

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: June 26, 2012

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.ny.gov

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JULY 1, 2012 THROUGH DECEMBER 31, 2012

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **July 1, 2012 through December 31, 2012**.

However, please be advised that due to the current “Producer Price Index (PPI)” Series ID: **WPU09130124** (Publication and Printing Paper, All Types) being discontinued, the “Producer Price Index (PPI)” Series ID: **WPU091301** for “Writing and Printing Papers” will now serve as the comparable replacement Index for this Contract Award. Therefore, using the same methodology described in the contract, a Base Index and an Adjusted Index were established using the now “Producer Price Index (PPI)” Series ID: **WPU091301** (Writing and Printing Papers). The Index is the current PPI used by the US Department of Labor Statistics.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **June 26, 2012** before purchasing from this contract. A copy of the current Contract Award Notification may be obtained at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5020721047CAN.HTM>

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
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Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: February 3, 2012

GROUP: 50207 – OFFSET SHEETS - COLORS
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 473-6518
harry.brown@ogs.ny.gov

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ XPEDX – DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION & ISSUANCE OF REVISED AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated contractor contact information for XPEDX below. Changes are in bold:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u> <u>NYS VENDOR ID#</u>
PC63639	XPEDX – A DIVISION OF INTERNATIONAL PAPER 261 River Road Clifton, NJ 07014	973/405-2371 800/677-7273, Ext. 2371 Colleen Huxford Fax: 973/405-2146 Email: coleen.huxford@ipaper.com Website: www.xpedx.com	130872805 1000006069

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification, which lists a revised issue date of **February 3, 2012** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5020721047CAN.HTM>

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services
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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: December 28, 2011

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.ny.gov

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JANUARY 1, 2012 THROUGH JUNE 30, 2012

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **January 1, 2012 through June 30, 2012**.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **December 28, 2011** before purchasing from this contract. A copy of the current Contract Award Notification may be obtained at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5020721047CAN.HTM>

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
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Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: June 30, 2011

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.ny.gov

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JULY 1, 2011 THROUGH DECEMBER 31, 2011

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **July 1, 2011 through December 31, 2011**.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **June 30, 2011** before purchasing from this contract. A copy of the current Contract Award Notification may be obtained at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5020721047CAN.HTM>

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
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Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: December 31, 2010

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JANUARY 1, 2011 THROUGH JUNE 30, 2011

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **January 1, 2011 through June 30, 2011**.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **December 31, 2010** before purchasing from this contract.

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
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Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: June 30, 2010

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JULY 1, 2010

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **July 1, 2010**.

Please make sure you reference the current copy of the Contract Award Notification, which lists a revised issue date of **June 30, 2010** before purchasing from this contract.

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: December 31, 2009

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer 1
(518) 474-7902
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ XPEDX – A DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JANUARY 1, 2010
NEW OGS CONTRACT ADMINISTRATOR**

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **January 1, 2010**.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of December 31, 2009 before purchasing from this contract.

Please note the new OGS Purchasing Officer for the contract listed above.

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: September 18, 2009

GROUP: 50207 – OFFSET SHEETS - COLORS
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Neilene Rabideau
Purchasing Officer I
(518) 473-6518
neilene.rabideau@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ XPEDX – DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

SUBJECT: ADDRESS CHANGE AND UPDATED CONTRACTOR CONTACT INFORMATION

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

XPEDX has changed their address and submitted new contractor contact information as follows:

<u>CONTRACT#</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE#</u>	<u>FED ID#</u>
PC63639	XPEDX – A DIVISION OF INTERNATIONAL PAPER 261 River Road Clifton, NJ 07014	973/405-2213 James Durkin Fax: 973/405-2134 Email: james.durkin@ipaper.com Website: www.xpedx.com	130872805

All other terms and conditions remain unchanged.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: June 19, 2009

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Neilene Rabideau
Purchasing Officer 1
(518) 473-6518
neilene.rabideau@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/

CONTRACT NO.: XPEDX – A DIVISION OF INTERNATIONAL PAPER PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JULY 1, 2009

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **July 1, 2009**.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of June 19, 2009 before purchasing from this contract.

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: December 3, 2008

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Neilene Rabideau
Purchasing Officer 1
(518) 473-6518
neilene.rabideau@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/

CONTRACT NO.: XPEDX – A DIVISION OF INTERNATIONAL PAPER PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JANUARY 1, 2009

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **January 1, 2009**.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of December 3, 2008 before purchasing from this contract.

All other terms and conditions of the original award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: June 2, 2008

GROUP: 50207 – OFFSET SHEETS, COLORS
(All NYS Agencies and
Political Subdivisions)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Neilene Rabideau
Purchasing Officer 1
(518) 473-6518
neilene.rabideau@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/

CONTRACT NO.: XPEDX – A DIVISION OF INTERNATIONAL PAPER PC63639

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JULY 1, 2008

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In accordance with the price adjustment clause contained in the contract, price adjustments shall be effected to all paper prices effective **July 1, 2008**.

Please make sure you have the current copy of the Contract Award Notification which lists a revised issue date of June 2, 2008.

All other terms and conditions of the original award remain the same.

This memorandum is to be retained and attached to Contract Award Number 21047-RS.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21047-RS](#)

DATE: April 9, 2008

GROUP: 50207 – OFFSET SHEETS - COLORS
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Neilene Rabideau
Purchasing Officer I
(518) 473-6518
neilene.rabideau@ogs.state.ny.us

CONTRACT PERIOD: January 1, 2008 to
December 31, 2012

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ XPEDX – DIVISION OF INTERNATIONAL PAPER
CONTRACT NO.: PC63639

**SUBJECT: ADDITION OF APPROVED BRAND
UPDATED PAPER STOCK INFORMATION
BASIS WEIGHT CLARIFICATION**

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised Hammermill Fore MP paper by International Paper has been added as an approved brand to this contract.

The updated stock information for this contract is listed below:

Brand: Springhill Opaque Offset Colors
Manufacturer: International Paper
Finish: Standard Bond/Offset
Post Consumer Recovered Fiber: 30%
This product is Acid Free and Elemental Chlorine Free (ECF)
Please note that 50 lb. cut size sheets are not available for this brand.
Colors to be furnished: Blue, Canary, Green, Ivory, Cream.

Brand: Exact Opaque Colors
Manufacturer: Wausau Paper
Finish: Vellum
Post Consumer Recovered Fiber: 30%
This product is Acid Free and Processed Chlorine Free (PCF)
Colors to be furnished: Blue, Canary, Green, Ivory, Cream

Brand: Hammermill Fore MP

Manufacturer: International Paper

Finish: Standard Bond/Offset

Post Consumer Recovered Fiber: 30%

This product is Acid Free and Elemental Chlorine Free (ECF)

Colors to be furnished: Blue, Buff, Canary, Cherry, Cream, Goldenrod, Gray, Green, Ivory, Orchid, Peach, Pink, Salmon, Tan.

Please note that this product is available in cut size sheets only.

When comparing bond or copy paper basis weights to offset paper basis weights, please use the following as a reference for equivalent weights:

20 lb. bond or copy paper is equivalent to a 50 lb. offset

24 lb. bond or copy paper is equivalent to a 60 lb. offset

28 lb. bond or copy paper is equivalent to a 70 lb. offset

All other terms and conditions remain unchanged.

State of New York Executive Department
Office Of General Services
Procurement Services Group
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

CONTRACT AWARD NOTIFICATION

Title	:	Group 50207 - OFFSET SHEETS – COLORS (All NYS Agencies and Political Subdivisions)	
		Classification Code: 14	
Award Number	:	<u>21047-RS</u>	(Replaces Award 02688-RA)
Contract Period	:	January 1, 2008 to December 31, 2012	
Bid Opening Date	:	October 3, 2007	
Date of Issue	:	December 7, 2007	
Specification Reference	:	As Incorporated In The Invitation for Bids	
Contractor Information	:	Appears on Page 2 of this Award	

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Neilene Rabideau Title : Purchasing Officer 1 Phone : 518-473-6518 Fax : 518-474-5052 E-mail : neilene.rabideau@ogs.state.ny.us	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

**The Procurement Services Group values your input.
 Complete and return "Contract Performance Report" at end of document.**

Description

Offset Sheets – Colors in sizes and weights as shown. This award contains material that is recycled, acid free, elemental chlorine free and processed chlorine free.

PR # 21047

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63639	XPEDX – A DIVISION OF INTERNATIONAL PAPER 333 Meadowlands Parkway Secaucus, NJ 07094	888/764-6965, Ext. 4627 201/356-4627 James Durkin Fax No.: 201/356-4475 Email: james.durkin@ipaper.com Website: www.xpedx.com	130872805

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO THE PROCUREMENT SERVICES GROUP.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services Group supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,

(continued)

NOTE TO AUTHORIZED USERS: (cont'd)

- the reason (s) supporting the resulting purchase (e.g., show the basis for selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

PSG's DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.state.ny.us).

PRICE:

Prices include all customs duties and charges and are net, F.O.B. destination any point in New York State as designated by the ordering agency including all transportation charges and delivery inside the doors of the office or storeroom of the ordering agency.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

ITEM - OFFSET SHEETS - COLORS - GRAIN LONG - VELLUM OR STANDARD BOND/OFFSET FINISH
 (Per Specifications)

CUT SIZE SHEETS - (No cutting permitted on these sizes) (These sizes to be ream wrapped).

<u>Size</u>	<u>Sub. Weight</u>	<u>Price Per M Sheets</u>	<u>Sheets Per Carton</u>
8-1/2 x 11	50	\$ 6.70	5000
8-1/2 x 11	60	\$ 7.88	5000
8-1/2 x 11	70	\$ 9.50	3000
8-1/2 x 14	50	\$ 9.08	5000
8-1/2 x 14	60	\$10.74	5000
8-1/2 x 14	70	\$13.00	3000
11 x 17	50	\$14.28	2500
11 x 17	60	\$16.80	2500
11 x 17	70	\$19.60	2000

FULL SIZE SHEETS -
 (These sizes to be ream marked).

17-1/2 x 22-1/2 - 41M	50	\$28.08	3600
17-1/2 x 22-1/2 - 50M	60	\$33.33	3200
17-1/2 x 22-1/2 - 58M	70	\$48.25	2400
23 x 35 - 85M	50	\$58.20	1800
23 x 35 - 102M	60	\$68.09	1500
23 x 35 - 119M	70	\$79.50	1200

(continued)

Guaranteed Delivery: 30 Days A/R/O

Proposed Stocks

Brand: Springhill Opaque Offset Colors

Manufacturer: International Paper

Finish: Standard Bond/offset

Post Consumer Recovered Fiber: 30%

This product is Acid Free and Elemental Chlorine Free (ECF)

Brand: Exact Opaque Colors

Manufacturer: Wausau Paper

Finish: Vellum

Post Consumer Recovered Fiber: 30%

This product is Acid Free and Processed Chlorine Free (PCF)

Colors to be furnished: Blue, Canary, Green, Ivory, Cream.

Contractor will accept the New York State Procurement Card for orders up to 15,000.00.

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings" in Appendix B, OGS General Specifications.

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products.

(continued)

MERCURY-ADDED CONSUMER PRODUCTS: (cont'd)

Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information: <http://www.dec.state.ny.us/website/dshm/redrecy/c145home.html>.

DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

PRICE ADJUSTMENT:

The paper prices set forth in this contract shall be adjusted every six months following the first six months of the contract in accordance with the provisions of this clause. There shall be no price adjustments during the first six months of the contract.

The paper prices shall be adjusted on the basis of the Not Seasonally Adjusted "Producer Price Index (PPI)", Series ID: WPU09130124, Publication and printing paper, all types, published monthly by the U.S. Department of Labor, Bureau of Statistics. For all paper item listed in this Invitation for Bids and resulting Contract Award Notification, a price change (either upward or downward) will be established by the State every six months following the first six months of the contract.

The adjustment shall be established as follows: Following the first six months of the contract, price adjustments shall be effected beginning with the first month following the first six months of the contract (i.e., July 2008) and every six months of the contract thereafter. A **base index** shall be established for the first six months of the contract by averaging the period of six months ending October 2007, which is three months prior to the beginning month of the contract. An **adjusted index** shall be established by averaging the six months ending three months prior to the beginning month of the first price adjustment period (i.e., April 2008). NOTE: This index will then become the **base index** for the next price adjustment period. Each succeeding six months will follow this format. The average **adjusted index** is then compared with the **base index**, and the resulting percentage of increase or decrease shall be applied to the contract prices.

Should the referenced Producer Price Index (PPI) become discontinued during the course of the contract, it will be replaced by an alternative PPI appropriate for colored offset sheets, and adjustments will be calculated based on the same methodology as outlined above, but with data from the new replacement index.

The Office of General Services will notify all interested parties of effected price adjustments by way of a Revised Contract Award Notification.

(continued)

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (www.ogs.state.ny.us). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

EXTENSION OF USE:

This contract may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is \$500.00. This \$500.00 minimum can be achieved by adding the cost of any cutting required to the cost of the stock. Orders shall be for full carton quantities only.

Contractor may elect to honor orders for less than the minimum order. For such orders, at the contractor's option, shipping costs from the contractor's address may be added to invoice with a copy of the freight bill. Shipping costs are to be prepaid by contractor and such orders are to be shipped on an F.O.B. destination basis. All such orders must be shipped by the most economical method for the proper delivery of the product unless special instructions are stated on the order by the agency. No additional charges will be allowed.

DELIVERY:

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.

Product is required within thirty (30) consecutive calendar days after receipt of order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

All deliveries are inside deliveries to the ordering agency's stockroom. If no elevator is available at the delivery site, contractor will only be required to deliver inside to a street level (no steps) ground floor location. In order to expedite orders and effect a timely inside delivery, it will be incumbent upon both contractor and purchaser to cooperate with each other and follow these simple guidelines:

PURCHASER - (NYS Agency or Political Subdivisions):

All purchase orders should contain the following information:

1. Quantity - List quantity as number of sheets, not number of cartons. This will facilitate voucher reconciliation, because contract price will be "Price per M Sheets".
2. Agency telephone number and contact person's name.
3. Exact inside delivery location (building, floor, room number, etc.).
4. Availability of freight elevator at delivery site including any size or weight limitations of the elevator.

(continued)

PURCHASER - (NYS Agency or Political Subdivisions): (cont'd)

5. Availability of a loading dock or loading zone and material handling equipment. Indicate any height, size or weight limitations. NYS agencies and/or political subdivisions whose facilities cannot accommodate a 45 ft. over the road trailer with a height of 12'-6" - must specify on their order any length, height and/or weight limitations of their receiving facility.
6. Size or weight limitations for skids or pallets.
7. If skids or pallets cannot be moved from delivery truck to agency storeroom without being unloaded please indicate.
8. Make and model number of machine on which paper will be used.

SPECIAL PURCHASER NOTE:

Contract participants are cautioned that should they have any special delivery requirements, as listed but not limited to the above, it shall be participant's responsibility to include those special requirements on their purchase order. Should any excess delivery charges, such as for re-delivery, be incurred as a result of that information not appearing on the purchase order, these excess costs shall be the responsibility of the Agency or Political Subdivision utilizing the contract.

CONTRACTOR:

1. Confirm purchase order either by phone or in writing and give agency approximate delivery date.
2. Contact agency immediately if there are any questions about a purchase order.
3. Return agency's phone calls promptly.
4. Assign a knowledgeable person to service this contract and serve as liaison between your company and New York State.
5. Make timely inside deliveries in accordance with contractually guaranteed delivery dates.
6. Notify all delivering truckers that it is their responsibility to unload the truck and make inside delivery to the agency's stockroom.

Delivery shall be made between 9:00 A.M. and 3:00 P.M. Monday through Friday except on State and legal holidays.

DELIVERY NOTE:

It shall be the contractor's responsibility to see that the delivering driver (or helper) unloads the truck and makes delivery inside the agency's stock room.

Any authorized participant in this contract who orders a quantity large enough to warrant skid or pallet delivery must have at their disposal material handling equipment which they must allow the delivering driver to use, if requested, capable of moving skids and/or pallets from the delivery truck to the dock.

If the agency has furnished the foregoing information to the contractor, it shall be the contractor's responsibility to ship the paper in a truck which will fit into the agency's delivery location.

ESTIMATED QUANTITIES:

The quantities or dollar values listed are estimated only. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications.

QUANTITY NOTE:

Contractor has indicated their contract may be considered to be fulfilled at such time as they have shipped 20% above the estimated quantities indicated in the Invitation for Bids. The State may then solicit additional bids for its requirement.

Contractor will be required to notify the State in writing when they have reached 80% of estimated quantities with an assessment of when they feel the limit will be reached. All claims for relief under this clause must be fully and accurately documented by detailed reports of all items shipped.

(continued)

CONTRACT PERIOD:

It is the intention of the State to enter into a contract for a term of five (5) years.

The contract dates may be adjusted forward beyond two months only with the approval of the successful bidder. If, however, the bidder is not willing to accept an adjustment of the contract dates beyond the two month period, the State reserves the right to proceed with an award to another bidder.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

RESERVATION:

The State reserves the right to negotiate lower pricing, or to advertise for bids, any unanticipated excessive purchase. An "unanticipated excessive purchase" is defined as an unexpected order for a contract product(s) totaling more than 40,000 lbs. for shipment to one destination.

REPORT OF CONTRACT PURCHASES:

Six (6) month activity reports are to be submitted electronically in Microsoft Excel Format within 15 days after the end of each 6 month contract period. Political subdivisions are to be listed separately from State Agencies. Reports will be returned if not properly submitted.

There shall be a separate report for each SIZE AND WEIGHT. Mixed items on a report will not be accepted. Each report shall indicate name and address of contractor, contract number, period covered by report, group name and number. The following information shall be arranged in columns on the report:

REPORT PERIOD:

FROM: _____ TO: _____

ITEM: OFFSET SHEETS - COLORS

CONTRACT NO.: _____

CONTRACTOR: _____

ADDRESS: _____

State Agencies OR Political Subdivisions _____

(continued)

REPORT OF CONTRACT PURCHASES: (Cont'd)

SIZE 8-1/2 x 11 - 50 lb.

<u>AGENCY</u>	<u>CITY</u>	<u>NO. OF SHEETS</u>	<u>COLOR</u>	<u>ORDER DATE</u>	<u>DATE DELIVERED</u>	<u>DOLLAR VALUE</u>
OGS	Albany	200,000	Green	1/15	2/5	\$1,068.00
<u>Health</u>	<u>Buffalo</u>	<u>100,000</u>	<u>Blue</u>	<u>2/5</u>	<u>2/25</u>	<u>\$ 534.00</u>
Total:		300,000				\$1,702.00

The report is to be submitted to the Office of General Services, Procurement Services Group, Tower Bldg., Empire State Plaza, Albany, NY 12242, to the attention of the individual shown on the front page of the Contract Award Notification and shall reference the commodity group number, the Invitation for Bids number, contract number, sales period, and contractor's name.

Failure to submit the required report may be cause for disqualification of contractor for future contracts

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

PALLETIZATION:

Shipments in excess of 1,500 pounds to one destination must be delivered on disposable skids or pallets sturdy enough to adequately support the weight placed on them without breaking. Wood or plastic skids/pallets are preferred (2 way or 4 way entry pallets are acceptable). Cost of skids or pallets is to be included in price. Cartons should be carefully tier stacked to prevent damage, and load shrink film wrapped or covered with water resistant paper to protect cartons against moisture damage in event delivery is made during inclement weather. State agencies and/or political subdivisions whose receiving facilities cannot accommodate skids or pallets and whose orders require delivery in excess of 1,500 pounds must specify on their purchase order "cartons only - skids or pallets not acceptable".

NOTE: Some agencies may specifically request their order be delivered on skids or pallets. Any agency who requests skid or pallet delivery must have a loading dock and materials handling equipment capable of moving skids and/or pallets from the delivery truck to the dock. Pallet delivery should not be requested unless the entire pallet can be moved to the desired inside delivery location without having to be unloaded and re-stacked.

TESTS:

OGS reserves the right to conduct such tests as may be deemed necessary to determine the quality, uniformity and workmanship of the products offered and/or delivered and also as to the quality and economy of the work performed by such product.

(continued)

ITEM - OFFSET SHEETS - COLORS - UNCOATED

STOCK:

Stock shall be the same as that which is sold to the trade under the same brand name. Contractor must furnish standard mill brands which are produced by a mill manufacturer (as opposed to a converter). Private brands will not be accepted.

The color of any brand stock must remain constant from mill run to mill run per the normal mill standards for the particular stock. Color must not be variable within a run or from run to run. Groundwood content stock is not acceptable.

Shipments to an agency shall not consist of mixed brands for any given color. Substitution of brand(s) shall not be allowed unless prior written permission is secured from OGS. Agency should not specify brand name on their purchase order.

SURFACE:

Surface shall be free from lint, fuzz, or any particles which will pick, lift, fluff, or pile on the blanket under normal press conditions.

TRIM:

All sheets larger than 11 x 17 must be trimmed to a tolerance of $\pm 1/16$ ". Sheets 11 x 17 or smaller must be trimmed to a tolerance of $\pm 1/32$ ". Paper not adhering to these tolerances will be rejected.

All sizes must be squarely and accurately trimmed.

STOCK NOTE:

Sheet sizes 11 x 17 or smaller will be used principally for reproduction by small offset presses which run at speeds in excess of 3000 impressions per hour. Paper furnished must be guaranteed to operate trouble-free on all makes of offset presses

GRAIN: Long.

PACKING:

All cut size paper to be ream wrapped in moisture resistant wrapper to protect it from unfavorable atmospheric conditions such as extreme humidity, etc. Wrapper to be a laminated wrapper (or equal) - to create a vapor barrier. Each ream must have a label affixed to one end indicating the brand name, size, color, grain, substance weight, number of sheets. The ream wrapper must also be marked with the mill control number or lot number.

Reams to be packed into new corrugated cartons (lid type preferred). Each carton to have a label or be marked on one end to identify the contents re: brand name, size, color, grain, substance weight, number of sheets. All corrugated cartons shall meet ICC Standards for carton quality and have no loose sealing or strapping and must be free of bulges and distortion.

All cut sizes shall be ream wrapped and carton packed per mills standard carton packing for each size and weight.

All full size sheets shall be ream marked and carton packed per mills standard carton packing for each size and weight.

Paper shall lie perfectly flat within the carton and must not curl. Each carton shall be marked on one end indicating size, color, brand name, and number of sheets therein.

Cartons shall also be marked with the agency's name, purchase order number, and the contract number.

(continued)

**State of New York
 Office of General Services
 PROCUREMENT SERVICES GROUP
 Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

Contract No.: _____ **Contractor:** _____

Describe Product* Provided (Include Item No., if available): _____

***Note:** “**Product**” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: _____

 _____ (over)

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ E-mail: _____

Please detach or photocopy this form & return by FAX to 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
 Customer Services, 37th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

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