

**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, INDEX, CLOSED FACED ENVELOPES, CLASP ENVELOPES and CHIPBOARD

**CONTRACT NO.:** 8002580

**NIGP:** 645-3900

**VENDOR:** W. B. Mason **VENDOR #:** VC 174526  
8001 South Willow Street  
Manchester, NH 03103

**CONTACT PERSON(S):** Rose Levasseur/NH Team  
**Tel. No.:** 888-926-2766 Ext. 1815 (DO NOT PRESS 2)  
**Fax No.:** 800-421-3683  
**E-mail:** [rose.levasseur@wbmason.com](mailto:rose.levasseur@wbmason.com)

Luke Bergeron, Sales Rep.  
**Tel. No.:** 888-926-2766 Ext. 1834  
**Cell No.:** 603-365-6656  
**E-mail:** [luke.bergeron@wbmason.com](mailto:luke.bergeron@wbmason.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](mailto: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:**

					<b>WB MASON</b>
					<b>ITEM #</b>
<b>20# Copier/Dual Purpose Paper, White, Ream Wrap, 30% pc waste</b>					
8.5 x 11, 30% pc waste	a. eagle/wb recycled	5,000	CASE	\$ 27.79	WBM20030
8.5 x 14, 30% pc waste	a. eagle/wb recycled	5,000	CASE	\$ 40.10	WBM20314
8.5 x 11, 3-hole punch, 30% pc waste	a. eagle/wb recycled	5,000	CASE	\$ 30.88	WBM20330
11 x 17, 30% pc waste	a. eagle/wb recycled	2,500	CASE	\$ 30.88	WBM20317
<b>20# Bond/Dual Purpose, Colors (all), Ream Wrap, 30% pc waste</b>					
8.5 x 11, 30% pc waste	a. eagle/wb recycled	5,000	CASE	\$ 33.60	<b>See Below</b>
<b>Index</b>					
8.5 x 11, 110# white, 30% pc waste	Neenah/Exact Index	2,000	CASE	\$ 45.36	WAU40411CT
8.5 x 11, 110# colors, 10% pc waste	IP/Springhill	2,500	CASE	\$ 49.40	<b>See Below</b>
<b>Commercial Closed Face Envelopes; OSDS; 24# White Wove</b>					
6-3/4 White	Tops/Mason brand	5,000	CASE	\$ 63.10	WBM35206CT
10 White	Tops/Mason brand	2,500	CASE	\$ 33.95	WBM35210CT
<b>Clasp Envelopes, 28# Brown Kraft; Gummed Flap w/Clasp. MUST have reinforced tab around hole on flap</b>					
6 x 9	Tops/Mason brand	500	CASE	\$ 21.10	WBM35260-5BX
6.5 x 9.5	Tops/Mason brand	500	CASE	\$ 24.50	WBM35261-5BX
7.5 x 10.5	Tops/Mason brand	500	CASE	\$ 28.85	WBM35262-5BX
9 x 12	Tops/Mason brand	500	CASE	\$ 29.55	WBM35264-5BX
9.5 x 12.5	Tops/Mason brand	500	CASE	\$ 36.15	WBM35265-5BX
10 x 13	Tops/Mason brand	500	CASE	\$ 34.00	WBM35267-5BX
12 x 15.5	Tops/Mason brand	500	CASE	\$ 48.75	WBM35270-5BX
<b>CHIPBOARD</b>					
Chipboard 030, 22.5 x 34.5	Packaging Products	90	BNDL	\$ 22.80	LIND14202

**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".

	<b>ITEM #</b>		<b>ITEM #</b>
<b>8.5 x 11, 20# colors, 30% pc waste</b>	<b>20# COLORS</b>	<b>8.5 x 11, 110# colors, 10% pc</b>	<b>110# INDEX COLORS</b>
BLUE	WBM22201BE	BLUE	SPHL025300
CANARY	WBM22201CY	CANARY	SPHL035300
GOLDENROD	WBM22201GD	CHERRY	SPHL075300
GREEN	WBM22201GN	GREEN	SPHL045300
IVORY	WBM22201IY	IVORY	SPHL056300
PINK	WBM22201PK	SALMON	SPHL085300
SALMON	WBM22201SN		