



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

November 30, 2011

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER  
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER  
302-857-4557

SUBJECT: **AWARD NOTICE – Effective December 1, 2011**  
**CONTRACT NO. GSS11016B-SPEC\_PAPER**  
PAPER – SPECIALTY/PRINTING

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KEY CONTRACT INFORMATION**

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**KEY CONTRACT INFORMATION**

**1. MANDATORY USE CONTRACT:**

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**REF: Title 29, Chapter 6911(d) Delaware Code.** Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

**2. CONTRACT PERIOD:**

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Each contractor's contract shall be valid for a one (1) year period from December 1, 2011 through November 30, 2012. Each contract may be renewed for three (3) additional one (1) year period through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

**3. VENDORS:**

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<b>GSS11016B-SPEC_PAPERV01</b>	<b>GSS11016B-SPEC_PAPERV02</b>
<b>Ariva Distribution</b>	<b>Print O Stat, Inc.</b>
1705 Suckle Highway	1011 W. Market St.
Pennsauken, NJ 08110	York, PA 17402
Contact: Jack Kennedy	Contact: Chris Shaffer
Phone: (800) 257-7905	Phone: (717) 515-8660
Fax: (856) 488-0718	Fax: (410) 527-0689
Email: <a href="mailto:jack.kennedy@arivanow.com">jack.kennedy@arivanow.com</a>	Email: <a href="mailto:cshaffer@printostat.com">cshaffer@printostat.com</a>
FSF: 0000003013	FSF: 0000017644

**4. SHIPPING TERMS:**

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Not applicable.

**5. DELIVERY AND PICKUP:**

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As required.

**6. PRICING:**

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Prices shall remain firm for the term of the contract.

**SEE EXCEL SPREADSHEET FOR PRICING.**

**ADDITIONAL TERMS AND CONDITIONS**

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**7. BILLING:**

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

**8. PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**9. PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

**10. ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

**11. REQUIREMENTS:**

This contract will be issued to cover the Paper – Specialty/Printing requirements for all State Agencies and shall be accessible to any School District, Political Subdivision, or Volunteer Fire Company.

**12. HOLD HARMLESS:**

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

**13. NON-PERFORMANCE:**

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

**14. FORCE MAJEURE:**

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

**15. AGENCY'S RESPONSIBILITIES:**

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

**16. TECHNICAL REQUIREMENTS:**

**A. CERTIFICATION**

Vendors must be either Forest Stewardship Council (FSC) or Sustainable Forestry Initiative (SFI) certified. Certification documentation must be included with the bid to be considered responsive.

**B. INSIDE DELIVERY**

Inside delivery is defined as delivery to a specific stock room or office or any location other than the general receiving area. An optional inside delivery fee may be applied. In addition, an optional charge may be applied for delivery involving each full flight of stairs. There shall be no additional charges involving the use of a building's elevator other than the inside delivery fee. **Note that quoting on these fees is optional and will be factored into the bid evaluation.**

**C. APPROVED MILL BRANDS**

All mill brands being quoted for each category are required to be listed as acceptable in the 2010/2011 edition of the Competitive Grade Finder Buyers Guide published by Grade Finders, Inc. Exton, PA.

**D. PAPER SPECIFICATIONS**

1. All recycled and virgin paper shall meet or exceed American National Standards Institute (ANSI) standard Z39.48-1984 or latest revision for permanent paper and will conform to the following criteria:
  - a. Be free of groundwood content and unbleached pulp.
  - b. Have a PH value of 7.0.
  - c. Contain a minimum 2% calcium or magnesium carbonate filler.

Furthermore, a statement must accompany your bid on letterhead from the mill, signed by an official of the company verifying that any and all papers being bid on, comply with the requirements as stated above. **FAILURE TO PROVIDE THIS MAY RESULT IN THE MILL BRAND BEING REJECTED.**

2. Paper shall be lengthwise grain, developed by multicooking and chemical processes to eliminate grayness and color change. Paper shall be guillotine or rotary trimmed square on all four sides, no linting in operation, and produce sharp, clear, clean and legible copy. ALL PAPERS MUST BE MINIMUM NUMBER 4 GRADE, AS LISTED IN TRADE JOURNALS, SUCH AS WALDEN'S PAPER CATALOG
3. DIMENSIONS: All papers must be within industry tolerance factor or zero (0) plus or minus (+-) 1/32" for rotary or guillotine cut. Variances within ream of more than 1/64" will be considered as sufficient cause for return of all unsatisfactory material, by lot or production run, of purchase order.

4. PACKAGING: All paper must be cut and ream wrapped at the mill in moisture proof paper with a printed label attached setting forth the mill brand, type of paper, substance weight, grain and number of sheets therein.
5. WEIGHT TOLERANCE: Any variations above or below the basic weight specified shall not exceed +/- 5%.
6. COUNT: "Mill Count" 500 sheets per ream shall be accurate for all grades of paper. Verification of mill count will be made by the receiving agency and deliveries may be rejected for inaccurate count. Shortages will be deducted if the delivery is accepted.
7. CURL: Paper having a curl which cannot be overcome under reasonable working conditions will be rejected.
8. LATENT DEFECTS: If latent defects should be discovered after the material has been accepted, the contractor shall be required to replace the defective material without cost to the State.
9. HOLES: Holes shall be drilled. Punched holes are NOT acceptable.
10. COLORS: At a minimum, standard colors are pink, blue, green, buff, goldenrod, cherry, gray, canary, cream, ivory, tan, peach, orchid and salmon.
11. CARBONLESS: To be 20 pound uniform paper.
12. North American Mill Brands ONLY are acceptable. Foreign manufacturers/mill brands WILL NOT be accepted.

**E. RECYCLED PAPER SPECIFICATIONS:**

1. Must contain a minimum of 50% recycled paper and 30% postconsumer waste (PCW) (50/30).
2. All requirements as stated in No. 3, "Paper Specifications".

**F. METHOD OF TRANSPORTATION:**

Agencies prefer vendors to use company owned trucks for deliveries to allow for better control after an order has been placed. Agencies may specify what type of transportation is to be used for deliveries, which includes but not limited to trucks with lift gates. In addition, agencies may require paper to be loaded on pallets and wrapped for delivery locations with loading docks. A maximum carton combination may be specified for ease in unloading, and the removal of pallets at no additional cost to the State. Failure to adhere to the requirements of the agency may result in the cancellation of a contract.

**G. PACKING SLIP**

Packing slips must include the Purchase Order number provided at the time of the order. If no Purchase Order number was provided the packing slip must list the name of the person who placed the order in the Purchase Order number line. Vendors using a third party vendor for deliveries must ensure that the Purchase Order information is notated on the shipping manifest.

H. **PALLET SPECIFICATIONS:**

All pallets must be a 48" X 40" GSA type with four-way entry, and made of new wood boards. Failure to adhere to these requirements may result in the cancellation of a contract.

I. **PAPER REQUIREMENTS**

Vendors will bid on dock delivery, inside delivery and optional stairs delivery.

ITEM	DESCRIPTION
#1	<b>25% Rag Bond, Cockle Finish, 24LB</b> 25% cotton content 96 Brightness
#2	<b>Percolated, Reverse Sequence, Carbonless (Junior &amp; Full Cartons)</b> 11" x 17" 92 Brightness
#3	<b>Precollated, Reverse Sequence, Carbonless (Junior &amp; Full Cartons)</b> 8 1/2" x 11" 92 Brightness
#4	<b>Collated, Regular Sequence, Carbonless (Junior &amp; Full Cartons)</b> 11" x 17" 92 Brightness
#5	<b>Index – 110LB</b> 92 Brightness
#6	<b>Recycled Offset/Text</b>

J. **PAPER REQUIREMENTS**

The following items for this contract shall conform with the specifications provided. For these items the agency (DeIDOT) is looking for inside delivery that would require the paper be dropped off at a loading dock, taken where specified in the basement. The dock at this location cannot accommodate pallets wider than 39 inches in width. The corners of the loaded pallet shall have corner protectors and be wrapped extra securely with shrink wrap so that the boxes contained on the pallet do not shift during shipment. The pallets must not have any overlap. Delivery shall be made within five (5) working days after receipt of written or verbal request from the Quality Engineer or his/her authorized representative. Delivery shall be made in such quantity as contained in the orders. All media shall be packaged in cardboard cartons in the quantities specified in the bid package. No deviation from the packaging requirements will be considered by the Department.

ITEM	DESCRIPTION
#7	<p><b>Bond Paper Media</b>            20lb DP            100% Wood Pulp            Premium Grade #4            Low Lint            86% Brightness            pH Controlled Base            3" Single Core (2 Cores taped together is no acceptable)            Rolled preferred side out            The media is not to be taped to the core            Re-sealable Humidity-free bag for each individual roll            Core Retainers shall be used to assure roundness            Type III ASTM, 50-100 Year Permanence            No spliced rolls of media shall be supplied</p>
#8	<p><b>Inkjet Color Bond Paper Media</b>            20lb DP            100% Wood Pulp            Premium Grade #4            Low Lint            86% Brightness            pH Controlled Base            3" Single Core (2 Cores taped together is no acceptable)            Rolled preferred side out            The media is not to be taped to the core            Re-sealable Humidity-free bag for each individual roll            Core Retainers shall be used to assure roundness            Type III ASTM, 50-100 Year Permanence            No spliced rolls of media shall be supplied</p>
#9	<p><b>Mylar Media</b>            4 Mil Double Matte Film            3" Single Core (2 cores taped together is not acceptable)            Rolled preferred side out            The media is not to be taped to the core            Re-sealable Humidity-free bag for each individual roll            Core Retainers shall be used to assure roundness            No spliced rolls of media shall be supplied            Solvent Free</p>

#10	<b>Inkjet Color Bond Satin Paper Media</b> 50lb DP Premium Grade #4 Low Lint 93% Brightness pH Controlled Base 3" Single Core (2 cores taped together is not acceptable) Rolled preferred side out The media is not to be taped to the core Re-sealable Humidity-free Bag for individual roll Core Retainers shall be used to assure roundness Type III ASTM, 50-100 Year Performance No spliced rolls of media shall be supplied
#11	<b>24lb Bond Paper Media</b> 24lb DP 100% Wood Pulp Premium Grade #4 Low Lint 86% Brightness pH Controlled Base Type III ASTM, 50-100 Year Permanence 3 hole drilled at 4 1/4" spacing Mylar reinforced on hole punched edge