



NEW Statewide Term Contract

Effective Dates: May 10, 2019 - May 9, 2022

Office Paper – 645A

The Division of Purchase & Contract has established a new Statewide Term Contract to provide Dual Purpose Office Paper and Offset Paper.

This is a mandatory contract for state agencies, departments, institutions, universities and community colleges, unless exempted by North Carolina General Statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute.

New Contract Highlights

This contract consolidates open market purchases from multiple agencies, making the purchase of products more efficient and cost effective for agency customers.

The minimum order amount, which will qualify for prepaid FOB transportation, is **\$250.00** for a single order. **Buyers are also required to use this contract for orders less than the minimum order amount.** However, in such cases the order may be shipped prepaid and actual transportation charges may be added to the invoice as a separate line item. **Non-mandatory entities, including schools and local government, are not required to use this contract for orders less than the minimum order amount. They can use STC 615A with FSI.**

The contract also includes Tier Pricing which adds further discount opportunities for large volume orders.

For orders of 199 cartons or less, delivery will be made within 10 days. For orders 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 will be considered "inside deliveries".

The Vendor has a dedicated account representative to ensure agencies receive the utmost level of customer service and efficient placement of orders.

The Division of Purchase & Contract is focused on establishing Statewide Term Contracts that provide customers with goods and services at the best value.

Contract Number: 645A

Contract Name: Office Paper

Contract Administrator:

[Bahaa Jizi](#)
(919) 807-4520

Vendor: Mac Papers

Expires: May 9, 2022 with an option to renew for two (2) additional one-year periods

Mandatory/Convenience Contract:

Mandatory

Products Offered:

- **Dual Purpose Paper** – various sizes and colors (copier and office printers)
- **Offset Paper** – various sizes and colors (large prints jobs such as books and brochures)

Ordering:

- [E-Procurement](#)
- If not an E-Procurement user, see the **Order Placement** information listed on the contract at Purchase & Contract's [website](#).

Please be sure to visit the Division of Purchase & Contract's [website](#) for all contract details.