

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: August 30, 2016

NOTICE OF CONTRACT

COMMODITY: Paper Bags – Liquor

CONTRACT NO.: 8002072

NIGP: 640-4500

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

CONTACT PERSON(S): Luke Bergeron, Sales Rep.
Tel. No.: 888 926-2766 Ext. 1834
Cell No.: 603 365-6656
E-mail: Luke.Bergeron@WBMason.Com

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

EFFECTIVE FROM: September 1, 2016 **Through:** August 31, 2018

TERMS: Net 30 Days using Procurement Card (P-Card), card will be charged upon delivery/shipment.

PAYMENT: Payments shall be made via P-Card.

DELIVERY TIME: Within five (5) business days from the placement of the order.

F.O.B.: Destination

ORDERING: By Electronic Orders, Telephone, Fax or Email. Users may establish a standard delivery order.

QUESTIONS: Direct any questions to Matt Johnson, 603-271-3146 or
Matthew.Johnson@NH.Gov

MINIMUM ORDERS: There is no minimum order required under this contract

DELIVERY TIME: The Contractor will be required to accomplish delivery of any item ordered under the contract within five (5) business days from the placement of the order.

The use of a private carrier to make delivery **does not** relieve the Contractor from the responsibility of meeting the delivery requirement.

INVOICING: Contractor shall invoice the agency after each order is delivered. Invoicing shall be

done to the Agency Remit Account. Invoices shall clearly indicate the quantity, description, packaging, date delivered, and contract price.

Payments on Contractor's invoices shall be made via State of NH Procurement Card (P-Card) following receipt of invoice.

The Contractor shall notify the End User of any billing payments not received within 30 days.

Special charges, shipping and handling, surcharges, or fuel charges of any kind (by whatever name) may not be added on at any time.

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 successful Vendor agrees to establish an account within three (3) working 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.

RETURNED GOODS:

The successful Vendor must resolve all order and invoice discrepancies within five business days from notification. Products returned due to quality issues, duplicate shipments, over-shipments, etc. must be picked up by the successful Vendor within five 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 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.

ORDER CONFIRMATION:

Contractor will return an 'Order Confirmation' to the authorized representative of the NH Liquor Commission within 48 hours of receipt of order. Confirmation must indicate the anticipated delivery date for each location for which an order was placed.

PRODUCT SPECIFICATIONS:

Vendor may offer more than one brand of bag for this bid providing that the bags offered meet the following specifications. All bag stock to be recycled Kraft, basis weights and bundle packaging as specified in chart below.

Bag Size	Basis Weight	Face	Tuck	Length	Bundle Pack
Quart	40 Lbs.	4-1/2"	2-1/2"	16"	2000
#10 HD	60 Lbs.	6-1/2"	4-1/16"	13-5/16"	1000
#20 HD	60 Lbs.	8-3/16"	5-1/4"	16"	500
1/8 Sack	57 Lbs.	9.75"	6"	16"	400
ALL DIMENSIONS ARE + 1/16"					

PRODUCTS & PRICING:

Bag Size	BRAND & STOCK NUMBER	DELIVERED PRICE PER BAG
QUART	DURO QUARTBAG2000	\$0.013840
#10 HD	DURO #101000	\$0.022600
#20 HD	DURO #22500	\$0.032740
1/8 SACK	DURO #57400	\$0.037425