

**STATEWIDE COMPETITIVE CONTRACT
AWARD**

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



NUMBER : 409423
BUYER : LONA GROS
BUYER PHONE : (225)342-8024
T-NUMBER : 91432
DATE ISSUED : 08/01/14
VENDOR NUMBER : 591096836 00
VENDOR PHONE : (813)621-2408-0000
REQ AGENCY : 107001

OFFICE OF STATE PURCHASING

AGENCY REQ NO. :
ISIS REQ NO. : 1348335
FISCAL YEAR : 13
EFFECTIVE DATE : 01/01/13
EXPIRATION DATE : 09/30/15

EDGETHON CORP DBA
TAMPA ENVELOPE MANUFACTURING
& PAPER CO INC
6502 N 54TH ST
TAMPA, FL 33610

**ENVELOPES, PLAIN (UNPRINTED), VIRGIN -
KRAFT - 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 TO 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:

Lona Gros
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

Mary Randolph
Paul A. Holmes
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS	STATEWIDE COMPETITIVE CONTRACT	
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- 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 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.

- 3 DELIVERIES. CONTRACTORS WILL MAINTAIN AN ADEQUATE SUPPLY OF ALL ITEMS IN ORDER TO MEET SPECIFIED DELIVERY.

- 4 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.

- 5 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.

- 6 VENDOR LIST. THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME CONTRACTOR ON ANY CONTRACT RESULTING FROM THIS SOLICITATION. IF ADDITIONAL DISTRIBUTOR VENDORS ARE AUTHORIZED TO RECEIVE ORDERS FOR ITEMS CONTAINED IN SAID CONTRACT, THE BIDDER SHOULD SUBMIT WITH THE BID A LIST OF THOSE ADDITIONAL AUTHORIZED DISTRIBUTORS INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME CONTRACTOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR VENDORS LISTED.

- 7 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.

- 8 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.

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

- 10 CONTRACT PERFORMANCE EVALUATION

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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 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.

- 11 LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED UPON REQUEST; IF REQUESTED, LITERATURE AND/OR SPECIFICATIONS MUST BE SUBMITTED WITHIN SEVEN (7) DAYS.
- 12 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.
- 13
- 14 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			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: STATEWIDE DELIVERY				
00001	COMMODITY CODE: 310-30-002901 ENVELOPES, PLAIN, 9" X 12", 28# BROWN KRAFT, CATALOG STYLE, OPEN END, NO CLASP 500/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 9X120EBK	1	TH	\$ 60.00000	
00002	COMMODITY CODE: 310-30-002886 ENVELOPES, PLAIN, 6" X 9", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX. CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 6X90E32BKCL	1	TH	\$ 85.00000	
00003	COMMODITY CODE: 310-30-025334 ENVELOPE, PLAIN, 6" X 9", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 6X90E28BKCL	1	TH	\$ 82.00000	
00004	COMMODITY CODE: 310-30-002883 ENVELOPES, PLAIN, 6-1/2" X 9-1/2", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 61/20E32BKCL	1	TH	\$ 92.00000	
00005	COMMODITY CODE: 310-30-025335 ENVELOPE, PLAIN, 6-1/2" X 9-1/2", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 61/20E28BKCL	1	TH	\$ 87.00000	
00006	COMMODITY CODE: 310-30-025336 ENVELOPE, PLAIN, 7" X 10", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 7X100E28BKCL	1	TH	\$ 94.00000	
00007	COMMODITY CODE: 310-30-002890 ENVELOPES, PLAIN, 7-1/2" X 10-1/2", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 71/20E32BKCL	1	TH	\$ 104.00000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00008	COMMODITY CODE: 310-30-025337 ENVELOPE, PLAIN, 7-1/2" X 10-1/2", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 71/20E28BKCL	1	TH	\$ 99.00000	
00009	COMMODITY CODE: 310-30-002904 ENVELOPES, PLAIN, 9" X 12", 32# BROWN KRAFT, OPEN END, W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 9X120E32BKCL	1	TH	\$ 125.00000	
00010	COMMODITY CODE: 310-30-025343 ENVELOPE, PLAIN, 9" X 12", 28# BROWN, KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 9X120E28BKCL	1	TH	\$ 123.00000	
00011	COMMODITY CODE: 310-30-002897 ENVELOPES, PLAIN, 9-1/2" X 12-1/2", 32# BROWN KRAFT, OPEN END, W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 91/20E32BKCL	1	TH	\$ 130.00000	
00012	COMMODITY CODE: 310-30-025338 ENVELOPE, PLAIN, 9-1/2" X 12-1/2", 28# BROWN KRAFT, OPEN END, W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 91/20E28BKCL	1	TH	\$ 128.00000	
00013	COMMODITY CODE: 310-30-002862 ENVELOPES, PLAIN, 10" X 13", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 10X130E32BKCL	1	TH	\$ 135.00000	
00014	COMMODITY CODE: 310-30-025339 ENVELOPE, PLAIN, 10" X 13", 28# BROWN KRAFT, OPEN END, W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 10X130E28BKCL	1	TH	\$ 133.00000	
00015	COMMODITY CODE: 310-30-002867 ENVELOPES, PLAIN, 10" X 15", 32# BROWN KRAFT, OPEN END, W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER	1	TH	\$ 145.00000	

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00016	BRAND: TEMPCO MODEL: 10X150E32BKCL COMMODITY CODE: 310-30-025340 ENVELOPE, PLAIN, 10" X 15", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 10X150E28BKCL	1	TH	\$ 143.00000	
00017	COMMODITY CODE: 310-30-002870 ENVELOPES, PLAIN, 11-1/2" X 14-1/2", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 111/20E32BKCL	1	TH	\$ 155.00000	
00018	COMMODITY CODE: 310-30-025341 ENVELOPE, PLAIN, 11-1/2" X 14-1/2", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 111/20E28BKCL	1	TH	\$ 153.00000	
00019	COMMODITY CODE: 310-30-002876 ENVELOPES, PLAIN, 12" X 15-1/2", 32# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 120E32BKCL	1	TH	\$ 175.00000	
00020	COMMODITY CODE: 310-30-025342 ENVELOPE, PLAIN, 12" X 15-1/2", 28# BROWN KRAFT, OPEN END W/CLASP, 100/BOX CONSTRUCTED OF VIRGIN PAPER BRAND: TEMPCO MODEL: 120E28BKCL	1	TH	\$ 173.00000	