

**STATEWIDE COMPETITIVE CONTRACT  
AWARD**

**STATE OF LOUISIANA  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING**



NUMBER : 408941  
BUYER : LONA GROS  
BUYER PHONE : (225)342-8024  
T-NUMBER : 91432  
DATE ISSUED : 09/14/11  
VENDOR NUMBER : 591059698 01  
VENDOR PHONE : (504)733-7559-0000  
REQ AGENCY : 107001

**OFFICE OF STATE PURCHASING**

AGENCY REQ NO. :  
ISIS REQ NO. : 1340825  
FISCAL YEAR : 12  
EFFECTIVE DATE : 10/01/11  
EXPIRATION DATE : 09/30/12

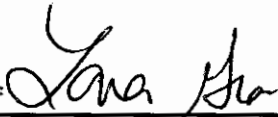
MAC PAPERS INC  
801 EDWARDS AVE  
HARAHAN, LA 70123

**ENVELOPES, PLAIN, UNPRINTED  
STATEWIDE CONTRACT**

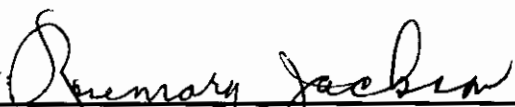
1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL:

  
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

  
DENISE LEA  
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS

STATEWIDE COMPETITIVE CONTRACT

NUMBER : 408941  
T-NUMBER : 91432

VENDOR: MAC PAPERS INC

PAGE  
2

- 1 VENDOR'S FORMS. THE PURCHASE/RELEASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.
- 2 SUBSTITUTES. ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE PRIOR WRITTEN APPROVAL OF THE DIRECTOR OF STATE PURCHASING OR DESIGNEE.
- 3 PRICE REDUCTIONS. WHENEVER THERE IS A REDUCTION IN PRICE, WHICH IS LOWER THAN THE CONTRACT PRICE, OFFERED TO SIMILARLY SITUATED CUSTOMERS CONTRACTING FOR THE SAME PERIOD AND UNDER THE SAME TERMS AND CONDITIONS, SAID REDUCTION MUST BE PRESENTED DIRECTLY TO THE DIRECTOR OF STATE PURCHASING. NO PRICE REDUCTION ON A STATEWIDE CONTRACT MAY BE OFFERED TO AN AGENCY UNLESS THAT REDUCTION IS OFFERED TO ALL AGENCIES.
- 4 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.
- 5 INVOICES. INVOICES WILL BE SUBMITTED BY THE CONTRACTOR TO THE USING AGENCY AND THE INVOICE SHALL REFER TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, PURCHASE/RELEASE ORDER NUMBER, QUANTITY, UNIT PRICE, AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE CONTRACTOR IN DUPLICATE DIRECTLY TO THE ACCOUNTING DEPARTMENT OF THE USING AGENCY. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE CONTRACTOR'S OWN INVOICE FORM.
- 6 PAYMENT. PAYMENT WILL BE MADE ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT; SUCH PRICE AND PAYMENT WILL CONSTITUTE FULL COMPENSATION FOR FURNISHING AND DELIVERING THE CONTRACT COMMODITIES. IN NO CASE WILL THE STATE AGENCY REFUSE TO MAKE PARTIAL PAYMENTS TO THE CONTRACTOR ALTHOUGH ALL ITEMS HAVE NOT BEEN DELIVERED. THIS PAYMENT IN NO WAY RELIEVES THE CONTRACTOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF THE ORDER. PAYMENT WILL BE MADE TO VENDOR AND ADDRESS AS SHOWN ON ORDER.
- 7 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES \_\_\_\_\_

SPECIFY LINE NUMBER(S): \_\_\_\_\_

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: \_\_\_\_\_

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER : 408941  
T-NUMBER : 91432

VENDOR: MAC PAPERS INC

PAGE  
3

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

- 8 COOPERATIVE PURCHASE - NOTE: RESPONSE TO THIS SECTION WILL NOT AFFECT THE BID AWARD. POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS (DESCRIBED BELOW), MAY BE PERMITTED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING. THE BIDDER MAY, AT ITS OPTION, PERMIT POLITICAL SUBDIVISIONS OF THE STATE, QUASI STATE AGENCIES, AND EXTERNAL PROCUREMENT UNITS TO PURCHASE FROM ANY CONTRACT AWARDED AGAINST THIS SOLICITATION. PLEASE CHECK ALL THAT APPLY:

YES BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO QUASI STATE AGENCIES OR OTHER POLITICAL SUBDIVISIONS OF THE STATE.

NO BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO AGENCIES OF THE UNITED STATES GOVERNMENT.

NO BIDDER PERMITS ANY CONTRACT AWARDED TO APPLY TO OTHER BUYING ORGANIZATIONS (OTHER THAN THE UNITED STATES GOVERNMENT), NOT LOCATED IN THIS STATE WHICH, IF LOCATED IN THIS STATE, WOULD QUALIFY AS A PUBLIC PROCUREMENT UNIT.

- 9 CONTRACT REVISIONS. REQUESTS FOR REVISIONS TO THIS CONTRACT MUST BE ADDRESSED TO THE DIRECTOR OF STATE PURCHASING AND SHALL REFER TO THE CONTRACT ITEM NUMBER WITH JUSTIFICATION OF THE REQUEST. DISTRIBUTOR VENDOR CHANGES, PRICE REDUCTIONS AND JUSTIFIABLE ITEM DELETIONS MAY BE CONSIDERED DURING THE CONTRACT PERIOD. NEW ITEM ADDITIONS MAY BE CONSIDERED ONLY WHEN STATE PURCHASING HAS DETERMINED ADDITIONS WILL BE OF SUBSTANTIAL BENEFIT TO THE STATE AND WILL JUSTIFY THE TIME, EFFORT AND COST REQUIRED TO MAKE SUCH ADDITIONS.

CONTRACTOR MUST IMMEDIATELY NOTIFY THE OFFICE OF STATE PURCHASING WHEN ANY DEALER ON THIS CONTRACT IS TERMINATED, RELOCATED OR ADDED. ALL ORDERS PLACED WITH DEALERS PRIOR TO RECEIPT OF SUCH NOTIFICATION BY THE OFFICE OF STATE PURCHASING MUST BE HONORED. REVISIONS WILL BECOME EFFECTIVE ONLY UPON APPROVAL BY THE DIRECTOR OF STATE PURCHASING OR DESIGNEE. BIDDER SHOULD INCLUDE WITH BID A LIST OF ALL PERSONS, IN ADDITION TO THE SIGNER OF THIS BID, WHO ARE AUTHORIZED TO REQUEST REVISIONS TO THIS CONTRACT.

- 10 QUANTITIES. THIS IS AN OPEN-ENDED REQUIREMENTS CONTRACT. QUANTITIES SHOWN ARE BASED ON THE PREVIOUS CONTRACT USAGE OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF 1 INDICATES A LACK OF HISTORY ON THIS ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

- 11 ORDERS. ALL STATE AGENCIES ARE TO ISSUE CONTRACT RELEASE ORDERS FOR THE ITEMS REQUIRED, AS AND WHEN NEEDED. POLITICAL SUBDIVISIONS OF THE STATE AND QUASI AGENCIES WHO HAVE BEEN AUTHORIZED TO PURCHASE FROM CONTRACTS MADE BY THE OFFICE OF STATE PURCHASING, ARE TO ISSUE THEIR REGULAR PURCHASE ORDERS DIRECTLY TO THE SUPPLIER, MAKING REFERENCE TO THE CONTRACT AND ITEM NUMBER.

- 12 CANCELLATION  
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

- 13 CONTRACT PERFORMANCE EVALUATION  
IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED

SPECIAL TERMS AND CONDITIONS	STATEWIDE COMPETITIVE CONTRACT	
NUMBER : 408941 T-NUMBER : 91432	VENDOR: MAC PAPERS INC	PAGE 4

IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO [HTTP://WWW.DOA.LOUISIANA.GOV/OSP/ONLINEFORMS/SUBMIT/CONTRPERFORMANCE.PDF](http://www.doa.louisiana.gov/osp/onlineforms/submit/contrperformance.pdf), OR CALL FOR A COPY.

AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.

14 NON-EXCLUSIVITY CLAUSE:

THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.

15 THE PURCHASING AGENCY RESERVES THE RIGHT TO INSPECT AND TEST THE DELIVERED MERCHANDISE FOR COMPLIANCE WITH THE BID SPECIFICATIONS. IF MERCHANDISE FAILS TO MEET THE SPECIFICATIONS, THE COST OF TEST AND INSPECTION WILL BE PAID BY THE CONTRACTOR. IF THE MERCHANDISE IS IN COMPLIANCE, COST OF ALL TEST WILL BE PAID BY THE USING AGENCY.

16 THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY THE STATE OF LOUISIANA TO INCREASE OR DECREASE THE AMOUNT, AT THE UNIT PRICE STATED IN THE BID.

17 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

18 SUCCESSFUL VENDOR IS TO KEEP A RECORD OF ALL ORDERS ISSUED AGAINST THIS CONTRACT DURING THE CONTRACT PERIOD. APPROXIMATELY FOUR (4) MONTHS PRIOR TO THE END OF THE CONTRACT PERIOD, THE VENDOR IS TO BE PREPARED TO SUBMIT TO THE OFFICE OF STATE PURCHASING A CONTRACT USAGE REPORT.

THE USAGE REPORT IS TO INCLUDE THE VENDOR'S NAME, PHONE AND FAX NUMBERS, THE PERSONS WHO COMPILED THE REPORT AND A SUMMARY "BY LINE ITEM" INDICATING QUANTITY PURCHASED.

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
NUMBER : 408941 T-NUMBER : 91432		VENDOR: MAC PAPERS INC			PAGE 5
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	<b>UNLESS SPECIFIED OTHERWISE BELOW:</b>  <b>SHIP TO:</b> <b>STATEWIDE DELIVERY</b>				
00001	COMMODITY CODE: 310-30-002850  ENVELOPES, PLAIN,#6-3/4(3-5/8" X 6-1/2") 24# WHITE WOVE, NO WINDOW PAPER CONTENT OF ENVELOPE CONTAINS A MINIMUM OF 30 PERCENT POST-CONSUMER RECOVERED FIBER AS PER GOVERNMENT REQUIREMENTS FOR RECYCLED CONTENT. 500/BOX  BRAND: NATIONAL ENVELOPE MODEL: 33579	1	TH	\$ 13.13000	
00002	COMMODITY CODE: 310-30-002854  ENVELOPES, PLAIN,#9 (3 7/8" X 8 7/8" ) 24# WHITE WOVE, NO WINDOW PAPER CONTENT OF ENVELOPE CONTAINS A MINIMUM OF 30 PERCENT POST-CONSUMER RECOVERED FIBER AS PER GOVERNMENT REQUIREMENTS FOR RECYCLED CONTENT. 500/BOX  BRAND: NATIONAL ENVELOPE MODEL: 33794	1	TH	\$ 12.50000	
00003	COMMODITY CODE: 310-30-002858  ENVELOPES, PLAIN,#9 (3 7/8" X 8 7/8" ) 24# WHITE WOVE, W/STANDARD WINDOW PAPER CONTENT OF ENVELOPE CONTAINS A MINIMUM OF 30 PERCENT POST-CONSUMER RECOVERED FIBER AS PER GOVERNMENT REQUIREMENTS FOR RECYCLED CONTENT. 500/BOX  BRAND: NATIONAL ENVELOPE MODEL: 33825	1	TH	\$ 14.69000	
00004	COMMODITY CODE: 310-30-002841  ENVELOPES, PLAIN,#10 (4 1/8" X 9 1/2" ) 24# WHITE WOVE, NO WINDOW PAPER CONTENT OF ENVELOPE CONTAINS A MINIMUM OF 30 PERCENT POST-CONSUMER RECOVERED FIBER AS PER GOVERNMENT REQUIREMENTS FOR RECYCLED CONTENT. 500/BOX  BRAND: NATIONAL ENVELOPE MODEL: 28439	1	TH	\$ 12.63000	
00005	COMMODITY CODE: 310-30-002846  ENVELOPES, PLAIN,#10 (4 1/8" X 9 1/2" ) 24# WHITE WOVE W/STANDARD WINDOW PAPER CONTENT OF ENVELOPE CONTAINS A MINIMUM OF 30 PERCENT POST-CONSUMER RECOVERED FIBER AS PER GOVERNMENT REQUIREMENTS FOR RECYCLED CONTENT. 500/BOX  BRAND: NATIONAL ENVELOPE MODEL: 28461	1	TH	\$ 14.81000	

PRICE SHEET

STATEWIDE COMPETITIVE CONTRACT

NUMBER : 408941  
T-NUMBER : 91432

VENDOR: MAC PAPERS INC

PAGE  
6

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00006	COMMODITY CODE: 310-30-002901 ENVELOPES, PLAIN, 9 X 12, 28# BROWN KRAFT, CATALOG STYLE, OPEN END, NO CLASP 500/BOX BRAND: NATIONAL ENVELOPE MODEL: 545020	1	TH	\$ 40.11000	
00007	COMMODITY CODE: 310-30-002886 ENVELOPES, PLAIN, 6 X 9, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 26831	1	TH	\$ 40.24000	
00008	COMMODITY CODE: 310-30-025334 ENVELOPE, PLAIN, 6" X 9", 28# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 545007	1	TH	\$ 38.34000	
00009	COMMODITY CODE: 310-30-002883 ENVELOPES, PLAIN, 6-1/2 X 9-1/2, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 26841	1	TH	\$ 40.89000	
00011	COMMODITY CODE: 310-30-025336 ENVELOPE, PLAIN, 7" X 10", 28# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 24777	1	TH	\$ 42.12000	
00012	COMMODITY CODE: 310-30-002890 ENVELOPES, PLAIN, 7-1/2 X 10-1/2, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 26858	1	TH	\$ 47.64000	
00013	COMMODITY CODE: 310-30-025337 ENVELOPE, PLAIN, 7-1/2" X 10-1/2", 28# BROWN KRAFT, OPEN END W/CLASP 100/BOX BRAND: NATIONAL ENVELOPE MODEL: 550065	1	TH	\$ 43.31000	
00014	COMMODITY CODE: 310-30-002904 ENVELOPES, PLAIN, 9 X 12, 32# BROWN KRAFT, OPEN END, W/CLASP 100/BOX	1	TH	\$ 51.90000	

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
NUMBER : 408941 T-NUMBER : 91432		VENDOR: MAC PAPERS INC			PAGE 7
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00015	BRAND: NATIONAL ENVELOPE MODEL: 550025  COMMODITY CODE: 310-30-025343  ENVELOPE, PLAIN, 9" X 12", 28# BROWN, KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550070	1	TH	\$ 49.02000	
00016	COMMODITY CODE: 310-30-002897  ENVELOPES, PLAIN, 9-1/2 X 12-1/2, 32# BROWN KRAFT, OPEN END, W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550030	1	TH	\$ 60.52000	
00017	COMMODITY CODE: 310-30-025338  ENVELOPE, PLAIN, 9-1/2" X 12-1/2", 28# BROWN KRAFT, OPEN END, W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550075	1	TH	\$ 56.77000	
00018	COMMODITY CODE: 310-30-002862  ENVELOPES, PLAIN, 10 X 13, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550035	1	TH	\$ 62.63000	
00019	COMMODITY CODE: 310-30-025339  ENVELOPE, PLAIN, 10" X 13", 28# BROWN KRAFT, OPEN END, W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550080	1	TH	\$ 54.97000	
00020	COMMODITY CODE: 310-30-002867  ENVELOPES, PLAIN, 10 X 15, 32# BROWN KRAFT, OPEN END, W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 26895	1	TH	\$ 69.36000	
00021	COMMODITY CODE: 310-30-025340  ENVELOPE, PLAIN, 10" X 15", 28# BROWN KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550085	1	TH	\$ 66.67000	
00022	COMMODITY CODE: 310-30-002870	1	TH	\$ 77.61000	

**PRICE SHEET**

**STATEWIDE COMPETITIVE CONTRACT**

NUMBER : 408941  
T-NUMBER : 91432

VENDOR: MAC PAPERS INC

PAGE  
8

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00023	ENVELOPES, PLAIN, 11-1/2 X 14-1/2, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 26906  COMMODITY CODE: 310-30-025341	1	TH	\$ 75.90000	
00024	ENVELOPE, PLAIN, 11-1/2" X 14-1/2", 28# BROWN KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 550090  COMMODITY CODE: 310-30-002876	1	TH	\$ 80.99000	
00025	ENVELOPES, PLAIN, 12 X 15-1/2, 32# BROWN KRAFT, OPEN END W/CLASP 100/BOX  BRAND: NATIONAL ENVELOPE MODEL: 31548  COMMODITY CODE: 310-30-025342	1	TH	\$ 78.13000	
00026	ENVELOPES, UPCHARGE, BOXING, OTHER THAN FACTORY FOR WHITE WOVE ENVELOPES. OPTION FOR LINE ITEMS 00001 THROUGH 00005  THIS IS A NO COST ITEM FOR STATE AGENCIES.  COMMODITY CODE: 310-30-025342	1	BOX	N/A	
00027	ENVELOPES, UPCHARGE, BOXING, OTHER THAN FACTORY FOR BROWN KRAFT ENVELOPES. OPTION FOR LINE ITEMS 00006 THROUGH 00025  THIS IS A NO COST ITEM FOR STATE AGENCIES  COMMODITY CODE: 310-30-025342	1	BOX	N/A	

PLAIN (UNPRINTED) ENVELOPES  
SPECIAL CONDITIONS

1. **RELEASE ORDERS:** All administrative boards, commissions, departments, agencies, institutions, and offices within the Executive Branch of State Government shall issue contract release orders for all items available through this contract. **The Contractor is not authorized to produce a job without first having obtained a written order from the State Agency.**
2. **DELIVERY:** Contractor will maintain an adequate supply of all items in order to meet specified delivery. All shipments shall be F.O.B. destination (inside delivery). All cost of transportation and inside delivery within any office or building as specified is included. The contractor shall ship by any reasonable method to insure prompt delivery at destinations.

A normal delivery is 10 days ARO. Should an agency required expedited shipment, whether on an order entered initially as a normal delivery, or whether above and beyond the delivery required to be provided by the contractor on a rush order, they will provide written authorization for the expedited delivery, and the contractor shall be responsible for the freight cost only to the extent of standard truck rates, and may be reimbursed for any amount exceeding this. Express charges shall be prepaid and the excess amount (exceeding standard truck rates) added to the invoice. This charge must be substantiated with a copy of the shipper's invoice and freight bill and an estimate of standard truck rates for the items shipped.

The contractor agrees to complete delivery the goods as specified promptly, satisfactorily and without unnecessary delay. The State of Louisiana reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the State of Louisiana, Office of State Purchasing may fix a definite date by which same must be completed and delivered. If goods are not satisfactorily delivered within the specified time, the State of Louisiana, Office of State Purchasing reserves the right to have items purchased elsewhere charging the contractor and excessive cost above contract pricing. Should it become necessary to purchase a contract item from another source other legal actions may occur and/or immediate cancellation of the contract could result.

3. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-contractor (s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all unnecessary priority over other work is given.

The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.

4. **QUALITY OF WORKMANSHIP AND STOCK:** Representative of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of a first class quality. The use of inferior quality or mis-matched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications unless a substitute is approved by the Office of State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions made without the approval of the Office of State Purchasing will be grounds for non-payment for that particular job.

5. PRICES: Prices will be calculated at the rate bid per lot.

In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of the Office of State Purchasing except that under ordinary conditions an overrun or an underrun may be approved.

Substitutes used without the consent of the Office of State Purchasing will not be approved for payment.

6. INVOICES: Invoices will be submitted by the contractor to the using agency, and invoice shall refer to the delivery ticket number, delivery date, purchase release order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to the accounting department of the using agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.

Each invoice shall be accompanied by a copy of the Release Order submitted by the requesting agency, and the contractor's billing worksheet showing the various components of the job and their respective charges, and showing the calculations done to arrive at the total amount of the invoice.

7. PAYMENT: State agencies are directed to pay contractor upon presentation of properly executed invoice after goods have been received, inspected and accepted. The user agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will the state agency refuse to make partial payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order.
8. CANCELLATION OF CONTRACT FOR CONVENIENCE: The State of Louisiana reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
9. RESERVATIONS: The right shall be reserved by the Director of State Purchasing for all state departments, boards, and commissions, and any other state agency to which this contract applies to use state facilities for printing and similar work rather than purchasing under contract.
10. NON-EXCLUSIVITY CLAUSE: This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar services from other sources.
11. USAGE: Vendor is to keep a record of all orders issued against this contract during the contract period. Approximately four (4) months prior to the end of the contract period, vendor is to be prepared to submit to the Office of State Purchasing a contract usage report including a summary by line item with quantity purchased and total value of each line item. Vendor may submit a computer generated report.

SPECIFICATIONS  
PLAIN (UNPRINTED) ENVELOPES, WHITE WOVE

Scope:

This contract is for furnishing unprinted white wove in styles, sizes, and weights as specified on each item.

The price per thousand for each item is to include the envelopes, standard packaging and shipping to one location.

Substance of all envelopes provided under this contract is to be 24 lb. white wove (no window or standard window). Window envelopes are to have clear poly covering, ("E-Z scan" or equivalent).

Envelopes shall be made of recycled paper. The paper shall contain a minimum of 30% post-consumer recovered fiber. Post consumer fiber is paper from homes, offices, retail stores, schools and other institutions after it has been used for its intended purpose and discarded.

With regard to recycled items, this contract is intended to be in compliance with guidelines adopted by the Environmental Protection Agency under Resource Conservation and Recovery Act of 1976 (Public Law 94-580, 42 U.S.C. 6901 Et Seq.), the EPA's Comprehensive Procurement Guidelines (CPG) and LA Revised Statute 30:2415.

**White Wove Envelopes (Lines 00001 – 00005)**

Commercial Style, 24 lb. white wove, die-cut diagonal seam.

Envelopes must be inner boxed, 500 per box. Bulk packaging is not acceptable. Each box must be labeled with manufacturer's name, envelope size, substance weight and quantity.

For all items: Inner boxes are to be placed in outer shipping cartons for minimum test weight of 200 lbs. The outer carton to be labeled with manufacturer's name, envelope size, substance weight and carton quantity.

**State Manufacturer of envelopes bid:** National Envelope

**State standard packaging (if different than above)** See line items

**Minimum order requirements (if applicable):** \$500.00

SPECIFICATIONS  
PLAIN (UNPRINTED) ENVELOPES, KRAFT ENVELOPES

**Kraft Envelopes (Lines 00006 – 00025)**

Kraft commercial Style, 28 lb. and 32 lb., open end and clasp envelopes.

Envelopes must be inner boxed 100 per box except line (00007) which is to be packaged 500 per box. Bulk packaging is not acceptable. Each box must be labeled with manufacturer's name, envelope size, substance weight and quantity.

For all items: Inner boxes are to be placed in outer shipping cartons for minimum test weight of 200 lbs. The outer carton to be labeled with manufacturer's name, envelope size, substance weight and carton quantity.

**State Manufacturer of envelopes bid:** National Envelope

**State standard packaging (if different than above)** See line items

**Minimum order requirements (if applicable)** \$500.00 – Will allow assortments from line 1-25