

STATE OF NEW HAMPSHIRE  
Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

Date: April 15, 2019

NOTICE OF CONTRACT

COMMODITY: Custom Window Envelopes

CONTRACT NO.: 8002500 NIGP: 645 3900

VENDOR: MAC Paper Envelopes Converters VENDOR # : 260302  
8370 Phillips Hwy  
Jacksonville, FL 32256

CONTACT PERSON(s): David E Schillkofski  
Tel. No.: 904-607-7560  
E-Mail: [david.schillkofski@macpapers.com](mailto:david.schillkofski@macpapers.com)

EFFECTIVE FROM: 04/01/2019 through 03/31/2021

PAYMENT & TERMS: Payments shall be made via Procurement Card (P-Card –Visa Credit Card). Orders charged upon delivery/shipment.

The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State’s satisfaction.

DELIVERY TIME: Within 10 working days from placement of order. No minimum order requirements.

F.O.B.: F.O.B. Destination to any location within the State of New Hampshire

ORDERING: State agencies will place their orders by electronic order entry, by e-mail, by FAX, or they may establish a standard delivery order. Eligible participants will utilize their own individually established ordering procedures.

MINIMUM ORDERS: Minimum order shall be 200,000 envelopes; packed 40 cases of 2,500 (100,000 envelopes) per skid. Delivery is to accomplished within 15 working days from the date the order is placed.

QUESTIONS

Direct any questions to Jennifer Jack, 603-271-3146 or [Jennifer.Jack@DAS.NH.Gov](mailto:Jennifer.Jack@DAS.NH.Gov)

**PRODUCTS & PRICING:**

**SPECIFICATIONS:**

#10 White Wove, 24#, Double Window Envelopes  
4-1/8" X 9 1/2"; Security Legend Inside  
Diagonal Seam; Double Poly Window  
Radiused Corners; Windows Completely Glued In  
Back Flap with Solid Glue Line

**CUSTOM WINDOW PLACEMENTS:**

Top: 3" wide X 15/16" high  
1/2" in from left; 2 13/16" up from bottom of envelope  
Bottom: 3 1/2" wide X 1 1/8" high  
13/16" in from left; 1/2" up from bottom of envelope

**PACKAGING:**

Packed in "A" Flute Corrugated (9 3/4" W x 12" L x 4 3/8"H (Min 2/32nds / 2mm thickness) +/-) Hard Boxes; 500 per box; 2,500 per case

Description	Delivered Cost/Thousand
Customer #10 White Wove, #24 Double Window Envelope	\$21.40

**BALANCE OF PRODUCT LINE ITEMS**

During the term of contract, the state may purchase other items in relation to Custom Window Envelopes from the successful Contractor's Balance of Product Line. All items ordered will include all shipping/charges.