

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

DATE: March 11, 2016

NOTICE OF CONTRACT - REVISION
(Updated Contract)

COMMODITY: PAPER: COPIER, OFFSET, COMMERCIAL ENVELOPES, AND COATED STOCKS

CONTRACT NO.: 8001858

NIGP: 645-3900

VENDOR: Lindenmeyr Munroe **VENDOR # :** 174831
34 Londonderry Road
Londonderry, NH 03053-3351

CONTACT PERSON(S): Robert Travers
Tel. No.: 603-627-1320 or 800-462-1911
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E-Mail: rtravers@lindenmeyr.com

Customer Service-Henry Murphy
E-Mail: hmurphy@lindenmeyr.com

EFFECTIVE FROM: September 1, 2015 **Through:** August 31, 2017

PAYMENT TERMS: Procurement Card will be used at time of purchase.

PRODUCTS & PRICES: Section 1: 20# Copier/Due Purpose Paper (see pricing below)
Section II: Miscellaneous, Offset, Printing Paper (see pricing below)
Section III: Envelopes, Commercial and Catalog, Gummed Flap (see pricing below)
Section VI: Coated Stocks, Including Coated Text & Covers (see pricing below)

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.: Destination

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: Contract users must 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 Office Supplies may be used.

QUESTIONS: Matt Johnson at Matthew.Johnson@NH.Gov or call 603-271-3146

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 will be in accordance with their individual requirements.

Contractor may submit a monthly itemized statement with corresponding invoices rather than individual invoices.

Effective October 1, 2015, invoices shall reflect that the payment was made via Procurement Card.

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.

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.

Effective October 1, 2015, accounts will be set up for the use of Procurement Cards. Cards shall not be charged until the products have been shipped.

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.

SPECIFICATION COMPLIANCE:

Contractor must meet or exceed the required specifications as written. The State of New Hampshire shall be the sole determining factor of what meets or exceeds the required specifications.

The Contractor will notify the Bureau of Purchase and Property any time an item in this bid becomes unavailable or the percentage of post-consumer waste is reduced, see POST CONSUMER WASTE CONTENT below. Any new or replacement items added to this contract shall be priced using the same discount/mark-up pricing structure as submitted in this bid.

Swatch Books:

Swatch books shall be provided by the Contractor upon request by any end-user agency. As swatch books are updated and stocks change the Contractor shall automatically send updated books.

Brightness Factor:

The brightness factor for any white paper in this contract shall be no less than 92%, except where noted otherwise in the section tables.

Product Listing:

Prior to the commencement of contract activities, the Contractor must, upon notification, provide to the purchasing agent an Excel file listing all papers offered under their contract. This listing must contain the following information: Stock Ordering Code, Manufacturer, Product Brand Name, Size, Color, Finish and Contract Pricing. For purposes of web ordering the Contractor may also set up a "favorite" list for regular users in their online catalog including all the contract items and the contract pricing; however, the favorite list shall not be taken as a substitute for the Excel product listing.

Pricing:

Product pricing will be provided in both carton price and per thousand (/m) sheet. Carbonless products shall be priced as per thousand (/M) sets.

Packing Slips:

All packing slips must include product pricing.

POST CONSUMER WASTE CONTENT:

For many items, there is a required percentage of Post-Consumer Waste Content, hereafter abbreviated as "pc waste". The indicated percentage is a minimum and should not be taken to exclude papers with a higher level of pc waste. If during the term of any contract, it becomes impossible or impractical to provide product at the specified post-consumer waste content percentage, the Contractor will request to substitute an alternatively constituted product in writing, subject to the State's approval.

BALANCE OF PRODUCT LINE ITEMS

The 20# Copier/Dual Purpose Paper, Offset, Printing Paper, Envelopes: Commercial and Catalog, Gummed Flap, Coated Stocks, including coated text and covers items are include as most commonly purchased by State of New Hampshire agencies. During the term of contract, the state may purchase other items in relation to the above from the Contractor's Balance of Product Line. All items ordered will include all shipping/charges as specified below.

Additional copier/dual purpose paper, printing paper, envelopes, coated stock and other items sizes, weights and colors may be required by an agency or agencies during the term of this contract. Agencies will contact the Contractor directly for pricing on any additional items.

FOR THE PURCHASE OF LESS THAN 10 CASES (<10) 20 LB. COPIER/DUAL PAPER, USE THE OFFICE SUPPLY CONTRACT

8001465.

SECTION I 20# COPIER/DUAL PURPOSE PAPER			
DESCRIPTION	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE
20# Copier/Dual Purpose Paper, White, Ream Wrap, 30% pc waste			
8.5 x 11, 30% pc waste	DOMTAR/HUSKY	5,000	CASE
8.5 x 14, 30% pc waste	DOMTAR/HUSKY	5,000	CASE
8.5 x 11, 3-hole punch, 30% pc waste	DOMTAR/HUSKY	5,000	CASE
11 x 17, 30% pc waste	DOMTAR/HUSKY	2,500	CASE
20# Bond/Dual Purpose, Colors, Ream Wrap, 30% pc waste			
8.5 x 11, 30% pc waste	IP/FORE MP	5,000	CASE
11 x 17 20# Color, 30% pc waste	IP/FORE MP	2,500	CASE
SECTION II MISCELLANEOUS, OFFSET, PRINTING PAPER			
DESCRIPTION	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE
Commodity Offset Text, Uncoated Smooth			
8.5 x 11, 60#, white, 30% pc waste	CASCADES/ROLLAND	4,000	CASE
8.5 x 11, 60#, color, 30% pc waste	IP-FORE MP	5,000	CASE
8.5 x 11, 70#, white, 30% pc waste	CASCADES/ROLLAND	4,000	CASE
8.5 x 11, 70#, colors, 10% pc waste	IP/FORE MP	4,000	CASE
11 x 17, 60#, white, 30% pc waste	CASCADES/ROLLAND	2,000	CASE
11 x 17, 60#, color, 30% pc waste	IP/SPRINGHILL	2,500	CASE
11 x 17, 70#, white, 30% pc waste	CASCADES/ROLLAND	2,000	CASE
11 x 17, 70#, colors, 10% pc waste	IP-SPRINGHILL	2,000	CASE
25 x 38, 70#, white, 30% pc waste	CASCADES/ROLLAND	1,000	CASE
25 x 38, 70#, colors, 10% pc waste	IP-SPRINGHILL	1,000	CASE
25 x 38, 70# white, unwrapped skid, 30% pc waste	CASCADES/ROLLAND	14,000	SKID
25 x 38, 80# white, case pack, 30% pc waste	CASCADES/ROLLAND	750	CASE
25 x 38, 100# white, case pack, 30% pc waste	ROLLAND-OPAQUE	750	M
Index, 110#			
8.5 x 11, white, 30% pc waste	NEENAH/EXACT	2,000	CASE
8.5 x 11, colors, 10% pc waste or more	IP-SPRINGHILL	2,000	CASE
Commodity Cover Stocks, 30% pc waste			
8.5 x 11, 65#, white, 30% pc waste	CASCADES/ROLLAND	2,000	CASE
8.5 x 11, 65#, colors, 10% pc waste	IP-SPRINGHILL	2,000	CASE
11 x 17, 65#, white, 30% pc waste	CASCADES/ROLLAND	1,000	CASE
11 x 17, 65#, colors, 10% pc waste	IP-SPRINGHILL	1,000	CASE
DESCRIPTION	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE
Fine Cover 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	1,500	CASE
Writing Bond, 25% Rag, Watermarked, 30 pc waste			
8.5 x 11, 20#, Bright White, Light Cockle Finish, ream wrap, 30% pc waste	NEENAH-CAPITAL	5,000	CASE
SECTION III ENVELOPES, COMMERCIAL AND CATALOG, GUMMED FLAP			
DESCRIPTION	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE
Commercial Envelopes, 24# White Wove, OSDS; Hard-Boxed in 500s; 30% pc waste requirement waived			
6-3/4 White	CENVEO/LINDENMEYR	5,000	CASE
9 White	CENVEO/LINDENMEYR	2,500	CASE
10 White	CENVEO/LINDENMEYR	2,500	CASE
11 White	CENVEO/LINDENMEYR	2,500	CASE
10 Window	CENVEO/LINDENMEYR	2,500	CASE
Commercial Envelopes, 24# White Wove; OSDS; Blue Inside Security Tint; Fully Glued Poly Window, Hard-Boxed in 500s; 30% pc waste requirement waived			
#10 White Window	CENVEO/LINDENMEYR	2,500	CASE
# 9 White Window	CENVEO/LINDENMEYR	2,500	CASE
Catalog & Booklet Envelopes; Gummed Flap, No Clasp, Standard Boxed; 30 % pc waste requirement waived;			
9 x 12 Catalog, White 28# *	CENVEO/PRINTMASTER	500	CASE
10 x 13 Catalog, White 28#*	CENVEO/PRINTMASTER	500	CASE
9 x 12 Booklet, White 28# *	CENVEO/PRINTMASTER	500	CASE
10 x 13 Booklet, White 28# *	CENVEO/PRINTMASTER	500	CASE
SECTION VI COATED STOCKS, INCLUDING COATED TEXT & COVERS			
DESCRIPTION	MANUFACTURER /BRAND	SHEETS/CASE	UNIT OF MEASURE

Coated Text & Cover, 10% pc waste			
25 x 38, 80# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	BURGO/CHORUS	250	PKG
25 x 38, 100# No. 3 grade white gloss text, min. 88% bright, 10% pc waste	BURGO/CHORUS	250	PKG
19 x 25, 10pt C1S – Cover, 10% pc waste	NEW PAGE PRODU POINTS	1,000	CASE
19 x 25, 10pt C2S – COVER, 10% pc waste	NEW PAGE PRODU POINTS	900	CASE
12 x 18, 100# Text - "Digital Gloss" 10% pc waste	BURGO/CHORUS	1,000	CASE
12 x 18, 80# Text - "Digital Gloss" 10% pc waste	BURGO/CHORUS	1,300	CASE

Section I	Order Code	Manufacturers	Product Brand	Size	Basis Weight	Color	Finish	Pricing	
20# Copy	3160	Domtar	Husky	8.5 x 11	20#	White	Smooth	5.89	
	3162	Domtar	Husky	8.5 x 14	20#	White	Smooth	8.05	
	3161W	Domtar	Husky	8.5 x 11 (3 hole)	20#	White	Smooth	6.33	
	3163	Domtar	Husky	11 x 17	20#	White	Smooth	12.67	
Colors		IP	Fore MP	8.5 x 11	20#				
	10330-9	IP	Fore MP	8.5 x 11	20#	Blue	Smooth	7.37	
	10332-5	IP	Fore MP	8.5 x 11	20#	Biff	Smooth	7.37	
	10334-1	IP	Fore MP	8.5 x 11	20#	Canary	Smooth	7.37	
	10221-0	IP	Fore MP	8.5 x 11	20#	Cherry	Smooth	7.37	
	16803-0	IP	Fore MP	8.6 x 11	20#	Cream	Smooth	7.37	
	10316-8	IP	Fore MP	8.5 x 11	20#	Goldenrod	Smooth	7.37	
	10288-9	IP	Fore MP	8.5 x 11	20#	Gray	Smooth	7.37	
	10336-6	IP	Fore MP	8.5 x 11	20#	Gray	Smooth	7.37	
	10336-6	IP	Fore MP	8.5 x 11	20#	Green	Smooth	7.37	
	10317-6	IP	Fore MP	8.5 x 11	20#	Ivory	Smooth	7.37	
	10219-4	IP	Fore MP	8.5 x 11	20#	Lilac	Smooth	7.37	
	10378-8	IP	Fore MP	8.5 x 11	20#	Orchid	Smooth	7.37	
	10338-2	IP	Fore MP	8.5 x 11	20#	Pink	Smooth	7.37	
	10311-9	IP	Fore MP	8.5 x 11	20#	Salmon	Smooth	7.37	
	10286-3	IP	Fore MP	8.5 x 11	20#	Tan	Smooth	7.37	
	10382-0	IP	Fore MP	8.5 x 11	20#	Turquoise	Smooth	7.37	
Colors		IP	Fore MP	11 x 17	20#				
	10213-7	IP	Fore MP	11 x 17	20#	Blue	Smooth	15.6	
	10214-5	IP	Fore MP	11 x 17	20#	Buff	Smooth	15.6	
	10215-2	IP	Fore MP	11 x 17	20#	Canary	Smooth	15.6	
	16805-0	IP	Fore MP	11 x 17	20#	Cream	Smooth	15.6	
	10216-0	IP	Fore MP	11 x 17	20#	Goldenrod	Smooth	15.6	
	10217-8	IP	Fore MP	11 x 17	20#	Gray	Smooth	15.6	
	10218-6	IP	Fore MP	11 x 17	20#	Green	Smooth	15.6	
	10228-5	IP	Fore MP	11 x 17	20#	Lilac	Smooth	15.6	
	10380-4	IP	Fore MP	11 x 17	20#	Orchid	Smooth	15.6	
	10236-8	IP	Fore MP	11 x 17	20#	Pink	Smooth	15.6	
	10210-3	IP	Fore MP	11 x 17	20#	Salmon	Smooth	15.6	
	10237-6	IP	Fore MP	11 x 17	20#	Tan	Smooth	15.6	
		Order Code	Manufacturers	Product Brand	Size	Basis Weight	Color	Finish	Pricing
	Section II Offset	5471-C	Cascades	Rolland	8 1/2 x 11	60	White	Smooth	\$8.38
		10367-1	IP	Fore MP	8 1/2 x 11	24/60	Blue	Smooth	\$8.84
		10378-0	IP	Fore MP	8 1/2 x 11	24/60	Orchid	Smooth	\$8.84
10430-7		ip	Fore MP	8 1/2 X 11	24/60	Canary	Smooth	\$8.84	
10434-9		IP	Fore MP	8 1/2 x 11	24/60	Goldenrod	Smooth	\$8.84	
10440-6		IP	Fore MP	8 1/2 x 11	24/60	Ivory	Smooth	\$8.84	
10446-3		IP	Fore MP	8 1/2 x 11	24/60	Pink	Smooth	\$8.84	
16806-0		IP	Fore MP	8 1/2 x 11	24/60	Cream	Smooth	\$8.84	
10312-0		IP	Fore MP	8 1/2 x 11	24/60	Salmon	Smooth	\$8.84	
5480C		Cascades	Rolland Opaque	8 1/2 x 11	70	White	Smooth	\$9.68	
Rolland		IP	Springhill	8 1/2 x 11	70	Cream	Smooth	\$10.14	
024157		IP	Springhill	8 1/2 x 11	70	Ivory	Smooth	\$10.14	
024159		IP	Springhill	8 1/2 x 11	70	Canary	Smooth	\$10.14	
5475C		Cascades	Rolland Opaque	11 x 17	60	White	Smooth	\$18.34	
024044		IP	Springhill	11 x 17	60	Blue	Smooth	\$18.34	
024045		IP	Springhill	11 x 17	60	Canary	Smooth	\$18.34	
024046		IP	Springhill	11 x 17	60	Cream	Smooth	\$18.34	
024047		IP	Springhill	11 x 17	60	Goldenrod	Smooth	\$18.34	
024049		IP	Springhill	11 x 17	60	Ivory	Smooth	\$18.34	
024061		IP	Springhill	11 x 17	60	Orchid	Smooth	\$18.34	
024062	IP	Springhill	11 x 17	60	Green	Smooth	\$18.34		

	024063	IP	Springhill	11 x 17	60	Pink	Smooth	\$18.34
	5482C	Cascades	Rolland Opaque	11 x 17	70	white	Smooth	\$20.56
	024068	IP	Springhill	11 x 17	70	Cream	Smooth	\$21.47
	023156	IP	Springhill	11 x 17	70	Blue	Smooth	\$21.47
	024158	IP	Springhill	11 x 17	70	Ivory	Smooth	\$21.47
	024164	IP	Springhill	11 x 17	70	Canary	Smooth	\$21.47
	024185	IP	Springhill	11 x 17	70	Green	Smooth	\$21.47
	5555	Cascades	Rolland Opaque	25 x 28	70	White	Smooth	\$90.52
	050486	IP	Springhill	25 x 28	70	Ivory	Smooth	\$106.34
	050569	IP	Springhill	25 x 28	70	Gray	Smooth	\$106.34
	5556C	Cascades	Rolland Opaque	25 x 28	70	White	Smooth	\$103.46
	5282	Cascades	Roland	25 x 28	80	White	Smooth	\$103.46
	5287R	Cascades	Roland	25 x 28	100	White	Smooth	\$129.32
Cover Cut	5489	Cascades	Roland	8 1/2 x 11	65	White	Smooth	\$17.05
	014050	IP	Springhill	8 1/2 x 11	65	Green	Smooth	\$17.83
	014051	IP	Springhill	8 1/2 x 11	65	Canary	Smooth	\$17.83
	014052	IP	Springhill	8 1/2 x 11	65	Blue	Smooth	\$17.83
	014053	IP	Springhill	8 1/2 x 11	65	Ivory	Smooth	\$17.83
	014054	IP	Springhill	8 1/2 x 11	65	Cream	Smooth	\$17.83
	014072	IP	Springhill	8 1/2 x 11	65	Ivory	Smooth	\$17.83
Index	40411	Neenah	Exact	8 1/2 x 11	110	White	Smooth	\$17.92
	055300	IP	Springhill	8 1/2 x 11	110	Boff	Smooth	\$18.40
	056300	IP	Springhill	8 1/2 x 11	110	Ivory	Smooth	\$18.40
	065300	IP	Springhill	8 1/2 x 11	110	Gray	Smooth	\$18.40
	075300	IP	Springhill	8 1/2 x 11	110	Cherry	Smooth	\$18.40
	085300	IP	Springhill	8 1/2 x 11	110	Salmon	Smooth	\$18.40
	045300	IP	Springhill	8 1/2 x 11	110	Green	Smooth	\$18.40
	025300	IP	Springhill	8 1/2 x 11	110	Blue	Smooth	\$18.40
	035300	IP	Springhill	8 1/2 x 11	110	Canary	Smooth	\$18.40
Fine Cover	27-403	Mohawk	Via Satin	8 12 x 11	100	White	Satin	\$62.67
Writing 25%	B670	Neenah	Capitol Bond	8.5 x 11	20	White	Lt Cockle	\$18.45
Section III	E06005	Cenveo	Lindenmeyr	6 3/4	24	White	Wove	\$13.55
Envelopes	E09001	Cenveo	Lindenmeyr	9	24	White	Wove	\$13.99
	E10001	Cenveo	Lindenmeyr	10	24	White	Wove	\$15.58
	E11001	Cenveo	Lindenmeyr	10 Window	24	White	Wove	\$17.22
	43667N	Cenveo	Printmaster	11	24	White	Wove	\$36.78
Security tint	E11050	Cenveo	Lindenmeyr	10 Window	24	White	Wove	\$18.39
	45161N	Cenveo	Printmaster	9 Window	24	White	Wove	\$17.91
Cat/Book	E03082	Cenveo	Lindenmeyr Catalog	9 x 12	28	White	Wove	\$49.29
Gum Envelopes	E03083	Cenveo	Lindenmeyr Catalog	10 x 13	28	White	Wove	\$59.47
No Clasp	E02082	Cenveo	Lindenmeyr Booklet	9 x 12	28	White	Wove	\$41.76
	E02083	Cenveo	Lindenmeyr Booklet	10 x 13	28	White	Wove	\$52.79
Section VI	93199	Burgo	Chorus Art	25 x 38	80	White	Gloss	\$89.50
Coated	93219B	Burgo	Chorus Art	25 x 38	100	White	Gloss	\$119.90
	402874	New Page	Productolith Points	19 x 25	10 pt C1/s	White	Gloss 1/s	\$107.45
	402876	New Page	Productolith Points	19 x 25	10 pt C2/s	White	Gloss 2//s	\$120.24
	93650	Burgo	Chorus Art Digital	12 x 18	100	White	Gloss	\$31.52
	93636	Burgo	Chorus Art Digital	12 x 18	80	White	Gloss	\$26.25