



# Statewide Term Contract 645A – Office Paper

<b>Bid Number</b>	201801687
<b>Contract Name</b>	Office Paper
<b>Effective Dates</b>	May 10, 2019 through May 9, 2022
<b>Awarded Vendor(s) and Contacts</b>	Mac Papers, Inc. – <a href="#">Troy Youse</a> – (904) 348-3316
<b>Contract Covers</b>	Contract covers: <ul style="list-style-type: none"> <li>• <b>Dual Purpose Paper</b> – various sizes and colors (copier and office printers)</li> <li>• <b>Offset Paper</b> – various sizes and colors (large prints jobs such as books and brochures)</li> </ul>
<b>Contract Does Not Cover</b>	Contract does not cover: <ul style="list-style-type: none"> <li>• <b>Envelopes</b> (covered in Office Supplies 615A)</li> <li>• <b>Specialty Paper</b> (e.g., gloss, unusual size, bond, carbonless etc.)</li> </ul>
<b>Mandatory Contract</b>	This is a <b>mandatory</b> Statewide Term Contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.
<b>Minimum Order</b>	The minimum order amount, which will qualify for prepaid FOB transportation, is <b>\$250.00</b> for a single order. For orders less than the minimum order amount, use STC 615A with FSI.
<b>Tier Pricing</b>	<a href="#">Tier Pricing</a> adds further discount opportunities for large volume orders.
<b>Delivery FOB Destination</b>	For orders of 199 cartons or less, delivery will be made within 10 days. For orders of 200 cartons or more, delivery will be made within 20 days. The Vendor shall charge an additional \$2.00 per carton delivered to a specific location inside a facility other than directly inside the door (example: Room 111 of the Department of Administration Building). These deliveries are considered “inside deliveries”.
<b>Return Policy</b>	Replacement only – The Vendor will replace defective items promptly at no charge.
<b>Restocking Fee</b>	No – Must be returned within 30 days in the original packaging. Specialty items require manufacturer approval prior to returning; a restocking fee may apply.
<b>Taxes</b>	Prices do not include North Carolina sales or use tax.
<b>Order Placement</b>	Orders may be placed through <a href="#">E-Procurement</a> . If not an E-Procurement user: <ol style="list-style-type: none"> <li>1. Select the <b>Tier Pricing</b> link above to check prices.</li> <li>2. Contact the vendor via phone or email [see <b>Awarded Vendor(s) and Contacts</b>] to place your order.</li> </ol>
<b>Substitutions</b>	Substitutions/Additions are not allowed without written approval from the Contract Administrator from the Division of Purchase & Contract. Substitutions must be of equal or greater quality and at the same or lower price as the original item.
<b>Loaded into E-Procurement</b>	Yes. Catalog is loaded in <a href="#">E-Procurement</a> .
<b>E-Procurement Help Desk</b>	(888) 211-7440

<b>Contract Administrator</b>	<a href="#">Bahaa Jizi</a> – (919) 807-4520
<b>Contract Addenda</b>	6/7/2019: Minimum Order revised.