

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: **OFFSET TEXT, COMMERCIAL CLOSED FACED ENVELOPES, COMMERCIAL WINDOW ENVELOPES, CATALOG & BOOKLET ENVELOPES, CARBONLESS, COATED TEXT & COVER, CHIPBOARD**

CONTRACT NO.: **8002579**

NIGP: 645-3900

VENDOR: Butler-Dearden Division **VENDOR #:** VC 261398
80 Shrewsbury Street
Boylston, MA 01505

CONTACT PERSON: David Saltzman, Director of Printing Papers
Tel. No.: 508-869-9000
Tel. No.: 800-634-7070
Fax No.: 508-868-02141
E-mail: dsaltzman@butlerdearden.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:**BUTLER DEARDEN**

Commodity Offset Text, Uncoated Smooth					ITEM #
11 x 17, 60#, white, 30% pc waste	Rolland/Hi-Tech	2,000	CASE	\$ 40.82	CA-5475
11 x 17, 70#, white, 30% pc waste	Rolland/Hi-Tech	2,000	CASE	\$ 46.16	CA-5482
23 x 35, 65#, white, 30% pc waste	Rolland	750	CASE	\$ 128.80	CA-5517
8.5 x 11, 65#, fluorescent colors (recycled not available)	Domtar/Hots	2,500	CASE	\$ 67.66	SEE LAST PAGE
11 x 17, 65#, fluorescent colors (recycled not available)	Domtar/Hots	1,250	CASE	\$ 69.66	SEE LAST PAGE
Commercial Closed Face Envelopes; OSDS; 24# White Wove					
9 White	Standard	2,500	CASE	\$ 37.37	WW10020HB
10 Window	Standard	2,500	CASE	\$ 43.80	WW10006HB
Commercial Window Envelopes; OSDS; 24# White Wove; Blue Inside Security Tint; Poly Window					
#10 White Window	Standard	2,500	CASE	\$ 45.00	OC-10TW
# 9 White Window	Cenveo/Printmaster	2,500	CASE	\$ 55.40	OC-9TW
Catalog & Booklet Envelopes; Gummed Flap, No Clasp					
9 x 12 Catalog, White 28#	Standard	500	CASE	\$ 23.46	OC-04137
10 x 13 Catalog, White 28#	Standard	500	CASE	\$ 26.07	OC-04158
9 x 12 Booklet, White 28#	Standard	500	CASE	\$ 20.21	OC-04255
10 x 13 Booklet, White 28#	Standard	500	CASE	\$ 22.22	OC-04262
Carbonless Papers, Std Colors; Black print; CF, CB, CFB; 19 or 20#, 30% pc waste requirement waived					
11 x 17 2 pt, canary/white	Nekoosa/U20	1,250	CASE	\$ 80.26	3M-172R
Coated Text & Cover, 10% pc waste					
25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	Lecta/Condac	250	CASE	\$ 25.36	PG-160
25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	Lecta/Condac	250	CASE	\$ 31.70	PG-200
12 x 18, 100# Cover - Digital Gloss 10% pc waste	Lecta/Condac	500	CASE	\$ 28.83	PG-109084
12 x 18, 80# Cover - Digital Gloss 10% pc waste	Lecta/Condac	750	CASE	\$ 34.38	PG-109078
12 x 18, 100# Text - Digital Gloss 10% pc waste	Lecta/Condac	1,000	CASE	\$ 30.26	PG-109074
Chipboard					
Chipboard 030, 8.5 x 11	Lamitech	800	BNDL	\$ 25.35	CHIP-11
Chipboard 030, 11 x 17	Lamitech	400	BNDL	\$ 25.35	CHIP-17

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".

ITEM NUMBERS FOR 65# DOMTAR/HOTS	
Fluorescent Colors	
8.5 x 11	11 x 17
BLUE 81332	DAFFODIL 81358
DAFFODIL 81360	FUCHSIA 81392
EMERALD 81371	LEMON 81364
FUCHSIA 81394	ORANGE 81398
GRAPE 81386	RED 81389
GREEN 81373	
LEMON 81366	
LIME 81376	
ORANGE 81400	
RED 81391	