

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

Date: September 21, 2015

NOTICE OF CONTRACT
(REVISED-UPDATED CONTRACT INFORMATION)

COMMODITY: CUSTOM WINDOW ENVELOPES

CONTRACT NO.: 8001898

NIGP: 310-0000

VENDOR: Mac Paper Converters, Inc. **VENDOR # :** 260302 P001
PO Box 5369
Jacksonville, FL 32247

CONTACT PERSON(s): Jeff Henson
Tel. No.: 904-733-9660 or 800-334-7026
Fax No.: 800-622-3329
E-Mail: Jeff.Henson@macpapers.com

EFFECTIVE FROM: September 11, 2015 **Through:** August 31, 2017

TERMS: Net 30

PRODUCTS & PRICES: Custom #10 white wove, 24# double window envelope; \$18.20/M.

PRICE ADJUSTMENTS: The Contractor will be allowed to request a price increase/decrease semi-annual basis starting September 1, 2016. Increases shall be based solely on mill pricing and must be no greater than the percentage of the mill's increase to the Contractor. Available dates to request price increases are as follows: September 1, 2016, March 1, 2017.

Any requests for price increases must be received by the Bureau of Purchase and Property in writing at least 20 days prior to the proposed effective date and must include a separate letter from the mill or manufacturer which shows the amount (%) of the mill increase. Surcharges, regulatory charges, special charges, or fuel charges of any kind will not be allowed as justification for the semi-annual adjustment.

The State of New Hampshire shall reserve the right to reject any increase greater than 3% of the bid price.

DELIVERY TIME: The Contractor is required to accomplish delivery of any item ordered under the contract within fifteen (15) business days from the placement of the order.

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: Minimum order shall be 200,000 envelopes; packed 40 cases of 2,500 (100,000 envelopes) per skid.

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.

Submit all invoices to: NH Dept. of Health & Human Services
Purchasing Office of Finance
129 Pleasant Street
ATTN: Cheryl Connor

Payments shall be made via ACH. Use the following link to enroll with the State Treasury: <http://www.nh.gov/treasury/Divisions/DocsForms/Tforms.htm?inc=P>.

SPECIFICATIONS:

#10 White Wove, 24#, Double Window Envelopes
4 1/8" X 9 1/2"; Security legend inside
Diagonal seam; double poly window
Radiused corners; windows completely glued in
Back flap with solid glue line

CUSTOM WINDOW PLACEMENTS:

Top: 3" wide X 15/16" high
1/2" in from left; 2 13/16" up from bottom of envelope

Bottom: 3 1/2" wide X 1 1/8" high
13/16" in from left; 1/2" up from bottom of envelope

PACKAGING:

Packed in "A" Flute Corrugated Hard Boxes; 500 per box; 2,500 per case.

DELIVERY LOCATION:

NH Dept. of Health & Human Services
29 Hazen Drive
Concord, NH 03301
ATTN: LOGISTIC SUPERVISOR
24 hour notice required prior to delivery, Contact Drew Craber @ (603) 271-2085

QUESTIONS: Direct any questions to Karen Dorsett, Purchasing Agent, 603-271-3146 or Karen.Dorsett2@NH.GOV.