

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:** [21427-GR-RS](#)

**DATE:** June 26, 2012

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**  
Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**SUBJECT: EXPIRATION OF CONTRACT**

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

Please be advised that this contract expires on June 30, 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 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 21239 – Recycled Copy Paper (Less Than Truckload Lots) (Statewide)  
<http://ogs.ny.gov/purchase/spg/awards/5021121239CAN.HTM>

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

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

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [21427-GR-RS](#)

**DATE:** February 3, 2012

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION &  
ISSUANCE OF REVISED AWARD**

**TO 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:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b> <b><u>NYS VENDOR ID#</u></b>
PC64009 <b>ITEM 1</b>	XPEDX Division of International Paper 261 River Road Clifton, NJ 07014	<b>973/405-2371</b> <b>800/677-7273, Ext. 2371</b> <b>Colleen Huxford</b> <b>Fax: 973/405-2146</b> <b>Email: <a href="mailto:coleen.huxford@ipaper.com">coleen.huxford@ipaper.com</a></b> <b>Website: <a href="http://www.xpedx.com">www.xpedx.com</a></b>	130872805 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/5021321427CAN.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:** [21427-GR-RS](#)

**DATE:** December 28, 2011

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **January 1, 2012 through June 30, 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 **December 28, 2011** before purchasing from the contract. A copy of the current Contract Award Notification may be obtained at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5021321427CAN.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:** [21427-GR-RS](#)

**DATE:** June 30, 2011

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **July 1, 2011 through December 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 **June 30, 2011** before purchasing from the contract. A copy of the current Contract Award Notification may be obtained at the following URL address:

<http://ogs.ny.gov/purchase/spg/awards/5021321427CAN.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  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [21427-GR-RS](#)

**DATE:** December 31, 2010

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **January 1, 2011 through June 30, 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 **December 31, 2010** 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:** [21427-GR-RS](#)

**DATE:** June 30, 2010

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **July 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 **June 30, 2010** 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:** [21427-GR/RS](#)

**DATE:** May 14, 2010

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2012

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**SUBJECT: RENEWAL OF CONTRACT**

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

Please be advised that the contract has been renewed for an additional two year period through June 30, 2012.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **May 14, 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/5021321427CAN.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:** [21427-GR-RS](#)

**DATE:** December 31, 2009

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2010

**OTHER AUTHORIZED USERS**

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

**CONTRACTORS/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JANUARY 1, 2010**

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

In accordance with the price adjustment clause contained in the contract, effective **January 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 December 31, 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:** [21427-GR-RS](#)

**DATE:** September 18, 2009

**GROUP:** 50213 – RECYCLED COPY PAPER  
(Truckload Lots)  
(Statewide)

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

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

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2010

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NO.:** XPEDX, A division of International Paper PC64009

**SUBJECT:** CONTRACTOR ADDRESS CHANGE

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

Please be advised that XPEDX, A division of International Paper has changed their address. Below is the updated contractor information.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC64009 ITEM 1	XPEDX, A DIVISION OF INTERNATIONAL PAPER CO. 261 River Road Clifton, NJ 07014	973/405-2213 James Durkin Fax No.: 973/405-2134 E-mail: <a href="mailto:james.durkin@ipaper.com">james.durkin@ipaper.com</a> Website: <a href="http://www.xpedx.com">www.xpedx.com</a>	130872805

All purchase orders to XPEDX for Item 2 should be remitted to:

XPEDX One Penn Plaza Suite 2814 New York, NY 10119	212/863-1673 John P. Dowling/Carmel Flanagan Fax No.: 212/863-1676 E-mail: <a href="mailto:john.dowling@ipaper.com">john.dowling@ipaper.com</a> <a href="mailto:carmel.flanagan@ipaper.com">carmel.flanagan@ipaper.com</a> Website: <a href="http://www.xpedx.com">www.xpedx.com</a>
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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:** [21427-GR-RS](#)

**DATE:** July 13, 2009

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2010

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**SUBJECT: REVISED PRICE ADJUSTMENTS EFFECTIVE JULY 13, 2009**

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

The price adjustment that was applied to the paper prices of the contract on July 1, 2009 has been revised effective **July 13, 2009**.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **July 13, 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:** [21427-RS](#)

**DATE:** June 15, 2009

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2010

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **July 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 June 15, 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:** [21427-RS](#)

**DATE:** December 16, 2008

**GROUP:** 50213 – RECYCLED COPY PAPER  
(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](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** July 1, 2008 to  
June 30, 2010

**OTHER AUTHORIZED USERS**

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

**CONTRACTOR/**

**CONTRACT NOS.:** XPEDX, A Division of International Paper Co. PC64009  
Graphic Paper, N.Y., Inc. PC64010

**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, effective **January 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 December 16, 2008 before purchasing from the contract.

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

(continued)

**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

<b>Title</b>	<b>:</b>	<b>Group 50213 - RECYCLED COPY PAPER (Truckload Lots) (Statewide)</b>
		<b>Classification Code: 14</b>
<b>Award Number</b>	<b>:</b>	<b><u>21427-RS</u></b> (Replaces Award 20934-RS)
<b>Contract Period</b>	<b>:</b>	<b>July 1, 2008 to June 30, 2010</b>
<b>Bid Opening Date</b>	<b>:</b>	<b>June 12, 2008</b>
<b>Date of Issue</b>	<b>:</b>	<b>July 9, 2008</b>
<b>Specification Reference</b>	<b>:</b>	<b>As Incorporated In The Invitation for Bids</b>
<b>Contractor Information</b>	<b>:</b>	<b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

<b>State Agencies &amp; Vendors</b>	<b>Political Subdivisions &amp; Others</b>
<b>Name</b> : Harry T. Brown, III <b>Title</b> : Purchasing Officer I <b>Phone</b> : 518-474-7902 <b>Fax</b> : 518-474-5052 <b>E-mail</b> : <a href="mailto:harry.brown@ogs.state.ny.us">harry.brown@ogs.state.ny.us</a>	<b>Customer Services</b> <b>Phone</b> : 518-474-6717 <b>Fax</b> : 518-474-2437 <b>E-mail</b> : <a href="mailto:customer.services@ogs.state.ny.us">customer.services@ogs.state.ny.us</a>

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

### Description

Xerographic Copy Paper - White - Truckload Lots.  
 Item 1 - Recycled - Contains 100% Post Consumer Recycled Fiber and is Processed Chlorine Free.  
 Item 2 - Recycled - Contains 50% Post Consumer Recycled Fiber and is Elemental Chlorine Free.

PR #21427

(continued)

**NOTE: See individual contract items to determine actual awardees.**

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC64009 <b>ITEM 1</b>	XPEDX Division of International Paper 333 Meadowlands Pkwy. 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

All purchase orders to XPEDX for Item 2 should be remitted to:

XPEDX One Penn Plaza Suite 2814 New York, NY 10119	212/863-1673 John P. Dowling/Carmel Flanagan Fax No.: 212/863-1676 E-mail: john.dowling@ipaper.com carmel.flanagan@ipaper.com Website: www.xpedx.com
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PC64010 <b>ITEM 2</b> SB	GRAPHIC PAPER N.Y., INC. 31 Windsor Place Central Islip, NY 11722	800/840-4555, Ext. 133 631/761-9700, Ext. 133 Ernest Todd Fax No.: 631/761-9701 E-mail: ernesttodd@optonline.net Website: www.graphicpaper.com	112995388
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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](http://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 including unloading on dock. See "DELIVERY NOTE" for special delivery requirements for some agencies in the Albany area and elsewhere.

(continued)

**ITEM 1: RECYCLED COPY PAPER – WHITE WITH 100%  
POST CONSUMER RECYCLED CONTENT - PROCESSED  
CHLORINE FREE**

	<u>PRICE PER CARTON</u>
Size 8-1/2" x 11"	\$33.85
Size 8-1/2" x 14"	\$46.00
Size 11" x 17"	\$36.13
Size 8-1/2" x 11"-3 Hole Punched (Includes paper and punching charge).	\$36.25
Additional charge for special truck delivery (see "DELIVERY NOTE" - page 9) (charge for special delivery only - NOT including paper cost)	
8-1/2" x 11"	\$ .25
8-1/2" x 14"	\$ .35
11" x 17"	\$ .50

	<u>Sheets Per Carton</u>	<u>Cartons Per Pallet</u>	<u>Pallets Per Truckload</u>
8-1/2 x 11	5000	40	21
8-1/2 x 14	5000	30	21
11 x 17	2500	40	21

Guaranteed Delivery: 30 Days A/R/O

Brand: Rolland Enviro100 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 Bio Gas Energy

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

**CONTRACTOR, ITEM 1: XPEDX - DIVISION OF INTERNATIONAL PAPER**

(continued)

**ITEM 2: RECYCLED COPY PAPER – WHITE WITH 50%  
POST CONSUMER RECYCLED CONTENT**

	<u>PRICE PER CARTON</u>
Size 8-1/2" x 11"	\$36.95
Size 8-1/2" x 14"	\$49.90
Size 11" x 17"	\$36.95
Size 8-1/2" x 11"-3 Hole Punched (Includes paper and punching charge).	\$39.05
Additional charge for special truck delivery (see "DELIVERY NOTE" - page 9) (charge for special delivery only - NOT including paper cost)	
8-1/2" x 11"	\$ 0.12
8-1/2" x 14"	\$ 0.16
11" x 17"	\$ 0.24

	<u>Sheets Per Carton</u>	<u>Cartons Per Pallet</u>	<u>Pallets Per Truckload</u>
8-1/2 x 11	5000	40	21
8-1/2 x 14	5000	30	21
11 x 17	2500	40	21

Guaranteed Delivery: As Specified

Brand: Harbor 50

Manufacturer: Grays Harbor Papers

Post Consumer Fiber: 50%

This product is Elemental Chlorine Free (ECF).

Product Certifications: Forest Stewardship Council (FSC)

Green "e" Certified

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.

**CONTRACTOR, ITEM 2: XPEDX - DIVISION OF INTERNATIONAL PAPER**

(continued)

**ITEM 2: RECYCLED COPY PAPER – WHITE WITH 50%  
POST CONSUMER RECYCLED CONTENT**

	<u>PRICE PER CARTON</u>
Size 8-1/2" x 11"	\$35.95
Size 8-1/2" x 14"	\$48.30
Size 11" x 17"	\$37.98
Size 8-1/2" x 11"-3 Hole Punched (Includes paper and punching charge).	\$38.00
Additional charge for special truck delivery (see "DELIVERY NOTE" - page 9) (charge for special delivery only - NOT including paper cost)	
8-1/2" x 11"	\$ 0.80
8-1/2" x 14"	\$ 0.80
11" x 17"	\$ 1.60

	Sheets Per <u>Carton</u>	Cartons Per <u>Pallet</u>	Pallets Per <u>Truckload</u>
8-1/2 x 11	5000	40	21
8-1/2 x 14	5000	30	21
11 x 17	2500	40	21

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

**CONTRACTOR, ITEM 2: GRAPHIC PAPER NY, INC.**

**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.

(continued)

**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](http://www.osc.state.ny.us) or contact them by e-mail at [epunit@osc.state.ny.us](mailto: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. 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>.

**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](http://www.empire.state.ny.us/Small_and_Growing_Businesses/mwbe.asp)

**SCOPE:**

This contract is for the Procurement of 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 facilities can accommodate a full truckload (approximately 40,000 pounds) of paper. See "Minimum Order". All deliveries will be dock deliveries except for special requirements of certain agencies in the Albany area and elsewhere. (See "DELIVERY NOTE").

(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, excluding additional charges for special truck deliveries, 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: PCU3221213221213; Paper, except newsprint, mills; Uncoated freesheet paper (containing not more than 10 percent mechanical fiber); published monthly by the U.S. Department of Labor, Bureau of Labor Statistics. The index is also available through the Internet at the Bureau of Labor Statistics web site. Go to <http://data.bls.gov/PDQ/outside.jsp?survey=pc>, then click "Paper, except newsprint, mills" and then click on "Uncoated freesheet paper (containing not more than 10 percent mechanical fiber)"

For all paper prices listed in the 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 (For example, for a contract with a start date of July 1, 2008, the effective price adjustment date would be January 1, 2009) and every six months of the contract thereafter. The contract base index shall be established by taking the PPI for the third month prior to the month of the contract start date and comparing it to the period three months prior to the effective adjustment date. The adjusted index minus the base index is divided by the base index and multiplied by 100 to arrive at the percentage of increase or decrease. NOTE: This new adjusted index will then become the base index for the next price adjustment period. All calculations will be based upon data from the first-published version of the month's index.

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 Producer Price Index (PPI) become discontinued during the course of the contract, it will be replaced by an alternative PPI appropriate for copy paper, 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.

**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.

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**NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS: (Cont'd)**

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](http://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:**

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.

**MINIMUM ORDER:**

NYS Agencies, Political Subdivisions and others authorized by New York State law will place orders for multiples of full truckload lots (20-21 pallets) only, as follows: Minimum of 800\* cartons (5000 sheets per carton) - size 8-1/2 x 11 or minimum of 630\* cartons - size 8-1/2 x 14 (5,000 sheets per carton) or minimum of 800\* cartons (2,500 sheets per carton) – size 11x17. Agencies may mix sizes on their order or purchase less than the minimums outlined above as long as long as the combined order is for a full truckload of paper (approximately 40,000 pounds). Orders are to be in multiples of even pallet quantities of an item. Contractor is not expected to ship broken pallet quantities of an item or partial truckload shipments. (see price page for number of cartons per pallet and number of pallets per truckload). Less than truckload quantities should not be ordered off this contract.

**DELIVERY:**

Delivery of each truckload is to be made to a single destination. Contractor will not be expected to make deliveries from a single truckload to multiple destinations.

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

Delivery of orders must be made within thirty (30) consecutive calendar days after receipt of order.

Deliveries will not be accepted after 3:30 P.M. All deliveries are to be skid or pallet deliveries unloaded only onto agency's dock. Contractor's driver must unload delivery truck. **THIS IS NOT AN INSIDE DELIVERY CONTRACT. DOCK DELIVERY ONLY.**

Contractor shall notify authorized end-users 48 hours in advance of an anticipated delivery.

Authorized end-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.

**Security precautions at all State facilities and many other governmental sites have been increased causing delays in making deliveries. Contractors are advised that these additional delays should be taken into consideration when making deliveries. No additional freight or delivery charges will be allowed.**

**DELIVERY NOTE:**

There are several agencies in the Albany area and throughout the State, that cannot accept 45 foot long, 13'6" high trailers, and where delivery must be made in straight trucks with power tailgate. For these locations, an additional charge will be allowed for the extra handling involved.

**Agencies must specify on their purchase order if this special handling is required.**

**ESTIMATED QUANTITIES:**

Each contract shall be for the quantities or dollar values actually ordered during the contract period. See "Estimated/Specific Quantity Contracts" and "Participation in Centralized Contracts" in Appendix B, OGS General Specifications.

(continued)

**AGENCY PURCHASE ORDERS:**

All purchase orders should specify the following: agency phone number, zip code, the name of the person to contact re: delivery date, size or weight limitations for pallets, special delivery requirements, etc.

**CONTRACT PERIOD AND RENEWAL:**

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

If mutually agreed between the Procurement Services Group and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) 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.

**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.

<u>Agency</u>	<u>Address</u>	<u>No. of Sheets</u>	<u>Order Rec'd.</u>	<u>Date Delivered</u>	<u>Total \$ Value</u>
					\$
				Grand Total	\$

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.

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**"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.

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.

**ITEM 1: RECYCLED COPY PAPER – WHITE WITH **100%** POST CONSUMER RECYCLED CONTENT - PROCESSED CHLORINE FREE.** For use on high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators.

**COLOR:** White

**WEIGHT:** Sub. 20 ± 5%

**GRAIN:** Long

**RECYCLED CONTENT:**

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

(continued)

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**ITEM 1:** (Cont'd)

**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.

**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  $\pm 1/32$  inch allowed. Successive sheets within any package shall not differ from each other by more than 1/64 inch.

**CURL:**

Paper shall lie flat before and after processing through a xerographic type 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 copy paper furnished must be unconditionally guaranteed to provide trouble-free operation when used on xerographic type copiers - both regular speed and high speed machines, laser and ink-jet printers, plain paper faxes, and offset duplicators. If requested, bidder must submit a letter from the paper mill manufacturing the stock bid on, unconditionally guaranteeing that the stock furnished will operate trouble free.

**STOCK:**

Substitution of brands shall not be permitted unless prior written permission is obtained from OGS.  
Authorized end-users should not specify any particular brand on their purchase order.

**PACKING:**

All paper to be ream wrapped in moisture resistant wrapper. A laminated wrapper (to create a moisture barrier) is preferred. Each ream package must have a label affixed to one end indicating the brand, size, color, number of sheets, substance weight and grain. Each ream label must also have an arrow or other appropriate marking to indicate to copier operator the correct way the paper is to be loaded into the copier. This requirement can be eliminated only if the sheet proposed will operate trouble-free on either side.

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**ITEM 1:** (Cont'd)

**PACKING:** (Cont'd)

Reams to be packed in corrugated cartons - 5000 sheets/carton for 8-1/2" x 11" and 8-1/2" x 14" and 2500 sheets per carton for 11" x 17". Lid-type cartons preferred. Each carton to have a label or be marked on one end to identify the contents re: size, quantity, color. Corrugated cartons shall meet ICC standards for carton quality, with no loose sealing or strapping and must be free of bulges and distortion.

Cartons or pallet overwrap must be marked with contractor's name, the contract number and purchase order number.

**SKIDS/PALLETS:**

All orders shipped under this contract must be delivered on skids or pallets. Skids or pallets furnished must be sturdily constructed so that they can properly support the weight of the cartons placed thereon without breaking. No tops required. Two way or four way entry pallets are acceptable. Pallets to be disposable and their cost included in the price per thousand sheets. No additional charges will be allowed for skids or pallets. Cartons should be carefully tier stacked to prevent damage. Skids or pallets to be shrink film wrapped or covered with water resistant paper to protect cartons against moisture damage in event delivery is made during inclement weather.

Any agency or political subdivision who places an order under this contract must have a loading dock and materials handling equipment capable of moving skids and/or pallets from the delivery truck to the dock, which they must allow the delivering driver to use, if requested.

**PUNCHING:**

Round hole punching may be required. Price requested for paper with three standard round holes per sheet (for use in a standard ring binder). Punched sheets must be free of "hole plugs" and must not interlock. (Bid price per M is to include paper and charge for punching.)

**ITEM 2:** RECYCLED COPY PAPER – WHITE WITH **50%** POST CONSUMER RECYCLED CONTENT

For use on high speed copiers, laser and ink-jet printers, plain paper faxes, and offset duplicators.

**COLOR:** White

**WEIGHT:** Sub. 20 ± 5%

**GRAIN:** Long

**RECYCLED CONTENT:**

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

**PROCESSED CHLORINE FREE:**

The Office of General Services prefers products 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.

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**ITEM 2:** (Cont'd)

**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  $\pm 1/32$  inch allowed. Successive sheets within any package shall not differ from each other by more than 1/64 inch.

**CURL:**

Paper shall lie flat before and after processing through a xerographic type 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 copy paper furnished must be unconditionally guaranteed to provide trouble-free operation when used on xerographic type copiers - both regular speed and high speed machines, laser and ink-jet printers, plain paper faxes, and offset duplicators. If requested, bidder must submit a letter from the paper mill manufacturing the stock bid on, unconditionally guaranteeing that the stock furnished will operate trouble free.

**STOCK:**

Bids will be accepted only for paper grades which have been regularly made by the manufacturer for at least the past 3 months. These grades must have been widely distributed and proven to perform without problems on all makes and models of dry toner copiers.

Stock proposed shall be the same as that which is sold to the trade under the same brand name. Bids are requested on standard mill brands which are produced by a mill manufacturer (as opposed to a converter). However, for purposes of this bid, pre-approved private brands will be acceptable.

Bidders may offer to furnish more than one brand but shipments to an agency shall not consist of mixed brands. Substitution of brands shall not be permitted unless prior written permission is obtained from OGS. Authorized end-users should not specify any particular brand on their purchase order. Where a bidder offers more than one brand for an Item at the specified price, the bidder at their discretion may ship the brand of their choice.

**PACKING:**

All paper to be ream wrapped in moisture resistant wrapper. A laminated wrapper (to create a moisture barrier) is preferred. Each ream package must have a label affixed to one end indicating the brand, size, color, number of sheets, substance weight and grain. Each ream label must also have an arrow or other appropriate marking to indicate to copier operator the correct way the paper is to be loaded into the copier. This requirement can be eliminated only if the sheet proposed will operate trouble-free on either side.

(continued)

ITEM 2: (Cont'd)

**PACKING:** (Cont'd)

Reams to be packed in corrugated cartons - 5000 sheets/carton for 8-1/2" x 11" and 8-1/2" x 14" and 2500 sheets per carton for 11" x 17". Lid-type cartons preferred. Each carton to have a label or be marked on one end to identify the contents re: size, quantity, color. Cartons or pallet overwrap must be marked with contractor's name, the contract number and purchase order number.

**SKIDS/PALLETS:**

All orders shipped under this contract must be delivered on skids or pallets. Skids or pallets furnished must be sturdily constructed so that they can properly support the weight of the cartons placed thereon without breaking. No tops required. Two way or four way entry pallets are acceptable. Pallets to be disposable and their cost included in the price per thousand sheets. No additional charges will be allowed for skids or pallets. Cartons should be carefully tier stacked to prevent damage. Skids or pallets to be shrink film wrapped or covered with water resistant paper to protect cartons against moisture damage in event delivery is made during inclement weather.

Any agency or political subdivision who places an order under this contract must have a loading dock and materials handling equipment capable of moving skids and/or pallets from the delivery truck to the dock, which they must allow the delivering driver to use, if requested.

**PUNCHING:**

Round hole punching may be required. Price requested for paper with three standard round holes per sheet (for use in a standard ring binder). Punched sheets must be free of "hole plugs" and must not interlock. (Bid price per M is to include paper and charge for punching.)

(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 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242

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