

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

**DATE:** September 30, 2016

**NOTICE OF CONTRACT - REVISION**  
(EXTENSION)

**Commodity:** OFFICE SUPPLIES- Consumable (including small quantity paper orders)

**CONTRACT NO.:** 8001465

**NIGP Code:** 615-6000

**Contractor:** W. B. Mason VC# 174526 R001  
97 Eddy Road  
Suite 4  
Manchester, NH 03102

**Contact Persons:** 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:** November 1, 2013 **Through:** October 31, 2016  
**EXTENSION:** **NOVEMBER 1, 2016 THROUGH DECEMBER 31, 2016**

**Ordering:** Agencies may place orders directly to Contractor by Fax, E-Mail or On-Line at <https://www23.wbmason.com/default.aspx>. Contact Contractor to obtain a password for on-line access. All contracted items are discounted as indicated below utilizing the catalog price less discount. When ordered on-line, all contracted items will be indicated with a RED CHECKMARK. Items without checkmarks need to be verified with Contractor and/or Purchase & Property for authorization, as these items fall under "Balance of Product Line"

**Order Limits:** Agencies order direct to Contractor via on-line (preferred method) or by fax or e-mail. Orders over \$1,000 will automatically be sent to Purchase and Property for electronic approval. No additional PO or paperwork necessary.

**QUESTIONS:** Matt Johnson at [Matthew.Johnson@NH.Gov](mailto:Matthew.Johnson@NH.Gov) or call 603-271-3146

**Restrictions:** Terms over \$250 each are considered assets (not consumable). A FPO or PO must be done for inventory purposes, additionally not allowed under this contract. Also for equipment/asset items, PO must be done for Equipment Freeze to maintain compliance for release of purchase order/supplies.

See last page for further restrictions/exclusions

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

**Delivery Time:**

1 Business day for in-stock items  
3 Business days for non in-stock items

**Payment:**

Payments shall be made via ACH or Procurement Card (P-Card, Visa Credit Card). Use the following link for State Treasury: <http://www.nh.gov/treasury/forms-publications/index.htm>

P-Card usage is mandatory for agencies enrolled in the State P-Card Program.

**Terms:**

Net 30 if payment is via ACH. Payment with P-Card is upon order; however, the P-Card will not be charged until delivery.

**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 any contract. In doing so, they are entitled to the prices established under the contract. Participants 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. Participants will be required to sign a participating addendum in order to be eligible to utilize any contract resulting from this bid invitation.

**Participating Addendum:**

Each Participant shall complete a participating addendum supplied by the State of NH-Bureau of Purchase and Property (State). A copy of said addendum, after being executed by the Participant and the contractor, will be maintained on file with the State.

- A Participating Addendum shall be executed by the contractor and the individual Participant desiring to use the contract.
- Additional Participants may be added with the consent of the contractor and the State through execution of Participating Addendums.
- A Participating Addendum allows for each Participant to add terms and conditions that may be unique to their origin.
- The Participant and the Contractor shall negotiate and agree upon any addition terms and conditions prior to the signing and execution of the Participating Addendum.

Category #	Category Description	Discount off items contained in the United Stationers General Line Catalog
1	Adhesives, Glues, Glue sticks, Adhesive Removers	61.80%
2	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets, etc.	88.40%
3	Archive Boxes, Cardboard Boxes, Storage Containers	63.25%
4	Award Frames, Displays, Plaques, Certificates	63.25%
5	Binder Clips, Regular Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber bands, Scissors, Shears, Cutters, Trimmers, Hole Punches, Binder, Combs, Rings & Spine, Knives, Cutters, Blades, Scrapers, Badges, & Holders/Lanyards	62.30%
6	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards (all under \$250.00)	67.10%
7	Calendars, Desk Pads, Refills, Planners	62.30%
8	All Calculators (under \$250.00), Calculator Ink, Calculator Spools, Adding Machine Tape, Cash Register Tape	63.25%
9	CD's, DVD's, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks & Diskettes, No Tape Media, CD Mailers, Ribbons, Typewriters, Computer Bags & Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases, Mouse Pads	53.10%
10	Chair mats (under \$250.00)	76.80%
11	Clocks, Hooks, Lamps	73.41%
12	Correction Fluid, Correction Tape, Correction Pens	68.58%
13	Dusters, Computer Dust-off, All Wipes, Lysol, Clorox, Hand Soaps, Windex, Air Freshener, Dust Pans	63.74%
14	Erasers, Dry Erase Erasers, Chalk, Crayons	66.16%
15	Ink Pads, Refills, Stamps	84.53%
16	Labels, Label Makers, Label Holders	75.83%
17	Packaging, Envelopes, Fingertips, Letter Openers, Moistener	78.73%
18	Notebooks, Notepads, Pads of Paper, Post it Notes, Art Paper, Construction Paper, Crepe Paper	74.38%
19	Office Organizers, Inboxes, Copyholders, Pen & Pencil Holders, Wastebaskets, Drawers, Desktop Shelves, Extension Cords, Headsets, Headset Accessories	71.97%
20	Paper, small quantities (1-10 cases), 30% Post Consumer	84.73%
20B	Paper, small quantities (1-10 cases), all	83.76%
21	Pens, Pen Refills, Pencils, Pencil Erasers, Lead Refills, Pencil Sharpeners, Markers, Highlighters	63.25%
22	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles	63.25%
23	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	61.32%
24	Sign Holders, Flyer Holders, Racks, Literature Displays, No Signs or Name Plates	84.53%
25	Staplers, Staples, and Staple Removers	82.60%
26	Tape, Tape Dispensers, Embossing Tape, Velcro Products	70.99%
27	Transparency Film, Transparency Paper, Laminators (under \$250.00), Laminating Supplies, Laminating Pouches	74.38%
28	Un-Categorized Spend	12.97%

All contract items are identified by a red checkmark on the State of New Hampshire authorized WB Mason's website: <https://www23.wbmason.com/default.aspx>. Use the chart above for discount off current list price for contract items in the General Line United Stationers Catalog.

**VOLUME DISCOUNTS BASED ON STATE/PARTICIPANT USAGE:**

In addition to the standard category based discounts specified above, the contractor agrees to offer a further discount on each item purchased according to the following tiered structure:

- Tier 2 – \$1M to \$1.5M                      3.50%
- Tier 3 – \$1.5M to \$2.0M                    3.75%
- Tier 4 – \$2.0M to \$2.5M                    4.25%
- Tier 5 – \$2.5M to \$3.0M                    4.50%
- Tier 6 – \$3.0M & above                      5.25%

EXCLUDED ITEMS FOR STATE OF NH AS FOLLOWS (OR ANY INDIVIDUAL ITEM OVER \$250) DOES NOT APPLY TO ELIGIBLE PARTICIPANTS
Batteries Chargers, UPS Power Supply, Surge Protectors over \$250
Cups, Spoons, Forks, Plates, Bowls
Digital Voice Recorders and Cameras, Binding systems (supplies are allowed)
First Aid, Hand Lotions, Pain Relief, Gloves, Safety Supplies
Mailing Tubs, Digital Scales
All Printers, Copiers, Fax Machine & Supplies
Computer related items like Mouse, Keyboards, monitors, drives, USB Drives, Flash Memory, Zip Disks, DVD, CD, and media
Garbage Can Liners, Shredder bags, Surge Protectors
Business Cards, Custom Signs, Signs, name plates and custom stamps, Custom Envelopes and Imprinting of any sort
Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
Shredders, Laminators, various computer/office machines, staplers or desk accessories over \$250
ALL Toners and Ink Cartridges, Fusers, Kits, Drums of any kind
All furniture, Book Cases, Book Ends, Book Shelves (Racks and hangers under \$100 Ok)
Break room/Appliances/Janitorial/Cleaning Supplies/ Tissue, Paper Towels, Napkins
Air cleaners
Audio Visual Equipment (supplies ok)
Carts and Hand Trucks
Cash Handling Equipment (supplies are allowed)
Telephones over \$250 and All Telephone systems
Time Clocks over \$250

**CALENDAR PAD REFILLS, BASES, DIARIES, WALL, ETC:**

62.3% discount for calendar products ordered on-line via the State of New Hampshire authorized WB Mason's website: <https://www23.wbmason.com/default.aspx> and General Catalog 2016-2017.

Calendar orders placed will be subject to contract and availability from manufacturer.