content. Hereafter and in the Bid Offer Spreadsheet, for the sake of brevity we will refer to this as "pc waste". In the Bid Offer Spreadsheet under the "RECYCLED" tab, the required amount of pc waste is listed beside each item. For these items, the indicated percentage is only a minimum and does not exclude papers with a higher level of pc waste. The Contractor must advise the State in writing to Claudia.I.Roy@DAS.NH.Gov if during the term of the contract it becomes impossible or impractical to continue to meet the pc waste requirement for a contracted paper for which pc waste content was stipulated. Pending the specifics of the situation, the Contractor may be allowed to substitute an alternatively constituted product, subject to the State's approval.

7. RETURNED GOODS:

- 7.1. The Contractor shall provide credit and/or replacement of products that are delivered spoiled, outdated, damaged or defective, or products shipped in error by the Contractor within 48 hours of receipt and at no cost to the State. The Contractor may elect to dispose of product rather than return items to them with no charge to the State if products are delivered spoiled, outdated, damaged or defective, or products shipped in error by the Contractor. The Contractor shall accept returns of non-perishable items if ordered in error by the State at a date agreed upon in writing by both parties or at the next delivery date. All items being returned shall be kept in the appropriate climate-controlled storage by the State until the agreed upon return date.
- 7.2. Non-perishable products ordered in error by the State shall be returned at a date agreed upon in writing by both parties or at the next delivery date for full credit on the next invoice. Products shall be in re-saleable condition (original container, unused) and there shall be no restocking fee charged for these products. The using agency shall be responsible for any freight charges to return these items to the Contractor.

8. PERFORMANCE GUARANTEES:

- 8.1. Contractor shall meet the following performance metrics and objectives, and report outcomes to the State quarterly on June 1st (period of February 1 through April 30), September 1st (period of May 1 through July 31), December 1st (period of August 1 through October 31), and March 1st (period of November 1 through January 31) of each year.
- 8.2. Failure to meet any one or more of the performance guarantees shall result in a 2% rebate of the sum of the total orders made by the State for the reporting period in which the failure occurred. Any penalties due to the State shall be remitted on a separate check to the corresponding agency business office, and not as an invoice credit, no later than sixty (60) days after the close of the period in which the failure occurred.
 - 8.2.1. On-time delivery: Ninety-five percent (95%). Unexpected circumstances like inclement weather and vehicle breakdowns/accidents are excluded.
 - 8.2.2. Fill Rate: Ninety percent (90%) including substitutes.
 - 8.2.3. Error reporting (miss picks, invoice accuracy):
 - 8.2.3.1. Miss Picks: Two (2) per one thousand (1,000) cases.

9. DELIVERY:

- 9.1. The Contractor shall be required to accomplish delivery of any item ordered under the contract within five (5) business days from the placement of the order.
- 9.2. The use of a private carrier to make delivery does not relieve the Contractor from the responsibility of meeting the delivery requirement.

10. ADDITIONAL REQUIREMENTS:

- 10.1. Emergency Plan: The Contractor shall have an emergency backup plan in place for any reason including but not limited to the event of a power outages, work stoppages, computer failures, shortages, or any other emergency. The Contractor's emergency plan must comply with the Department of Homeland Security guidelines as amended. Additional information is available in the following website address, as may be modified from time to time: <http://www.ct.gov/demhs/cwp/view.asp?a=4490&q=553258&demhsNav=1429561> and <http://www.fema.gov/>.
- 10.2. The State, in its sole discretion, may setoff and withhold (1) any costs or expenses including but not limited to costs or expenses such as overtime, that the State incurs resulting from the Contractor's unexcused breach under this contract and under any other agreement or arrangement that the Contractor has with the State and (2) any other amounts of whatever nature that are due or may become due from the State to the Contractor, against amounts otherwise due or that may become due to the Contractor under this Contract, or under any other agreement or arrangement that the Contractor has with the State. The State's right of setoff and to withhold shall not be deemed to be the State's exclusive remedy for the Contractor's or Contractor Parties' breach of this contract, all of which shall survive any setoffs and withholdings by the State.
- 10.3. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.
- 10.4. The Contractor or their personnel shall not represent themselves as employees or agents of the State.
- 10.5. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.
- 10.6. All personnel shall observe all regulations or special restrictions in effect at the State Agency.
- 10.7. The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

11. ACCOUNT REPRESENTATIVE:

- 11.1. The Contractor shall assign a dedicated account representative and a backup in their absence who will be responsible for the daily administration of this Contract. The account representative shall be familiar with all Contract requirements to ensure compliance with the terms of the Contract. The account representative shall respond by phone or email to Client Agency inquiries within 24 hours of initial contact or the next business day if after normal business hours. The account representative's responsibilities shall include but not be limited to:
 - 11.1.1. Coordinate business review meeting(s) either virtually or on-site with the State held at a cadence requested by the State.
 - 11.1.2. Provide recommended process and productivity improvements related to potential cost savings to the State for consideration quarterly.

Contractor Initials ASL

Date 5/31/24

11.1.3. Provide information and product offerings to bring the latest industry ideas and culinary trends to the State as applicable.

11.1.4. Provide training on the use of the Contractor's portal as needed with no charge to the State.

12. USAGE REPORTING:

12.1. The Contractor shall submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after the end of each calendar quarter to the Bureau of Purchase and Property, Jonah Rosa and sent electronic to Claudia.L.Roy@DAS.NH.Gov. At a minimum, the Report shall include:

12.1.1. Contract Number

12.1.2. Utilizing Agency and Eligible Participant

12.1.3. Services/Products Purchased (showing the manufacturer, item, part number, and the final cost.)

12.1.4. Quantity

12.1.5. Third-party sustainability certifications, environmental attributes, and documentation with respect to recycled content used in the manufacture, development and distribution process of goods and services sold. This report shall include but not be limited to:

12.1.5.1. Percentage of recycled materials contained within finished products

12.1.5.2. Percentage of waste recycled throughout the manufacturing process

12.1.5.3. Types and volume of packaging used for transport

12.1.5.4. Any associated material avoided and/or recycled as applicable under contract

12.1.5.5. A standardized reporting form will be provided after contract award

12.1.5.6. Green Certifications for each product sold

12.1.6. Recycled/Virgin

12.1.7. Total Cost of all Products Purchased. Ability to sort by agency/eligible participant.

12.1.8. Discounts and/or rebates offered

12.1.9. In Excel format

13. OBLIGATIONS AND LIABILITY OF THE CONTRACTOR:

13.1. The Contractor shall provide all services strictly pursuant to, and in conformity with, the specifications described in State RFB #2893-24, as described herein, and under the terms of this Contract.

13.2. It is the responsibility of the Contractor to maintain this contract and New Hampshire Vendor Registration with up to date contact information.

13.3. Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37.

13.4. Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at: [https://das.nh.gov/purchasing/vendorregistration/\(S\(q0fzcv55qhaeqs45jpyq5i45\)\)/welcome.aspx](https://das.nh.gov/purchasing/vendorregistration/(S(q0fzcv55qhaeqs45jpyq5i45))/welcome.aspx).

13.5. The Contractor shall agree to hold the State of NH harmless from liability arising out of injuries or damage caused while performing this work. The Contractor shall agree that any damage to building(s), materials, equipment, or other property during the performance of the service shall be repaired at its own expense, to the State's satisfaction.

14. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS:

14.1. The Contractor certifies, by signature of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

15. CONFIDENTIALITY & CRIMINAL RECORD:

15.1. If requested by the using agency, the Contractor and its employees, and Sub-Contractors (if any), shall be required to sign and submit a Confidential Nature of Department Records Form and a Criminal Authorization Records Form. These forms shall be submitted to the individual using agency prior to the start of any work.

EXHIBIT C - METHOD OF PAYMENT

16. CONTRACT PRICE:

16.1. The Contractor hereby agrees to provide Food Products (Perishable and Non-perishable) in complete compliance with the terms and conditions specified in Exhibit B for an amount up to and not to exceed a price of \$18,192,170.70; this figure shall not be considered a guaranteed or minimum figure; however, it shall be considered a maximum figure from the effective date through the expiration date as indicated in Form P-37 Block 1.7.

17. PRICING STRUCTURE:

17.1. See Appendix A.

18. CONTRACTOR'S BALANCE OF PRODUCT LINE ITEMS:

18.1. The items in the Offer Section include the items most commonly purchased by State of New Hampshire agencies and shall be used for award purposes. During the term of contract, the State may purchase other items that relate to the product/categories represented herein from the successful Contractor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Bid Prices".

19. INVOICE:

19.1. Itemized invoices shall be submitted to the using agency after delivery of the products and include the following at a minimum:

19.1.1. State of NH purchase order (PO) number if applicable

19.1.2. State of NH contract number

19.1.3. State of NH ordering agency information

19.1.3.1. Name and contact information of ordering individual

19.1.3.2. Name of ordering state agency / department

19.1.3.3. Address of ordering state agency / department

19.1.3.4. Name and contact information of ordering state agency accounts payable office

19.1.4. Date of purchase

19.1.5. Date of delivery

19.1.6. Contractor order number

19.1.7. Contractor account representative name and contact information

19.1.8. Product description, quantity ordered, quantity delivered, unit price, total price for payment

19.1.9. Items backordered and their delivery date

19.2. Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

20. PAYMENT:

20.1. Payments may be made via ACH or P-Card. Use the following link to enroll with the State Treasury for ACH payments:
<https://www.nh.gov/treasury>.

EXHIBIT D - RFB 2893-24

RFB #2893-24 is incorporated here within.

Contractor Initials AKA

Date 5/31/24

EXHIBIT E - CONTRACTOR'S BID

Contractor's bid is incorporated here within.

Contractor Initials ASA

Date 5/31/04

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that W. B. MASON CO. INC. is a Massachusetts Profit Corporation registered to transact business in New Hampshire on December 05, 2002. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 420277

Certificate Number: 0006693954



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 23rd day of May A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan", is written over a circular stamp.

David M. Scanlan
Secretary of State

Certificate of Authority # 1

(Corporation, Non-Profit Corporation)

Corporate Resolution

I, Leo Meehan, hereby certify that I am duly elected Clerk/Secretary/Officer of
(Name)
W.B. Mason Co. Inc.. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on January 15, 2024
at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Daniel Orr Jr-Senior V.P. (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

W.B. Mason Co. Inc. with the State of New Hampshire and any of
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents
which may in his/her judgment be desirable or necessary to effect the purpose of
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force
and effect as of the date of the contract to which this certificate is attached. This authority
remains valid for ninety (90) days from the date of this Corporate Resolution. I further certify
that it is understood that the State of New Hampshire will rely on this certificate as evidence that
the person(s) listed above currently occupy the position(s) indicated and that they have full
authority to bind the corporation. To the extent that there are any limits on the authority of any
listed individual to bind the corporation in contracts with the State of New Hampshire, all such
limitations are expressly stated herein.

DATED: May 23, 2024

ATTEST:

Leo J. Meehan

(Name & Title) Leo Meehan-Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. Boston MA Office 53 State Street Suite 2201 Boston MA 02109 USA	CONTACT NAME: PHONE (A/C No. Ext): (866) 283-7122 FAX (A/C No.): (800) 363-0105		
	E-MAIL ADDRESS:		
INSURED W.B. MASON CO. INC. 59 Centre Street Brockton MA 02301 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Hartford Fire Insurance Co.		19682
	INSURER B: Starr Indemnity & Liability Company		38318
	INSURER C:		
	INSURER D:		
	INSURER E:		

Holder Identifier :

COVERAGES **CERTIFICATE NUMBER: 570101890768** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			08CSES39805	09/30/2023	09/30/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Gen Agg Cap Limit \$10,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			08 CSE S39802	09/30/2023	09/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured Motorist \$300,000
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			1000589559231	09/30/2023	09/30/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	08WNS39800	09/30/2023	09/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570101890768

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 State of New Hampshire is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

CERTIFICATE HOLDER State of New Hampshire Administrative Services Bureau of Purchase and Property 25 Capitol St., Room 102 Concord NH 03301 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast Inc</i>



**NEW HAMPSHIRE DEPARTMENT OF ADMINISTRATIVE SERVICES
DIVISION OF PROCUREMENT AND SUPPORT SERVICES**

**REQUEST FOR BID FOR PRINTING PAPER AND ENVELOPES
2893-24**

DUE DATE: 4/30/2024 9:00:00 AM (EASTERN TIME)

1. **PURPOSE:**
 - 1.1. The purpose of this bid invitation is to establish a contract for supply and delivery of Printing Paper and Envelopes to the State of New Hampshire with product list and requirements indicated in the SCOPE OF WORK and OFFER sections of this bid invitation, in accordance with the requirements of this bid invitation and any resulting contract.
2. **INSTRUCTIONS TO VENDOR:**
 - 2.1. Read the entire bid invitation prior to filling it out. Complete the pricing information in the "Offer" section (detailed information on how to fill out the pricing information can be found in the "Offer" section); complete the "Vendor Contact Information" section; and finally, fill out, and sign the bid transmittal letter.
3. **BID SUBMITTAL:**
 - 3.1. All bids shall be submitted on this form (or an exact copy), shall be typed or clearly printed in ink, and shall be received on or before the date and time specified on paragraph 7 of this bid under "Bid Closing". Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property by email to NH.Purchasing@DAS.NH.Gov. All bids shall be clearly marked with bid number, date due and purchasing agent's name.
 - 3.2. IF YOU ARE EXPERIENCING DIFFICULTIES EMAILING YOUR BID OR YOU WISH TO VERIFY THAT YOUR BID RESPONSE HAS BEEN RECEIVED, PLEASE CALL (603) 271-2201.
4. **BID INQUIRIES:**
 - 4.1. Any questions, clarifications, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Bureau of Purchase and Property no later than 4:00 PM on the date listed in the timeline below. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Bidders that submit questions verbally or in writing to any other State entity or State personnel shall be found in violation of this part and may be found non-compliant.
 - 4.2. Questions shall be submitted by email to Claudia Roy at Claudia.I.Roy@DAS.NH.Gov.
 - 4.3. Submissions shall clearly identify the bid Number, the Vendor's name and address and the name of the person submitting the question.
5. **BID DUE DATE:**
 - 5.1. All bid submissions shall be received at the Bureau of Purchase and Property no later than the date and time shown on the transmittal letter of this bid. Submissions received after the date and time specified shall be marked as "Late" and shall not be considered in the evaluation process.
 - 5.2. All offers shall remain valid for a period of one hundred eighty (180) days from the bid due date. A vendor's disclosure or distribution of bids other than to DAS, Bureau of Purchase and Property may be grounds for disqualification.
6. **ADDENDA:**
 - 6.1. In the event it becomes necessary to add to or revise any part of this bid prior to the scheduled submittal date, the NH Bureau of Purchase and Property shall post on our web site any Addenda. Before your submission and periodically prior to the RFB closing, Vendors are required to check the site for any addenda or other materials that may have been issued affecting the bid. The web site address is: <https://apps.das.nh.gov/bidscontracts/bids.aspx>.
7. **TIMELINE:**
 - 7.1. The timeline below is provided as a general guideline and is subject to change. Unless stated otherwise, consider the dates below a "no later than" date.

Bid Solicitation distributed on or by:	4/1/2024
Last day for questions, clarifications, and/or requested changes to bid:	4/10/2024
Bid Closing (Eastern Time):	4/30/2024 9:00:00 AM
8. **TERMS OF SUBMISSION:**
 - 8.1. All material received in response to this bid shall become the property of the State and shall not be returned to the Vendor. Regardless of the Vendors selected, the State reserves the right to use any information presented in a bid response. The content of each Vendor's bid shall become public information once a contract(s) has been awarded.
 - 8.2. A responding bid that has been completed and signed by your representative shall constitute your company's acceptance of all State of New Hampshire terms and conditions and shall legally obligate your company to these terms and conditions.
 - 8.3. A signed response further signifies that from the time the bid is published (bid solicitation date and time) until a contract is awarded, no bidder shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who shall select, evaluate, or award the RFB.

Bidder Initials OR
 Date 4/29/24

- 8.4. Furthermore, a signed response signifies that any terms and/or conditions that may be or have been submitted by the Vendor are specifically null and void and are not a part of this bid invitation or any awarded purchase order, even if said terms and/or conditions contain language to the contrary.
- 8.5. The form P-37 Contract attached hereto shall be part of this bid and the basis for the contract(s). The successful Vendor and the State, following notification, shall promptly execute this contract form, which is to be completed by incorporating the service requirements and price conditions established by the vendor's offer.
- 8.6. CHAPTER ADM 600 PROCUREMENT AND PROPERTY RULES APPLY TO AND ARE MADE A PART HEREOF.
- 8.7. Complete bids shall be filled out on the original documents and format that are a part of this bid invitation. Vendors may submit additional paperwork with pricing, but all pricing shall be on the documents provided with this bid invitation and in the State's format.
9. **CONTRACT TERM:**
- 9.1. The term of the contract shall commence on September 1, 2024, or upon approval of the Governor and Executive Council, whichever is later, through August 31, 2029, a period of approximately five (5) years.
- 9.2. The contract may be extended for up to four (4) years thereafter under the same terms, conditions, and pricing structure upon the mutual agreement between the successful Vendor and the State with the approval of the Governor and Executive Council.
- 9.3. The Contract may be amended, by agreement of the parties, without further approval needed by the Governor and Executive Council if the price limitation is unchanged or decreased as a result of the new or deleted location.
10. **CONTRACT AWARD:**
- 10.1. The award shall be made to the Vendor(s) meeting the criteria established in this RFB and providing the lowest cost in total. The intent of the State is to award up to three (3) Vendor(s). Utilizing agency shall issue a detailed Request for Quote (RFQ) to include all specifications of each order. The RFQ will be awarded to the lowest in cost response meeting specifications. Vendor(s) must bid on 75% minimum of listed items on offer sheet. The State reserves the right to reject any or all bids or any part thereof and add/delete items/locations to the contract. All award(s) shall be, in the form of a State of New Hampshire Contract(s).
- 10.2. Successful Vendor shall not be allowed to require any other type of order, nor shall the successful Vendor be allowed to require the filling out or signing of any other document by State of New Hampshire personnel.
11. **NOTIFICATION AND AWARD OF CONTRACT(S):**
- 11.1. Bid results shall not be given by telephone. For Vendors wishing to attend the bid closing, the names of the vendors submitting responses and pricing shall be made public. Other specific response information shall not be given out. Bid results shall be made public after final approval of the contract(s).
- 11.2. Bid results may also be viewed on our website at <https://apps.das.nh.gov/bidscontracts/bids.aspx>.
- 11.3. For Vendors wishing to attend the bid closing: Names of the Vendors submitting responses and pricing shall be made public. In lieu of in person public bid openings the State shall conduct openings via electronic means until further notice.
12. **LIABILITY:**
- 12.1. The State shall not be held liable for any costs incurred by Vendors in the preparation of bids or for work performed prior to contract issuance.
13. **PUBLIC DISCLOSURE OF BID OR PROPOSAL SUBMISSIONS:**
- 13.1. Generally, the full contents of any proposal (including all materials submitted in connection with it, such as attachments, exhibits, addenda, and vendor presentations) become public information upon completion of final contract or purchase order negotiations with the selected vendor. Certain information concerning proposals, including but not limited to scoring, is generally available to the public even before this time, in accordance with the provisions of NH RSA 21-G:37.
- 13.2. Confidential, commercial, or financial information may be exempt from public disclosure under RSA 91-A:5, IV. Any and all information contained in or connected to a bid or proposal that a Bidder considers confidential shall be clearly designated in the following manner:
- 13.3. If the Bidder considers any portion of a submission confidential, they shall provide a separate copy of the full and complete document, fully redacting those portions by blacking them out and shall note on the applicable page or pages of the document that the redacted portion or portions are "confidential." Use of any other term or method, such as stating that a document or portion thereof is "proprietary", "not for public use", or "for client's use only", is not acceptable. In addition to providing an additional fully redacted copy of the bid submission to the person listed as the point of contact on Page one (1) of this document, the identified information considered to be confidential must be accompanied by a separate letter stating the rationale for each item designated as confidential. In other words, the letter must specifically state why and under what legal authority each redaction has been made. Submissions which do not conform to these instructions by failing to include a redacted copy (if required), by failing to include a letter specifying the rationale for each redaction, by failing to designate redactions in the manner required by these instructions, or by including redactions which are contrary to these instructions or operative law may be rejected by the State as not conforming to the requirements of the bid or

proposal. Marking or designating an entire proposal, attachment, or section as confidential shall neither be accepted nor honored by the State. Marking an entire bid, proposal, attachment, or full sections thereof confidential without taking into consideration the public's right to know shall neither be accepted nor honored by the State.

- 13.4. Notwithstanding any provision of this request for submission to the contrary, proposed pricing shall be subject to public disclosure REGARDLESS of whether or not marked as confidential.
- 13.5. If a request is made to the State by any person or entity to view or receive copies of any portion of a proposal, the State will assess what information it believes is subject to release; notify the Bidder that the request has been made; indicate what, if any, portions of the proposal or related material shall be released; and notify the Bidder of the date it plans to release the materials. To halt the release of information by the State, a Bidder must initiate and provide to the State, prior to the date specified in the notice, a court action in the Superior Court of the State of New Hampshire, at its sole expense, seeking to enjoin the release of the requested information.
- 13.6. By submitting a proposal, Bidders acknowledge and agree that:
 - 13.6.1. The State may disclose any and all portions of the proposal or related materials which are not marked as confidential and/or which have not been specifically explained in the letter to the person identified as the point of contact for this RFP;
 - 13.6.2. The State is not obligated to comply with a Bidder's designations regarding confidentiality and must conduct an independent analysis to assess the confidentiality of the information submitted in your proposal; and
 - 13.6.3. The State may, unless otherwise prohibited by court order, release the information on the date specified in the notice described above without any liability to a Bidder.

14. TERMINATION:

- 14.1. The State of New Hampshire shall have the right to terminate the contract at any time with a thirty (30) day written notice to the successful Vendor.

15. VENDOR CERTIFICATIONS:

- 15.1. All Vendors shall be duly registered with the NH Bureau of Purchase and Property as State of New Hampshire vendors. All Vendors that are corporations, limited liability companies, or other limited liability business entities (this excludes sole proprietors and general partnerships) shall be duly registered with the New Hampshire Secretary of State to conduct business in the State of New Hampshire.
- 15.2. STATE OF NEW HAMPSHIRE VENDOR APPLICATION: To be eligible for a contract award, a Vendor must have a completed Vendor Application Package on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee: <https://DAS.NH.Gov/Purchasing>).
- 15.3. NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION: To be eligible for a contract award, a Vendor that is a corporation, limited liability company, or other limited liability business entity (this excludes sole proprietors and general partnerships) must be registered to conduct business in the State of New Hampshire **AND** in good standing with the NH Secretary of State. Please visit the following website to find out more about the requirements for registration with the NH Secretary of State: <https://sos.nh.gov/corporation-division/>.
- 15.4. CONFIDENTIALITY & CRIMINAL RECORD: If Applicable, any employee or approved subcontractor of the Vendor who will be accessing or working with records of the State of New Hampshire shall be required to sign a Confidentiality and Non-Disclosure Agreement and a Release of Criminal Record Authorization Form. These forms shall be returned to the designated State agency prior to commencing any work.
- 15.5. CERTIFICATE OF INSURANCE: Prior to being awarded a contract the Vendor shall be required to submit proof of comprehensive general liability insurance coverage prior to performing any services for the State. The coverage shall insure against all claims of bodily injury, death, or property damage in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage shall also include State of New Hampshire workers' compensation insurance to the extent required by RSA Chapter 281-A.

16. BID PRICES:

- 16.1. Bid prices shall remain firm for one year and may be adjusted on the anniversary date of this contract and shall be in US dollars and shall include delivery and all other costs required by this bid invitation. Special charges, surcharges (including credit card transaction fees), or fuel charges of any kind (by whatever name) may not be added on at any time. Any and all charges shall be built into your bid price at the time of the bid. Unless otherwise specified, prices shall be F.O.B. DESTINATION, (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this contract or subsequent purchase orders without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 16.2. Per Administrative Rule 606.01(e) "if there is a discrepancy between the unit price and the extension price in a response to an RFP, RFB or RFQ, the unit price shall be binding upon the vendor".
- 16.3. Price decreases shall become effective immediately as they become effective to the general trade.

16.4. Updated Published Price List MUST be e-mailed to Claudia.I.Roy@DAS.NH.Gov.

17. PRICE ADJUSTMENTS:

- 17.1. On the anniversary date of this contract, the successful Vendor(s) may request price adjustment, either upward or downward, keyed to the industry changes or general trade. Written notice of an impending price increase, including substantiation for it, must be submitted in writing to Bureau of Purchase & Property, 25 Capitol Street, Rm. 102, Concord, NH 03301, or emailed to Claudia.I.Roy@DAS.NH.Gov, no less than sixty (60) days prior to the effective date of said price increase. Documentation of the increase from the mill or manufacturer must accompany the request to support the amount (%) of the requested increase. Increases shall not exceed 5% and in no case shall it exceed the documented percentage of increase levied on the vendor by the mill. Requests for price increases may only be based on increased mill prices and not on fuel costs, regulatory charges or any other type of surcharge or administrative cost. The State reserves the right to reject any price increases it deems unreasonable. If parties to the contract cannot agree on renewal terms, it is hereby understood that the contract will be rebid.
- 17.2. Contractor shall also pass on to the State any price decreases immediately.
- 17.3. The Bureau of Graphic Services will monitor other information sources to confirm that contract paper prices are indeed following market trends in a fair and equitable manner. The State shall have the right to reject any pricing that fails to follow the above principles, and to rebid any part, or the entire contract, if deemed to be in its best interest.

18. AUDITS AND ACCOUNTING:

- 18.1. The successful Vendor shall allow representatives of the State of New Hampshire to have complete access to all records for the purpose of determining compliance with the terms and conditions of this bid invitation and in determining the award and for monitoring any resulting contract.
- 18.2. At intervals during the contract term, and prior to the termination of the contract, the successful Vendor may be required to provide a complete and accurate accounting of all products and quantities ordered by each agency and institution and by political sub-divisions and authorized non-profit organizations.

19. ACCOUNT REPRESENTATIVE:

- 19.1. The Contractor shall assign a dedicated account representative and a backup in their absence who will be responsible for the daily administration of this Contract. The account representative shall be familiar with all Contract requirements to ensure compliance with the terms of the Contract. The account representative shall respond by phone or email to Client Agency inquiries within 24 hours of initial contact or the next business day if after normal business hours. The account representative's responsibilities shall include but not be limited to:
- 19.1.1. Coordinate business review meeting(s) either virtually or on-site with the State held at a cadence requested by the State.
- 19.1.2. Provide recommended process and productivity improvements related to potential cost savings to the State for consideration quarterly.
- 19.1.3. Provide information and product offerings to bring the latest industry ideas and trends to the State as applicable.
- 19.1.4. Provide training on the use of the Contractor's portal as needed with no charge to the State.

20. ESTIMATED USAGE:

- 20.1. The quantities indicated in the offer section of this bid invitation are an estimate only for the State of New Hampshire's annual requirements. These quantities are indicated for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. These quantities do not include any eligible participant usage.

21. USAGE REPORTING:

- 21.1. The successful Vendor shall be required to submit a quarterly and annual usage report for analysis for each state agency or eligible participant. Reports are due no later than 30 days after each end of each calendar quarter to Claudia Roy at The Bureau of Procurement & Support Services and sent electronically to Claudia.I.Roy@DAS.NH.Gov. At a minimum, the Report shall include:
- 21.1.1. Contract Number
- 21.1.2. Utilizing Agency and Eligible Participant
- 21.1.3. Services/Products Purchased (showing the manufacturer, item, part number, and the final cost.)
- 21.1.4. Quantity
- 21.1.5. Third-party sustainability certifications, environmental attributes, and documentation with respect to recycled content used in the manufacture, development and distribution process of goods and services sold. This report shall include but not be limited to:
- 21.1.5.1. Percentage of recycled materials contained within finished products
- 21.1.5.2. Percentage of waste recycled throughout the manufacturing process
- 21.1.5.3. Types and volume of packaging used for transport
- 21.1.5.4. Any associated material avoided and/or recycled as applicable under contract

- 21.1.5.5. A standardized reporting form will be provided after contract award
- 21.1.5.6. Green Certifications for each product sold
- 21.1.6. Recycled/Virgin
- 21.1.7. Total Cost of all Products Purchased. Ability to sort by agency/eligible participant.
- 21.1.8. Discounts and/or rebates offered
- 21.1.9. In Excel format

22. ESTABLISHMENT OF ACCOUNTS:

- 22.1. Each State of New Hampshire agency shall have its own individual customer account number. There may also be instances where divisions or bureaus within an agency will need their own individual customer account numbers. Should any State of New Hampshire agency place an order under the contract, the successful Vendor agrees to establish an account within three business days from the date the order is placed. However, there shall be no delay in any shipment; the agency shall receive the items ordered in accordance with the delivery time required under this bid invitation, as if an account already exists for the agency.

23. ELIGIBLE PARTICIPANTS:

- 23.1. Political sub-divisions (counties, cities, towns, school districts, special district or precinct, or any other governmental organization), or any nonprofit agency under the provisions of section 501c of the federal internal revenue code, are eligible to participate under this contract whenever said sub-division or nonprofit agency so desires. These entities are autonomous and may participate at their sole discretion. In doing so, they are entitled to the prices established under the contract. However, they are solely responsible for their association with the successful Vendor. The State of New Hampshire assumes no liability between the successful Vendor and any of these entities.

24. PAYMENT:

- 24.1. Payments shall be made via ACH or Procurement Card (P-card = Credit Card) unless otherwise specified by the state of New Hampshire. Use the following link to enroll with the State Treasury for ACH payments:
<https://www.nh.gov/treasury/state-vendors/index.htm>. Eligible participants shall negotiate their own payment methods with the successful Vendor.

25. INVOICING:

- 25.1. Invoices shall be submitted to the corresponding State agency after completion of work/acceptance of delivery.
- 25.2. The Vendor shall track manufacturer discounts and/or rebates offered and provide a credit on the State's next invoice.

26. TERMS OF PAYMENT:

- 26.1. Payment shall be made in full within thirty (30) days after receipt of the invoice and acceptance of the corresponding goods and/or services to the State's satisfaction.

27. VENDOR RESPONSIBILITY:

- 27.1. The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the bid, and any resulting contract. All State of New Hampshire bid invitations and addenda to such bid invitations are advertised on our website at: <https://apps.das.nh.gov/bidscontracts/bids.aspx>. It is a prospective Vendor's responsibility to access our website to determine any bid invitation under which the Vendor desires to participate. It is also the Vendor's responsibility to access our website for any posted addenda. The website is updated several times per-day; it is the responsibility of the prospective Vendor to access the website frequently to ensure that no bidding opportunity or addendum is overlooked. It is the prospective Vendor's responsibility to forward a signed copy of any addendum requiring the Vendor's signature to the Bureau of Purchase and Property with the bid response.
- 27.2. In preparation of a bid response, the prospective Vendor shall:
 - 27.2.1. Provide pricing information as indicated in the "Offer" section; and
 - 27.2.2. Provide all other information required for the bid response (if applicable); and
 - 27.2.3. Complete the "Vendor Contact Information" section; and
 - 27.2.4. Complete the company information on the "Transmittal Letter" page, and sign under penalty of unsworn falsification in the space provided on that page.
- 27.3. It is the responsibility of the Vendor to maintain this any awarded contract and New Hampshire Vendor Registration with up to date contact information. Contract specific contact information (Sales contact, Contractor contract manager, etc.) shall be sent to the State's Contracting Office listed in Box 1.9 of Form P-37. Additionally, all updates i.e., telephone numbers, contact names, email addresses, W9, tax identification numbers are required to be current through a formal electronic submission to the Bureau of Purchase and Property at:
<https://www.das.nh.gov/purchasing/vendorresources.aspx>.

28. IF AWARDED A CONTRACT:

- 28.1. The successful Vendor shall complete the following sections if awarded a contract of the Agreement State of New Hampshire Form #P-37 see Appendix A (sample):

Section 1.3 Contractor Name

Section 1.4 Contractor Address

Section 1.11 Contractor Signature

Section 1.12 Name & Title of Contractor Signatory (if Vendor is not a sole proprietor)

28.1.1. Provide certificate of insurance indicating the coverage amounts required by Section 14 of the Form Number P-37.

28.1.2. Provide proof of sufficient workers' compensation insurance coverage or evidence of exemption from RSA Chapter 81-A.

28.1.3. If the successful Vendor is a corporation, limited liability company, or other limited liability business entity, then provide a certificate of good standing issued by the NH Secretary of State or, for a newly incorporated, formed, or registered entity, a copy of the appropriate registration document certified by the NH Secretary of State.

29. SPECIFICATION COMPLIANCE:

29.1. Vendor's offer shall meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

29.2. Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all equipment/items offered by the Vendor shall be new (and of the current model year, if applicable); shall not be used, rebuilt, refurbished; shall not have been used as demonstration equipment, and shall not have been placed anywhere for evaluation purposes.

29.3. The manufacturer(s) and/or model(s) indicated in this bid are equivalent to the type and quality required. You may bid different make(s) and model(s); however, your offer shall match or exceed the one(s) indicated and you shall demonstrate to the satisfaction of the purchasing Agency that they meet or exceed the minimum standards. Items that do not meet the minimum standards shall not be accepted. Product literature and specifications may be enclosed.

30. SPECIFICATIONS:

30.1. Complete specifications required are detailed in the **SCOPE OF WORK** section of this bid invitation. In responding to the bid invitation, the prospective Vendor shall address all requirements for information as outlined herein.

31. SCOPE OF WORK:

31.1. Vendor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to perform services as described herein.

31.2. Make deliveries in accordance with the delivery days and timeframes set forth herein, except on holidays or at other times when the State is closed, including, but not limited to, inclement weather. All references to the time of day are Eastern Time (ET).

31.3. Delivery shall be made as ordered and in accordance with the terms specified herein. Unless otherwise specified by the State in writing, delivery shall be to a loading dock or receiving platform. The Contractor or Contractor's shipping designee shall be responsible for removal of product from the carrier and placement on the State loading dock or receiving platform. The State receiving personnel are not required to assist in this process. Reasonable compliance with delivery terms shall be final and binding and the burden of proof of proper receipt of the order shall rest with the Contractor.

31.4. Label, package and palletize all orders in accordance with industry standard to ensure safe handling and proper and timely delivery. If a shipment is not on pallets or properly palletized at the time of delivery, the Contractor shall be responsible to palletize all products at the delivery Site. Contractor shall pick up all empty pallets on the next scheduled delivery day.

31.5. INCLUSION OF SIMILAR PAPERS:

31.5.1. This bid contains the items most commonly purchased by State of New Hampshire agencies and will be used for award purposes. However, besides the items explicitly listed, agencies may have occasional need to buy other papers that are variants of a paper listed in the contract, but having a different size, weight, or finish from the listed item(s). For example, the contract lists 23" x 35" 80 lb. gloss text; variants of this might be 25" x 38" 80 lb. gloss text or 23" x 35" 100 lb. gloss text or 23" x 35" 80 lb. silk text.

31.5.2. If a contract user orders a paper that is a variant of an awarded item as described above, the Contractor shall sell the variant item at the same price per hundredweight as the explicitly listed contract item and shall consider the variant item to be also contracted and covered by all the provisions that govern the corresponding listed item.

31.5.3. All orders shall be inspected and accepted by the State authorized representative by signing and dating the Contractor's delivery ticket. Delivery ticket must include date of delivery, location of delivery, itemized by product description, product number, and quantity delivered at a minimum.

31.6. PRODUCT SUBSTITUTION:

31.6.1. Contractors may not substitute the items offered in this bid during the term of contract without prior approval from the ordering State Agency and samples may be requested at no charge to the State. The substitute item must be equal to or better than the item it is replacing; must meet or exceed the same brightness and recycled content

standards that the original had to meet; and must be supplied at the same net price as offered for the original item.

31.6.2. RECYCLED PAPERS WITH POST CONSUMER WASTE:

31.6.2.1. For many items, there is a specification for a percentage of Post-Consumer Waste Content. Hereafter and in the Bid Offer Spreadsheet, for the sake of brevity we will refer to this as "pc waste". In the Bid Offer Spreadsheet under the "RECYCLED" tab, the required amount of pc waste is listed beside each item. For these items, the indicated percentage is only a minimum and does not exclude papers with a higher level of pc waste. The Vendor must advise the State in writing to Claudia.L.Roy@DAS.NH.Gov. If during the term of the contract it becomes impossible or impractical to continue to meet the pc waste requirement for a contracted paper for which pc waste content was stipulated. Pending the specifics of the situation, the Vendor may be allowed to substitute an alternatively constituted product, subject to the State's approval.

31.7. REPLACEMENT OF DISCONTINUED ITEMS:

31.7.1. The Vendor must advise the State in writing to Claudia.L.Roy@DAS.NH.Gov if a contracted item should become permanently discontinued.

31.7.2. DELAYED ORDERS:

31.7.3. If any item ordered by an agency cannot be provided within the contracted time frame, the Contractor must provide notification of the fact to that agency within 24 hours. The Vendor must also inform the agency of the projected availability date of delayed, back-ordered, non-filled or partially available items within 48 hours after receipt of an order.

31.8. PACKAGING FOR ENVELOPES:

31.8.1. Products must be packed in "A" flute corrugated hard boxes (Min 2/32nds / 2mm thickness).

31.8.2. Unless otherwise specified herein, all services/deliveries performed under this Contract(s) shall be performed between the hours of 7:30 A.M. and 4:00 P.M. for State business days, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

31.9. The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Vendor's employees, equipment, or supplies. The Vendor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Vendor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Vendor.

31.10. The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Vendor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

31.11. The Vendor or their personnel shall not represent themselves as employees or agents of the State.

31.12. While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

31.13. All personnel shall observe all regulations or special restrictions in effect at the State Agency.

31.14. The Vendor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

31.15. If sub-contractors are to be utilized, please include information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.

32. ORDERING SYSTEM:

32.1. Ordering system must be web-based and accessible to the State at all times. Ordering and inventory system must be capable of electronic order approval process and must have an email-based notification function. The ordering system must contain a field where the State can enter their 7-digit Purchase Order number. Contractor shall provide training, on-site or virtual, as requested by the State, on how to use the system at no additional cost. Preferred ordering system capabilities and functionality includes, but is not limited to:

32.1.1. Web-based, Inventory control capabilities

32.1.2. ability to interface with different point of sales systems

32.1.3. ability to use on multiple devices to include but not limited to tablets, iPhones

- 32.1.4. ability to include reference numbers
- 32.1.5. ability to provide a variety of reports including dashboard reporting
- 32.1.6. ability to edit, cancel orders, print orders, order tracking functionality, ability to split orders, and online help features.

33. PERFORMANCE GUARANTEES:

- 33.1. Contractor shall meet the following performance metrics and objectives, and report outcomes to the State quarterly on May 1st (period of January 1 through March 31), August 1st (period of April 1 through June 30), November 1st (period of July 1 through September 30), and February 1st (period of October 1 through December 31) of each year.
- 33.2. Failure to meet any one or more of the performance guarantees shall result in a 2% rebate of the sum of the total orders made by the State for the reporting period in which the failure occurred. Any penalties due to the State shall be remitted on a separate check to the corresponding agency business office, and not as an invoice credit, no later than thirty (30) days after the close of the period in which the failure occurred.
 - 33.2.1. On-time delivery: Ninety-five percent (95%). Unexpected circumstances like inclement weather and vehicle breakdowns/accidents are excluded.
 - 33.2.2. Fill Rate: Ninety percent (90%) including substitutes.
 - 33.2.3. Error reporting (miss picks, invoice accuracy):
 - 33.2.4. Miss Picks: Two (2) per one thousand (1,000) cases.

34. OBLIGATIONS AND LIABILITY OF THE VENDOR:

- 34.1. The successful Vendor shall perform all work and furnish all materials, tools, equipment and safety devices necessary to perform the requested services in the manner and within the time hereinafter specified. The Vendor shall provide said services to the satisfaction of the State and in accordance with the specifications and at the price set forth herein. All work to be performed and all equipment to be furnished pursuant to the Scope of Services included herein shall be performed and furnished in strict accordance with the specifications included herein, the terms of any contract awarded as a result of this solicitation, any associated contract drawings, and the directions of State representatives as may be given from time to time while the work is in progress.
- 34.2. The successful Vendor shall take full responsibility for the work to be performed pursuant to the Scope of Work included herein; for the protection of said work; and for preventing injuries to persons and damage to property and utilities on or about said work. The Vendor shall in no way be relieved of such responsibility by any authority of the State to give permission or issue orders relating to any part of the work, by any such permission given or orders issued, or by any failure of the State to give such permission or issue such orders. The successful Vendor shall bear all losses accruing to the Vendor as a result of the amount, quality, or character of the work required, or because the nature or characteristics of the work location is different from what the Vendor estimated or expected, or due to delays or other complications caused by the weather, elements, or other natural causes.
- 34.3. The successful Vendor agrees that any damage or injury to any buildings, materials, equipment, or other property resulting from the Vendor's performance of the requested services shall be repaired at the Vendor's own expense so that such buildings, materials, equipment, or other property are satisfactorily restored to their prior condition.

35. NON-EXCLUSIVE CONTRACT:

- 35.1. Any resulting Contract from this RFB will be a non-exclusive Contract. The State reserves the right, at its discretion, to retain other Contractors to provide any of the Services or Deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total Proposal.

36. DISASTER RECOVERY:

- 36.1. Do you provide emergency preparedness plan to aid the State during an emergency or disaster recovery with specifics as to response time, availability of supplies and goods and services offered? Yes or No (circle one).
- 36.2. If yes, please include hard copy and/or link to website for further information. This information is not considered part of award criteria and is considered informational only.

37. RECALLS:

- 37.1. Contractor shall have the ability to track all products ordered and delivered. The Contractor shall have a product recall program that provides for notification within twenty-four (24) hours of the recall to the State which has received the recalled products. The Contractor shall pick up and replace all products that are subject to the recall at no additional cost to the State. Recalled products that are returned shall be credited on the next invoice.

38. SAMPLE PRODUCTS FOR EVALUATION:

- 38.1. All products offered under this contract may be selected by the State at any time, prior to or throughout the term of the contract, to provide for examination and testing. Samples shall be clearly labeled as to the contents and supplier. Samples submitted shall be the same product to be delivered under this contract. All samples must be provided at no charge to the State.

39. RETURNED GOODS:

- 39.1. The successful Vendor shall resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. shall be picked up by the successful Vendor within ten (10) business days of notification with no restocking or freight charges and shall be replaced with specified products or the agency shall be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.
- 39.2. Standard stock products ordered in error by the State of New Hampshire shall be returned for full credit within fifteen (15) business days of receipt. Products shall be in re-saleable condition (original container, unused) and there shall be no restocking fee charged for these products. The using agency shall be responsible for any freight charges to return these items to the successful Vendor.

40. BACKORDERS AND SUBSTITUTIONS:

- 40.1. The Contractor shall maintain adequate inventory levels to avoid out-of-stock situations. Any out-of-stock products must be communicated to the requestor within 24 hours of the placement of the order. No substitutions shall be made without the written consent of the State.
- 40.2. Items ordered but not delivered in error by the Contractor shall be credited on the next invoice or products delivered at a later date as mutually agreed upon in writing.
- 40.3. The Contractor shall notify the State Contracting Officer of any items no longer available and provide a recommended replacement.

41. ENVIRONMENTALLY FRIENDLY PRODUCTS:

- 41.1. In accordance with State of New Hampshire RSA 9-C, the Bureau of Purchase and Property has an obligation to put into practice the interdependent principles of waste reduction, recycling, and recycled products purchasing. Contractors should supply environmentally preferable materials that meet performance requirements wherever practical in the fulfillment of this regulation. Environmentally preferable products and services have characteristics that include, but are not limited to, the following:
 - 41.1.1. Energy or water efficient
 - 41.1.2. Reusable
 - 41.1.3. Recyclable
 - 41.1.4. Contains postconsumer recycled materials
 - 41.1.5. Produces fewer polluting byproducts or safety hazards during manufacture, use, or disposal
 - 41.1.6. Certified by an independent, third-party eco-label (e.g., Green Seal, EcoLogo, etc.)
- 41.2. Suppliers citing environmentally preferred product claims shall follow the Federal Trade Commission's Green Marketing Guidelines and provide proper certification or detailed information on environmental benefits, durability, and recyclable properties as an **attachment with their bid submission**.
- 41.3. Whenever possible, Contractors shall eliminate PVC or polystyrene due to environmental and human health concerns. Contractors must notify the State if a product contains mercury and/or PFAS.
- 41.4. To promote fuel efficiency and reduce greenhouse gases and air pollution, Contractors are encouraged to use a SmartWay Transport/Carrier Partner for the shipment or transport of products. A list of SmartWay Transport partners can be found here: <https://www.epa.gov/smartway/smartway-partner-list>.

42. OFFER:

- 42.1. The bidder offers to sell to the state of New Hampshire the commodities and services indicated at the price or prices quoted and in compliance with the requirements and specifications of the bid. Quotes in lieu of a completed offer sheet will not be accepted.
- 42.2. **OFFER SHEET WILL BE ATTACHMENT 1 (SEPARATE FROM THIS DOCUMENT).**

43. VENDOR'S BALANCE OF PRODUCT LINE ITEMS:

- 43.1. The items in the Offer Section include the items most commonly purchased by State of New Hampshire agencies and shall be used for award purposes. During the term of contract, the State may purchase other items that relate to the product/categories represented herein from the successful Vendor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Bid Prices".

44. VENDOR CONTACT INFORMATION:

- 44.1. Please provide contact information below for a person knowledgeable of and who can answer questions regarding this bid response.

Luke Bergeron
Contact Person

603-365-6656
Local Telephone Number

888-926-2766
Toll Free Telephone Number

luke.bergeron@wbmason.com

E-mail Address

www.wbmason.com

Company Website

W.B. Mason Co. Inc.

Vendor Company Name

8001 S. Willow St. Manchester, NH 03103

Vendor Address

Vendor Number

05-180-7493

DUNS and/or SAM.GOV Number

45. DELIVERY TIME:

- 45.1. The successful Vendor shall be required to accomplish delivery of any item ordered under the contract within five (5) business days or upon and agreed-upon date with the requesting agency from the placement of the order.
- 45.2. The use of a private carrier to make delivery does not relieve the successful Vendor from the responsibility of meeting the delivery requirement.

46. DELIVERY LOCATIONS:

- 46.1. The following are the current State of New Hampshire agency/institution locations which, if you are awarded a contract, you are expected to service. The State of New Hampshire reserves the right to add locations to this list at the contract prices or to delete locations, as needed. This listing does not include any eligible participants.
- 46.1.1. NH Bureau of Graphic Services, 12 Hills Avenue, Concord, NH
- 46.1.2. NH Department of Corrections, 105 Pleasant Street, Concord, NH
- 46.1.3. NH Department of Transportation, 7 Hazen Drive, Concord, NH
- 46.1.4. NH Department of Employment Security, 45 South Fruit Street, Concord, NH
- 46.1.5. NH Department of Safety Warehouse, 41 Hazen Drive, Concord, NH

47. ATTACHMENTS:

- 47.1. The following attachments are an integral part of this bid invitation:
- 47.1.1. Attachment 1: Offer Sheet

48. NOTE: TO BE CONSIDERED, BID TRANSMITTAL LETTER SHALL BE SIGNED IN THE SPACE PROVIDED.

49. THE BID OPENING IS OPEN TO THE PUBLIC ONLINE AT THE FOLLOWING:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 295 977 136 238

Passcode: RQ2U2J

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

nhgov@m.webex.com

Video Conference ID: 111 987 277 0

[Alternate VTC instructions](#)

Or call in (audio only)

+1 603-931-4944,814128977# United States, Concord

Phone Conference ID: 814 128 977#

[Find a local number](#) | [Reset PIN](#)

APPENDIX A

SAMPLE FORM TO BE COMPLETED UPON AWARD

FORM NUMBER P-37 (version 2/23/2023)

Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

I. IDENTIFICATION.

1.1 State Agency Name		1.2 State Agency Address	
1.3 Contractor Name		1.4 Contractor Address	
1.5 Contractor Phone Number	1.6 Account Unit and Class	1.7 Completion Date	1.8 Price Limitation
1.9 Contracting Officer for State Agency		1.10 State Agency Telephone Number	
1.11 Contractor Signature <p align="right">Date:</p>		1.12 Name and Title of Contractor Signatory	
1.13 State Agency Signature <p align="right">Date:</p>		1.14 Name and Title of State Agency Signatory	
1.15 Approval by the N.H. Department of Administration, Division of Personnel <i>(if applicable)</i> By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) <i>(if applicable)</i> By: _____ On: _____			
1.17 Approval by the Governor and Executive Council <i>(if applicable)</i> G&C Item number: _____ G&C Meeting Date: _____			

Bidder Initials AKH
Date 4/24/24

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national

origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4 The Contractor agrees to permit the State of United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

8.1.1 failure to perform the Services satisfactorily or on schedule,

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("Workers' Compensation").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee

to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.



STATE OF NEW HAMPSHIRE TRANSMITTAL LETTER

Date: 4/29/24

Company Name: W.B. Mason Co. Inc.

Address: 8001 S. Willow St.

Manchester, NH 03103

To: Point of Contact: **Claudia Roy**
Telephone: (603)-271-2202
Email: NH.Purchasing@das.nh.gov

RE: Bid Invitation Name: **Printing Paper and Envelopes**
Bid Number: **2893-24**
Bid Posted Date (on or by): **4/1/2024**
Bid Closing Date and Time: **4/30/2024 9:00 AM (Eastern Time)**
Dear **Claudia Roy**,

{Insert name of signor} Daniel Orr Jr., on behalf of W.B. Mason Co. Inc. {insert name of entity submitting bid (collectively referred to as "Vendor") hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID # 2893-24 for Printing Paper and Envelopes at the price(s) quoted herein in complete accordance with the bid.

Vendor attests to the fact that:

1. The Vendor has reviewed and agreed to be bound by the Bid.
2. The Vendor has not altered any of the language or other provisions contained in the Bid document.
3. The Bid is effective for a period of 180 days from the Bid Closing date as indicated above.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this Bid.
6. Further, in accordance with RSA 21-I:11-c, the undersigned Vendor certifies that neither the Vendor nor any of its subsidiaries, affiliates or principal officers (principal officers refers to individuals with management responsibility for the entity or association):
 - a. Has, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;
 - b. Has been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;
 - c. Has previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing a bid, proposal, or quotation;
 - d. Is currently debarred from performing work on any project of the federal government or the government of any state;
 - e. Has, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;
 - f. Is presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the applicant is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;
 - g. Is presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;
 - h. Is currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;
 - i. Has failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment; or
 - j. Has been placed on the debarred parties list described in RSA 21-I:11-c within the past year.

This document shall be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

Authorized Signor's Signature Authorized Signor's Title Senior V.P.

STATE OF NEW HAMPSHIRE
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6398

DATE OF CHANGE: April 10, 2024

ADDENDUM #1 TO BID INVITATION #2893-24

DATE OF BID CLOSING: 04/30/2024

TIME OF BID CLOSING: 09:00 AM (EST)

FOR: PRINTING PAPER AND ENVELOPES

Clarifying questions:

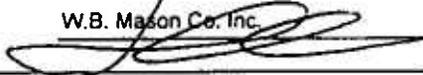
1. Specs say A Flute hard box, industry uses folding box inside a carton. Is that OK?
State response: Boxes must be sturdy for packaging. No soft boxes.

2. On the commercial envelopes can I quote side seam web style?
State response: No, they need to be diagonal cut.

PURCHASING AGENT:

E:Mail: NH.Purchasing@das.nh.gov

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

BIDDER W.B. Mason Co. Inc. ADDRESS 8001 S. Willow St.
BY  Manchester, NH 03103
(this document must be signed)
Daniel Orr Jr. TEL. NO. 888-926-2766
(please type or print name)

Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.



**STATE OF NEW HAMPSHIRE
DIVISION OF PROCUREMENT AND SUPPORT SERVICES
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX
25 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6398**

Date of Change: April 25, 2024

ADDENDUM # 02 TO BID INVITATION 2893-24

DATE AND TIME OF BID CLOSING: 4/30/2024 9:00 AM

FOR: PRINTING PAPER AND ENVELOPES

Clarification:

Attachment 1 Offer Sheet has been updated. Please utilize the attached Attachment 1 Offer Sheet 4.25.24 for your submission.

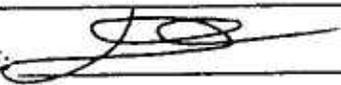
**PURCHASING AGENT: CLAUDIA ROY
Email: NH.Purchasing@das.nh.gov**

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: W.B. Mason Co. Inc.

ADDRESS: 8001 S. Willow St. Manchester, NH 03103

PRINT NAME: Daniel Orr Jr.

SIGNATURE: 

TEL. NO. 888-926-2766

EMAIL ADDRESS: luke.bergeron@wbmason.com

Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.



**STATE OF NEW HAMPSHIRE
 DIVISION OF PROCUREMENT AND SUPPORT SERVICES
 BUREAU OF PURCHASE AND PROPERTY
 STATE HOUSE ANNEX
 25 CAPITOL STREET
 CONCORD, NEW HAMPSHIRE 03301-6398**

Date of Change: April 26, 2024

ADDENDUM # 03 TO BID INVITATION 2893-24

DATE AND TIME OF BID CLOSING: 4/30/2024 9:00 AM

FOR: PRINTING PAPER AND ENVELOPES

Clarification:

Attachment 1 Offer Sheet has been updated. There was an error in cells H109 and H110 on both tabs. Please utilize the attached Attachment 1 Offer Sheet 4.26.24 for your submission.

**PURCHASING AGENT: CLAUDIA ROY
 Email: NH.Purchasing@das.nh.gov**

NOTE: ALL CHANGES TO BID SOLICITATION NOTED IN ADDENDUMS WILL SUPERSEDE PREVIOUSLY SUBMITTED DOCUMENTS AND MUST BE SUBMITTED WITH THE BID. ALL OTHER SPECIFICATIONS REMAIN UNCHANGED AND VALID.

RESPONDENT BUSINESS NAME: W.B. Mason Co. Inc.

ADDRESS: 8001 S. Willow St. Manchester, NH 03103

PRINT NAME: Daniel Orr Jr. SIGNATURE: 

TEL. NO. 888-926-2766 EMAIL ADDRESS: luke.bergeron@wbmason.com

Please visit: <https://das.nh.gov/purchasing/vendorresources.aspx> (click on "Bid and Proposals") for complete bid and addendums.

SECTION I- RECYCLED

20# COPIER/DUAL PURPOSE PAPER - RECYCLED

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
20# Copier/Dual Purpose Paper, White, Ream Wrap, 30% pc waste							
8.5 x 11, 30% pc waste	35,000,000	Finch/Finch	5,000	CASE	42.18	7,000	295260
8.5 x 14, 30% pc waste	225,000	Amer.Eagle/Mason	5,000	CASE	56.18	45	2528.1
8.5 x 11, 3-hole punch, 30% pc waste	1,000,000	Amer.Eagle/Mason	5,000	CASE	47.26	200	9452
11 x 17, 30% pc waste	725,000	Amer.Eagle/Mason	2,500	CASE	47.26	290	13705.4

20# Bond/Dual Purpose, Colors (all), Ream Wrap, 30% pc waste

8.5 x 11, 30% pc waste	250,000	Amer.Eagle/Mason	5,000	CASE	54.00	50	\$ 2,700.00
11 x 17, 30% pc waste	75,000	Sylvamo/Fore MP	2,500	CASE	65.00	30	\$ 1,950.00

24# White, 44HP Oval - DigiPunch, 30% pc waste

8.5 x 11, 30% pc waste	200,000	TST/Impresso	2,500	CASE	51.08	80	\$ 4,086.40
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SECTION I TOTAL: \$ 329,681.90

SECTION II-RECYCLED

MISCELLANEOUS OFFSET PRINTING PAPER - RECYCLED

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Commodity Offset Text, Uncoated Smooth							
8.5 x 11, 60#, white, 30% pc waste	1,000,000	rolland/hitech	4,000	CASE	\$ 100.40	250	25100
8.5 x 11, 60#, color, 30% pc waste	75,000	sylvamo/hammermill	5,000	CASE	\$ 148.00	15	\$ 2,220.00
8.5 x 11, 70#, white, 30% pc waste	40,000	rolland/hitech	4,000	CASE	\$ 113.90	10	\$ 1,139.00
8.5 x 11, 70#, colors, 10% pc waste	40,000	No bid	No bid	CASE		0	\$ -
8.4 x 14, 60#, white, 30% pc waste	230,000	sylvamo/williamsburg	4,000	CASE	\$ 119.00	58	\$ 6,842.50
11 x 17, 60#, white, 30% pc waste	1,300,000	rolland/hitech	2,000	CASE	\$ 104.00	650	\$ 67,600.00
11 x 17, 60#, color, 30% pc waste	300,000	sylvamo/hammermill	2,500	CASE	\$ 127.00	120	\$ 15,240.00
11 x 17, 70#, white, 30% pc waste	20,000	rolland/hitech	2,000	CASE	\$ 118.40	10	\$ 1,184.00
11 x 17, 70#, colors, 10% pc waste	150,000	No bid	No bid	CASE		0	\$ -
25 x 38, 70#, white, 30% pc waste	100,000	rolland/hitech	1,000	CASE	\$ 356.00	100	\$ 35,600.00
25 x 38, 70#, colors, 10% pc waste	40,000	No bid	No bid	CASE		0	\$ -

25 x 38, 70# white, unwrapped skid, 30% pc waste	60,000	No bid	No bid	*SKID*		0	\$ -
25 x 38, 80# white, case pack, 30% pc waste	40,000	domtar/husky	1,000	CASE	\$ 340.00	40	\$ 13,600.00
25 x 38, 100# white, case pack, 30% pc waste	5,000	No bid	No bid	CASE		0	\$ -
Index							
8.5 x 11, 110# white, 30% pc waste	75,000	sylvamo/springhill	2,000	CASE	\$ 72.19	38	\$ 2,707.13
8.5 x 11, 110# colors, 10% pc waste	40,000	sylvamo/springhill	2,000	CASE	\$ 75.13	20	\$ 1,502.60
24 x 36, 90# white, 10% pc waste	400,000	sylvamo/springhill	12,000	*SKID*	\$ 4,901.52	33	\$ 163,384.00
Commodity Cover Stocks							
23 x 35, 65#, white, 30% pc waste	60,000	sylvamo/accent opq.	750	CASE	\$ 360.00	80	\$ 28,800.00
8.5 x 11, 65#, colors, 10% pc waste	30,000	sylvamo/hammermill	2,000	CASE	\$ 140.00	15	\$ 2,100.00
8.5 x 11, 65#, fluorescent colors, 10% pc	30,000	neenah/astrobright	2,000	CASE	\$ 150.00	15	\$ 2,250.00
11 x 17, 65#, colors, 10% pc waste	25,000	neenah/astrobright	1,000	CASE	\$ 150.00	25	\$ 3,750.00
11 x 17, 65#, fluorescent colors, 10% pc	15,000	neenah/astrobright	1,000	CASE	\$ 150.00	15	\$ 2,250.00
Fine Cover and Text for Color Copy 30% pc waste							
8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	60,000	sylvamo/hamm.color copy	1500	CASE	\$ 125.00	40	\$ 5,000.00
8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	55,000	sylvamo/hamm.color copy	2000	CASE	\$ 130.00	27.5	\$ 3,575.00
11 x 17, 80# Cover, photo white color copy, optimized for toner printing	40,000	sylvamo/hamm.color copy	1000	CASE	\$ 140.00	40	\$ 5,600.00
8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	225,000	sylvamo/hamm.color copy	4000	CASE	\$ 128.00	56.25	\$ 7,200.00
11 x 17, 28# Text, photo white color copy, optimized for toner printing	60,000	sylvamo/hamm.color copy	2000	CASE	\$ 133.00	30	\$ 3,990.00
Writing Bond, 25% Rag, Watermarked, 30% pc waste							
8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	500,000	neenah/cap.bond	5,000	CASE	\$ 255.00	100	\$ 25,500.00
8.5 x 11, 24#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	500,000	neenah/cap.bond	5,000	CASE	\$ 310.00	100	\$ 31,000.00
SECTION II TOTAL:							\$ 410,259.23
SECTION III-RECYCLED							
ENVELOPES, COMMERCIAL AND CATALOG, GUMMED FLAP							

DESCRIPTION	1 YEAR EST. USAGE (ENVS.)	MANUFACTURER /BRAND	ENVELOPES/ CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Commercial Closed Face Envelopes; OSDS; 24# White Wove. *Pack to avoid any curling and suitable for commercial offset or digital printing*							
6-3/4 White	70,000	tops/mason brand	5,000	CASE	\$ 141.80	14	\$ 1,985.20
9 White	1,200,000	tops/mason brand	2,500	CASE	\$ 87.30	480	\$ 41,904.00
10 White	1,000,000	tops/mason brand	2,500	CASE	\$ 77.05	400	\$ 30,820.00
11 White	80,000	cenveo/printmaster	2,500	CASE	\$ 231.00	32	\$ 7,392.00
10 Window	4,000,000	tops/mason brand	2,500	CASE	\$ 112.75	1,600	\$ 180,400.00
Commercial Window Envelopes; OSDS; 24# White Wove; Blue Inside Security Tint; Poly Window. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each.							
# 10 White Window	4,000,000	House	2,500	CASE	\$ 160.00	1,600	\$ 256,000.00
# 9 White Window	10,000	House	2,500	CASE	\$ 200.00	4.0	\$ 800.00
Catalog & Booklet Envelopes; Gummed Flap, No Clasp. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each. ***QUOTING: Bulk packed cartons of 500***							
9 x 12 Catalog, White 28#	10,000	House	500	CASE	\$ 100.00	20	\$ 2,000.00
10 x 13 Catalog, White 28#	2,500	House	500	CASE	\$ 130.00	5	\$ 650.00
9 x 12 Booklet, White 28#	12,000	House	500	CASE	\$ 100.00	24	\$ 2,400.00
10 x 13 Booklet, White 28#	8,000	House	500	CASE	\$ 130.00	16	\$ 2,080.00
SECTION III TOTAL:							\$ 526,431.20
SECTION IV-RECYCLED							
CLASP/GUMMED FLAP ENVELOPES							
DESCRIPTION	1 YEAR EST. USAGE (ENVS.)	MANUFACTURER /BRAND	ENVELOPES/ CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Clasp Envelopes, 28# Brown Kraft; Gummed Flap w/Clasp. MUST have reinforced tab around hole on flap. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each.							
6 x 9	1,500	Tops-Mason	500	CASE	\$ 45.10	3	\$ 135.30
6.5 x 9.5	3,000	Tops-Mason	500	CASE	\$ 52.45	6	\$ 314.70
7.5 x 10.5	1,500	Tops-Mason	500	CASE	\$ 61.80	3	\$ 185.40
9 x 12	20,000	Tops-Mason	500	CASE	\$ 63.40	40	\$ 2,536.00
9.5 x 12.5	1,500	Tops-Mason	500	CASE	\$ 80.55	3	\$ 241.65
10 x 13	10,000	Tops-Mason	500	CASE	\$ 72.75	20	\$ 1,455.00
12 x 15.5	1,500	Tops-Mason	500	CASE	\$ 104.10	3	\$ 312.30

SECTION IV TOTAL: \$ 5,180.35

SECTION V-RECYCLED**CARBONLESS PAPERS, RELATED ITEMS**

DESCRIPTION	1 YEAR EST. USAGE (SETS)	MANUFACTURER /BRAND	SETS/CASE	UNIT OF MEASURE	PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
8.5 x 11 2 pt, canary/white	125,000	NCR/Superior	2,500	CASE	\$ 238.91	50	\$ 11,945.50
8.5 x 11 2 pt, pink/white	100,000	NCR/Superior	2,500	CASE	\$ 238.91	40	\$ 9,556.40
8.5 x 11 3 pt, forward	100,000	NCR/Superior	1,670	CASE	\$ 269.18	60	\$ 16,118.56
8.5 x 11 3 pt, reverse	210,000	NCR/Superior	1,670	CASE	\$ 269.18	126	\$ 33,848.98
8.5 x 11 4 pt, forward	10,000	NCR/Superior	1,250	CASE	\$ 287.33	8	\$ 2,298.64
8.5 x 11 4 pt, reverse	30,000	NCR/Superior	1,250	CASE	\$ 287.33	24	\$ 6,895.92
8.5 x 11 5 pt, reverse	25,000	NCR/Superior	1,000	CASE	\$ 312.96	25	\$ 7,824.00
8.5 x 14 2 pt, reverse	4,000	NCR/Superior	1,000	CASE	\$ 303.83	4	\$ 1,215.32
11 x 17 2 pt, canary/white	100,000	NCR/Superior	1,250	CASE	\$ 236.66	80	\$ 18,932.80
11 x 17 3 pt, forward	10,000	NCR/Superior	835	CASE	\$ 267.35	12	\$ 3,201.80
11 x 17 3 pt, reverse	200,000	NCR/Superior	835	CASE	\$ 267.35	240	\$ 64,035.93
11 x 17 4 pt, forward	20,000	NCR/Superior	625	CASE	\$ 284.93	32	\$ 9,117.76
11 x 17 4 pt, reverse	5,000	NCR/Superior	625	CASE	\$ 284.93	8	\$ 2,279.44

SECTION V TOTAL: \$ 187,271.05

SECTION VI-RECYCLED**COATED STOCKS, INCLUDING COATED TEXT & COVERS - RECYCLED**

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER/M	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Coated Text & Cover, 10% pc waste							
25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	15,000	sterling/premium	1,000	CASE	\$ 391.32	15	\$ 5,869.80
25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	15,000	sterling/premium	800	CASE	\$ 391.32	19	\$ 7,337.25
19 x 25, 10pt C1S - Cover, 10% pc waste	15,000	tango	900	CASE	\$ 315.06		\$ 5,251.00
19 x 25, 10pt C2S - Cover, 10% pc waste	15,000	tango	1,000	CASE	\$ 452.36		\$ 6,785.40

12 x 18, 100# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	500	CASE	\$ 81.21	100	\$ 8,121.00
13 x 19, 100# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	500	CASE	\$ 118.68	100	\$ 11,868.00
12 x 18, 80# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	750	CASE	\$ 123.71	67	\$ 8,247.33
13 x 19, 80# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	750	CASE	\$ 143.84	67	\$ 9,589.33
12 x 18, 100# Text - Digital Gloss 10% pc waste	40,000	sterling/premium	1,000	CASE	\$ 91.56	40	\$ 3,662.40
13 x 19, 100# Text - Digital Gloss 10% pc waste	40,000	sterling/premium	1,000	CASE	\$ 129.90	40	\$ 5,196.00
12 x 18, 80# Text - Digital Gloss 10% pc waste	100,000	sterling/premium	1,500	CASE	\$ 1,088.10	67	\$ 72,540.00
13 x 19, 80# Text - Digital Gloss 10% pc waste	100,000	sterling/premium	1,500	CASE	\$ 125.97	67	\$ 8,398.00
SECTION VI TOTAL:							\$ 152,865.52

SECTION VII-RECYCLED

OUTDOOR BOARD/CHIPBOARD

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/SKID	UNIT OF MEASURE	PRICE PER M SHEETS	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Outdoor Board							
Skid 20 x 22 - 36PT - 429M - C1S White	70,000	No bid	No bid	SHEETS		0.00	\$
Chipboard							
Chipboard 030, 8.5 x 11	20	House	746-bundle	BNDL	\$ 63.18	20	\$ 1,263.60
Chipboard 030, 11 x17	30	House	374-bundle	BNDL	\$ 63.18	30	\$ 1,895.40
Chipboard 030, 22.5 x 34.5	40	House	90-bundle	BNDL	\$ 54.47	40	\$ 2,178.80
SECTION VII TOTAL:							\$ 5,337.80

PRICING SUMMARY TABLE

PRICING TABLE	EXTENDED \$ TOTALS
SECTION I	\$ 329,681.90
SECTION II	\$ 410,259.23
SECTION III	\$ 526,431.20
SECTION IV	\$ 5,180.35

SECTION V	\$ 187,271.05
SECTION VI	\$ 152,865.52
SECTION VII	\$ 5,337.80

SECTION I- VIRGIN

20# COPIER/DUAL PURPOSE PAPER - VIRGIN

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
20# Copier/Dual Purpose Paper, White, Ream Wrap, 30% pc waste							
8.5 x 11, 30% pc waste	35,000,000	finch-mason-sfi	5,000	CASE	38.73	7,000	271110
8.5 x 14, 30% pc waste	225,000	finch-mason-sfi	5,000	CASE	47.98	45	2159.1
8.5 x 11, 3-hole punch, 30% pc waste	1,000,000	finch-mason-sfi	5,000	CASE	40.89	200	8178
11 x 17, 30% pc waste	725,000	finch-mason-sfi	2,500	CASE	40.89	290	11858.1

20# Bond/Dual Purpose, Colors (all), Ream Wrap, 30% pc waste

8.5 x 11, 30% pc waste	250,000	Amer.Eagle/Mason	5,000	CASE	54.00	50	\$ 2,700.00
11 x 17, 30% pc waste	75,000	Sylvamo/Fore MP	2,500	CASE	65.00	30	\$ 1,950.00

24# White, 44HP Oval - DigiPunch, 30% pc waste

8.5 x 11, 30% pc waste	200,000	TST/Impresso	2,500	CASE	51.08	80	\$ 4,086.40
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SECTION I TOTAL: \$ 302,041.60

SECTION II-VIRGIN

MISCELLANEOUS OFFSET PRINTING PAPER - VIRGIN

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Commodity Offset Text, Uncoated Smooth							
8.5 x 11, 60#, white, 30% pc waste	1,000,000	rolland/hitech	4,000	CASE	\$ 100.40	250	25100
8.5 x 11, 60#, color, 30% pc waste	75,000	sylvamo/hammermill	5,000	CASE	\$ 148.00	15	\$ 2,220.00
8.5 x 11, 70#, white, 30% pc waste	40,000	rolland/hitech	4,000	CASE	\$ 113.90	10	\$ 1,139.00
8.5 x 11, 70#, colors, 10% pc waste	40,000	No bid	No bid	CASE		0	\$ -
8.4 x 14, 60#, white, 30% pc waste	230,000	sylvamo/williamsburg	4,000	CASE	\$ 119.00	58	\$ 6,842.50
11 x 17, 60#, white, 30% pc waste	1,300,000	rolland/hitech	2,000	CASE	\$ 104.00	650	\$ 67,600.00
11 x 17, 60#, color, 30% pc waste	300,000	sylvamo/hammermill	2,500	CASE	\$ 127.00	120	\$ 15,240.00
11 x 17, 70#, white, 30% pc waste	20,000	rolland/hitech	2,000	CASE	\$ 118.40	10	\$ 1,184.00
11 x 17, 70#, colors, 10% pc waste	150,000	No bid	No bid	CASE		0	\$ -
25 x 38, 70#, white, 30% pc waste	100,000	rolland/hitech	1,000	CASE	\$ 356.00	100	\$ 35,600.00
25 x 38, 70#, colors, 10% pc waste	40,000	No bid	No bid	CASE		0	\$ -

25 x 38, 70# white, unwrapped skid, 30% pc waste	60,000	No bid	No bid	*SKID*		0	\$ -
25 x 38, 80# white, case pack, 30% pc waste	40,000	domtar/husky	1,000	CASE	\$ 340.00	40	\$ 13,600.00
25 x 38, 100# white, case pack, 30% pc waste	5,000	No bid	No bid	CASE		0	\$ -
Index							
8.5 x 11, 110# white, 30% pc waste	75,000	sylvamo/springhill	2,000	CASE	\$ 72.19	38	\$ 2,707.13
8.5 x 11, 110# colors, 10% pc waste	40,000	sylvamo/springhill	2,000	CASE	\$ 75.13	20	\$ 1,502.60
24 x 36, 90# white, 10% pc waste	400,000	sylvamo/springhill	12,000	*SKID*	\$ 4,901.52	33	\$ 163,384.00
Commodity Cover Stocks							
23 x 35, 65#, white, 30% pc waste	60,000	sylvamo/accent opq.	750	CASE	\$ 360.00	80	\$ 28,800.00
8.5 x 11, 65#, colors, 10% pc waste	30,000	sylvamo/hammermill	2,000	CASE	\$ 140.00	15	\$ 2,100.00
8.5 x 11, 65#, fluorescent colors, 10% pc	30,000	neenah/astrobright	2,000	CASE	\$ 150.00	15	\$ 2,250.00
11 x 17, 65#, colors, 10% pc waste	25,000	neenah/astrobright	1,000	CASE	\$ 150.00	25	\$ 3,750.00
11 x 17, 65#, fluorescent colors, 10% pc	15,000	neenah/astrobright	1,000	CASE	\$ 150.00	15	\$ 2,250.00
Fine Cover and Text for Color Copy 30% pc waste							
8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	60,000	sylvamo/hamm.color copy	1500	CASE	\$ 125.00	40	\$ 5,000.00
8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	55,000	sylvamo/hamm.color copy	2000	CASE	\$ 130.00	27.5	\$ 3,575.00
11 x 17, 80# Cover, photo white color copy, optimized for toner printing	40,000	sylvamo/hamm.color copy	1000	CASE	\$ 140.00	40	\$ 5,600.00
8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	225,000	sylvamo/hamm.color copy	4000	CASE	\$ 128.00	56.25	\$ 7,200.00
11 x 17, 28# Text, photo white color copy, optimized for toner printing	60,000	sylvamo/hamm.color copy	2000	CASE	\$ 133.00	30	\$ 3,990.00
Writing Bond, 25% Rag, Watermarked, 30% pc waste							
8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	500,000	neenah/cap.bond	5,000	CASE	\$ 255.00	100	\$ 25,500.00
8.5 x 11, 24#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	500,000	neenah/cap.bond	5,000	CASE	\$ 310.00	100	\$ 31,000.00
SECTION II TOTAL:							\$ 410,259.23
SECTION III-VIRGIN							
ENVELOPES, COMMERCIAL AND CATALOG, GUMMED FLAP							

DESCRIPTION	1 YEAR EST. USAGE (ENVS.)	MANUFACTURER /BRAND	ENVELOPES/ CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Commercial Closed Face Envelopes; OSDS; 24# White Wave. *Pack to avoid any curling and suitable for commercial offset or digital printing*							
6-3/4 White	70,000	tops/mason brand	5,000	CASE	\$ 141.80	14	\$ 1,985.20
9 White	1,200,000	tops/mason brand	2,500	CASE	\$ 87.30	480	\$ 41,904.00
10 White	1,000,000	tops/mason brand	2,500	CASE	\$ 77.05	400	\$ 30,820.00
11 White	80,000	cenvco/printmaster	2,500	CASE	\$ 231.00	32	\$ 7,392.00
10 Window	4,000,000	tops/mason brand	2,500	CASE	\$ 112.75	1,600	\$ 180,400.00
Commercial Window Envelopes; OSDS; 24# White Wave; Blue Inside Security Tint; Poly Window. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each.							
# 10 White Window	4,000,000	House	2,500	CASE	\$ 160.00	1,600	\$ 256,000.00
# 9 White Window	10,000	House	2,500	CASE	\$ 200.00	4.0	\$ 800.00
Catalog & Booklet Envelopes; Gummed Flap, No Clasp. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each. ***QUOTING: Bulk packed cartons of 500***							
9 x 12 Catalog, White 28#	10,000	House	500	CASE	\$ 100.00	20	\$ 2,000.00
10 x 13 Catalog, White 28#	2,500	House	500	CASE	\$ 130.00	5	\$ 650.00
9 x 12 Booklet, White 28#	12,000	House	500	CASE	\$ 100.00	24	\$ 2,400.00
10 x 13 Booklet, White 28#	8,000	House	500	CASE	\$ 130.00	16	\$ 2,080.00
SECTION III TOTAL:							\$ 526,431.20
SECTION IV-VIRGIN							
CLASP/GUMMED FLAP ENVELOPES							
DESCRIPTION	1 YEAR EST. USAGE (ENVS.)	MANUFACTURER /BRAND	ENVELOPES/ CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Clasp Envelopes, 28# Brown Kraft; Gummed Flap w/Clasp. MUST have reinforced tab around hole on flap. *Pack to avoid any curling and suitable for commercial offset or digital printing* Carton of 500 packed as 5 hard inner boxes of 100 each.							
6 x 9	1,500	Tops-Mason	500	CASE	\$ 45.10	3	\$ 135.30
6.5 x 9.5	3,000	Tops-Mason	500	CASE	\$ 52.45	6	\$ 314.70
7.5 x 10.5	1,500	Tops-Mason	500	CASE	\$ 61.80	3	\$ 185.40
9 x 12	20,000	Tops-Mason	500	CASE	\$ 63.40	40	\$ 2,536.00
9.5 x 12.5	1,500	Tops-Mason	500	CASE	\$ 80.55	3	\$ 241.65
10 x 13	10,000	Tops-Mason	500	CASE	\$ 72.75	20	\$ 1,455.00
12 x 15.5	1,500	Tops-Mason	500	CASE	\$ 104.10	3	\$ 312.30

SECTION IV TOTAL: \$ 5,180.35

SECTION V-VIRGIN**CARBONLESS PAPERS, RELATED ITEMS**

DESCRIPTION	1 YEAR EST. USAGE (SETS)	MANUFACTURER /BRAND	SETS/CASE	UNIT OF MEASURE	PRICE PER CASE	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
8.5 x 11 2 pt, canary/white	125,000	NCR/Superior	2,500	CASE	\$ 238.91	50	\$ 11,945.50
8.5 x 11 2 pt, pink/white	100,000	NCR/Superior	2,500	CASE	\$ 238.91	40	\$ 9,556.40
8.5 x 11 3 pt, forward	100,000	NCR/Superior	1,670	CASE	\$ 269.18	60	\$ 16,118.56
8.5 x 11 3 pt, reverse	210,000	NCR/Superior	1,670	CASE	\$ 269.18	126	\$ 33,848.98
8.5 x 11 4 pt, forward	10,000	NCR/Superior	1,250	CASE	\$ 287.33	8	\$ 2,298.64
8.5 x 11 4 pt, reverse	30,000	NCR/Superior	1,250	CASE	\$ 287.33	24	\$ 6,895.92
8.5 x 11 5 pt, reverse	25,000	NCR/Superior	1,000	CASE	\$ 312.96	25	\$ 7,824.00
8.5 x 14 2 pt, reverse	4,000	NCR/Superior	1,000	CASE	\$ 303.83	4	\$ 1,215.32
11 x 17 2 pt, canary/white	100,000	NCR/Superior	1,250	CASE	\$ 236.66	80	\$ 18,932.80
11 x 17 3 pt, forward	10,000	NCR/Superior	835	CASE	\$ 267.35	12	\$ 3,201.80
11 x 17 3 pt, reverse	200,000	NCR/Superior	835	CASE	\$ 267.35	240	\$ 64,035.93
11 x 17 4 pt, forward	20,000	NCR/Superior	625	CASE	\$ 284.93	32	\$ 9,117.76
11 x 17 4 pt, reverse	5,000	NCR/Superior	625	CASE	\$ 284.93	8	\$ 2,279.44

SECTION V TOTAL: \$ 187,271.05

SECTION VI-VIRGIN**COATED STOCKS, INCLUDING COATED TEXT & COVERS - VIRGIN**

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE	(10 CASES+) PRICE PER/M	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Coated Text & Cover, 10% pc waste							
25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	15,000	sterling/premium	1,000	CASE	\$ 391.32	15	\$ 5,869.80
25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	15,000	sterling/premium	800	CASE	\$ 391.32	19	\$ 7,337.25
19 x 25, 10pt C1S - Cover, 10% pc waste	15,000	tango	900	CASE	\$ 315.06		\$ 5,251.00
19 x 25, 10pt C2S - Cover, 10% pc waste	15,000	tango	1,000	CASE	\$ 452.36		\$ 6,785.40

12 x 18, 100# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	500	CASE	\$ 81.21	100	\$ 8,121.00
13 x 19, 100# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	500	CASE	\$ 118.68	100	\$ 11,868.00
12 x 18, 80# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	750	CASE	\$ 123.71	67	\$ 8,247.33
13 x 19, 80# Cover - Digital Gloss 10% pc waste	50,000	sterling/premium	750	CASE	\$ 143.84	67	\$ 9,589.33
12 x 18, 100# Text - Digital Gloss 10% pc waste	40,000	sterling/premium	1,000	CASE	\$ 91.56	40	\$ 3,662.40
13 x 19, 100# Text - Digital Gloss 10% pc waste	40,000	sterling/premium	1,000	CASE	\$ 129.90	40	\$ 5,196.00
12 x 18, 80# Text - Digital Gloss 10% pc waste	100,000	sterling/premium	1,500	CASE	\$ 1,088.10	67	\$ 72,540.00
13 x 19, 80# Text - Digital Gloss 10% pc waste	100,000	sterling/premium	1,500	CASE	\$ 125.97	67	\$ 8,398.00
SECTION VI TOTAL:							\$ 152,865.52

SECTION VII-VIRGIN

OUTDOOR BOARD/CHIPBOARD

DESCRIPTION	1 YEAR EST. USAGE (SHEETS)	MANUFACTURER /BRAND	SHEETS/SKID	UNIT OF MEASURE	PRICE PER M SHEETS	MULTIPLIER	EXTENDED PRICING (COLUMN F X COLUMN G)
Outdoor Board							
Skid 20 x 22 - 36PT - 429M - C1S White	70,000	No bid	No bid	SHEETS		0.00	\$ -
Chipboard							
Chipboard 030, 8.5 x 11	20	House	746-bundle	BNDL	\$ 63.18	20	\$ 1,263.60
Chipboard 030, 11 x 17	30	House	374-bundle	BNDL	\$ 63.18	30	\$ 1,895.40
Chipboard 030, 22.5 x 34.5	40	House	90-bundle	BNDL	\$ 54.47	40	\$ 2,178.80
SECTION VII TOTAL:							\$ 5,337.80

PRICING SUMMARY TABLE

PRICING TABLE	EXTENDED \$ TOTALS
SECTION I	\$ 302,041.60
SECTION II	\$ 410,259.23
SECTION III	\$ 526,431.20
SECTION IV	\$ 5,180.35

SECTION V	\$ 187,271.05
SECTION VI	\$ 152,865.52
SECTION VII	\$ 5,337.80

Appendix A Pricing List

Recycled/Virgin (R/V)	Product Description	Price per case
R	8.5 x 11, 30% pc waste	\$42.18
R	8.5 x 14, 30% pc waste	\$56.18
R	8.5 x 11, 3-hole punch, 30% pc waste	\$47.26
R	11 x 17, 30% pc waste	\$47.26
R	8.5 x 11, 30% pc waste	\$54.00
R	11 x 17, 30% pc waste	\$65.00
R	8.5 x 11, 30% pc waste	\$51.08
R	8.5 x 11, 60#, white, 30% pc waste	\$100.40
R	8.5 x 11, 60#, color, 30% pc waste	\$148.00
R	8.5 x 11, 70#, white, 30% pc waste	\$113.90
R	8.4 x 14, 60#, white, 30% pc waste	\$119.00
R	11 x 17, 60#, white, 30% pc waste	\$104.00
R	11 x 17, 60#, color, 30% pc waste	\$127.00
R	11 x 17, 70#, white, 30%-pc waste	\$118.40
R	25 x 38, 70#, white, 30% pc waste	\$356.00
R	25 x 38, 80# white, case pack, 30% pc waste	\$340.00
R	8.5 x 11, 110# white, 30% pc waste	\$72.19
R	8.5 x 11, 110# colors, 10% pc waste	\$75.13
R	24 x 36, 90# white, 10% pc waste	\$4,901.52
R	23 x 35, 65#, white, 30% pc waste	\$360.00
R	8.5 x 11, 65#, colors, 10% pc waste	\$140.00
R	8.5 x 11, 65#, fluorescent colors, 10% pc	\$150.00
R	11 x 17, 65#, colors, 10% pc waste	\$150.00
R	11 x 17, 65#, fluorescent colors, 10% pc	\$150.00
R	8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	\$125.00
R	8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	\$130.00
R	11 x 17, 80# Cover, photo white color copy, optimized for toner printing	\$140.00
R	8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	\$128.00
R	11 x 17, 28# Text, photo white color copy, optimized for toner printing	\$133.00
R	8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	\$255.00
R	8.5 x 11, 24#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	\$310.00
R	6-3/4 White	\$141.80
R	9 White	\$87.30
R	10 White	\$77.05
R	11 White	\$231.00
R	10 Window	\$112.75
R	#10 White Window	\$160.00
R	# 9 White Window	\$200.00
R	9 x 12 Catalog, White 28#	\$100.00
R	10 x 13 Catalog, White 28#	\$130.00
R	9 x 12 Booklet, White 28#	\$100.00
R	10 x 13 Booklet, White 28#	\$130.00
R	CLASP/GUMMED FLAP ENVELOPES 6 x 9	\$45.10
R	CLASP/GUMMED FLAP ENVELOPES 6.5 x 9.5	\$52.45
R	CLASP/GUMMED FLAP ENVELOPES 7.5 x 10.5	\$61.80
R	CLASP/GUMMED FLAP ENVELOPES 9 x 12	\$63.40

Appendix A Pricing List

R	CLASP/GUMMED FLAP ENVELOPES 9.5 x 12.5	\$80.55
R	CLASP/GUMMED FLAP ENVELOPES 10 x 13	\$72.75
R	CLASP/GUMMED FLAP ENVELOPES 12 x 15.5	\$104.10
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, canary/white	\$238.91
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, pink/white	\$238.91
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, forward	\$269.18
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, reverse	\$269.18
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, forward	\$287.33
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, reverse	\$287.33
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 5 pt, reverse	\$312.96
R	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 14 2 pt, reverse	\$303.83
R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 2 pt, canary/white	\$236.66
R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, forward	\$267.35
R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, reverse	\$267.35
R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, forward	\$284.93
R	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, reverse	\$284.93
R	25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	\$391.32
R	25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	\$391.32
R	19 x 25, 10pt C1S – Cover, 10% pc waste	\$315.06
R	19 x 25, 10pt C2S – Cover, 10% pc waste	\$452.36
R	12 x 18, 100# Cover - Digital Gloss 10% pc waste	\$81.21
R	13 x 19, 100# Cover - Digital Gloss 10% pc waste	\$118.68
R	12 x 18, 80# Cover - Digital Gloss 10% pc waste	\$123.71
R	13 x 19, 80# Cover - Digital Gloss 10% pc waste	\$143.84
R	12 x 18, 100# Text - Digital Gloss pc waste	10% \$91.56
R	13 x 19, 100# Text - Digital Gloss pc waste	10% \$129.90
R	12 x 18, 80# Text - Digital Gloss waste	10% pc \$1,088.10
R	13 x 19, 80# Text - Digital Gloss pc waste	10% \$125.97
R	Chipboard 030, 8.5 x 11	\$63.18
R	Chipboard 030, 11 x 17	\$63.18
R	Chipboard 030, 22.5 x 34.5	\$54.47
V	8.5 x 11, 30% pc waste	\$38.73
V	8.5 x 14, 30% pc waste	\$47.98
V	8.5 x 11, 3-hole punch, 30% pc waste	\$40.89
V	11 x 17, 30% pc waste	\$40.89
V	8.5 x 11, 30% pc waste	\$54.00

Appendix A Pricing List

V	11 x 17, 30% pc waste	\$65.00
V	8.5 x 11, 30% pc waste	\$51.08
V	8.5 x 11, 60#, white, 30% pc waste	\$100.40
V	8.5 x 11, 60#, color, 30% pc waste	\$148.00
V	8.5 x 11, 70#, white, 30% pc waste	\$113.90
V	8.4 x 14, 60#, white, 30% pc waste	\$119.00
V	11 x 17, 60#, white, 30% pc waste	\$104.00
V	11 x 17, 60#, color, 30% pc waste	\$127.00
V	11 x 17, 70#, white, 30% pc waste	\$118.40
V	25 x 38, 70#, white, 30% pc waste	\$356.00
V	25 x 38, 80# white, case pack, 30% pc waste	\$340.00
V	8.5 x 11, 110# white, 30% pc waste	\$72.19
V	8.5 x 11, 110# colors, 10% pc waste	\$75.13
V	24 x 36, 90# white, 10% pc waste	\$4,901.52
V	23 x 35, 65#, white, 30% pc waste	\$360.00
V	8.5 x 11, 65#, colors, 10% pc waste	\$140.00
V	8.5 x 11, 65#, fluorescent colors, 10% pc	\$150.00
V	11 x 17, 65#, colors, 10% pc waste	\$150.00
V	11 x 17, 65#, fluorescent colors, 10% pc	\$150.00
V	8.5 x 11, white 100# Cover, optimized for toner printing, satin finish, min. 94% bright, 30% pc waste	\$125.00
V	8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	\$130.00
V	11 x 17, 80# Cover, photo white color copy, optimized for toner printing	\$140.00
V	8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	\$128.00
V	11 x 17, 28# Text, photo white color copy, optimized for toner printing	\$133.00
V	8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	\$255.00
V	8.5 x 11, 24#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	\$310.00
V	6-3/4 White	\$141.80
V	9 White	\$87.30
V	10 White	\$77.05
V	11 White	\$231.00
V	10 Window	\$112.75
V	#10 White Window	\$160.00
V	# 9 White Window	\$200.00
V	9 x 12 Catalog, White 28#	\$100.00
V	10 x 13 Catalog, White 28#	\$130.00
V	9 x 12 Booklet, White 28#	\$100.00
V	10 x 13 Booklet, White 28#	\$130.00
V	CLASP/GUMMED FLAP ENVELOPES 6 x 9	\$45.10
V	CLASP/GUMMED FLAP ENVELOPES 6.5 x 9.5	\$52.45
V	CLASP/GUMMED FLAP ENVELOPES 7.5 x 10.5	\$61.80
V	CLASP/GUMMED FLAP ENVELOPES 9 x 12	\$63.40
V	CLASP/GUMMED FLAP ENVELOPES 9.5 x 12.5	\$80.55
V	CLASP/GUMMED FLAP ENVELOPES 10 x 13	\$72.75
V	CLASP/GUMMED FLAP ENVELOPES 12 x 15.5	\$104.10
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, canary/white	\$238.91

Appendix A Pricing List

V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 2 pt, pink/white	\$238.91
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, forward	\$269.18
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 3 pt, reverse	\$269.18
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, forward	\$287.33
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 4 pt, reverse	\$287.33
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 11 5 pt, reverse	\$312.96
V	CARBONLESS PAPERS, RELATED ITEMS 8.5 x 14 2 pt, reverse	\$303.83
V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 2 pt, canary/white	\$236.66
V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, forward	\$267.35
V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 3 pt, reverse	\$267.35
V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, forward	\$284.93
V	CARBONLESS PAPERS, RELATED ITEMS 11 x 17 4 pt, reverse	\$284.93
V	25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	\$391.32
V	25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	\$391.32
V	19 x 25, 10pt C1S – Cover, 10% pc waste	\$315.06
V	19 x 25, 10pt C2S – Cover, 10% pc waste	\$452.36
V	12 x 18, 100# Cover - Digital Gloss 10% pc waste	\$81.21
V	13 x 19, 100# Cover - Digital Gloss 10% pc waste	\$118.68
V	12 x 18, 80# Cover - Digital Gloss 10% pc waste	\$123.71
V	13 x 19, 80# Cover - Digital Gloss 10% pc waste	\$143.84
V	12 x 18, 100# Text - Digital Gloss 10% pc waste	\$91.56
V	13 x 19, 100# Text - Digital Gloss 10% pc waste	\$129.90
V	12 x 18, 80# Text - Digital Gloss 10% pc waste	\$1,088.10
V	13 x 19, 80# Text - Digital Gloss 10% pc waste	\$125.97
V	Chipboard 030, 8.5 x 11	\$63.18
V	Chipboard 030, 11 x 17	\$63.18
V	Chipboard 030, 22.5 x 34.5	\$54.47