



Master Agreement E194 – 680-09VP

Term Contract: Fine Paper and Plain Envelopes

Date: 09/25/2009

Procurement Folder: 42006

Effective Date: 11/01/2009

Expiration Date: 10/31/2011

Contractor

B.W. Wilson Paper Company, Inc.
PO Box 11248
Richmond, VA 23230

Contact: Mr. Rick Ivey
rivey@bwwilson.com
(804) 358-6715

Authorized Departments

State Agencies, Institutions, Localities, Public Bodies

Contract Officer

J. Warren Mitchell, Jr., CPPO

Phone: (804) 786-3858
Email: warren.mitchell@dgs.virginia.gov

Minimum Order

The *minimum* order is \$600 FOB destination – See Special Terms and Conditions.

Renewals Remaining

Line Number	Renewal Period Length	Renewal Period Unit	Effective Date	Expiration Date	Status
1	1	Year	11/01/2011	10/31/2012	
2	1	Year	11/01/2012	10/31/2013	
3	1	Year	11/01/2013	10/31/2014	

General Terms and Conditions

VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under "Manuals."

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION : By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply: 1.) During the performance of this contract, the contractor agrees as follows: (a.) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (b.) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (c.) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements. 2.) The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFB's: Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

PRECEDENCE OF TERMS: The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

QUALIFICATIONS OF (BIDDERS/OFFERORS): The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways: (1.) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. (2.) The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods: (2a.) By mutual agreement between the parties in writing; or (2b.) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or (2c.) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offers) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offers) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offers) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offers) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage

will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS: 1) Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. 2) Employer's Liability - \$100,000. 3) Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy 4) Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.).

NOTE: In addition, various Professional Liability/Errors and Omissions coverage are required when soliciting those services as follows: Profession/Service /Limits, Accounting /\$1,000,000 per occurrence, \$3,000,000 aggregate Architecture/\$2,000,000 per occurrence, \$6,000,000 aggregate, Asbestos Design, Inspection or Abatement Contractors/ \$1,000,000 per occurrence, \$3,000,000 aggregate, Health Care Practitioner (to include Dentists, Licensed Dental, Hygienists, Optometrists, Registered or Licensed, Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical ,Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,750,000 per occurrence, \$3,000,000 aggregate, (Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia. Insurance/Risk Management /\$1,000,000 per occurrence, \$3,000,000 aggregate, Landscape/Architecture/\$1,000,000 per occurrence, \$1,000,000 aggregate, Legal/\$1,000,000 per occurrence, \$5,000,000 aggregate. Professional Engineer/\$2,000,000 per occurrence, \$6,000,000 aggregate, Surveying/\$1,000,000 per occurrence, \$1,000,000 aggregate.

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA website (www.eva.virginia.gov) for a minimum of 10 days.

DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

SET ASIDES: This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude

DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.

PAYMENT: To Prime Contractor: a.) Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). b.) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. c.) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed. d.) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act. e.) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed.

In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363). 2. To Subcontractors: a.) A contractor awarded a contract under this solicitation is hereby obligated: (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. b.) The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth. 3.) Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse. b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments. c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order. d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is: (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order. (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

Special Terms and Conditions

CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

QUANTITIES: Quantities set forth in the solicitation are estimates of state-wide usage based upon a 20-month period, prorated to 24 months, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

ALKALINE PAPERS: All papers quoted shall be either permanent or non-permanent alkaline. This requirement does not apply to envelopes.

ENVELOPE DESIGN: For envelopes classified as commercial/official, the envelopes furnished must be machine insertable and perform to the using agency's specification in the mailing and inserting equipment in use.

PACKING AND MARKING: Unless otherwise noted in the line description, all printing papers listed in this Invitation to Bid shall be MILL CUT (NO SPLITTING OR SHEETING OF PAPER BY WHOLESALERS OR CONTRACTOR WILL BE ALLOWED), WRAPPED, LABELED AND PACKAGED BY MANUFACTURER. Cut sizes shall be ream sealed and labeled; carton packed and labeled. **This requirement will be rigidly enforced.**

Shipment shall be packed in such manner that damage will be prevented in transit. All packages shall be plainly marked indicating contents, kind, weight and number of reams.

ORDERS: State agencies SHALL place orders through eVA. Localities may place orders through eVA (preferred), written purchase order, telephone, fax, or computer on-line system.

The commonwealth requires that the contractor accept orders via the eVA ordering system. Contractors must also have a local Virginia telephone number, or a toll free (800) number, or agree to accept collect calls.

Orders shall be placed in even carton lots.

PAYMENT OPTIONS: Contract users may pay by check; electronic funds transfer (EFT), or with the commonwealth's authorized small purchase charge card (SPCC). Currently the commonwealth's authorized SPCC is Bank of America - Visa. Contractors that accept Visa will accept the Commonwealth's SPCC for invoices up to \$50,000 per transaction. Agencies of the commonwealth have SPCC transaction limits of \$5,000.00 or \$50,000.00.

DELIVERY LOCATION: All items shall be FOB delivered any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 11-37 of the Virginia Public Procurement Act.

Delivery shall be made within 15 calendar days after receipt of purchase order (unless otherwise noted on the line item description).

Contractor or assignee shall make delivery of each order to *one inside location* (e.g. warehouse, department, etc.) as directed by the purchase order, direct order, P-Card order, FAX, or phone order, as required by the ordering customer. Contractor shall comply with parking and delivery regulations (times, locations, permits, etc.) required by the ordering customer. *It is the contractor's responsibility to ascertain the delivery and receiving requirement at each location and to provide sufficient personnel to unload shipments and place the paper as directed.*

MINIMUM ORDER: The *minimum* order shall be \$600 FOB destination to the ordering agency and your quoted prices on this contract shall include all costs for transportation and delivery. For orders under \$600 the contractor will be permitted to add actual transportation cost (prepaid) to the invoice or the agency may purchase such items off contract from other sources. Partial shipments of less than the minimum order value, which are made at the option of the contractor, shall be FOB destination with no transportation charges added. If at the agency's request shipments are made below the minimum order value, the contractor may add actual transportation costs to the invoice. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract. The division reserves the right to purchase on the open market and to charge any excess in contract price to the contractor in the event the above delivery requirement is not met.

AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

PRICE ESCALATION/DE-ESCALATION: Price adjustments may be permitted only for changes in the contractor's *cost of paper*. No price increases will be authorized for 90 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 90 days thereafter and only when verified to the satisfaction of the purchasing office. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth. Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount of percentage of increase which is being passed on to the contractor by the contractor's suppliers. The purchasing office will notify the using agencies and the contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

SECURITY RULES AND REGULATIONS AT CORRECTIONAL FACILITIES: The contractor shall be responsible for ensuring that all personnel connected with the work comply with the rules and regulations of the agency. The contractor shall maintain proper security and control over all personnel, equipment, tools and materials at all times. The contractor's equipment and personnel shall be subject to security checks and associated delays there from.

ADDITIONAL SECURITY REQUIREMENTS

- A. There **shall** be no verbal discussion or physical contact between a contractor's employees and inmates.
- B. Anyone bringing any inmate any item such as weapons, tools, food, drink, clothing, cigarette, matches, correspondence, printed or electronic media or assisting inmates to escape, is in violation of State Law and will result in prosecution.

- C. No weapon, alcohol, drugs or medication of any type is allowed on state property.
- D. Keys **shall** be removed from all vehicles and other mobile equipment at all times when not in operation. Vehicle doors and tool compartments **shall** be locked at all times when not in use. Ladders left on vehicles **shall** be chained and locked at all times.
- E. No tools **shall** be left about the job site unattended. When not in use, all tools and ladders **shall** be securely locked.
- F. Any tools, especially any type of cutting tool, if left unattended will be confiscated.
- G. All tools and ladders **shall** be removed daily from the inside of the institution. If storage is desired on institution property, arrangements **shall** be made with the Security Chief or Director of Buildings & Grounds.
- H. All security regulations **shall** be observed at all times. These will be made known to the contractor and his representatives by the Institutional Security Chief or his designee, at the point of entrance to the institution.
- I. All persons entering the prison complex are subject to being searched.
- J. Contractors and their representatives are limited to movement to and from and within the immediate area of their work.
- K. An institutional employee will be designated as liaison person between the contractor and institution. Unless otherwise stated, this person will be the Department Superintendent for whom the contractor is performing the service.
- L. Agency will provide an escort guard with truck.
- M. No vehicle will be permitted to leave the facility until after the daily or routine security check.
- N. Each day, contractor **shall** provide a tool and equipment list for inventory check at the sally port.
- O. Contractor **shall** remove all tools from facility at the conclusion of each workday.
- P. All contractors' employees **shall** have a valid identification with photograph at all times for identification that is acceptable to the institution. A valid DMV driver's license is acceptable. No persons will be permitted to enter the institution without valid identification.
- Q. The agency reserves the right to refuse entrance to anyone who appears, in the agency's sole judgment, to be under the influence of drugs or alcohol or otherwise is impaired.
- R. Other additional security rules and regulations may also be required by the agency.

SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: The contractor shall extend any special educational or promotional sales prices or discounts immediately to the commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

MANDATORY ACCEPTANCE OF SMALL PURCHASE CHARGE CARD: Purchasing charge cards offer state agencies and institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. Bidders should note that acceptance of payment by purchase card is **mandatory (unless waived by DPS) within 90 days of contract award.** For current contracts where acceptance of the purchasing card is not in effect, **Contractors must (unless waived by DPS) accept purchase card payments within 90 days of contract renewal.**

Payment for orders issued against the contract(s) resulting from this solicitation must allow for the Purchase Order Number to be passed at the time of charge so that the purchase order number is received by the card platform and passed to the card provider. This can be accomplished by bidders establishing their card account at **Level 2, which is mandatory or Level 3 which is optional**. Information on the various levels for the Bank of America – Visa card is indicated below.

Charge Card Levels:

The amount of data passed for each charge card payment depends on the level at which the charge card is established. The levels are delineated below and the preferred level by the commonwealth is level 2.

Level 1 vendors provide basic credit card purchase information, including but not limited to the data listed below. By passing “Basic Data”, the vendor has a standard interchange cost.

- Supplier Name
- Merchant Category Code
- Date
- Total Purchase Amount

Level 2 vendors provide additional information to the Level 1 elements, including, but not limited to the data listed below. By passing level 2 detail, the vendor will receive lower interchange costs. Level 2 is **mandatory** for any vendors who do business with the Commonwealth of Virginia and accept Bank of America – Visa card.

- Customer Code (PCO Number from eVA)
- Vendor Tax ID

Level 3 vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the data listed below. By passing Level 3 (**which is optional**) data which is considered “Superior” data, the vendor will receive the lowest interchange costs.

- Item Description
- Item Quantity
- Item Unit of Measure
- Product Code
- Freight Amount
- Extended line Item Amount

eVA Business-To-Government Contracts and Orders: It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

For DMBE-certified Small Businesses, the transaction fee is 1%, Capped at \$500 per order; for businesses that are not DMBE-certified Small Businesses, the transaction fee is 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of

this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

REPORTS/SURCHARGE ADJUSTMENT FEE (SCA):

A. **CONTRACTOR'S MONTHLY REPORT OF SALES:** Contractors shall provide electronic reports in Microsoft Excel format on a monthly basis showing invoiced sales data. See attachment to this solicitation for the report template which identifies the information to be provided. Reports shall be provided no later the 10th of each month, reporting total invoiced sales and returns transactions that took place in the immediately prior month. Monthly reports shall be sent to the contract officer and to the following email address: vappreport@dgs.virginia.gov. Due to the high visibility of VaPP, consistent report tardiness may be cause for contract termination.

B. **SURCHARGE ADJUSTMENT:** The contractor must pay the Department of General Services (DGS), a Surcharge Adjustment (SCA) fee under this contract. The SCA fee reimburses the commonwealth and defrays the costs for spend management procurements and the administration of the subsequent awards. The contractor must remit the SCA fee within 30 days after the end of each calendar year quarter. It is the intent of the Commonwealth to capture 2% of all invoiced transactions under the contract. The SCA fee equals two percent (2%) of the total invoiced sales as reported in the contractor's monthly reports for the three previous months. The SCA fee amount due must be paid by check. The check stub or other remittance material must include "VAPP SCA fee", the contract number, and dates of the three-month reporting period. DGS may at its discretion, agree to an electronic funds transfer, in lieu of a check, however in the absence of an express written agreement from DGS that validates agreement, then the payment shall be made by check as described herein.

Checks shall be payable to: Treasurer of Virginia.

Checks shall be mailed to:
Department of General Services
P.O. Box 267
Richmond, VA 23218-0267

If the full amount of the SCA fee is not paid within 30 calendar days of due date, it shall constitute a contract debt to the Commonwealth of Virginia, and the commonwealth may exercise all rights and remedies available under law. Failure to submit sales reports, falsification of sales reports, and or failure to pay the SCA fee in a timely manner may result in termination or cancellation of this contract.

FILL RATE GUARANTEE: Contractor must maintain a fill rate of 98% for contracted items.

CORRECTING ERRORS – RETURNS: There will be no return fees for inaccuracies or other errors on the part of the contractor.

CORRECTING ERRORS – RUSH DELIVERIES: Any rush delivery that occurs as a result of contractor's error (e.g. stock-outs, etc.) will be free of charge. No handling surcharges will be added or discounts lost for any rush or expedited orders.

RETURNS: Any materials delivered in poor condition, in excess of the amount authorized by the ordering customer or not ordered by the ordering customer may, at the discretion of the ordering customer, be returned to the contractor's warehouse at the contractor's expense. Ordering customers should make these returns within 30 calendar days of receipt. Credit for returned goods shall be made immediately once contractor receives returned goods.

SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

- A. It is the goal of the Commonwealth that 40% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DMBE-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DMBE-certified small businesses. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received DMBE small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Minority Business Enterprise (DMBE) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the ordering agency(ies) at a minimum the following information: name of small business with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the ordering agency(ies) or institution(s) on a quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the ordering agency(ies) at a minimum the following information: name of firm with the DMBE certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are not DMBE-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the contracting office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

SPECIAL INSTRUCTIONS

1. **NOTICE TO ALL STATE AGENCIES:** This contract is the result of a competitive bid program and its use is mandatory for all state agencies (unless otherwise indicated above) in the purchase of any commodity listed herein. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7 of the Agency Procurement and Surplus Property Manual.

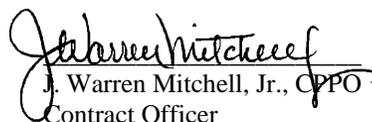
 2. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia shall order items listed by issuing orders through eVA.

If this contract is authorized for use by localities, Virginia cities, counties, towns and political subdivisions may use this contract if the orders are placed through eVA.

 3. When placing an eVA non-catalog order, each line of the requisition must be identified with the Master Agreement item number, the Master Agreement item description and the Master Agreement number. The Master Agreement number should be inserted in the contract number field.

 4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.

 5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (804-786-4634). The electronic version may be downloaded from the internet at the following link:
http://159.169.222.241/eo51_files/ComplaintA-10H.doc.
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J. Warren Mitchell, Jr., CPPO
Contract Officer
(804) 786-3858

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 1 -- Bond, No. 1 Watermarked RECYCLED

1	Royal Cotton	#29496	RECYCLED	\$ 36.84 per carton
	eVA Keyword = 68009-1			
	20# white, 8-1/2" X 11"			
	Delivery for up to 100,000 sheets shall be made within 10 calendar days after receipt of purchase order.			
	Finish: Smooth or cockle			
	Cartoned: 4,000			
2	Royal Cotton	#29497	RECYCLED	\$ 36.84 per carton
	eVA Keyword = 68009-2			
	20# white, 11" X 17"			
	Finish: Smooth or cockle			
	Cartoned: 2,000			

Lot 2 -- Bond, Chlorine-Free, 100% Post Consumer RECYCLED

3	Exact Eco 100 or Boise Aspen 100	#32518 **	RECYCLED	\$ 34.55 per carton
	eVA Keyword = 68009-3			
	20# white, 8-1/2" X 11"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 5,000			

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 3 -- Bond, 25% Cotton Fiber RECYCLED

4	Synergy Bond	#29496	RECYCLED	\$ 46.05 per carton
	eVA Keyword = 68009-4			
	20# white, 8-1/2" X 11", 25% cotton fiber, cockle finish			
	Finish: Cockle			
	Cartoned: 5,000			

Lot 4 -- Bond

5	Boise X9 or Spectrum Multi-use	#999707 **		\$ 30.90 per carton
	eVA Keyword = 68009-5			
	24# white, 8-1/2" X 11"			
	Finish: Smooth			
	Cartoned: 5,000			

6	Exact Multipurpose		RECYCLED	\$ 31.50 per carton
	eVA Keyword = 68009-6			
	20# colors, 8-1/2" X 11"			
	Finish: Smooth			
	Cartoned: 5,000			
	Colors Available: Blue, Buff, Cherry, Cream, Gold, Gray, Green, Ivory, Orchid, Pink, Salmon, Tan, Yellow			

7	Boise X9 or Spectrum Multi-use	#999841 **		\$ 42.50 per carton
	eVA Keyword = 68009-7			
	24# white, 8-1/2" X 14"			
	Finish: Smooth			
	Cartoned: 5,000			

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

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|----|---|-------|-------------------------------------|
| 8 | Exact Multipurpose
eVA Keyword = 68009-8
20# colors, 8-1/2" X 14"
Finish: Smooth
Cartoned: 5,000
Colors Available: Blue, Buff, Cherry, Cream, Gold, Gray, Green,
Ivory, Orchid, Pink, Salmon, Tan, Yellow | | RECYCLED \$ 42.15 per carton |
| 9 | Husky Xerocopy
eVA Keyword = 68009-9
20# white, 11" X 17"
Finish: Smooth
Cartoned: 2,500 | #1213 | \$ 27.85 per carton |
| 10 | Exact Multipurpose
eVA Keyword = 68009-10
20# white, 11" X 17"
Finish: Smooth
Cartoned: 2,500
Colors Available: Blue, Buff, Cherry, Cream, Gold, Gray, Green,
Ivory, Orchid, Pink, Salmon, Tan, Yellow | | RECYCLED \$ 33.13 per carton |

**Contractor's product choice at time of shipment.

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 5 -- Xerographic Multi-purpose, No. 1

This xerographic paper is primarily intended for use in high-speed copiers and laser printers.

11	Boise X9, Husky Xerocopy, or Spectrum Multi-Use eVA Keyword = 68009-11 20# white, 8-1/2" X 11" Delivery for up to 100,000 sheets shall be made within 10 calendar days after receipt of purchase order. Finish: Smooth Cartoned: 5,000	#1210 **	\$ 25.95 per carton
12	Boise X9, Husky Xerocopy, or Spectrum Multi-Use eVA Keyword = 68009-12 20# white, 8-1/2" X 11" - Drilled with standard three holes. Finish: Smooth Cartoned: 5,000	#1211 **	\$ 27.50 per carton
13	Boise X9, Husky Xerocopy, or Spectrum Multi-Use eVA Keyword = 68009-13 20# white, 8-1/2" X 14" Finish: Smooth Cartoned: 5,000	#1212 **	\$ 34.95 per carton
14	Boise X9, Husky Xerocopy, or Spectrum Multi-Use eVA Keyword = 68009-14 20# white, 11" X 17" Finish: Smooth Cartoned: 2,500	#1213 **	\$ 27.50 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 6 -- Xerographic Multi-purpose RECYCLED, No. 1

This xerographic paper is primarily intended for use in high-speed copiers and laser printers.

15	Boise Aspen 30, Recycled Husky Xerocopy, or Spectrum Recycled Multi-use eVA Keyword = 68009-15 20# white, 8-1/2" X 11" Delivery for up to 100,000 sheets shall be made within 10 calendar days after receipt of purchase order. Finish: Smooth Cartoned: 5,000	#3160 **	RECYCLED	\$ 28.35 per carton
16	Boise Aspen 30, Recycled Husky Xerocopy, or Spectrum Recycled Multi-use eVA Keyword = 68009-16 20# white, 8-1/2" X 11" - Drilled with standard three holes. Finish: Smooth Cartoned: 5,000	#3161 **	RECYCLED	\$ 29.90 per carton
17	Boise Aspen 30, Recycled Husky Xerocopy, or Spectrum Recycled Multi-use eVA Keyword = 68009-17 20# white, 8-1/2" X 14" Finish: Smooth Cartoned: 5,000	#3162 **	RECYCLED	\$ 38.00 per carton

**Contractor's product choice at time of shipment.

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

18 Boise Aspen 30, Recycled Husky Xerocopy, or Spectrum #3163 ** **RECYCLED** \$ 29.88 per carton
Recycled Multi-use
eVA Keyword = 68009-18
20# white, 11" X 17"
Finish: Smooth
Cartoned: 2,500

Lot 7 -- Cover and Offset

19 Exact Opaque Cover or Rolland Opaque Cover #55781 ** **RECYCLED** \$ 28.94 per carton
eVA Keyword = 68009-19
65# white, 8-1/2" X 11"
May be cut and wrapped by the distributor.
Finish: Smooth
Cartoned: 2,000

20 Exact Offset Opaque Colors Cover **RECYCLED** \$ 28.94 per carton
eVA Keyword = 68009-20
65# colors, 8-1/2" X 11"
May be cut and wrapped by the distributor.
Finish: Vellum
Cartoned: 2,000
Colors Available: Blue, Cream, Gold, Gray, Green, Ivory,
Natural, Orchid, Peach, Pink, Tan, Yellow

21 American Eagle HB Offset #AE233550 **RECYCLED** \$ 81.92 per carton
eVA Keyword = 68009-21
50# white, 23" X 35"
Finish: Smooth
Cartoned: 1,800

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

22	American Eagle HB Offset eVA Keyword = 68009-22 60# white, 23" X 35" Finish: Smooth Cartoned: 1,500	#AE233560	RECYCLED	\$ 80.19 per carton
23	American Eagle HB Offset eVA Keyword = 68009-23 70# white, 23" X 35" Finish: Smooth Cartoned: 1,200	#AE233570	RECYCLED	\$ 74.84 per carton
24	Exact Vellum Bristol eVA Keyword = 68009-24 67# white, 8-1/2" X 11" May be cut and wrapped by the distributor. Finish: Vellum Cartoned: 2,000	#82211		\$ 25.44 per carton
25	Exact Vellum Bristol eVA Keyword = 68009-25 67# white, 8-1/2" X 14" May be cut and wrapped by the distributor. Finish: Vellum Cartoned: 2,000	#82212		\$ 34.40 per carton

**Contractor's product choice at time of shipment.

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

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|----|---|--------|---------------------|
| 26 | Exact Vellum Bristol
eVA Keyword = 68009-26
67# white, 11" X 17"
May be cut and wrapped by the distributor.
Finish: Vellum
Cartoned: 1,000 | #82213 | \$ 27.03 per carton |
| 27 | Exact Vellum Bristol
eVA Keyword = 68009-27
67# colors, 8-1/2" X 11"
May be cut and wrapped by the distributor.
Finish: Vellum
Cartoned: 2,000
Colors Available: Blue, Cream, Gold, Gray, Green, Ivory,
Orchid, Peach, Pink, Tan, Yellow | | \$ 27.02 per carton |
| 28 | Exact Vellum Bristol
eVA Keyword = 68009-28
67# colors, 8-1/2" X 14"
May be cut and wrapped by the distributor.
Finish: Vellum
Cartoned: 2,000
Colors Available: Blue, Gray, Green, Ivory, Yellow | | \$ 36.40 per carton |

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

29	Exact Vellum Bristol			\$ 28.60 per carton
	eVA Keyword = 68009-29			
	67# colors, 11" X 17"			
	May be cut and wrapped by the distributor.			
	Finish: Vellum			
	Cartoned: 1,000			
	Colors Available: Blue, Cream, Gold, Gray, Green, Ivory, Orchid, Peach, Pink, Tan, Yellow			
30	Husky Offset	#5463		\$ 31.88 per carton
	eVA Keyword = 68009-30			
	70# white, 8-1/2" X 11"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 4,000			
31	Husky Offset	#8950		\$ 34.10 per carton
	eVA Keyword = 68009-31			
	70# white, 11" X 17"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 2,000			
32	Condat Gloss or Catalina Gloss Plus 10	#192580	RECYCLED	\$ 84.72 per carton
	eVA Keyword = 68009-32			
	80# book, 19" X 25"			
	Finish: Gloss			
	Cartoned: 2,000			

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 8 -- Index, No. 1 RECYCLED

33	Exact Index	#49311	RECYCLED	\$ 26.48 per carton
	eVA Keyword = 68009-33			
	90# white, 8-1/2" X 11"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 2,000			
34	Exact Index or Domtar Colors Index	**	RECYCLED	\$ 28.24 per carton
	eVA Keyword = 68009-34			
	90# colors, 8-1/2" X 11"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 2,000			
	Colors Available: Blue, Buff, Canary, Cherry, Gray, Green, Ivory, Salmon			
35	Exact Index	#49411	RECYCLED	\$ 31.80 per carton
	eVA Keyword = 68009-35			
	110# white, 8-1/2" X 11"			
	May be cut and wrapped by the distributor.			
	Finish: Smooth			
	Cartoned: 2,000			

**Contractor's product choice at time of shipment.

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

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|----|---|----|-------------------------------------|
| 36 | Exact Index or Domtar Colors Index
eVA Keyword = 68009-36
110# colors, 8-1/2" X 11"
May be cut and wrapped by the distributor.
Finish: Smooth
Cartoned: 2,000
Colors Available: Blue, Buff, Canary, Cherry, Gray, Green,
Ivory, Salmon | ** | RECYCLED \$ 33.84 per carton |
| 37 | Exact Index or Domtar Colors Index
eVA Keyword = 68009-37
110# colors, 11" X 17"
May be cut and wrapped by the distributor.
Finish: Smooth
Cartoned: 1,000
Colors Available: Blue, Canary, Cherry, Green, Ivory | ** | RECYCLED \$ 35.88 per carton |

Lot 9 -- Envelopes, Diagonal Seam Commercial/Official

- | | | | |
|----|--|---------|---------------------|
| 38 | MeadWestvaco 010106
eVA Keyword = 68009-38
#6-3/4 (3-5/8" X 6-1/2") regular open side, split or full gum
flap, white wove 24#. Machine insertable. Internal box in
500's.
Finish: Wove
Cartoned: 5,000 | #010106 | \$ 50.95 per carton |
|----|--|---------|---------------------|

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

39	MeadWestvaco 010114 eVA Keyword = 68009-39 #9 (3-7/8" X 8-7/8") regular open side, split or full gum flap, white wove 24#. Machine insertable. Internal box in 500's. Finish: Wove Cartoned: 2,500	#010114	\$ 29.05 per carton
40	MeadWestvaco 010116 eVA Keyword = 68009-40 #10 (4-1/8" X 9-1/2") regular open side, split or full gum flap, white wove 24#. Machine insertable. Internal box in 500's. Finish: Wove Cartoned: 2,500	#010116	\$ 29.05 per carton
41	MeadWestvaco 010408 eVA Keyword = 68009-41 #10 (4-1/8" X 9-1/2") OUTLOOK open side, split or full gum flap, white wove 24#. Machine insertable. Internal box in 500's. Standard size and placement of POLY window. Finish: Wove Cartoned: 2,500	#010408	\$ 35.70 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

Lot 10 -- RECYCLED Envelopes, Diagonal Seam Commercial/Official

42	MeadWestvaco 010112	#010112	RECYCLED	\$ 32.28 per carton
	eVA Keyword = 68009-42			
	#10 (4-1/8" X 9-1/2") regular RECYCLED open side, split or full gum flap, white wove 24#. Machine insertable. Internal box in 500's.			
	Finish:	Wove		
	Cartoned:	2,500		
43	MeadWestvaco 010500	#010500	RECYCLED	\$ 39.35 per carton
	eVA Keyword = 68009-43			
	#10 (4-1/8" X 9-1/2") OUTLOOK RECYCLED open side, split or full gum flap, white wove 24#. Machine insertable. Internal box in 500's. Standard size and placement of POLY window.			
	Finish:	Wove		
	Cartoned:	2,500		

Lot 11 -- Envelopes, Catalog

Brown kraft, open end, center seam. Standard flap and gum. 28#. Internal boxed in 100s.

44	MeadWestvaco 060823, 9" X 12"	#060823		\$ 29.98 per carton
	eVA Keyword = 68009-44			
	Cartoned:	500		
45	MeadWestvaco 060828, 9-1/2" X 12-1/2"	#060828		\$ 36.89 per carton
	eVA Keyword = 68009-45			
	Cartoned:	500		

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

46	MeadWestvaco 060832, 10" X 13"	#060832	\$ 37.40 per carton
	eVA Keyword = 68009-46		
	Cartoned: 500		

Lot 12 -- Envelopes, Peel and Seal Style

Brown kraft, open end, center seam. Standard flap and gum. 28#.
Internal boxed in 100s.

47	MeadWestvaco 2370	#2370	\$ 51.60 per carton
	eVA Keyword = 68009-47		
	Cartoned: 1,000		
48	MeadWestvaco 2375, 6-1/2" X 9-1/2"	#2375	\$ 53.78 per carton
	eVA Keyword = 68009-48		
	Cartoned: 1,000		
49	MeadWestvaco 2380, 7" X 10"	#2380	\$ 76.55 per carton
	eVA Keyword = 68009-49		
	Cartoned: 1,000		
50	MeadWestvaco 2385, 7-1/2" X 10-1/2"	#2385	\$ 61.34 per carton
	eVA Keyword = 68009-50		
	Cartoned: 1,000		
51	MeadWestvaco 2395, 9" X 12"	#2395	\$ 27.88 per carton
	eVA Keyword = 68009-51		
	Cartoned: 500		

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

52	MeadWestvaco 2400, 9-1/2" X 12-1/2" eVA Keyword = 68009-52 Cartoned: 500	#2400	\$ 28.51 per carton
53	MeadWestvaco 2405, 10" X 13" eVA Keyword = 68009-53 Cartoned: 500	#2405	\$ 31.90 per carton
54	MeadWestvaco 2410, 10" X 15" eVA Keyword = 68009-54 Cartoned: 500	#2410	\$ 46.88 per carton
55	MeadWestvaco 2415, 11-1/2" X 14-1/2" eVA Keyword = 68009-55 Cartoned: 500	#2415	\$ 49.84 per carton
56	MeadWestvaco 2420, 12" X 15-1/2" eVA Keyword = 68009-56 Cartoned: 500	#2420	\$ 52.12 per carton

Lot 13 -- Carbonless, Premium Offset Grade

Precollated sets are in reverse sequence with standard color sequence.

57	Excel Heavy Weight Carbonless eVA Keyword = 68009-57 15#-20# CB white, 8-1/2" X 11". Black image. Cartoned: 5,000	#16492	\$ 48.70 per carton
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PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

58	Excel Heavy Weight Carbonless eVA Keyword = 68009-58 17#-20# CFB white, 8-1/2" X 11". Black image. Cartoned: 5,000	#16550	\$ 59.05 per carton
59	Excel Heavy Weight Carbonless eVA Keyword = 68009-59 15#-20# CB colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Blue, Canary, Goldenrod, Green, Pink		\$ 49.30 per carton
60	Excel Heavy Weight Carbonless eVA Keyword = 68009-60 17#-20# CFB colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Blue, Canary, Goldenrod, Green, Pink		\$ 59.60 per carton
61	Excel Heavy Weight Carbonless eVA Keyword = 68009-61 15#-20# CF colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Blue, Canary, Goldenrod, Green, Pink		\$ 35.45 per carton
62	Excel Heavy Weight Carbonless eVA Keyword = 68009-62 Precollated, reverse sequence. TWO PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Canary, CB White. Black image. Cartoned: 5,000	#16557	\$ 43.25 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

63	Excel Heavy Weight Carbonless eVA Keyword = 68009-63 Precollated, reverse sequence. THREE PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Pink, CFB Canary, CB White. Black image. Cartoned: 5,000	#16602	\$ 48.85 per carton
64	Excel Heavy Weight Carbonless eVA Keyword = 68009-64 Precollated, reverse sequence. FOUR PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Goldenrod, CFB Pink, CFB Canary, CB White. Black image Cartoned: 5,000	#16603	\$ 52.20 per carton
65	Excel Heavy Weight Carbonless eVA Keyword = 68009-65 Precollated, reverse sequence. FIVE PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Goldenrod, CFB Pink, CFB Canary, CFB Green, CB White. Black image. Cartoned: 5,000	#60371	\$ 53.60 per carton
66	Excel Heavy Weight Carbonless eVA Keyword = 68009-66 Precollated, reverse sequence. TWO PART, 8-1/2" X 14" sets, 19#-20# on each part. CF Canary, CB White. Black image. Cartoned: 5,000	#16558	\$ 55.35 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

67	Excel Heavy Weight Carbonless eVA Keyword = 68009-67 Precollated, reverse sequence. THREE PART, 8-1/2" X 14" sets, 19#-20# on each part. CF Pink, CFB Canary, CB White. Black image. Cartoned: 5,000	#16604	\$ 62.50 per carton
68	Excel Heavy Weight Carbonless eVA Keyword = 68009-68 Tag, CF manila, 8-1/2" X 11". Black image. Cartoned: 3,000	#16716	\$ 62.73 per carton
69	Excel Heavy Weight Carbonless eVA Keyword = 68009-69 Tag, CF white, 8-1/2" X 11". Black image. Cartoned: 3,000	#16718	\$ 62.73 per carton
70	Excel Fan-A-Part Adhesive eVA Keyword = 68009-70 Cartoned: 1	#26361	\$ 8.63 per quart

Lot 14 -- Carbonless, Premium Digital Grade

Precollated sets are in reverse sequence with standard color sequence.

71	Xcelerator eVA Keyword = 68009-71 15#-23# CB white, 8-1/2" X 11". Black image. Cartoned: 5,000	#173946	\$ 88.55 per carton
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PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

72	Xcelerator eVA Keyword = 68009-72 17#-23# CFB white, 8-1/2" X 11". Black image. Cartoned: 5,000	#173954	\$ 101.00 per carton
73	Xcelerator eVA Keyword = 68009-73 15#-23# CB colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Canary, Pink		\$ 89.40 per carton
74	Xcelerator eVA Keyword = 68009-74 17#-23# CFB colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Canary, Pink		\$ 101.85 per carton
75	Xcelerator eVA Keyword = 68009-75 15#-23# CF colors, 8-1/2" X 11". Black image. Cartoned: 5,000 Colors Available: Canary, Pink		\$ 79.80 per carton
76	Xcelerator eVA Keyword = 68009-76 Precollated, reverse sequence. TWO PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Canary, CB White. Black image. Cartoned: 5,000	#174101	\$ 86.05 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

77	Xcelerator eVA Keyword = 68009-77 Precollated, reverse sequence. THREE PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Pink, CFB Canary, CB White. Black image. Cartoned: 5,000	#174114	\$ 89.00 per carton
78	Xcelerator eVA Keyword = 68009-78 Precollated, reverse sequence. FOUR PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Goldenrod, CFB Pink, CFB Canary, CB White. Black image Cartoned: 5,000	#174121	\$ 93.40 per carton
79	Xcelerator eVA Keyword = 68009-79 Precollated, reverse sequence. FIVE PART, 8-1/2" X 11" sets, 19#-20# on each part. CF Goldenrod, CFB Pink, CFB Canary, CFB Green, CB White. Black image. Cartoned: 5,000	#174125	\$ 93.40 per carton
80	Xcelerator eVA Keyword = 68009-80 Precollated, reverse sequence. TWO PART, 8-1/2" X 14" sets, 19#-20# on each part. CF Canary, CB White. Black image. Cartoned: 5,000	#174103	\$ 109.15 per carton

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

81	Xcelerator eVA Keyword = 68009-81 Precollated, reverse sequence. THREE PART, 8-1/2" X 14" sets, 19#-20# on each part. CF Pink, CFB Canary, CB White. Black image. Cartoned: 5,000	#174115	\$ 112.65 per carton
82	Xcelerator eVA Keyword = 68009-82 Tag, CF manila, 8-1/2" X 11". Black image. Cartoned: 3,000	#176716	\$ 90.33 per carton
83	Xcelerator eVA Keyword = 68009-83 Tag, CF white, 8-1/2" X 11". Black image. Cartoned: 3,000	#176718	\$ 90.33 per carton
84	Xcelerator Fan-A-Part Adhesive eVA Keyword = 68009-84 Cartoned: 1	#176361	\$ 8.62 per quart

Lot 15 -- Bond and Offset, Premium #1

85	Navigator Premium Multipurpose eVA Keyword = 68009-85 20# white, 8-1/2" X 11" Finish: Smooth Cartoned: 5,000	#NMP1120	\$ 28.65 per carton
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PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

86	Navigator Premium Multipurpose eVA Keyword = 68009-86 20# white, 8-1/2" X 11" - Drilled with standard three holes. Finish: Smooth Cartoned: 5,000	#NMP113H	\$ 30.75 per carton
87	Navigator Premium Multipurpose eVA Keyword = 68009-87 20# white, 11" X 17" Finish: Smooth Cartoned: 2,500	#NMP1720	\$ 30.75 per carton
88	Soperset Premium Opaque Offset eVA Keyword = 68009-88 50# white, 17.5" X 22.5" Finish: Smooth Cartoned: 2,000	#S501722	\$ 45.64 per carton
89	Soperset Premium Opaque Offset eVA Keyword = 68009-89 50# white, 19" X 25" Finish: Smooth Cartoned: 2,000	#S501925	\$ 55.66 per carton
90	Soperset Premium Opaque Offset eVA Keyword = 68009-90 60# white, 17.5" X 22.5" Finish: Smooth Cartoned: 2,000	#S601722	\$ 54.08 per carton

**Contractor's product choice at time of shipment.

PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

91	Soperset Premium Opaque Offset eVA Keyword = 68009-91 60# white, 19" X 25" Finish: Smooth Cartoned: 2,000	#S601925	\$ 64.88 per carton
92	Soperset Premium Opaque Offset eVA Keyword = 68009-92 67.5# white, 19" X 25" Finish: Smooth Cartoned: 2,000	#S671925	\$ 73.00 per carton
93	Soperset Premium Opaque Offset Cover eVA Keyword = 68009-93 63# white, 20" X 26" Finish: Smooth Cartoned: 1,000	#S632026	\$ 77.49 per carton

Lot 16 -- Bright Color Text and Cover

94	Astrobrights eVA Keyword = 68009-94 60# text, 8-1/2" X 11" Finish: Smooth Cartoned: 5,000 Colors Available: Celestial Blue, Cosmic Orange, Fireball Fuchsia, Galaxy Gold, Gamma Green, Gemini Green, Liftoff Lemon, Lunar Blue, Martian Green, Orbit Orange, Plasma Pink, Planetary Purple, Pulsar Pink, Re-entry Red, Rocket Red, Solar Yellow, Sunburst Yellow, Terra Green, Terrestrial Teal, Venus Violet, Vulcan Green		\$ 53.15 per carton
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PRICING SCHEDULE

B. W. Wilson Paper Company, Inc.

Contract E194-680-09VP

- 95 Astrobrights \$ 42.10 per carton
eVA Keyword = 68009-95
65# cover, 8-1/2" X 11"
Finish: Smooth
Cartoned: 2,000
Colors Available:
Celestial Blue, Cosmic Orange, Fireball Fuchsia, Galaxy Gold,
Gamma Green, Gemini Green, Liftoff Lemon, Lunar Blue,
Martian Green, Orbit Orange, Plasma Pink, Planetary Purple,
Pulsar Pink, Re-entry Red, Rocket Red, Solar Yellow, Sunburst
Yellow, Terra Green, Terrestrial Teal, Venus Violet, Vulcan Green
- 96 Astrobrights \$ 53.18 per carton
eVA Keyword = 68009-96
60# text, 11" X 17"
Finish: Smooth
Cartoned: 2,500
Colors Available:
Celestial Blue, Cosmic Orange, Fireball Fuchsia, Galaxy Gold,
Gamma Green, Gemini Green, Liftoff Lemon, Lunar Blue,
Martian Green, Orbit Orange, Plasma Pink, Planetary Purple,
Pulsar Pink, Re-entry Red, Rocket Red, Solar Yellow, Sunburst
Yellow, Terra Green, Terrestrial Teal, Venus Violet, Vulcan Green

