

STATE OF NEW HAMPSHIRE
Dept. of Administrative Services
Div. of Procurement and Support Services
Bureau of Graphic Services
12 Hills Ave.
Concord, New Hampshire 03301

Date: August 28, 2019

NOTICE OF CONTRACT

COMMODITY: COPY PAPER, DIGI-PUNCH, OFFSET TEXT, INDEX, COVER STOCK, FINE COVER & TEXT, WRITING BOND, CLOSED FACE ENVELOPE, CARBONLESS, COATED TEXT & COVER, OUTDOOR BOARD

CONTRACT NO.: 8002578

NIGP: 645-3900

VENDOR: Lindenmeyr Munroe
34 Londonderry Road
Londonderry, NH 03053-3351

VENDOR #: VC 174831

CONTACT PERSON: Dan Gregson, Vice President, General Manager
Tel. No.: 800-462-1911 Ext. 228
Tel. No.: 603-627-1320
E-mail: dgregson@lindenmeyr.com

EFFECTIVE FROM: September 1, 2019 **Through:** August 31, 2022

PAYMENT & TERMS: Payments shall be made via Procurement Card (P-Card –Visa Credit Card)

INVOICING & PAYMENTS: Invoicing shall be done to the Agency Remit Account on the basis of each order completed. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price. Invoicing for eligible participants shall be in accordance with their individual requirements.

DELIVERY TIME: 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. Deliveries may not occur prior to 8:15 AM without prior approval of the receiving Agency.

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.

QUESTIONS: Direct any questions to Don Labrie, 603-271-1453 or
donald.labrie@das.nh.gov

MINIMUM ORDERS:

Contract users shall order a minimum of 10 cases at a time. Users may order 10 cases of the same item or any mix of items totaling 10 cases. For orders less than 10 cases in total, the statewide contract for Consumable Office Supplies may be used.

ELIGIBLE PARTICIPANTS:

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 Contractor. The State of New Hampshire assumes no liability between the Contractor and any of these entities.

PRODUCT SUBSTITUTION:

There can be no change in the items offered in this bid during the term of contract without the prior approval of Bureau of Purchase and Property. If at any time during the contract period, an item supplied within this category should become no longer available; a request for substitution with supporting specifications for the new item shall be submitted to the Bureau of Purchase and Property and must be approved prior to sale of that item to any agency. An approved equal or better item must be offered and supplied at the same net price offered for the original item. The State may request a sample of the new item for evaluation purposes prior to approving any substitution.

PRODUCT DISCONTINUATION:

If awarded a contract, the Contractor must notify the State if when a "standard" item is discontinued. If an item is discontinued, the Contractor must provide to the Bureau of Purchase and Property for approval, a suggested replacement item with item number and description. The replacement item must be offered at the same or better level of discount/mark-up pricing structure as was offered for the original item in this bid.

BACK ORDER:

Contractor will be required to notify agencies within 24 hours if items on order are unavailable in the stated time frame and must provide an anticipated delivery date. Exceptions may be made for special orders and back orders. Contractor must inform the agency of the availability date of non-filled and partial orders within 48 hours after receipt of an order.

OUT OF STOCK ITEMS:

If a commonly stocked inventory item is out of stock, the Contractor are required to make every effort to supply the ordered item within the original delivery time frame. This effort would include checking other distribution branches or the factory (if applicable) for the requested product to expedite availability and delivery. If such arrangements cannot be made, the Contractor shall make every effort to have the item delivered within 7 days from original request or order.

The ordering agency may purchase items from another source (for items offered under contract) if the Contractor is stocked out at time of order.

All ordering agencies are allowed to cancel any item on back order status without penalties or fees by giving notice to the Contractor.

It will be the responsibility of the Contractor to contact the ordering agency as soon as possible when the back ordered or "special order product" has been received and is available for delivery.

RETURNED GOODS:

The Contractor must resolve all order and invoice discrepancies within five (5) business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful Vendor within ten (10) business days of notification with no restocking or freight charges, and must be replaced with specified products or the agency will be refunded/credited for the full purchase price. Unauthorized substitutions for any products are not allowed.

Standard stock products ordered in error by the State of New Hampshire must be returned for full credit within

fifteen (15) business days of receipt. Products must be in re-saleable condition (original container, unused) and there will be no restocking fee charged for these products. The using agency will be responsible for any freight charges to return these items to the successful Vendor.

ESTABLISHMENT OF ACCOUNTS:

Each State of New Hampshire agency must have its own individual customer account number. There will be instances where sub-sections of an agency will need their own individual customer account number. Should any State of New Hampshire agency place an order under the contract, the Contractor agrees to establish an account within three business days from the date the order is placed. However, there must be no delay in any shipment; the agency must receive the items ordered in accordance with the delivery time required under the "Delivery Time" section of this bid invitation, as if an account already exists for them.

PRODUCTS & PRICING:

LINDENMEYR

20# Bond/Dual Purpose, Colors (all), Ream Wrap, 30% pc waste					ITEM #
11 x 17, color, 30% pc waste	IP/ForeMP	2,500	CASE	\$ 46.00	See Last Page
24# White, 44HP Oval - DigiPunch (not available in recycled)					
8.5 x 11	Paris Bus. Prod.	2,500	CASE	\$ 30.50	04145P
Commodity Offset Text, Uncoated Smooth					
8.5 x 11, 60#, white, 30% pc waste	Rolland	4,000	CASE	\$ 38.00	5471C
8.5 x 11, 60#, color, 30% pc waste	IP/ForeMP	5,000	CASE	\$ 56.25	See Last Page
8.5 x 11, 70#, white, 30% pc waste	Rolland	4,000	CASE	\$ 44.60	5480C
8.5 x 11, 70#, color, 10% pc waste	IP/Springhill	4,000	CASE	\$ 46.90	See Last Page
8.5 x 14, 60#, white, 30% pc Buy 23 x 35 6-out yeild	Rolland Opaque	1,000	CASE 23x35	\$ 94.00	
11 x 17, 60#, color, 10% pc waste	IP/Springhill	2,500	CASE	\$ 47.39	See Last Page
11 x 17, 70#, color, 10% pc waste	IP/Springhill	2,000	CASE	\$ 46.90	See Last Page
25 x 38, 70#, white, 30% pc waste	Rolland	1,000	CASE	\$ 119.88	5555
25 x 38, 70#, colors, 10% pc waste	IP/Springhill	1,000	CASE	\$ 117.60	See Last Page
25 x 38, 70# white, unwrapped skid, 30% pc waste	Rolland	14,000	*SKID*	\$ 1,521.52	5556C
25 x 38, 80# white, case pack 30% pc waste	Rolland	750	CASE	\$ 100.28	5563
25 x 38, 100# white, case pack 30% pc waste	Rolland	750	CASE	\$ 125.35	5568
Index					
24 x 36, 90# white, 10% pc waste	IP/Springhill	5,000	*SKID*	\$ 837.20	15350
Commodity Cover Stocks					
8.5 x 11, 65# colors, 10% pc waste	IP/Springhill	2,500	CASE	\$ 50.50	See Last Page
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	Mohawk/Via Satin	1,500	CASE	\$ 110.85	27-403
8.5 x 11, 80# Cover, photo white color copy, optimized for toner printing	Hammermill Color Copy	2,000	CASE	\$ 72.85	
11 x 17, 80# Cover, photo white color copy, optimized for toner printing	Hammermill Color Copy	1,000	CASE	\$ 72.85	
8.5 x 11, 28# Text, photo white color copy, optimized for toner printing	Hammermill Color Copy	4,000	CASE	\$ 70.60	10246-7
11 x 17, 28# Text, photo white color copy, optimized for toner printing	Hammermill Color Copy	4,000	CASE	\$ 70.95	
Writing Bond, 25% Rag, Watermarked, 30% pc waste					
8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc	Capitol Bond	5,000	CASE	\$ 85.50	
Commercial Closed Face Envelopes; OSDS; 24# White Wove					
11 White	Printmaster	2,500	CASE	\$ 90.20	

Carbonless Papers, Std Colors; Black print; CF, CB, CFB; 19 or 20# 30% pc waste requirement waived					ITEM #
8.5 x 11 2 pt, canary/white	Appvion NCR	2,500	CASE	\$ 75.79	5887N
8.5 x 11 2 pt, pink/white	Appvion NCR	2,500	CASE	\$ 75.79	5896
8.5 x 11 3 pt, forward	Appvion NCR	1,670	CASE	\$ 85.42	5909
8.5 x 11 3 pt, reverse	Appvion NCR	1,670	CASE	\$ 85.42	5900N
8.5 x 11 4 pt, forward	Appvion NCR	1,250	CASE	\$ 91.08	5925N
8.5 x 11 4 pt, reverse	Appvion NCR	1,250	CASE	\$ 91.08	5915N
8.5 x 11 5 pt, reverse	Appvion NCR	1,000	CASE	\$ 93.65	5930
8.5 x 14 2 pt, reverse	Appvion NCR	2,500	CASE	\$ 96.36	5889
11 x 17 3 pt, forward	Appvion NCR	835	CASE	\$ 84.75	5911N
11 x 17 3 pt, reverse	Appvion NCR	835	CASE	\$ 84.75	5904N
11 x 17 4 pt, forward	Appvion NCR	625	CASE	\$ 90.45	5927
11 x 17 4 pt, reverse	Appvion NCR	625	CASE	\$ 90.45	5918N
Coated Text & Cover, 10% pc waste					
19 x 25, 10pt C1S – Cover 10% pc waste	Westrock/Tango	900	CASE	\$ 130.58	UC101925
19 x 25, 10pt C2S – Cover 10% pc waste	Westrock/Tango	1,000	CASE	\$ 176.67	DC101925
12 x 18, 80# Text - Digital Gloss 10% pc waste	Burgo/Chorus Art	1,300	CASE	\$ 30.00	93650
OUTDOOR BOARD					
Skid 20 x 22 - 36PT - 429M - C1S White	Beveridge	1005	SHEETS	\$ 592.37	309125

VENDOR'S BALANCE OF PRODUCT LINE ITEMS

During the term of contract, the state may purchase other items in relation to the above items from the successful Contractor's Balance of Product Line. All items ordered shall include all shipping/charges as specified above in "Bid Prices".

IP/ForeMP	IP/ForeMP	IP/Springhill	IP/Springhill
11 x 17, 20#, color, 10% pc waste	8.5 x 11, 60#, color, 30% pc waste	8.5 x 11, 70#, color, 10% pc waste	11 x 17, 60#, color, 10% pc waste
Blue: 10213-7	Blue: 10367-1		Blue: 024044
Buff: 10214-5	Canary: 10430-7		Canary: 024045
Canary: 10215-2	Cream: 016806-0		Cream: 024046
Cream: 16805-0	Gold: 10434-9		Gold: 024047
Gold: 10216-0	Green: 10438-0		Gray: 024048
Gray: 10217-8	Ivory: 10440-6		Green: 024062
Green: 10218-6	Orchid: 10378-0		Ivory: 024049
Ivory: 10219-4	Pink: 10446-3		Orchid: 024061
Lilac: 10228-5	Salmom: 10312-0		Pink: 024063
Orchid: 10380-4			Tan: 024064
Pink: 10236-8			
Salmon: 10210-3			
Tan: 10286-3			

IP/Springhill	IP/Springhill	IP/Springhill
11 x 17, 70#, colors, 10% pc waste	25 x 38, 70#, colors, 10% pc waste	8.5 x 11, 65# colors, 10% pc waste
	Gray: 050569	
	Ivory: 050486	