

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: [21239-GR-RS](#)

DATE: August 29, 2012

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Lindenmeyr Munroe PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
Ariva (formerly RIS Paper Company) PC64089

SUBJECT: EXPIRATION OF CONTRACT

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

Please be advised that this contract expires on August 31, 2012.

The Office of General Services is currently processing a replacement contract. However, there are still pending necessary approvals.

In the event there is a lapse of the contract, authorized users are advised that it will be necessary to procure needed product either through other State contracts or on the open market until the replacement contract has been approved. All such procurements should be made in accordance with applicable statutory requirements and purchasing guidelines.

Authorized users are, therefore, encouraged to review the following contracts for product availability in the interim until the replacement contract is approved: A copy of these current Contract Awards may be obtained at the following URL addresses:

Award 20934 – Xerographic Copy Paper (Truckload Lots) (All NYS Agencies & Political Subdivisions)
<http://ogs.ny.gov/purchase/spg/awards/5021320934CAN.HTM>

Award 22446 – 100% Recycled Copy Paper – Processed Chlorine Free (Truckload Lots) (Statewide)
<http://ogs.ny.gov/purchase/spg/awards/5021322446CAN.HTM>

Award 21030 – Miscellaneous Office Supplies (Statewide)
<http://ogs.ny.gov/purchase/spg/awards/2300021030CAN.HTM>

(continued)

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: [21239-GR, RS](#)

DATE: February 28, 2012

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Lindenmeyr Munroe PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
Ariva (formerly RIS Paper Company) PC64089

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MARCH 1, 2012 THROUGH AUGUST 31, 2012
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, effective **March 1, 2012 through August 31, 2012**, a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **February 28, 2012** before purchasing from the contract. A copy of the current Contract Award Notification may be accessed at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5021121239CAN.HTM>

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.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21239-GR-RS](#)

DATE: February 3, 2012

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Lindenmeyr Munroe PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
Ariva (formerly RIS Paper Company) PC64089

SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION & REVISED AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated contractor contact information for International Paper Co. D/B/A Xpedx/Central Lewmar below. Changes are in bold:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u> <u>NYS VENDOR ID#</u>
PC64083	INTERNATIONAL PAPER COMPANY	973/405-2371	130872805
ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	D/B/A XPEDX/CENTRAL LEWMAR 261 River Road Clifton, NJ 07014	800/677-7273, Ext. 2371 Colleen Huxford Fax: 973/405-2146 Email: coleen.huxford@ipaper.com Website: www.xpedx.com	100006069

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/5021121239CAN.HTM>

All other terms and conditions of the original award 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.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21239-GR-RS](#)

DATE: August 31, 2011

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Lindenmeyr Munroe PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
Ariva (formerly RIS Paper Company) PC64089

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE SEPTEMBER 1, 2011 THROUGH FEBRUARY 28, 2012
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, effective **September 1, 2011 through February 28, 2012**, a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **August 31, 2011** before purchasing from the contract. A copy of the current Contract Award Notification may be accessed at the following URL address:

<http://www.ogs.ny.gov/purchase/spg/awards/5021121239can.htm>

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.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21239-GR-RS](#)

DATE: July 18, 2011

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.ny.gov

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Hudson Valley Paper Company PC64087

SUBJECT: CONTRACT ASSIGNMENT

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

Please be advised that, effective immediately, the contract with Hudson Valley Paper Company has been assigned to Lindenmeyr Munroe. The updated contract information, including new Federal Identification Number, is listed below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>	<u>NYS VENDOR ID#</u>
PC64087	LINDENMEYR MUNROE	800/497-5111		130425246
ITEMS 2 & 3	981 Broadway Albany, NY 12207	518/471-5111 Lee Reeves Fax No.: 800/473-5525 518/455-8803 E-mail: lreeves@lindenmeyr.com Website: www.lindenmeyr.com		1000025910

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

Authorized users should refer to the current copy of the Contract Award Notification, which lists a revised issue date of **July 18, 2001** before purchasing from the contract.

All other terms and conditions of the contract 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: [21239-GR-RS](#)

DATE: April 6, 2011

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: RIS Paper Company D/B/A RIS The Paper House PC64089

SUBJECT: CONTRACTOR NAME CHANGE

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

Please be advised that RIS Paper Company D/B/A RIS The Paper House has changed their name to ARIVA. The updated contractor information is below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64089	ARIVA	800/344-1897, Ext. 219	135585947
ITEMS 10 & 11	3 Selina Drive Albany, NY 12205	518/869-4220, Ext. 219 Brian Webb Fax No.: 800/344-1898 518/869-4235 E-mail: brian.webb@arivanow.com Website: www.arivanow.com	

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

Authorized users should refer to the current copy of the Contract Award Notification, which lists a revised issue date of March 24, 2011 before purchasing from the contract.

All other terms and conditions of the contract 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: [21239-GR-RS](#)

DATE: March 30, 2011

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Hudson Valley Paper Co. PC64087

SUBJECT: PENDING CONTRACT ASSIGNMENT

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

Please be advised that the Office of General Services is currently processing an assignment of contract of Hudson Valley Paper Co's contract. However, there are still pending necessary approvals, and it appears likely at this time that there may be some continued delay. Therefore, until the assignment is finalized, the current contract (PC64087) will continue to remain with Hudson Valley Paper Co.

Authorized users are hereby advised to continue remitting invoice payments to Hudson Valley Paper Co. (PC64087) only until further notice. Upon approval of the assignment, another Purchasing Memorandum will be issued and the Contract Award Notification will be updated accordingly.

All other terms and conditions of the contract 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: [21239-GR-RS](#)

DATE: February 25, 2011

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Hudson Valley Paper Co. PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
RIS Paper Company D/B/A RIS The Paper House PC64089

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MARCH 1, 2011 THROUGH AUGUST 31, 2011
ISSUANCE OF REVISED AWARD**

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

In accordance with the price adjustment clause contained in the contract, effective **March 1, 2011 through August 31, 2011**, a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **February 25, 2011** before purchasing from the contract. A copy of the current Contract Award Notification may be accessed at the following URL address:

<http://www.ogs.state.ny.us/purchase/spg/awards/5021121239can.htm>

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: [21239-GR-RS](#)

DATE: September 7, 2010

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2012

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Hudson Valley Paper Co. PC64087
International Paper Co. D/B/A Xpedx/Central Lewmar PC64083
Paper Mart, Inc. PC64088
RIS Paper Company D/B/A RIS The Paper House PC64089

**SUBJECT: RENEWAL OF CONTRACT
PRICE ADJUSTMENTS EFFECTIVE SEPTEMBER 1, 2010
ISSUANCE OF REVISED AWARD**

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

In accordance with the contract renewal clause contained in the contract, please be advised that the contract has been renewed for an additional two year period through August 31, 2012. Corporate Express Office Products (PC64084) has opted not to renew their contract and therefore, it expired August 31, 2010.

Additionally, in accordance with the price adjustment clause contained in the contract, effective **September 1, 2010** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **September 7, 2010** before purchasing from the contract. A copy of the current Contract Award Notification may be accessed at the following URL address:
<http://www.ogs.state.ny.us/purchase/spg/awards/5021121239CAN.HTM>

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: [21239-GR-RS](#)

DATE: September 1, 2010

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

**CONTRACTORS/
CONTRACT NOS.:** ALL CONTRACTORS

SUBJECT: EXPIRATION OF CONTRACT

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

Please be advised that this contract expired as of August 31, 2010.

The Office of General Services is currently in the process of issuing a two-year renewal of the contract; however, there are still pending necessary approvals and there will be a temporary lapse in coverage.

Authorized users are advised that it will be necessary to procure needed product either through another State contract or on the open market until the renewal of contract has been issued. All such procurements should be made in accordance with applicable statutory requirements and purchasing guidelines.

In the interim, some products may be available through the following contracts, which are accessible through the attached URL addresses:

Award 20934 – Xerographic Copy Paper, White (Truckload Lots)
<http://ogs.state.ny.us/purchase/spg/awards/5021320934Can.htm>

Award 21427- Recycled Copy Paper (Truckload Lots)
<http://ogs.state.ny.us/purchase/spg/awards/5021321427Can.htm>

Award 21030 – Miscellaneous Office Supplies
<http://ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>

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: [21239-GR-RS](#)

DATE: August 9, 2010

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Central Lewmar, LLC PC64083
International Paper Company D/B/A xpedx/Central Lewmar PC64090

SUBJECT: CONTRACT ASSIGNMENT
CONTRACT TERMINATION

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

Central Lewmar LLC's Contract PC64083 has been assigned to International Paper Company D/B/A xpedx/Central Lewmar. Below is the updated contract information.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64083	INTERNATIONAL PAPER COMPANY	973/405-2213	130872805
ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	D/B/A XPEDX/CENTRAL LEWMAR 261 River Road Clifton, NJ 07014	James Durkin Fax No.: 973/405-2134 E-mail: james.durkin@ipaper.com Website: www.xpedx.com	

As a result of the assignment of Contract PC64083, Contract PC64090 is hereby terminated.

The Contract Award Notification has been updated accordingly. Authorized users should refer to the current copy of the Contract Award Notification, which lists a revised issue date of August 9, 2010 before purchasing from the contract.

All other terms and conditions of the contract 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: [21239-GR-RS](#)

DATE: July 6, 2010

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: XPEDX, A Division of International Paper Co. PC64090

SUBJECT: CONTRACTOR NAME CHANGE

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

Please be advised that XPEDX, A Division of International Paper Co. has changed their name to International Paper Company D/B/A xpedx/Central Lewmar. The updated contractor information is below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64090	INTERNATIONAL PAPER COMPANY	973/405-2213	130872805
ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	D/B/A XPEDX/CENTRAL LEWMAR 261 River Road Clifton, NJ 07014	James Durkin Fax No.: 973/405-2134 E-mail: james.durkin@ipaper.com Website: www.xpedx.com	

Authorized users should refer to the current copy of the Contract Award Notification, which lists a revised issue date of July 6, 2010 before purchasing from the contract.

All other terms and conditions of the contract 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: [21239-GR-RS](#)

DATE: February 22, 2010

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Central Lewmar, LLC PC64083
Corporate Express Office Products PC64084
Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Hudson Valley Paper Co. PC64087
Paper Mart, Inc. PC64088
RIS Paper Company d/b/a RIS The Paper House PC64089
XPEDX, A Division of International Paper Co. PC64090

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MARCH 1, 2010
ISSUANCE OF REVISED AWARD**

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

Please be advised that as a result of no change in the industry index used to calculate price adjustments to the contract every six months, there shall be no price adjustments effected to the paper prices effective **March 1, 2010**. Authorized users should reference the current copy of the Contract Award Notification which lists a revised issue date of **February 22, 2010** before purchasing from the contract.

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: [21239-RS](#)

DATE: November 9, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

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

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Hudson Valley Paper Co., Inc. PC64087

**SUBJECT: CORRECTION TO FEDERAL IDENTIFICATION NUMBER
WOMAN OWNED BUSINESS CERTIFICATION**

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the correction to Hudson Valley Paper Co's. Federal Identification Number. The updated contractor information is below. Additionally, Hudson Valley Paper Co. has recently received certification as a Woman Owned Business Enterprise through Empire State Development (ESD) and their contract has been coded accordingly.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64087 ITEMS 2 & 3 SB WBE	HUDSON VALLEY PAPER CO. 981 Broadway Albany, NY 12207	800/497-5111 518/471-5111 Tom Arthur Fax No.: 800/473-5525 518/455-8803 E-mail: tarthur@hvpaper.com Website: www.hvpaper.com	140764600

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

All other terms and conditions 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: [21239-GR-RS](#)

DATE: September 18, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

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

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Central Lewmar, LLC PC64083
XPEDX, A division of International Paper PC64090

SUBJECT: CONTRACTOR ADDRESS CHANGE

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that Central Lewmar, LLC and XPEDX have changed their addresses. Below is the updated contractor information for both.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64083	CENTRAL LEWMAR, LLC	800/677-7273 ext. 2371	203738034
ITEMS 1, 2, 3, 4 9, 10, 11 & 12	261 River Road Clifton, NJ 07014	973/405-2200 ext. 2371 Colleen Huxford Fax No.: 973/405-2144 E-mail: Coleen.Huxford@centralmarquardt.com Website: www.centrallewmarm.com	

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64090	XPEDX, A DIVISION OF	973/405-2213	130872805
ITEMS 1, 2, 3, 4 9, 10, 11 & 12	INTERNATIONAL PAPER CO. 261 River Road Clifton, NJ 07014	James Durkin Fax No.: 973/405-2134 E-mail: james.durkin@ipaper.com Website: www.xpedx.com	

All other terms and conditions 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: [21239-GR-RS](#)

DATE: August 28, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTORS/

CONTRACT NOS.: Central Lewmar, LLC PC64083
Corporate Express Office Products PC64084
Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Hudson Valley Paper Co. PC64087
Paper Mart, Inc. PC64088
RIS Paper Company d/b/a RIS The Paper House PC64089
XPEDX, A Division of International Paper Co. PC64090

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE SEPTEMBER 1, 2009

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

In accordance with the price adjustment clause contained in the contract, effective **September 1, 2009** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **August 28, 2009** before purchasing from the contract.

All other terms and conditions of the original award 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: [21239-GR-RS](#)

DATE: June 19, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Graphic Paper NY, Inc. PC64086

**SUBJECT: PRICE REDUCTION FOR ZONE 4 – ITEM 12
REVISED AWARD**

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

Graphic Paper NY, Inc. has offered a reduction in their pricing for Zone 4, Item 12 for ordering quantities of 40 to 600 cartons. Therefore, in accordance with Paragraph 40 (Modification of Contract Terms) of Appendix B General Specifications of the contract, a price reduction shall be applied to these paper prices for Zone 4, Item 12.

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 the contract.

All other terms and conditions of the original award 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: [21239-GR-RS](#)

DATE: March 31, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Central Lewmar, LLC PC64083

SUBJECT: ADDITION OF APPROVED BRAND

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

The following paper stock is hereby added to the contract as an approved brand for Items 9-12 as follows:

Brand: Spectrum Recycled Multi-Use Paper
Manufacturer: Georgia Pacific
Post Consumer Recovered Fiber: 30%
This product is Acid Free and Elemental Chlorine Free (ECF).

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: [21239-GR/RS](#)

DATE: February 18, 2009

GROUP: 50211 – RECYCLED COPY PAPER
(Less than Truckload Lots)
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Harry Brown
Purchasing Officer I
(518) 474-7902
Fax: (518) 474-5052
harry.brown@ogs.state.ny.us

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NOS.: Central Lewmar, LLC PC64083
Corporate Express Office Products PC64084
Economy Paper Company of Rochester, Inc. PC64085
Graphic Paper NY, Inc. PC64086
Hudson Valley Paper Co. PC64087
Paper Mart, Inc. PC64088
RIS Paper Company d/b/a RIS The Paper House PC64089
XPEDX, A Division of International Paper Co. PC64090

SUBJECT: PRICE ADJUSTMENTS EFFECTIVE MARCH 1, 2009

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

In accordance with the price adjustment clause contained in the contract, effective **March 1, 2009** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **February 18, 2009** before purchasing from the contract.

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

(continued)

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: [21239-RS](#)

DATE: November 18, 2008

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

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

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

CONTRACTOR/

CONTRACT NO.: Central Lewmar, LLC PC64083

SUBJECT: UPDATED CONTRACTOR INFORMATION

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated contractor contact information for Central Lewmar, LLC below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64083 ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	CENTRAL LEWMAR, LLC 60 McClellan St. Newark, NJ 07114	800/677-7273, Ext. 508 Colleen Cote Fax No.: 973/623-4323 E-mail: Colleen.Huxford@centralllewmarm.com Website: www.centralllewmarm.com	203738034

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

All other terms and conditions 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: [21239-RS](#)

DATE: October 8, 2008

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

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

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

**CONTRACTOR/
CONTRACT NO.:** Hudson Valley Paper Co. PC64087

SUBJECT: UPDATED CONTRACTOR INFORMATION

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated contractor information for Hudson Valley Paper Co. below. Authorized users should make sure they reference the current copy of the Contract Award Notification, which lists a revised issue date of October 8, 2008 before purchasing from the contract.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64087 ITEMS 2 & 3 SB	HUDSON VALLEY PAPER CO. 981 Broadway Albany, NY 12207	800/497-5111 518/471-5111 Tom Arthur Fax No.: 800/473-5525 518/455-8803 E-mail: tarthur@hvpaper.com Website: www.hvpaper.com	141764600

All other terms and conditions 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: [21239-RS](#)

DATE: September 2, 2008

GROUP: 50211 – RECYCLED COPY PAPER
(Less Than Truckload Lots)

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

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

CONTRACT PERIOD: September 1, 2008 to
August 31, 2010

OTHER AUTHORIZED USERS

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

**CONTRACTOR/
CONTRACT NO.:** Paper Mart, Inc. PC64088

SUBJECT: UPDATED CONTRACTOR INFORMATION

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated contractor information for Paper Mart, Inc. below. Authorized users should make sure they reference the current copy of the Contract Award Notification, which lists a revised issue date of September 2, 2008 before purchasing from the contract.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64088 ITEMS 4 & 8	PAPER MART, INC. 151 Ridgedale Ave. E. Hanover, NJ 07936	800/772-2001, Ext. 213 973/884-2505, Ext. 213 Jerold Levey Fax No.: 973/884-1982 E-mail: jerry.levey@papmar.com Website: www.papermartinc.com	221180905

All other terms and conditions remain the same.

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 50211 - RECYCLED COPY PAPER (Less Than Truckload Lots) (Statewide)
		Classification Code: 14
Award Number	:	<u>21239-RS</u> (Replaces Award 20508-RA/RP)
Contract Period	:	September 1, 2008 to August 31, 2010 with option to renew
Bid Opening Date	:	July 1, 2008
Date of Issue	:	August 29, 2008
Specification Reference	:	As Incorporated In The Invitation for Bids and Purchasing Memoranda dated June 23, 2008 and June 24, 2008
Contractor Information	:	Appears on Pages 2 & 3 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Harry Brown Title : Purchasing Officer I Phone : 518-474-7902 Fax : 518-474-5052 E-mail : harry.brown@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

Recycled Copy Paper (Less Than Truckload Lots) for All Zones. This Award contains paper that is recycled and either processed chlorine free or elemental chlorine free.
Items 1-4: 100% post consumer recycled content and processed chlorine free.
Item 8: 50% post consumer recycled content and elemental chlorine free.
Items 9-12: 30% post consumer recycled content and elemental chlorine free.
See individual contract items for additional details.

PR #21239

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64083 ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	CENTRAL LEWMAR, LLC 60 McClellan St. Newark, NJ 07114	800/677-7273, Ext. 508 Colleen Cote Fax No.: 973/623-4323 E-mail: ccote@centrallewmarm.com Website: www.centrallewmarm.com	203738034

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

PC64084 ITEM 1	CORPORATE EXPRESS OFFICE PRODUCTS 28 Eastman Rd. Parsippany, NJ 07054	800/238-6329 518/391-0438 Valerie Reside Fax No.: 888/664-3311 518/693-7335 E-mail: valerie.reside@cexp.com Website: www.corporateexpress.com	841248716
--------------------------	--	---	-----------

Electronic Access Ordering (EDI) is available. Contact contractor for details.

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

PC64085 ITEM 9 SB	ECONOMY PAPER COMPANY OF ROCHESTER, INC. 1175 E. Main St. Rochester, NY 14609	800/333-0819 585/482-5340 Todd Ingraham Fax No.: 585/482-2089 E-mail: tingraham@economypaper.com Website: www.economypaper.com	160718994
---------------------------------	--	---	-----------

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

PC64086 ITEMS 8 & 12 SB	GRAPHIC PAPER NY, INC. 31 Windsor Place Central Islip, NY 11722	800/840-4555, Ext. 133 631/761-9700, Ext. 133 Ernest C. Todd Fax No.: 631/761-9701 E-mail: ernesttodd@optonline.net Website: www.graphicpaper.com	112995388
---	---	--	-----------

PC64087 ITEMS 2 & 3 SB	HUDSON VALLEY PAPER CO. 981 Broadway Albany, NY 12207	800/497-5111 518/471-5111 Tom Arthur Fax No.: 800/473-5525 518/555-8803 E-mail: tarthur@hvpaper.com	141764600
--	---	--	-----------

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

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64088 ITEMS 4, 8 & 12	PAPER MART, INC. 151 Ridgedale Ave. E. Hanover, NJ 07936	800/772-2001, Ext. 213 973/884-2505, Ext. 213 Jerold Levey Fax No.: 973/884-1982 E-mail: jerry.levey@papmar.com Website: www.papermartinc.com	221180905
PC64089 ITEMS 10 & 11	RIS PAPER COMPANY d/b/a RIS THE PAPER HOUSE 3 Selina Drive Albany, NY 12205	800/344-1897, Ext. 219 518/869-4220, Ext. 219 Brian Webb Fax No.: 800/344-1898 518/869-4235 E-mail: brian.webb@rispaper.com Website: www.rispaper.com	135585947

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

PC64090 ITEMS 1, 2, 3, 4, 9, 10, 11 & 12	XPEDX A DIVISION OF INTERNATIONAL PAPER CO. 333 Meadowland Parkway Secaucus, NJ 07094	888/764-6965 201/356-4627 James Durkin Fax No.: 201/356-4475 E-mail: james.durkin@ipaper.com Website: www.xpedx.com	130872805
--	---	--	-----------

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

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

(continued)

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,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the 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 authorized user including all transportation charges and inside delivery. See "DELIVERY" clause for special delivery requirements for some agencies in the Albany area and elsewhere in the State. No additional delivery charges will be allowed.

(continued)

ZONE 1 - WESTERN NYS COUNTIES (See Pages 15 & 16)

ITEM 1 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **100% Post Consumer Fiber**

ITEM 5 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **50% Post Consumer Fiber**

ITEM 9 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **30% Post Consumer Fiber**

All prices are Price Per Carton – See Pages 9 & 10 for guaranteed delivery and product information

	ITEM 1			ITEM 5	ITEM 9		
	Central Lewmar LLC	Corporate Express Office Products	Xpedx	NO AWARD	Central Lewmar LLC	Economy Paper Company Inc.	Xpedx
<u>10 to 39 Cartons</u>							
Size 8-1/2" x 11"	\$39.90	\$41.20	\$38.15		\$39.65	\$38.15	\$38.15
Size 8-1/2" x 14"	\$53.30	\$53.10	\$51.50		\$53.00	\$51.70	\$51.50
Size 11" x 17"	\$41.90	\$39.70	\$40.50	NO AWARD	\$41.65	\$40.63	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$41.90	\$46.20	\$40.50		\$41.65	\$40.65	\$40.50
<u>40 to 199 Cartons</u>							
Size 8-1/2" x 11"	\$36.45	\$41.20	\$38.15		\$36.20	\$38.15	\$38.15
Size 8-1/2" x 14"	\$48.90	\$53.10	\$51.50		\$48.60	\$51.70	\$51.50
Size 11" x 17"	\$38.45	\$39.70	\$40.50	NO AWARD	\$38.20	\$40.63	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$38.45	\$46.20	\$40.50		\$38.20	\$40.65	\$40.50
<u>200 to 600 Cartons</u>							
Size 8-1/2" x 11"	\$35.70	\$41.20	\$38.15		\$35.70	\$38.15	\$38.15
Size 8-1/2" x 14"	\$47.95	\$53.10	\$51.50		\$47.95	\$51.70	\$51.50
Size 11" x 17"	\$37.70	\$39.70	\$40.50	NO AWARD	\$37.70	\$40.63	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$37.70	\$46.20	\$40.50		\$37.70	\$40.65	\$40.50
<u>Deduction Per Carton for Dock or Sidewalk Delivery</u>	\$.25	\$ -0-	\$.50	NO AWARD	\$.25	N/A	\$.50

(continued)

ZONE 2 - CENTRAL NYS COUNTIES (See Pages 15 & 16)

ITEM 2 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **100% Post Consumer Fiber**

ITEM 6 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **50% Post Consumer Fiber**

ITEM 10 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **30% Post Consumer Fiber**

All prices are Price Per Carton - See Pages 9 & 10 for guaranteed delivery and product information

	ITEM 2			ITEM 6	ITEM 10		
	Central Lewmar LLC	Hudson Valley Paper Co.	Xpedx	NO AWARD	Central Lewmar LLC	RIS Paper Company D/B/A RIS The Paper House	Xpedx
<u>10 to 39 Cartons</u>							
Size 8-1/2" x 11"	\$39.00	\$38.25	\$38.15	NO AWARD	\$38.50	\$38.50	\$38.15
Size 8-1/2" x 14"	\$52.15	\$50.50	\$51.50		\$51.50	\$50.00	\$51.50
Size 11" x 17"	\$41.00	\$40.38	\$40.50		\$38.50	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$41.00	\$40.25	\$40.50		\$40.50	\$41.25	\$40.50
<u>40 to 199 Cartons</u>							
Size 8-1/2" x 11"	\$35.70	\$36.50	\$38.15	NO AWARD	\$35.20	\$38.50	\$38.15
Size 8-1/2" x 14"	\$47.95	\$49.25	\$51.50		\$47.35	\$50.00	\$51.50
Size 11" x 17"	\$37.70	\$38.75	\$40.50		\$37.20	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$37.70	\$38.75	\$40.50		\$37.20	\$41.25	\$40.50
<u>200 to 600 Cartons</u>							
Size 8-1/2" x 11"	\$34.95	\$34.75	\$38.15	NO AWARD	\$34.95	\$38.50	\$38.15
Size 8-1/2" x 14"	\$47.00	\$47.25	\$51.50		\$47.00	\$50.00	\$51.50
Size 11" x 17"	\$36.95	\$37.00	\$40.50		\$36.95	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$36.95	\$37.00	\$40.50		\$36.95	\$41.25	\$40.50
<u>Deduction Per Carton for Dock or Sidewalk Delivery</u>	\$.25	\$ -0-	\$.50	NO AWARD	\$.25	\$ -0-	\$.50

(continued)

ZONE 3 - NORTHEAST NYS COUNTIES (See Pages 15 & 16)

ITEM 3 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **100% Post Consumer Fiber**

ITEM 7 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **50% Post Consumer Fiber**

ITEM 11 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **30% Post Consumer Fiber**

All prices are Price Per Carton - See Pages 9 & 10 for guaranteed delivery and product information

	ITEM 3			ITEM 7	ITEM 11		
	Central Lewmar LLC	Hudson Valley Paper Co.	Xpedx	NO AWARD	Central Lewmar LLC	RIS Paper Company D/B/A RIS The Paper House	Xpedx
<u>10 to 39 Cartons</u>							
Size 8-1/2" x 11"	\$37.70	\$36.90	\$38.15	NO AWARD	\$37.20	\$38.50	\$38.15
Size 8-1/2" x 14"	\$50.50	\$49.85	\$51.50		\$49.85	\$50.00	\$51.50
Size 11" x 17"	\$39.70	\$39.10	\$40.50		\$39.20	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$39.70	\$39.10	\$40.50		\$39.20	\$41.25	\$40.50
<u>40 to 199 Cartons</u>							
Size 8-1/2" x 11"	\$35.45	\$36.25	\$38.15	NO AWARD	\$35.20	\$38.50	\$38.15
Size 8-1/2" x 14"	\$47.65	\$49.00	\$51.50		\$47.35	\$50.00	\$51.50
Size 11" x 17"	\$37.45	\$38.40	\$40.50		\$37.20	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$37.45	\$38.40	\$40.50		\$37.20	\$41.25	\$40.50
<u>200 to 600 Cartons</u>							
Size 8-1/2" x 11"	\$34.95	\$34.75	\$38.15	NO AWARD	\$34.95	\$38.50	\$38.15
Size 8-1/2" x 14"	\$47.00	\$47.00	\$51.50		\$47.00	\$50.00	\$51.50
Size 11" x 17"	\$36.95	\$36.50	\$40.50		\$36.95	\$41.00	\$40.50
Size 8-1/2" x 11" - 3 Hole Punched	\$36.95	\$36.90	\$40.50		\$36.95	\$41.25	\$40.50
<u>Deduction Per Carton for Dock or Sidewalk Delivery</u>	\$.25	\$ -0-	\$.50	NO AWARD	\$.25	\$ -0-	\$.50

(continued)

ZONE 4 - DOWNSTATE COUNTIES - METROPOLITAN NEW YORK CITY AREA (See Pages 15 & 16)

ITEM 4 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **100% Post Consumer Fiber**

ITEM 8 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **50% Post Consumer Fiber**

ITEM 12 Recycled White Bond - Multipurpose Office Paper – Sub. 20 – **30% Post Consumer Fiber**

All prices are Price Per Carton - See Pages 9 & 10 for guaranteed delivery and product information

	ITEM 4			ITEM 8		ITEM 12		
	Central Lewmar LLC	Paper Mart, Inc.	Xpedx	Graphic Paper NY, Inc.	Paper Mart Inc.	Central Lewmar LLC	Graphic Paper NY, Inc.	Xpedx
<u>10 to 39 Cartons</u>								
Size 8-1/2" x 11"	\$37.50	\$35.25	\$38.15	\$39.50	\$39.45	\$37.00	\$36.40	\$37.00
Size 8-1/2" x 14"	\$50.25	\$47.75	\$51.50	\$52.75	\$53.05	\$49.60	\$49.20	\$50.00
Size 11" x 17"	\$39.50	\$37.43	\$40.50	\$41.50	\$41.70	\$39.00	\$38.50	\$39.30
Size 8-1/2" x 11" - 3 Hole Punched	\$39.50	\$37.45	\$40.50	\$41.50	\$41.70	\$39.00	\$38.50	\$39.30
<u>40 to 199 Cartons</u>								
Size 8-1/2" x 11"	\$35.25	\$35.10	\$38.15	\$39.00	\$39.25	\$34.75	\$35.90	\$37.00
Size 8-1/2" x 14"	\$47.40	\$47.50	\$51.50	\$52.15	\$52.85	\$46.75	\$48.20	\$50.00
Size 11" x 17"	\$37.25	\$37.25	\$40.50	\$41.00	\$41.53	\$36.75	\$37.50	\$39.30
Size 8-1/2" x 11" - 3 Hole Punched	\$37.25	\$37.25	\$40.50	\$41.00	\$41.55	\$36.75	\$37.60	\$39.30
<u>200 to 600 Cartons</u>								
Size 8-1/2" x 11"	\$34.70	\$34.95	\$38.15	\$39.00	\$39.10	\$34.70	\$35.90	\$37.00
Size 8-1/2" x 14"	\$46.70	\$47.30	\$51.50	\$52.15	\$52.60	\$46.70	\$48.20	\$50.00
Size 11" x 17"	\$36.70	\$37.10	\$40.50	\$41.00	\$41.35	\$36.70	\$37.50	\$39.30
Size 8-1/2" x 11" - 3 Hole Punched	\$36.70	\$37.10	\$40.50	\$41.00	\$41.35	\$36.70	\$37.60	\$39.30
<u>Deduction Per Carton for Dock or Sidewalk Delivery</u>	\$.25	\$ -0-	\$.50	\$.50	\$ -0-	\$.25	\$.50	\$.50

(continued)

CENTRAL LEWMAR, LLC

ITEMS 1-4

Guaranteed Delivery: 30 Days A/R/O
Brand: Rolland Enviro™ 100 Copy
Manufacturer: Cascades
Post Consumer Fiber: 100%
This Product is: Processed Chlorine Free (PCF)
Product Certifications: Environmental Choice Certified™
Chlorine Free Products Association
Forest Stewardship Council (FSC)
Manufactured using Biogas Energy

ITEMS 9-12

30 Days A/R/O
Hammermill Great White®/Boise®Aspen™ 30
International Paper/Boise Cascade
30%
Elemental Chlorine Free (ECF)
Sustainable Forestry Initiative (SFI)

CORPORATE EXPRESS OFFICE PRODUCTS

ITEM 1

Guaranteed Delivery: 1-5 Days A/R/O
Brand: Rolland Enviro™ 100 Copy
Manufacturer: Cascades
Post Consumer Fiber: 100%
This Product is: Processed Chlorine Free (PCF)
Product Certifications: Environmental Choice Certified™
Chlorine Free Products Association
Forest Stewardship Council (FSC)
Manufactured using Biogas Energy

ECONOMY PAPER CO.

ITEM 9

Guaranteed Delivery: 15 Days A/R/O
Brand: Boise® Aspen™ 30
Manufacturer: Boise Cascade
Post Consumer Fiber: 30%
This Product is: Elemental Chlorine Free (ECF)
Product Certifications: Sustainable Forestry Initiative (SFI)

GRAPHIC PAPER NY, INC.

ITEM 8

Guaranteed Delivery: 30 Days A/R/O
Brand: Boise® Aspen™ 50
Manufacturer: Boise Cascade
Post Consumer Fiber: 50%
This Product is: Elemental Chlorine Free (ECF)
Product Certifications: Forest Stewardship Council (FSC)
Sustainable Forestry Initiative (SFI)

ITEM 12

30 Days A/R/O
Recycled Husky® Xerocopy
Domtar
30%
Elemental Chlorine Free (ECF)
Sustainable Forestry Initiative (SFI)

(continued)

HUDSON VALLEY PAPER CO.

ITEMS 2 & 3

Guaranteed Delivery: 30 Days A/R/O
Brand: Rolland Enviro™ 100 Copy
Manufacturer: Cascades
Post Consumer Fiber: 100%
This Product is: Processed Chlorine Free (PCF)
Product Certifications: Environmental Choice Certified™
Chlorine Free Products Association
Forest Stewardship Council (FSC)
Manufactured using Biogas Energy

PAPER MART, INC.

ITEM 4

Guaranteed Delivery: 30 Days A/R/O
Brand: Rolland Enviro™ 100 Copy
Manufacturer: Cascades
Post Consumer Fiber: 100%
This Product is: Processed Chlorine Free (PCF)
Product Certifications: Environmental Choice Certified™
Chlorine Free Products Association
Forest Stewardship Council (FSC)
Manufactured using Biogas Energy

ITEM 8

30 Days A/R/O
Boise® Aspen™ 50
Boise Cascade
50%
Elemental Chlorine Free (ECF)
Forest Stewardship Council (FSC)
Sustainable Forestry Initiative (SFI)

ITEM 12

30 Days A/R/O
Boise® Aspen™ 30
Boise Cascade
30%
Elemental Chlorine Free (ECF)
Sustainable Forestry Initiative (SFI)

RIS PAPER COMPANY

D/B/A RIS THE PAPER HOUSE

ITEMS 10 & 11

Guaranteed Delivery: 30 Days A/R/O
Brand: Recycled Husky® Xerocopy
Manufacturer: Domtar
Post Consumer Fiber: 30%
This Product is: Elemental Chlorine Free (ECF)
Product Certifications: Sustainable Forestry Initiative (SFI)

XPEDX - DIVISION OF INTERNATIONAL PAPER

ITEMS 1-4

Guaranteed Delivery: 30 Days A/R/O
Brand: Rolland Enviro™ 100 Copy
Manufacturer: Cascades
Post Consumer Fiber: 100%
This Product is: Processed Chlorine Free (PCF)
Product Certifications: Environmental Choice Certified™
Chlorine Free Products Association
Forest Stewardship Council (FSC)
Manufactured using Biogas Energy

ITEMS 9-12

30 Days A/R/O
Recycled Husky® Xerocopy
Domtar
30%
Elemental Chlorine Free (ECF)
Sustainable Forestry Initiative (SFI)

(continued)

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.

NOTE TO AGENCY:

Orders under this contract are to be submitted directly to the contractor.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York State contracts. Agencies should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for the selection.

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

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. 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>.

(continued)

CONTRACTOR REQUIREMENTS AND PROCEDURES FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY/WOMEN-OWNED BUSINESSES:

In accordance with Article 15-A of the New York State Executive Law (Participation by Minority Group Members and Women with Respect to State Contracts) and in conformance with the Regulations promulgated by the Minority and Women's Business Development Division of the New York State Department of Economic Development set forth at 5 NYCRR Parts 140-144, the Offerer/Contractor agrees to be bound by the following to promote equality of economic opportunities for minority group members and women, and the facilitation of minority and women-owned business enterprise participation on all covered OGS contracts.

a. **Equal Employment Opportunity Requirements**

By submission of a bid or proposal in response to this solicitation, the Offerer agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The contractor is required to ensure that the provisions of Appendix A clause 12 – Equal Employment Opportunities for minorities and women, are included in every subcontract in such a manner that the requirements of these provisions will be binding upon each subcontractor as to work in connection with the State contract.

b. **Participation Opportunities for New York State Certified Minorities and Women-Owned Businesses**

Authorized Users are encouraged to make every good faith effort to promote and assist the participation of New York State Certified Minority and Women-owned Business Enterprises (M/WBE) as subcontractors and suppliers on this contract for the provision of services and materials. To locate New York State Certified M/WBEs, the directory of Certified Businesses can be viewed at:

http://www.empire.state.ny.us/Small_and_Growing_Businesses/mwbe.asp

PRICE NOTE:

Bracket prices shown apply for each individual order placed by authorized users. Prices for blanket orders, if accepted by contractor, will be governed by the bracket applicable to each scheduled shipment. (For example: A blanket order for 200 cartons to be shipped 40 cartons per month will take the 40 carton bracket price, not the 200 carton price). Current contract pricing at time of order submission shall be the pricing which is invoiced by the contractor regardless of when product is delivered.

SCOPE:

This Contract Award is for the Procurement of less than truckload lots of recycled copy paper for New York State Agencies, Political Sub-Divisions and others authorized by New York State law who require a large volume of paper and whose receiving stockroom facilities can accommodate a maximum of 600 cartons of paper at a time. See "Minimum Order" clause below.

Unless order specifies "DOCK or SIDEWALK" delivery, all deliveries are to be inside deliveries to the ordering authorized user'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. (See "DELIVERY").

MINIMUM ORDER:

Minimum - 10 Cartons Total*.

Maximum - 600 Cartons Total**.

*May consist of all one size, or an assortment of all three sizes, no item less than one full carton. Broken cartons not allowed. The minimum order contractor must accept is 10 cartons. Contractor may elect to honor orders for less than the minimum order, however, acceptance of orders for less than the minimum is at the contractor's option, but if accepted, must be at the contract price and no additional charges will be allowed.

**Authorized users whose requirements exceed this maximum should consider using the truckload quantity contract.

(continued)

GOVERNOR'S EXECUTIVE ORDER NO. 4:

On April 26, 2008, Governor David A. Paterson signed Executive Order No. 4 (EO 4), "Establishing A State Green Procurement And Agency Sustainability Program". Pursuant to EO 4, commencing no later than July 1, 2008, all copy paper, janitorial paper and other paper supplies purchased by each State agency or authority shall be composed of 100% post-consumer recycled content to the maximum extent practicable and all copy paper and janitorial paper shall be process chlorine free to the extent practicable, unless such products do not meet required form, function or utility, or the cost of the product is not competitive.

Furthermore, EO 4 requires that commencing no later than July 1, 2008, all State agency and authority publications shall be printed on 100% post-consumer recycled content paper. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper procurements shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

PRICE ADJUSTMENT:

The paper prices set forth in this contract, excluding deductions for dock or sidewalk delivery, 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 "Pulp & Paper Week" Price Watch Paper index for 20-lb repro bond, 30% PCW grade paper, published monthly by Resource Information Systems, Inc. (RISI). For all paper items 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, a price adjustment shall be effected beginning with the first month following the first six months of the contract (i.e. March 2009) and then every six months of the contract thereafter. The adjustment shall be based on the average percentage of increase or decrease in the average delivered price of 20-lb repro bond, 30% PCW grade in the six months ending one month prior to the date in which price adjustments are to be effected. For example, if price adjustments are scheduled to be effected on March 1st, they will be based on the average percentage of increase or decrease in the average pricing of 20-lb repro bond, 30% PCW grade from the preceding August through January as published in "Pulp & Paper Week". The resulting percentage of increase or decrease shall be applied to the paper prices to arrive at the new contract pricing. Each succeeding six months will follow this format. Price increases or decreases shall not exceed 5%.

Should the referenced Pulp & Paper Week index become discontinued during the course of the contract, it will be replaced by an appropriate Producer Price Index (PPI) for recycled copy paper published by the U.S. Department of Labor, Bureau of Labor Statistics, and adjustments will be calculated based on the latest six months of data available in the month preceding the effective date of the price adjustments.

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

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.

(continued)

EXTENSION OF USE:

These contracts 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.

DELIVERY:

Unless order specifies "DOCK or SIDEWALK" delivery, all deliveries are to be inside deliveries to the ordering authorized user'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, Political Subdivision or others authorized by New York State law):

All purchase orders should contain the following information:

1. **Quantity** - List quantity as number of cartons. This will facilitate voucher reconciliation, because contract price will be shown as "Price per Carton".
2. Authorized user telephone number and contact person's name.
3. Type of delivery (Dock, Sidewalk or Inside). If "Inside" delivery, specify exact inside delivery location (building, floor, room number, etc.).
4. Availability of freight elevator at delivery site and any size or weight limitations of the elevator.
5. **Availability of a loading dock or loading zone and materials handling equipment. Indicate any height, size, or weight limitations. Authorized users whose receiving facilities cannot accommodate a 45 ft. over the road trailer with a height of 13'-6" - must specify on their purchase order any length, height, and/or weight limitation of their receiving facility, and any other pertinent facts to ensure trouble free delivery, such as necessity for hydraulic liftgate, etc.**
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 copier (high speed or regular speed).

CONTRACTOR:

1. Confirm purchase order either by phone or in writing and give authorized user approximate delivery date.
2. Contact authorized user immediately if there are any questions about a purchase order.
3. Return authorized user's phone calls promptly.
4. Assign a knowledgeable person to service this contract and serve as liaison between your company and NYS.
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 authorized user's stockroom as applicable.

DELIVERY NOTE:

It shall be the contractor's responsibility to see that the delivering driver (or helper) unloads the truck. Inside delivery must be made to the authorized user's storeroom.

Any authorized user of the contract(s) who orders a quantity large enough to warrant skid or pallet delivery must have at their disposal materials 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.

State your earliest delivery if this cannot be met. Deliveries will not be accepted after 3:30 pm.

Security precautions at all State facilities and many other governmental sites have been increased causing delays in making deliveries. No additional freight or delivery charges will be allowed.

(continued)

ESTIMATED QUANTITIES:

Each contract shall be for the quantities or dollar values actually ordered during the contract period. The individual value of each contract is indeterminate and will depend upon the number of contracts issued and the competitiveness of the pricing offered. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications.

CONTRACT PERIOD AND RENEWAL:

It is the intention of the State to enter into a contract for a term of two (2) years as stated herein.

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional periods not to exceed a total contract term of five (5) years.

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.

ZONES:

For purposes of this Contract, New York State has been divided by county into four zones: (1) Western, (2) Central, (3) Northeast, (4) Downstate-New York City Metropolitan. State Agencies will place orders with the contractor who holds the contract for the zone to which the paper is to be shipped. For example, an Albany agency who wants paper delivered to the New York City area must order from the New York City area contractor. In the event no award is made for an area, agencies within that area may utilize another area's contract only upon mutual agreement between the contractor and the agency. Agencies utilizing this option will be required to pay freight charges from the contractor's plant to their location. Contractor to ship the paper the most economical way and submit Freight Bill with voucher to substantiate shipping charges.

(continued)

ZONES: (Cont'd)

The following is a breakdown of zones by County:

<u>ZONE 1</u>	<u>ZONE 2</u>	<u>ZONE 3</u>	<u>ZONE 4</u>
(Western NY)	(Central NY)	(Northeast)	(Downstate - NY City Metro)
Allegany	Broome	Albany	Dutchess
Cattaraugus	Cayuga	Clinton	Nassau
Chautauqua	Chemung	Columbia	New York City (5 Boroughs)
Erie	Chenango	Delaware	Orange
Genesee	Cortland	Essex	Putnam
Livingston	Jefferson	Franklin	Rockland
Monroe	Lewis	Fulton	Suffolk
Niagara	Madison	Greene	Westchester
Ontario	Oneida	Hamilton	
Orleans	Onondaga	Herkimer	
Steuben	Oswego	Montgomery	
Wyoming	Schuyler	Otsego	
Yates	Seneca	Rensselaer	
	Tioga	St. Lawrence	
	Tompkins	Saratoga	
	Wayne	Schenectady	
		Schoharie	
		Sullivan	
		Ulster	
		Warren	
		Washington	

REPORT OF CONTRACT PURCHASES:

Contractor shall furnish a report containing both state agency and authorized non-state agency contract purchases by the fifteenth of the month following the end of each six month period. In addition to contractor direct sales if applicable, contractor shall submit sales information for all resellers, dealers, distributors or other authorized distribution channels, where such contract sales are provided by other than the contractor. Contractors shall verify if each alternate vendor is a NYS Certified Minority (MBE) or Women (WBE) Owned Businesses. Contractors shall verify such status through the Empire State Development Minority and Women Owned Businesses Database web site at: <http://205.232.252.35/>.

A separate report for each size shall be provided in the following format for each authorized distribution channel.

REPORT PERIOD:

FROM: _____ TO: _____

COMMODITY GROUP NO: 50211

ITEM: COPY PAPER - WHITE

CONTRACT NO.: _____

CONTRACTOR: _____

ADDRESS: _____

(continued)

REPORT OF CONTRACT PURCHASES: (Cont'd)

SIZE 8-1/2 X 11

ITEM 3 - ZONE 3

<u>AGENCY</u>	<u>CITY</u>	<u>NO. OF CARTONS</u>	<u>ORDER REC'D</u>	<u>DATE DELIVERED</u>	<u>DELIVERY INSIDE (I) DOCK (D) OR SIDEWALK (S)</u>	<u>DOLLAR VALUE</u>
OGS	Albany	40	1/8	1/23	D	\$ 840.00
Comptroller	Albany	20	2/5	2/21	I	\$ 420.00
TOTAL CARTONS SHIPPED: 60						\$1,260.00
(THIS PAGE):						

The report is to be submitted electronically in Microsoft Excel 2003 or lower format 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 Group Number, the Award Number, Contract Number, sales period, and contractor's (or other authorized agent) name.

The outlined sales report is the minimum information required. Additional related sales information, such as monthly reports, and/or detailed user purchases may be required and must be supplied upon request.

"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.

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.

(continued)

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

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.

ITEMS 1 THROUGH 4 – (ZONES 1 THROUGH 4) (100% POST CONSUMER RECYCLED CONTENT):

RECYCLED COPY PAPER - WHITE - Multipurpose office paper - for high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators.

COLOR: White

WEIGHT: Sub. 20 ± 5%

GRAIN: Long

OPACITY:
Minimum of 88

BRIGHTNESS:
Minimum of 85

CALIPER: Minimum of 3.6 mils to maximum of 4.3 mils.

SIZE:
8-1/2" x 11", 8-1/2" x 14" and 11" x 17". All three sizes must be made available. Paper furnished shall be flat, precision trimmed-square on four sides, with clean smooth edges, and evenly jogged. Tolerance of ± 1/32 inch allowed. Successive sheets within any package shall not differ from each other by more than 1/64 inch.

RECYCLED CONTENT:

The minimum recycled content requirement is **100%** post consumer fiber as defined by the Environmental Protection Agency (EPA).

PROCESSED CHLORINE FREE:

Products must be Processed Chlorine Free (PCF) and must either be accredited as such through an appropriate third party certification program, which requires as part of its certification criteria that the product be PCF; or substantiated with literature published by the manufacturer or through a signed statement by a corporate officer of the manufacturer. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

(continued)

ITEMS 1 THROUGH 4: (Cont'd)

CURL:

Paper shall lie flat before and after processing through a high speed copier, laser or ink-jet printer, or fax machine with either no tendency to curl or with a curl which can be overcome under reasonable working conditions.

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.

PHYSICAL SURFACE CHARACTERISTICS:

Paper shall be free from: lint, fuzz, wrinkles, waviness, folds, holes, tears, slime spots, wrapper glue, turned-over corners, damaged edges, any scraps of foreign material and/or other defects.

FEED CHARACTERISTICS:

Paper must be relatively free of static electricity and have sufficient stiffness and tensile strength to insure efficient feeding and transport through a xerographic type copier. Paper furnished must run consistently trouble-free through high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators, and be capable of being printed on two sides without excessive curling or otherwise jamming the copier and/or other equipment.

GUARANTEE:

All paper furnished must be unconditionally guaranteed to provide trouble-free operation when used on copiers - both regular speed and high speed machines, laser and ink-jet printers, plain paper faxes, and offset duplicators.

STOCK:

Substitution of brands shall not be permitted unless prior written permission is obtained from OGS.

If a contractor receives an award for an item/zone based upon furnishing more than one brand of paper, at the contractor's option, they may ship whichever OGS approved brand they choose. Agencies should not specify any particular brand on their purchase order.

ITEMS 5 THROUGH 8 – (ZONES 1 THROUGH 4) (50% MINIMUM POST CONSUMER RECYCLED CONTENT):

RECYCLED COPY PAPER - WHITE - Multipurpose office paper - for high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators.

RECYCLED CONTENT:

The minimum recycled content requirement for post consumer fiber as defined by the Environmental Protection Agency (EPA) is **50%**.

PROCESSED CHLORINE FREE:

The Office of General Services would prefer to have products on contract that are Processed Chlorine Free (PCF). In order to be considered PCF, product must either be accredited as such through an appropriate third party certification program, which requires as part of its certification criteria that the product be PCF; or substantiated with literature published by the manufacturer or through a signed statement by a corporate officer of the manufacturer. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

(continued)

ITEMS 5 THROUGH 8: (Cont'd)

SUSTAINABILITY:

All non-recycled or virgin content of proposed products shall be derived from a sustainably managed renewable resource and must be certified as such through an appropriate third party certification program recognized by the paper industry. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

All other specifications the same as Items 1 through 4.

ITEMS 9 THROUGH 12 – (ZONES 1 THROUGH 4) (30% MINIMUM POST CONSUMER RECYCLED CONTENT):

RECYCLED COPY PAPER - WHITE - Multipurpose office paper - for high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators.

RECYCLED CONTENT:

The minimum recycled content requirement for post consumer fiber as defined by the Environmental Protection Agency (EPA) is **30%**.

PROCESSED CHLORINE FREE:

The Office of General Services would prefer to have products on contract that are Processed Chlorine Free (PCF). In order to be considered PCF, product must either be accredited as such through an appropriate third party certification program, which requires as part of its certification criteria that the product be PCF; or substantiated with literature published by the manufacturer or through a signed statement by a corporate officer of the manufacturer. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

SUSTAINABILITY:

All non-recycled or virgin content of proposed products shall be derived from a sustainably managed renewable resource and must be certified as such through an appropriate third party certification program recognized by the paper industry. OGS reserves the right to request technical documentation to the extent necessary for verification purposes if deemed necessary.

All other specifications the same as Items 1 through 4.

(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

* * * * *

(continued)