

**JANUARY STATEWIDE
CONTRACT #1
SWC # 354
Edison # 35101**

**Department of General Services
Central Procurement Office
(CPO)**

**VENDOR:
Athens Paper Co.**



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

BILL HASLAM
GOVERNOR

ROBERT E. OGLESBY, AIA
COMMISSIONER

MEMORANDUM

TO: Fiscal Review Committee
FROM: Chris Salita, Category Specialist
DATE: 12/1/2014
SUBJECT: Price Increase Request

SWC #354 is for specialty Paper Items that are primarily used by the Print and Media Division. This Statewide Contract has three Edison contracts associated with it as follows:

- # 35100: MAC Paper
- # 35101: Athens Paper*
- # 35103: Dennis Paper

The requested increase is for three line items for the State Seal Watermark paper on contract #35101 as noted by the asterisk above. This request is the result of a manufacturer's (Neenah Paper) increase that was passed on to Athens Paper. Details on the Neenah increase have been included in this package. The requested increase projects to increase the cost of these items by a total of \$254 over the final year of the contract.

CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243
(615) 741-1035 • FAX: (615) 741-0684 • WWW.TN.GOV/GENERALSERV/

Supplemental Documentation Required for
Fiscal Review Committee

*Contact Name:	Chris Salita	*Contact Phone:	615-741-1836		
*Presenter's name(s):	Shay Oliphant/Chris Salita				
Edison Contract Number: <i>(if applicable)</i>	SWC #354, Edison Contract: #35101	RFS Number: <i>(if applicable)</i>			
*Original or Proposed Contract Begin Date:	1/11/2013	*Current or Proposed End Date:	1/10/2015		
Current Request Amendment Number: <i>(if applicable)</i>					
Proposed Amendment Effective Date: <i>(if applicable)</i>	1/05/2015 3-1-15				
*Department Submitting:	Department of General Services				
*Division:	Central Procurement Office				
*Date Submitted:	12/1/2014 12-23-14				
*Submitted Within Sixty (60) days:	Yes				
<i>If not, explain:</i>					
*Contract Vendor Name:	Athens Paper				
*Current or Proposed Maximum Liability:	NA, SWC #354				
*Estimated Total Spend for Commodities:	\$1,168,217				
*Current or Proposed Contract Allocation by Fiscal Year: (as Shown on Most Current Fully Executed Contract Summary Sheet)					
FY:2013-14	FY:2014-15	FY: 2015-16	FY:	FY	FY
\$389,406	\$ 389,406	\$ 389,406	\$ NA	\$ NA	\$ NA
*Current Total Expenditures by Fiscal Year of Contract: (attach backup documentation from Edison)					
FY:2013	FY:2014	FY:2015	FY:2016	FY	FY
\$30,912	\$108,482	\$55,694	\$NA	\$	\$
IF Contract Allocation has been greater than Contract Expenditures, please give the reasons and explain where surplus funds were spent:			Statewide Contract with no liability		
IF surplus funds have been carried forward, please give the reasons and provide the authority for the carry forward provision:			NA		
IF Contract Expenditures exceeded Contract Allocation, please give the reasons and explain how funding was acquired to pay the overage:			NA		

Supplemental Documentation Required for
Fiscal Review Committee

*Contract Funding Source/Amount:			
State:	NA	Federal:	NA
<i>Interdepartmental:</i>	NA	<i>Other:</i>	NA
If “ <i>other</i> ” please define:			
If “ <i>interdepartmental</i> ” please define:			
Dates of All Previous Amendments or Revisions: <i>(if applicable)</i>		Brief Description of Actions in Previous Amendments or Revisions: <i>(if applicable)</i>	
None			
Method of Original Award: <i>(if applicable)</i>		ITB	
*What were the projected costs of the service for the entire term of the contract prior to contract award? How was this cost determined?		\$1,168,217. Based on previous statewide contract spend amounts.	
*List number of other potential vendors who could provide this good or service; efforts to identify other competitive procurement alternatives; and the reason(s) a sole-source contract is in the best interest of the State.		NA	

Pricing & SKU Announcement

3460 Preston Ridge Road, Suite 600
Alpharetta, GA 30005

ph. 678.566.6500

www.neenah.com

November 17, 2014

Dear Neenah Customer:

Neenah is announcing a price increase of approximately 2% on select brands of paper and envelopes with shipments on January 5, 2015. The attached table provides specific pricing information for all brands.

ASTROBRIGHTS® Papers is excluded from this price increase.

Orders entered prior to today's date with a ship date of January 5, 2015 or later will ship at today's price. Orders placed after today's date with a ship date prior to January 5, 2015 will also receive today's price. All existing contract business will be reviewed and revised within the agreed upon terms of the contract.

In our continuing effort to provide best-in-class service to you on our core brands and our high performing items, we will no longer be replenishing select under-performing skus from our portfolio. The impacted items will be available while supplies last.

SKUs in the following brands will be impacted:

- ASTROPARCHE® Papers (1 sheet sku)
- CORONADO® SST Papers (7 sheet skus)
- EXACT® Brights (10 sheet skus, 33 envelope skus)
- EXACT DIGITAL® Color Copy (2 sheet skus)
- FOX RIVER SELECT® Papers (10 sheet skus, 21 envelope skus)
- GILBERT® Cotton (5 sheet skus)
- HOWARD® Linen (7 sheet skus)
- NEENAH® Bond (2 sheet skus)
- NEUTECH® Papers (6 sheet skus, 33 envelope skus)

**** The balance of the skus within these brands WILL continue to remain available. ****

We will be working with you in transitioning any impacted business you may have to a comparable Neenah product. As always, non-replenished skus will remain available on a made-to-order basis within our manufacturing minimum guidelines.

An electronic file for system uploads containing new pricing information as well as detailed information regarding the non-replenished items is being sent to pre-registered pricing personnel today. If you are signed up to receive Excel files for pricing or policy changes you will also receive the above mentioned file. If you would like a copy of this additional product information or have questions as to whom in your organization is receiving the file, please contact Customer Service at 800.558.5061.

A URL link to a pdf of the price pages will be sent to pre-registered personnel in mid-January, 2015. Hard copies will be mailed out by the end of January, 2015.

Please contact your local Neenah Sales Representative or our Customer Service Team with any questions or concerns you may have. Thank you for your continued support of Neenah.

Sincerely,



Kingsley Shannon
Sr. Director of Marketing

**Neenah Paper - Price Changes
Effective Jan 5, 2015**

Writing, Text & Cover Papers*

ASTROPARCHE® Papers	2.0%
CANALETTO Papers	1.7%
CLASSIC COLUMNS® Papers	2.1%
CLASSIC CREST® Papers	2.2%
CLASSIC® Laid Papers	2.1%
CLASSIC® Linen Papers	2.0%
CLEARFOLD® Papers	1.4%
CONSERVATION® Papers	2.0%
CORONADO® SST Papers	2.5%
EAMES™ Papers	2.1%
ENVIRONMENT® Papers	2.4%
ESSE® Papers	1.6%
HOWARD® Linen	2.4%
MOONDREAM® Papers	0.6%
OXFORD® Papers	1.9%
PLIKE® Papers	1.3%
ROYAL SUNDANCE® Papers	2.5%
SO...SILK® Papers	1.2%
STARDREAM® Papers	1.6%
STARWHITE® Papers	2.3%
TETON® Papers	1.7%
UV/ULTRA® II Translucent Papers	1.1%
WILD Papers	1.6%

Cotton Fiber Papers

ATLAS® Bond	2.3%
CAPITOL BOND® Papers	2.3%
CLASSIC COTTON® Papers	1.8%
CRANE'S CREST® & CRANE'S BOND® Papers	1.0%
CRANE'S LETTRA® Papers	1.0%
FOX RIVER SELECT® Papers	1.8%
GILBERT® Cotton	1.8%
NEENAH® Bond & Laser	1.8%
NEUTECH® Cotton & NEUTECH® PS Papers	1.8%
ROYAL COTTON® Papers	2.5%

Bright Papers

ASTROBRIGHTS® Papers	0.0%
EXACT BRIGHTS® Papers	1.9%

Technical & Specialty Papers

BELLA® Label Papers	2.3%
CLASSIC® Label Papers	2.3%
ESTATE LABEL® Papers	2.2%
EXACT DIGITAL® Color Copy	2.0%
EXACT® Index, Tag, Vellum Bristol Papers**	2.7%
NEENAH® Blotter Papers	2.4%
NEENAH® Color Copy	2.2%
NEENAH® Folding Board (excluding Vellum Whites)	2.4%
NEENAH® Paper Card	2.5%
PAPER TYGER® Durable Printing Papers	1.1%

*Envelopes across all brands are increasing 1.5% (excluding ASTROBRIGHTS®)

Neenah Paper - Price Changes

Effective Jan 5, 2015

<u>Writing, Text & Cover Papers*</u>	\$/cwt
ASTROPARCHE® Papers	\$3.00
CANALETTO Papers	\$4.00
CLASSIC COLUMNS® Papers	\$4.00
CLASSIC CREST® Papers	\$4.00
CLASSIC® Laid Papers	\$4.00
CLASSIC® Linen Papers	\$4.00
CLEARFOLD® Papers	\$4.00
CONSERVATION® Papers	\$2.00
CORONADO® SST Papers	\$4.00
EAMES™ Papers	\$4.00
ENVIRONMENT® Papers	\$4.00
ESSE® Papers	\$4.00
HOWARD® Linen	\$4.00
MOONDREAM® Papers	\$4.00
OXFORD® Papers	\$4.00
PLIKE® Papers	\$4.00
ROYAL SUNDANCE® Papers	\$3.00
SO...SILK® Papers	\$4.00
STARDREAM® Papers	\$4.00
STARWHITE® Papers	\$4.00
TETON® Papers	\$4.00
UV/ULTRA® II Translucent Papers	\$4.00
WILD Papers	\$4.00

Cotton Fiber Papers

ATLAS® Bond	\$4.00
CAPITOL BOND® Papers	\$4.00
CLASSIC COTTON® Papers	\$4.00
CRANE'S CREST® & CRANE'S BOND® Papers	\$4.00
CRANE'S LETTRA® Papers	\$4.00
FOX RIVER SELECT® Papers	\$4.00
GILBERT® Cotton	\$4.00
NEENAH® Bond & Laser	\$4.00
NEUTECH® Cotton & NEUTECH® PS Papers	\$4.00
ROYAL COTTON® Papers	\$4.00

Bright Papers

ASTROBRIGHTS® Papers	\$0.00
EXACT BRIGHTS® Papers	\$2.00

Technical & Specialty Papers

BELLA® Label Papers	\$3.00
CLASSIC® Label Papers	\$4.00
ESTATE LABEL® Papers	\$4.00
EXACT DIGITAL® Color Copy	\$2.00
EXACT® Index, Tag, Vellum Bristol Papers	\$2.00
NEENAH® Blotter Papers	\$4.00
NEENAH® Color Copy	\$2.00
NEENAH® Folding Board (excluding Vellum Whites)	\$3.00
NEENAH® Paper Card	\$4.00
PAPER TYGER® Durable Printing Papers	\$4.00

*Envelopes across all brands are increasing 1.5%
(excluding ASTROBRIGHTS®)

32101	9/8/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	1.50	\$	288.00	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER8
32101	9/10/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153268	645-21	TH	\$	20.83	14.40	\$	371.95	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	9/10/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153270	645-21	TH	\$	30.59	5.00	\$	179.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11, 2 PART REVERSE	AP-OFFSET2
34301	9/26/2013	Athens Paper Co	OFFICE OF GENERAL COUNSEL	NASHVILLE	TN	354	1000153263	645-21	TH	\$	17.35	5.00	\$	86.75	PAPER, SHEETED, BOND, 20# 8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL	AP-TNBOND4
32101	9/30/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	17.4	80.00	\$	619.21	PAPER, SHEETED, OFFSET, 60# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET67
32101	9/30/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153391	645-21	TH	\$	14.14	20.00	\$	282.80	PAPER, SHEETED, OFFSET, 60# 11 X 17, WHITE, SMOOTH	AP-OFFSET17
32101	9/30/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153569	645-21	TH	\$	24.75	5.00	\$	123.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11	AP-SAFETYRX1
32101	10/30/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153358	645-21	TH	\$	25.83	18.00	\$	464.94	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	10/7/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153276	645-21	TH	\$	22.32	6.00	\$	144.04	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER8
32101	10/7/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153360	645-21	TH	\$	23.25	12.60	\$	292.95	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	10/7/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153446	645-21	TH	\$	16.48	2.00	\$	32.66	PAPER, SHEETED, OFFSET, 70# 11 X 17, WHITE, SMOOTH	AP-OFFSET75
32101	11/8/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153425	645-21	TH	\$	7.25	3.00	\$	21.75	PAPER, SHEETED, COVER, MATITON PARCHMENT, 65# 23 X 35, COVER, NATURAL	AP-COVER2
32101	10/21/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	17.4	90.00	\$	606.00	PAPER, SHEETED, OFFSET, 60# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET67
32101	10/22/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153360	645-21	TH	\$	23.25	100.00	\$	2,325.00	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	10/29/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153281	645-21	TH	\$	26.80	2.00	\$	182.80	PAPER, SHEETED, COVER, MATITON PARCHMENT, 65# 23 X 35, COVER, NATURAL	AP-COVER2
32101	10/29/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153570	645-21	TH	\$	35.95	5.00	\$	179.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11, 2 PART REVERSE	AP-SAFETYRX2
32101	10/29/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153287	645-21	TH	\$	26.10	0.70	\$	183.26	PAPER, SHEETED, COVER, MATITON PARCHMENT, 65# 23 X 35, COVER, NATURAL	AP-COVER2
40100	10/29/2013	Athens Paper Co	TODD - CENTRAL SERVICES OFFICE	NASHVILLE	TN	354	1000153291	645-21	TH	\$	22.32	6.00	\$	133.92	PAPER, SHEETED, COVER, 65# 8.5 X 11, BRIGHTS, RECYCLED	AP-COVER19
32101	10/31/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	0.75	\$	144.04	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER2
32101	11/4/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153273	645-21	TH	\$	20.10	0.71	\$	141.18	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C2S, WHITE	AP-COVER3
32101	11/7/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153272	645-21	TH	\$	10.18	1.80	\$	183.92	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C1S, WHITE	AP-COVER2
32101	11/12/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153287	645-21	TH	\$	26.10	3.00	\$	230.06	PAPER, SHEETED, COVER, MATITON PARCHMENT, 65# 23 X 35, COVER, NATURAL	AP-COVER23
34301	11/12/2013	Athens Paper Co	DOH GENERAL COUNSEL	NASHVILLE	TN	354	1000153263	645-21	TH	\$	17.35	15.00	\$	260.25	PAPER, SHEETED, BOND, 20# 8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL	AP-TNBOND4
32101	11/13/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153194	645-21	TH	\$	13.25	5.00	\$	399.75	PAPER, SHEETED, MATITON PARCHMENT, 65# 23 X 35, TEXT, NATURAL	AP-MITPARCH1
32101	11/18/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153261	645-21	TH	\$	34.24	50.00	\$	1,712.50	PAPER, SHEETED, BOND, 20# 11 X 17, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL	AP-TNBOND4
32101	11/18/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153382	645-21	TH	\$	8.24	12.00	\$	98.88	PAPER, SHEETED, OFFSET, 70# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET115
32101	11/18/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153446	645-21	TH	\$	16.48	8.00	\$	131.84	PAPER, SHEETED, OFFSET, 70# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET75
32101	11/18/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	17.4	50.00	\$	300.00	PAPER, SHEETED, OFFSET, 60# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET17
32101	11/22/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153570	645-21	TH	\$	35.95	5.00	\$	179.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11, 2 PART REVERSE	AP-SAFETYRX2
32101	11/25/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	10.80	\$	298.51	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	11/25/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153446	645-21	TH	\$	16.48	3.00	\$	39.20	PAPER, SHEETED, OFFSET, 70# 10 X 16, WHITE, SMOOTH	AP-SAFETYRX8
32101	11/26/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	3.00	\$	576.18	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER8
32101	12/3/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	54.00	\$	1,492.56	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	12/12/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	16.75	\$	123.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11	AP-OFFSETX1
32101	12/12/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000152987	645-21	BD	\$	19.11	40.00	\$	764.00	Chopard, Calper - 026, 17.5 X 22.5, 50 LB Bundle	AP-CHP1
32101	12/17/2013	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153570	645-21	TH	\$	35.95	5.00	\$	179.75	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11, 2 PART REVERSE	AP-SAFETYRX2
32101	11/20/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153281	645-21	TH	\$	26.80	0.75	\$	183.27	PAPER, SHEETED, SAFETY RX, 24# 8.5 X 11, 2 PART REVERSE	AP-COVER2
32101	11/30/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153287	645-21	TH	\$	26.10	0.70	\$	183.27	PAPER, SHEETED, COVER, MATITON PARCHMENT, 65# 23 X 35, COVER, NATURAL	AP-COVER23
32101	11/30/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	12.60	\$	292.95	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	11/30/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153382	645-21	TH	\$	8.24	1.00	\$	61.62	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C1S, WHITE	AP-COVER2
32101	11/4/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153272	645-21	TH	\$	10.18	1.00	\$	102.18	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C1S, WHITE	AP-COVER2
32101	11/6/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153382	645-21	TH	\$	8.24	16.00	\$	131.84	PAPER, SHEETED, OFFSET, 70# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET115
32101	11/6/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	17.4	2.00	\$	300.00	PAPER, SHEETED, OFFSET, 60# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET17
32101	12/1/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153261	645-21	TH	\$	34.24	2.00	\$	144.04	PAPER, SHEETED, COVER, 65# 8.5 X 11, BRIGHTS	AP-COVER18
33801	12/1/2014	Athens Paper Co	DAVY CROCKETT BLDG	NASHVILLE	TN	354	1000153290	645-21	TH	\$	22.32	2.00	\$	46.64	PAPER, SHEETED, COVER, 65# 8.5 X 11, BRIGHTS	AP-COVER18
32101	12/1/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153194	645-21	TH	\$	13.25	1.50	\$	199.87	PAPER, SHEETED, MATITON PARCHMENT, 65# 23 X 35, TEXT, NATURAL	AP-MITPARCH1
32101	12/7/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	10.80	\$	298.51	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	12/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	21.60	\$	597.02	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	12/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153194	645-21	TH	\$	13.25	5.00	\$	399.75	PAPER, SHEETED, MATITON PARCHMENT, 65# 23 X 35, TEXT, NATURAL	AP-MITPARCH1
32101	12/10/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153446	645-21	TH	\$	16.48	3.00	\$	203.10	PAPER, SHEETED, OFFSET, 60# 23 X 35, COLOR, SMOOTH	AP-OFFSET39
32101	12/10/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153391	645-21	TH	\$	14.14	10.00	\$	141.40	PAPER, SHEETED, OFFSET, 60# 11 X 17, WHITE, SMOOTH	AP-OFFSET17
32101	12/10/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153272	645-21	TH	\$	10.18	1.00	\$	102.18	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C1S, WHITE	AP-COVER2
32101	12/24/2014	Athens Paper Co	TODD - CENTRAL SERVICES OFFICE	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	60.00	\$	1,920.60	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER19
40100	24/2014	Athens Paper Co	TODD - CENTRAL SERVICES OFFICE	NASHVILLE	TN	354	1000153446	645-21	TH	\$	16.48	640.00	\$	10,547.20	PAPER, SHEETED, COVER, 10 PT, 11 X 17, WHITE, VELLUM	AP-OFFSET77
32101	21/1/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	12.60	\$	292.95	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	21/1/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153273	645-21	TH	\$	20.10	1.90	\$	84.78	PAPER, SHEETED, COVER, 10 PT, 23 X 35, C2S, WHITE	AP-OFFSET1
32101	21/13/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153263	645-21	TH	\$	17.35	15.00	\$	260.25	PAPER, SHEETED, BOND, 20# 8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL	AP-TNBOND4
32101	21/13/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	9.60	\$	269.66	PAPER, SHEETED, OFFSET, 60# 17.5 X 22.5, WHITE, SMOOTH	AP-OFFSET25
32101	21/13/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	3.00	\$	392.00	PAPER, SHEETED, OFFSET, 60# 17.5 X 22.5, WHITE, SMOOTH	AP-OFFSET25
32101	21/21/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	11.25	\$	2,160.67	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER8
32101	21/21/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	88.40	\$	2,056.30	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	21/21/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	1.74	\$	387.00	PAPER, SHEETED, OFFSET, 60# 8.5 X 11, WHITE, SMOOTH	AP-OFFSET2
32101	20/20/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	10.80	\$	298.51	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, COLORS	AP-OFFSET1
32101	20/20/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153410	645-21	TH	\$	67.04	1.50	\$	100.56	PAPER, SHEETED, OFFSET, 60# 23 X 35, COLOR, SMOOTH	AP-OFFSET39
32101	24/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	192.06	11.25	\$	1,503.83	PAPER, SHEETED, COVER, 65# 23 X 35, BRIGHTS	AP-COVER8
32101	34/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	2.89	\$	104.53	PAPER, SHEETED, OFFSET, 50# 17.5 X 22.5, PREMIUM, WHITE	AP-OFFSET3
32101	34/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153386	645-21	TH	\$	27.64	12.80	\$	378.75	PAPER, SHEETED, OFFSET, 60# 17.	

32101	7/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	2.25	\$	452.49	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	7/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153292	645-21	TH	\$	23.38	2.00	\$	40.76	PAPER, SHEETFEED, COVER, 65#	8.5 X 11, SPECIAL BRIGHTS		AP-COVER20
32101	7/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153410	645-21	TH	\$	70.10	1.50	\$	105.15	PAPER, SHEETFEED, OFFSET, 60#	17.5 X 22.5, COLOR, SMOOTH		AP-OFFSET8
32101	7/11/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153300	645-21	TH	\$	24.89	12.50	\$	311.12	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	7/14/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153306	645-21	TH	\$	29.59	32.00	\$	940.88	PAPER, SHEETFEED, OFFSET, 60#	17.5 X 22.5, WHITE, SMOOTH		AP-OFFSET25
32101	7/23/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153300	645-21	TH	\$	24.89	12.50	\$	315.61	PAPER, SHEETFEED, OFFSET, 60#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	7/23/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153300	645-21	TH	\$	24.89	21.00	\$	522.69	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	7/23/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	8.15	50.00	\$	407.50	PAPER, SHEETFEED, OFFSET, 60#	8.5 X 11, WHITE, SMOOTH		AP-OFFSET67
32101	7/23/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153416	645-21	TH	\$	60.36	4.50	\$	271.62	PAPER, SHEETFEED, OFFSET, 60#	23 X 35, WHITE, SMOOTH		AP-OFFSET45
32101	7/17/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153288	645-21	TH	\$	207.84	1.40	\$	374.98	PAPER, SHEETFEED, COVER, IMITATION PARCHEMENT, 65#	23 X 35, COVER, WHITE, PLAIN EDGES WITH SMOOTH HARD SURFACE		AP-COVER24
32101	7/17/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153391	645-21	TH	\$	73.14	12.00	\$	877.68	PAPER, SHEETFEED, BOND, 20#	17.5 X 22.5, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND3
32101	7/28/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153370	645-21	TH	\$	33.95	7.50	\$	260.62	PAPER, SHEETFEED, SAFETY RX, 24#	8.5 X 11, 2 PART REVERSE		AP-SAFETY902
32101	7/28/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153272	645-21	TH	\$	102.18	1.00	\$	12.18	PAPER, SHEETFEED, COVER, 10 PT.	23 X 35, C15, WHITE		AP-COVER2
32101	7/28/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153251	645-21	TH	\$	34.85	19.00	\$	522.75	PAPER, SHEETFEED, BOND, 20#	11 X 17, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND1
33501	8/5/2014	Athens Paper Co	DAVY CROCKETT BLDG	NASHVILLE	TN	354	1000153251	645-21	TH	\$	17.65	3.00	\$	83.25	PAPER, SHEETFEED, BOND, 20#	8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND4
32101	8/6/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153300	645-21	TH	\$	24.89	25.20	\$	627.22	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	8/11/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	6.00	\$	1,206.66	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	8/12/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153308	645-21	TH	\$	28.87	14.40	\$	415.72	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, COLORS		AP-OFFSET1
32101	8/14/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153391	645-21	TH	\$	73.14	12.00	\$	877.68	PAPER, SHEETFEED, BOND, 20#	17.5 X 22.5, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND3
32101	8/14/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153360	645-21	TH	\$	24.89	63.00	\$	1,568.07	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	8/19/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	3.00	\$	603.33	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	8/19/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153251	645-21	TH	\$	34.85	19.00	\$	522.75	PAPER, SHEETFEED, BOND, 20#	11 X 17, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND1
32101	8/19/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153369	645-21	TH	\$	24.75	5.00	\$	123.75	PAPER, SHEETFEED, SAFETY RX, 24#	8.5 X 11		AP-SAFETY901
32101	8/22/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000152987	645-21	BD	\$	19.11	40.00	\$	784.40	Chipboard, Caliper .026	17.5 X 22.5, 50 LB Bundle		AP-CHP1
32101	8/22/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000152988	645-21	BD	\$	19.11	10.00	\$	191.10	Chipboard, Caliper .026	17.5 X 23.5, 50 LB Bundle		AP-CHP2
32101	8/22/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000152989	645-21	BD	\$	19.11	4.00	\$	76.44	Chipboard, Caliper .026	19.5 X 24.5, 50 LB Bundle		AP-CHP3
33501	8/28/2014	Athens Paper Co	DAVY CROCKETT BLDG	NASHVILLE	TN	354	1000153253	645-21	TH	\$	17.65	25.00	\$	441.25	PAPER, SHEETFEED, BOND, 20#	8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND4
32101	9/5/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153306	645-21	TH	\$	29.59	109.50	\$	3,340.10	PAPER, SHEETFEED, OFFSET, 60#	17.5 X 22.5, WHITE, SMOOTH		AP-OFFSET5
32101	9/5/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	8.15	50.00	\$	407.50	PAPER, SHEETFEED, OFFSET, 60#	8.5 X 11, WHITE, SMOOTH		AP-OFFSET67
32101	9/3/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153319	645-21	TH	\$	130.31	4.50	\$	613.39	PAPER, SHEETFEED, IMITATION PARCHEMENT, 60#	23 X 35, TEXT, NATURAL		AP-IMITPARCH1
32101	9/4/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153306	645-21	TH	\$	29.59	19.20	\$	568.12	PAPER, SHEETFEED, OFFSET, 60#	17.5 X 22.5, WHITE, SMOOTH		AP-OFFSET25
32101	9/8/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153416	645-21	TH	\$	60.36	21.00	\$	1,287.56	PAPER, SHEETFEED, OFFSET, 60#	23 X 35, WHITE, SMOOTH		AP-OFFSET45
34301	9/8/2014	Athens Paper Co	DOH GENERAL COUNSEL	NASHVILLE	TN	354	1000153253	645-21	TH	\$	17.65	20.00	\$	353.00	PAPER, BOND, 20#	8.5 X 11, WHITE, #1 PREM TENN BOND, STATE SEAL WATER MARK TO BE LOCATED IN CENTER OF SHEET, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND4
32101	9/9/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153438	645-21	TH	\$	8.15	50.00	\$	407.50	PAPER, SHEETFEED, OFFSET, 60#	8.5 X 11, WHITE, SMOOTH		AP-OFFSET67
32101	9/9/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	0.75	\$	150.83	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	9/11/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153251	645-21	TH	\$	34.85	30.00	\$	1,045.50	PAPER, SHEETFEED, BOND, 20#	11 X 17, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND1
32101	9/16/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153360	645-21	TH	\$	24.89	21.00	\$	522.69	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, WHITE		AP-OFFSET3
32101	9/19/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	3.00	\$	603.33	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	9/22/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	9.00	\$	1,809.99	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	9/22/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153278	645-21	TH	\$	201.11	23.50	\$	5,128.30	PAPER, SHEETFEED, COVER, 65#	23 X 35, BRIGHTS		AP-COVER8
32101	10/3/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153363	645-21	TH	\$	69.17	10.40	\$	719.36	PAPER, SHEETFEED, OFFSET, 70#	23 X 35, WHITE, SMOOTH		AP-OFFSET99
32101	10/1/2014	Athens Paper Co	TWRA	XXX	TN	354	1000152987	645-21	BD	\$	19.11	10.00	\$	191.10	Chipboard, Caliper .026	17.5 X 22.5, 50 LB Bundle		AP-CHP1
32101	10/10/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153253	645-21	TH	\$	17.65	25.00	\$	441.25	PAPER, SHEETFEED, BOND, 20#	8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT APPROVED SEAL.		AP-TNBOND4
32101	10/10/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153570	645-21	TH	\$	33.95	5.00	\$	179.75	PAPER, SHEETFEED, SAFETY RX, 24#	8.5 X 11, 2 PART REVERSE		AP-SAFETY902
32101	10/16/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153391	645-21	TH	\$	14.97	20.00	\$	299.40	PAPER, SHEETFEED, OFFSET, 60#	11 X 17, WHITE, SMOOTH		AP-OFFSET17
32101	10/21/2014	Athens Paper Co	PRINTING DIVISION	NASHVILLE	TN	354	1000153306	645-21	TH	\$	29.59	10.80	\$	311.79	PAPER, SHEETFEED, OFFSET, 50#	17.5 X 22.5, PREMIUM, COLORS		AP-OFFSET1
33501	11/3/2014	Athens Paper Co	DAVY CROCKETT TOWER	NASHVILLE	TN	354	1000153260	645-21	TH	\$	23.38	3.00	\$	70.14	PAPER, SHEETFEED, COVER, 65#	8.5 X 11, BRIGHTS		AP-COVER18
40100	11/3/2014	Athens Paper Co	TODT - CENTRAL SERVICES OFFICE	NASHVILLE	TN	354	1000153449	645-21	TH	\$	17.31	768.00	\$	13,294.08	PAPER, SHEETFEED, OFFSET, 70#	11 X 17, WHITE, VELLUM, RECYCLED		AP-OFFSET78
											Total Spend:	\$	\$5,694.80					



**STATE OF TENNESSEE, DEPARTMENT OF GENERAL SERVICES
CENTRAL PROCUREMENT OFFICE**

Statewide Multi-Year Contract Issued to:

Athens Paper Co
PO Box 100835
Nashville, TN 37224

Vendor ID: 0000000936

Contract Number: 0000000000000000000035101

Title: SWC#354, Paper Items

Start Date : January 11, 2013

End Date: January 10, 2016

Is this contract available to local government agencies in addition to State agencies?: Yes

Purchases by Local Government and Authorized Non-Profit Agencies (SWC) - T500

The purpose of this Invitation to Bid is to establish a source or sources of supply for all state agencies, local governmental agencies within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education charter in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401). Purchases by local governmental agencies, private institutions of higher education, and authorized corporations are optional with those agencies, private institutions of higher education, and corporations and offers to sell to local governmental agencies are optional with the bidder.

Contract Contact Information:

State of Tennessee
Department of General Services, Central Procurement Office
Contract Administrator: Christopher Salita
3rd Floor, William R Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102
Phone: 615-741-1836
Fax: 615-741-0684
Email: chris.salita@tn.gov

Line 8

Item ID: 1000153253

*PAPER, SHEETFED, BOND, 20#, 8.5 X 11, #1 PREM TENN BOND, WHITE, STATE SEAL
WATERMARK LOCATED NO MORE THAN 1/8 IN. FROM CENTER VARIANCE, MUST BE CURRENT
APPROVED SEAL*

Unit of Measure: TH

Vendor Item/Part #: AP-TNBOND4

Manufacturer Item #:

Unit Price: \$ 17.65

Line 9

Item ID: 1000153271

PAPER, SHEETFED, COVER, 10 PT, 20 X 26, C1S, WHITE

Unit of Measure: TH

Vendor Item/Part #: AP-COVER1

Manufacturer Item #:

Unit Price: \$ 114.87

Line 10

Item ID: 1000153272

PAPER, SHEETFED, COVER, 10 PT, 23 X 35, C1S, WHITE

Unit of Measure: TH

Vendor Item/Part #: AP-COVER2

Manufacturer Item #:

Unit Price: \$ 108.99

Line 11

Item ID: 1000153273

PAPER, SHEETFED, COVER, 10 PT, 23 X 35, C2S, WHITE

Unit of Measure: TH

Vendor Item/Part #: AP-COVER3

Manufacturer Item #:

Unit Price: \$ 210

Line 12

Item ID: 1000153274

PAPER, SHEETFED, COVER, 65#, 11 X 17, BRIGHTS

Unit of Measure: TH

Vendor Item/Part #: AP-COVER4

Manufacturer Item #:

Unit Price: \$ 46.77

Line 13

Item ID: 1000153275

PAPER, SHEETFED, COVER, 65#, 11 X 17, BRIGHTS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER5

Manufacturer Item #:

Unit Price: \$ 46.77

Line 14

Item ID: 1000153276

PAPER, SHEETFED, COVER, 65#, 11 X 17, SPECIAL BRIGHTS

Unit of Measure: TH

Vendor Item/Part #: AP-COVER6

Manufacturer Item #:

Unit Price: \$ 46.77

Line 23

Item ID: 1000153285

PAPER, SHEETFED, COVER, 65#, 26 X 40, SPECIAL BRIGHTS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER15

Manufacturer Item #:

Unit Price: \$ 260.13

Line 24

Item ID: 1000153286

PAPER, SHEETFED, COVER, 65#, 26 X 40, WHITE

Unit of Measure: TH

Vendor Item/Part #: AP-COVER16

Manufacturer Item #:

Unit Price: \$ 174.33

Line 25

Item ID: 1000153289

PAPER, SHEETFED, COVER, 65#, 26 X 40, WHITE, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER17

Manufacturer Item #:

Unit Price: \$ 174.33

Line 26

Item ID: 1000153290

PAPER, SHEETFED, COVER, 65#, 8.5 X 11, BRIGHTS

Unit of Measure: TH

Vendor Item/Part #: AP-COVER18

Manufacturer Item #:

Unit Price: \$ 23.38

Line 27

Item ID: 1000153291

PAPER, SHEETFED, COVER, 65#, 8.5 X 11, BRIGHTS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER19

Manufacturer Item #:

Unit Price: \$ 23.38

Line 28

Item ID: 1000153292

PAPER, SHEETFED, COVER, 65#, 8.5 X 11, SPECIAL BRIGHTS

Unit of Measure: TH

Vendor Item/Part #: AP-COVER20

Manufacturer Item #:

Unit Price: \$ 23.38

Line 29

Item ID: 1000153293

PAPER, SHEETFED, COVER, 65#, 8.5 X 11, SPECIAL BRIGHTS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER21

Manufacturer Item #:

Unit Price: \$ 23.38

Line 30

Item ID: 1000153294

PAPER, SHEETFED, COVER, 67#, 23 X 35, VELLUM BRISTOL COLORS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-COVER22

Manufacturer Item #:

Unit Price: \$ 129.84

Line 38

Item ID: 1000153360

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, PREMIUM, WHITE

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET3

Manufacturer Item #:

Unit Price: \$ 24.89

Line 39

Item ID: 1000153361

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, PREMIUM, WHITE, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET4

Manufacturer Item #:

Unit Price: \$ 24.89

Line 40

Item ID: 1000153362

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET5

Manufacturer Item #:

Unit Price: \$ 24.89

Line 41

Item ID: 1000153364

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET6

Manufacturer Item #:

Unit Price: \$ 24.89

Line 42

Item ID: 1000153369

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET7

Manufacturer Item #:

Unit Price: \$ 24.89

Line 43

Item ID: 1000153370

PAPER, SHEETFED, OFFSET, 50#, 17.5 X 22.5, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET8

Manufacturer Item #:

Unit Price: \$ 24.89

Line 44

Item ID: 1000153371

PAPER, SHEETFED, OFFSET, 60#, 11 X 17, BRIGHTS

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET9

Manufacturer Item #:

Unit Price: \$ 23.64

Line 45

Item ID: 1000153394

PAPER, SHEETFED, OFFSET, 60#, 11 X 17, BRIGHTS, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET10

Manufacturer Item #:

Unit Price: \$ 23.64

Line 54

Item ID: 1000153393
PAPER, SHEETFED, OFFSET, 60#, 11 X 17, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET19
Manufacturer Item #:
Unit Price: \$ 14.97

Line 55

Item ID: 1000153395
PAPER, SHEETFED, OFFSET, 60#, 11 X 17, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET20
Manufacturer Item #:
Unit Price: \$ 14.97

Line 56

Item ID: 1000153404
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, COLOR, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET21
Manufacturer Item #:
Unit Price: \$ 34.36

Line 57

Item ID: 1000153396
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, COLOR, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET22
Manufacturer Item #:
Unit Price: \$ 34.36

Line 58

Item ID: 1000153384
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, COLOR, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET23
Manufacturer Item #:
Unit Price: \$ 34.36

Line 59

Item ID: 1000153385
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, COLOR, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET24
Manufacturer Item #:
Unit Price: \$ 34.36

Line 60

Item ID: 1000153386
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, WHITE, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET25
Manufacturer Item #:
Unit Price: \$ 29.59

Line 61

Item ID: 1000153387
PAPER, SHEETFED, OFFSET, 60#, 17.5 X 22.5, WHITE, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET26
Manufacturer Item #:
Unit Price: \$ 29.59

Line 70

Item ID: 1000153406
PAPER, SHEETFED, OFFSET, 60#, 19 X 25, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET35
Manufacturer Item #:
Unit Price: \$ 35.51

Line 71

Item ID: 1000153407
PAPER, SHEETFED, OFFSET, 60#, 19 X 25, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET36
Manufacturer Item #:
Unit Price: \$ 35.51

Line 72

Item ID: 1000153408
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, BRIGHTS
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET37
Manufacturer Item #:
Unit Price: \$ 102.05

Line 73

Item ID: 1000153409
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, BRIGHTS, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET38
Manufacturer Item #:
Unit Price: \$ 102.05

Line 74

Item ID: 1000153410
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, COLOR, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET39
Manufacturer Item #:
Unit Price: \$ 70.1

Line 75

Item ID: 1000153411
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, COLOR, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET40
Manufacturer Item #:
Unit Price: \$ 70.1

Line 76

Item ID: 1000153412
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, COLOR, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET41
Manufacturer Item #:
Unit Price: \$ 70.1

Line 77

Item ID: 1000153413
PAPER, SHEETFED, OFFSET, 60#, 23 X 35, COLOR, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET42
Manufacturer Item #:
Unit Price: \$ 70.1

Line 86

Item ID: 1000153421
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, COLOR, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET51
Manufacturer Item #:
Unit Price: \$ 82.47

Line 87

Item ID: 1000153422
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, COLOR, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET52
Manufacturer Item #:
Unit Price: \$ 82.47

Line 88

Item ID: 1000153423
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, WHITE, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET53
Manufacturer Item #:
Unit Price: \$ 71.01

Line 89

Item ID: 1000153424
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, WHITE, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET54
Manufacturer Item #:
Unit Price: \$ 71.01

Line 90

Item ID: 1000153425
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET55
Manufacturer Item #:
Unit Price: \$ 71.01

Line 91

Item ID: 1000153426
PAPER, SHEETFED, OFFSET, 60#, 25 X 38, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET56
Manufacturer Item #:
Unit Price: \$ 71.01

Line 92

Item ID: 1000153427
PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, BRIGHTS
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET57
Manufacturer Item #:
Unit Price: \$ 11.81

Line 93

Item ID: 1000153428
PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, BRIGHTS, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET58
Manufacturer Item #:
Unit Price: \$ 11.81

Line 102

Item ID: 1000153437

PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, WHITE, SMOOTH, 3 HOLE PUNCHED, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET66

Manufacturer Item #:

Unit Price: \$ 8.15

Line 103

Item ID: 1000153439

PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET68

Manufacturer Item #:

Unit Price: \$ 8.15

Line 104

Item ID: 1000153440

PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET69

Manufacturer Item #:

Unit Price: \$ 8.15

Line 105

Item ID: 1000153441

PAPER, SHEETFED, OFFSET, 60#, 8.5 X 11, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET70

Manufacturer Item #:

Unit Price: \$ 8.15

Line 106

Item ID: 1000153442

PAPER, SHEETFED, OFFSET, 70#, 11 X 17, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET71

Manufacturer Item #:

Unit Price: \$ 20.15

Line 107

Item ID: 1000153443

PAPER, SHEETFED, OFFSET, 70#, 11 X 17, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET72

Manufacturer Item #:

Unit Price: \$ 20.15

Line 108

Item ID: 1000153444

PAPER, SHEETFED, OFFSET, 70#, 11 X 17, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET73

Manufacturer Item #:

Unit Price: \$ 20.15

Line 109

Item ID: 1000153445

PAPER, SHEETFED, OFFSET, 70#, 11 X 17, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET74

Manufacturer Item #:

Unit Price: \$ 20.15

Line 118

Item ID: 1000153454

PAPER, SHEETFED, OFFSET, 70#, 17.5 X 22.5, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET83

Manufacturer Item #:

Unit Price: \$ 34.32

Line 119

Item ID: 1000153455

PAPER, SHEETFED, OFFSET, 70#, 17.5 X 22.5, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET84

Manufacturer Item #:

Unit Price: \$ 34.32

Line 120

Item ID: 1000153339

PAPER, SHEETFED, OFFSET, 70#, 17.5 X 22.5, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET85

Manufacturer Item #:

Unit Price: \$ 34.32

Line 121

Item ID: 1000153340

PAPER, SHEETFED, OFFSET, 70#, 17.5 X 22.5, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET86

Manufacturer Item #:

Unit Price: \$ 34.32

Line 122

Item ID: 1000153341

PAPER, SHEETFED, OFFSET, 70#, 19 X 25, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET87

Manufacturer Item #:

Unit Price: \$ 45.1

Line 123

Item ID: 1000153342

PAPER, SHEETFED, OFFSET, 70#, 19 X 25, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET88

Manufacturer Item #:

Unit Price: \$ 45.1

Line 124

Item ID: 1000153343

PAPER, SHEETFED, OFFSET, 70#, 19 X 25, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET89

Manufacturer Item #:

Unit Price: \$ 45.1

Line 125

Item ID: 1000153344

PAPER, SHEETFED, OFFSET, 70#, 19 X 25, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OFFSET90

Manufacturer Item #:

Unit Price: \$ 45.1

Line 134

Item ID: 1000153363
PAPER, SHEETFED, OFFSET, 70#, 23 X 35, WHITE, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET99
Manufacturer Item #:
Unit Price: \$ 69.17

Line 135

Item ID: 1000153352
PAPER, SHEETFED, OFFSET, 70#, 23 X 35, WHITE, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET100
Manufacturer Item #:
Unit Price: \$ 69.17

Line 136

Item ID: 1000153353
PAPER, SHEETFED, OFFSET, 70#, 23 X 35, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET101
Manufacturer Item #:
Unit Price: \$ 69.17

Line 137

Item ID: 1000153354
PAPER, SHEETFED, OFFSET, 70#, 23 X 35, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET102
Manufacturer Item #:
Unit Price: \$ 69.17

Line 138

Item ID: 1000153355
PAPER, SHEETFED, OFFSET, 70#, 25 X 38, COLOR, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET103
Manufacturer Item #:
Unit Price: \$ 96.22

Line 139

Item ID: 1000153356
PAPER, SHEETFED, OFFSET, 70#, 25 X 38, COLOR, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET104
Manufacturer Item #:
Unit Price: \$ 96.22

Line 140

Item ID: 1000153357
PAPER, SHEETFED, OFFSET, 70#, 25 X 38, COLOR, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET105
Manufacturer Item #:
Unit Price: \$ 96.22

Line 141

Item ID: 1000153373
PAPER, SHEETFED, OFFSET, 70#, 25 X 38, COLOR, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET106
Manufacturer Item #:
Unit Price: \$ 96.22

Line 150

Item ID: 1000153382
PAPER, SHEETFED, OFFSET, 70#, 8.5 X 11, WHITE, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET115
Manufacturer Item #:
Unit Price: \$ 8.66

Line 151

Item ID: 1000153383
PAPER, SHEETFED, OFFSET, 70#, 8.5 X 11, WHITE, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET116
Manufacturer Item #:
Unit Price: \$ 8.66

Line 152

Item ID: 1000153388
PAPER, SHEETFED, OFFSET, 70#, 8.5 X 11, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET117
Manufacturer Item #:
Unit Price: \$ 8.66

Line 153

Item ID: 1000153389
PAPER, SHEETFED, OFFSET, 70#, 8.5 X 11, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OFFSET118
Manufacturer Item #:
Unit Price: \$ 8.66

Line 154

Item ID: 1000153503
PAPER, SHEETFED, OPAQUE, 60#, 11 X 17, COLOR, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE1
Manufacturer Item #:
Unit Price: \$ 17.3

Line 155

Item ID: 1000153504
PAPER, SHEETFED, OPAQUE, 60#, 11 X 17, COLOR, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE2
Manufacturer Item #:
Unit Price: \$ 17.3

Line 156

Item ID: 1000153505
PAPER, SHEETFED, OPAQUE, 60#, 11 X 17, COLOR, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE3
Manufacturer Item #:
Unit Price: \$ 17.3

Line 157

Item ID: 1000153508
PAPER, SHEETFED, OPAQUE, 60#, 11 X 17, WHITE, SMOOTH
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE5
Manufacturer Item #:
Unit Price: \$ 16.96

Line 166

Item ID: 1000153518

PAPER, SHEETFED, OPAQUE, 60#, 17.5 X 22.5, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE14

Manufacturer Item #:

Unit Price: \$ 31.16

Line 167

Item ID: 1000153519

PAPER, SHEETFED, OPAQUE, 60#, 17.5 X 22.5, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE15

Manufacturer Item #:

Unit Price: \$ 31.16

Line 168

Item ID: 1000153507

PAPER, SHEETFED, OPAQUE, 60#, 17.5 X 22.5, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE16

Manufacturer Item #:

Unit Price: \$ 31.16

Line 169

Item ID: 1000153520

PAPER, SHEETFED, OPAQUE, 60#, 19 X 25, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE17

Manufacturer Item #:

Unit Price: \$ 41.24

Line 170

Item ID: 1000153521

PAPER, SHEETFED, OPAQUE, 60#, 19 X 25, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE18

Manufacturer Item #:

Unit Price: \$ 41.24

Line 171

Item ID: 1000153522

PAPER, SHEETFED, OPAQUE, 60#, 19 X 25, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE19

Manufacturer Item #:

Unit Price: \$ 41.24

Line 172

Item ID: 1000153523

PAPER, SHEETFED, OPAQUE, 60#, 19 X 25, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE20

Manufacturer Item #:

Unit Price: \$ 41.24

Line 173

Item ID: 1000153524

PAPER, SHEETFED, OPAQUE, 60#, 19 X 25, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE21

Manufacturer Item #:

Unit Price: \$ 37.4

Line 182

Item ID: 1000153532

PAPER, SHEETFED, OPAQUE, 60#, 23 X 35, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE30

Manufacturer Item #:

Unit Price: \$ 63.57

Line 183

Item ID: 1000153537

PAPER, SHEETFED, OPAQUE, 60#, 23 X 35, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE31

Manufacturer Item #:

Unit Price: \$ 63.57

Line 184

Item ID: 1000153549

PAPER, SHEETFED, OPAQUE, 60#, 23 X 35, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE32

Manufacturer Item #:

Unit Price: \$ 63.57

Line 185

Item ID: 1000153538

PAPER, SHEETFED, OPAQUE, 60#, 25 X 38, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE33

Manufacturer Item #:

Unit Price: \$ 82.47

Line 186

Item ID: 1000153539

PAPER, SHEETFED, OPAQUE, 60#, 25 X 38, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE34

Manufacturer Item #:

Unit Price: \$ 82.47

Line 187

Item ID: 1000153540

PAPER, SHEETFED, OPAQUE, 60#, 25 X 38, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE35

Manufacturer Item #:

Unit Price: \$ 82.47

Line 188

Item ID: 1000153541

PAPER, SHEETFED, OPAQUE, 60#, 25 X 38, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE36

Manufacturer Item #:

Unit Price: \$ 82.47

Line 189

Item ID: 1000153542

PAPER, SHEETFED, OPAQUE, 60#, 25 X 38, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE37

Manufacturer Item #:

Unit Price: \$ 74.79

Line 198

Item ID: 1000153548

PAPER, SHEETFED, OPAQUE, 60#, 8.5 X 11, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE46

Manufacturer Item #:

Unit Price: \$ 7.36

Line 199

Item ID: 1000153550

PAPER, SHEETFED, OPAQUE, 60#, 8.5 X 11, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE47

Manufacturer Item #:

Unit Price: \$ 7.36

Line 200

Item ID: 1000153551

PAPER, SHEETFED, OPAQUE, 60#, 8.5 X 11, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE48

Manufacturer Item #:

Unit Price: \$ 7.36

Line 201

Item ID: 1000153468

PAPER, SHEETFED, OPAQUE, 70#, 11 X 17, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE49

Manufacturer Item #:

Unit Price: \$ 20.15

Line 202

Item ID: 1000153456

PAPER, SHEETFED, OPAQUE, 70#, 11 X 17, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE50

Manufacturer Item #:

Unit Price: \$ 20.15

Line 203

Item ID: 1000153457

PAPER, SHEETFED, OPAQUE, 70#, 11 X 17, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE51

Manufacturer Item #:

Unit Price: \$ 20.15

Line 204

Item ID: 1000153458

PAPER, SHEETFED, OPAQUE, 70#, 11 X 17, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE52

Manufacturer Item #:

Unit Price: \$ 20.15

Line 205

Item ID: 1000153460

PAPER, SHEETFED, OPAQUE, 70#, 11 X 17, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE53

Manufacturer Item #:

Unit Price: \$ 19.77

Line 214

Item ID: 1000153459

PAPER, SHEETFED, OPAQUE, 70#, 17.5 X 22.5, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE62

Manufacturer Item #:

Unit Price: \$ 36.15

Line 215

Item ID: 1000153470

PAPER, SHEETFED, OPAQUE, 70#, 17.5 X 22.5, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE63

Manufacturer Item #:

Unit Price: \$ 36.15

Line 216

Item ID: 1000153471

PAPER, SHEETFED, OPAQUE, 70#, 17.5 X 22.5, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE64

Manufacturer Item #:

Unit Price: \$ 36.15

Line 217

Item ID: 1000153472

PAPER, SHEETFED, OPAQUE, 70#, 19 X 25, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE65

Manufacturer Item #:

Unit Price: \$ 48.11

Line 218

Item ID: 1000153473

PAPER, SHEETFED, OPAQUE, 70#, 19 X 25, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE66

Manufacturer Item #:

Unit Price: \$ 48.11

Line 219

Item ID: 1000153480

PAPER, SHEETFED, OPAQUE, 70#, 19 X 25, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE67

Manufacturer Item #:

Unit Price: \$ 48.11

Line 220

Item ID: 1000153482

PAPER, SHEETFED, OPAQUE, 70#, 19 X 25, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE68

Manufacturer Item #:

Unit Price: \$ 48.11

Line 221

Item ID: 1000153483

PAPER, SHEETFED, OPAQUE, 70#, 19 X 25, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE69

Manufacturer Item #:

Unit Price: \$ 43.63

Line 230

Item ID: 1000153485

PAPER, SHEETFED, OPAQUE, 70#, 23 X 35, WHITE, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE78

Manufacturer Item #:

Unit Price: \$ 74.17

Line 231

Item ID: 1000153486

PAPER, SHEETFED, OPAQUE, 70#, 23 X 35, WHITE, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE79

Manufacturer Item #:

Unit Price: \$ 74.17

Line 232

Item ID: 1000153487

PAPER, SHEETFED, OPAQUE, 70#, 23 X 35, WHITE, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE80

Manufacturer Item #:

Unit Price: \$ 74.17

Line 233

Item ID: 1000153488

PAPER, SHEETFED, OPAQUE, 70#, 25 X 38, COLOR, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE81

Manufacturer Item #:

Unit Price: \$ 96.22

Line 234

Item ID: 1000153489

PAPER, SHEETFED, OPAQUE, 70#, 25 X 38, COLOR, SMOOTH, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE82

Manufacturer Item #:

Unit Price: \$ 96.22

Line 235

Item ID: 1000153490

PAPER, SHEETFED, OPAQUE, 70#, 25 X 38, COLOR, VELLUM

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE83

Manufacturer Item #:

Unit Price: \$ 96.22

Line 236

Item ID: 1000153491

PAPER, SHEETFED, OPAQUE, 70#, 25 X 38, COLOR, VELLUM, RECYCLED

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE84

Manufacturer Item #:

Unit Price: \$ 96.22

Line 237

Item ID: 1000153492

PAPER, SHEETFED, OPAQUE, 70#, 25 X 38, WHITE, SMOOTH

Unit of Measure: TH

Vendor Item/Part #: AP-OPAQUE85

Manufacturer Item #:

Unit Price: \$ 87.26

Line 246

Item ID: 1000153500
PAPER, SHEETFED, OPAQUE, 70#, 8.5 X 11, WHITE, SMOOTH, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE94
Manufacturer Item #:
Unit Price: \$ 8.36

Line 247

Item ID: 1000153501
PAPER, SHEETFED, OPAQUE, 70#, 8.5 X 11, WHITE, VELLUM
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE95
Manufacturer Item #:
Unit Price: \$ 8.36

Line 248

Item ID: 1000153502
PAPER, SHEETFED, OPAQUE, 70#, 8.5 X 11, WHITE, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE96
Manufacturer Item #:
Unit Price: \$ 8.36

Line 249

Item ID: 1000153569
PAPER, SHEETFED, SAFETY RX, 24#, 8.5 X 11
Unit of Measure: TH
Vendor Item/Part #: AP-SAFETYRX1
Manufacturer Item #:
Unit Price: \$ 24.75

Line 250

Item ID: 1000153570
PAPER, SHEETFED, SAFETY RX, 24#, 8.5 X 11, 2 PART REVERSE
Unit of Measure: TH
Vendor Item/Part #: AP-SAFETYRX2
Manufacturer Item #:
Unit Price: \$ 35.95

Line 251

Item ID: 1000153571
PAPER, SHEETFED, PADDING COMPOUND, WHITE
Unit of Measure: GA
Vendor Item/Part #: AP-PADCOMPOUND1
Manufacturer Item #:
Unit Price: \$ 14.13

Line 252

Item ID: 1000153506
PAPER, SHEETFED, OPAQUE, 60#, 11 X 17, COLOR, VELLUM, RECYCLED
Unit of Measure: TH
Vendor Item/Part #: AP-OPAQUE4
Manufacturer Item #:
Unit Price: \$ 17.3

APPROVED: Miranda Perry ^{km}
CHIEF PROCUREMENT OFFICER

BY: Charles L. Smith 12/19/14
PURCHASING AGENT DATE



Terms and Conditions

Event Number: 32110-5979

Standard Terms and Conditions

Instructions to Bidders:

1. Read the entire bid, including all terms and conditions and specifications.
2. If submitting the bid by mail: All bid prices must be typed or written in ink on the Line Details portion of the Invitation to Bid (ITB); any corrections, erasures or other forms of alteration to unit prices must be initialed by the bidder.
3. If submitting the bid by mail, the bid must be manually signed in ink; failure to do so will cause rejection of your bid. If submitting the bid on-line, your electronic signature constitutes having signed the bid.
4. Bid prices shall include delivery of all items F.O.B. destination or as otherwise specified.
5. Address all inquiries and correspondence to the Category Specialist indicated in the Invitation to Bid.
6. I (we) agree to strictly abide by all the statutes and terms contained in the rules of the Department of General Services, Central Procurement Office which are by reference made a part hereof, in addition to the Standard and Special Terms & Conditions, and Specifications embodied in this Invitation to Bid.
7. **IMPORTANT:** By submitting the bid, the Bidder certifies compliance with the above and further certifies that this bid is made without collusion or fraud.
8. State statutes require that all bidders be registered prior to the issuance of a contract or a purchase order. Vendors/Bidders can register online at the State of Tennessee Supplier Portal: <https://supplier.edison.tennessee.gov>.
9. I (We) propose to furnish and deliver any and all of the supplies, services, and/or other commodities named in the Invitation to Bid, and for which I (we) have set prices in my (our) offering.
10. It is understood and agreed that this bid, when certified by authorized signature, shall constitute an offer, which when accepted in writing by the Department of General Services, Central Procurement Office, and subject to the terms and conditions of such acceptance, will constitute a valid binding contract between the State of Tennessee and the Vendor/Contractor (bidder) submitting such offering.
11. By my (our) written signature on this bid I (we) guarantee and certify that all items included in the bid meet or exceed any and all State specifications covering such items. I (We) further agree, if awarded a contract or purchase order as a result of this bid, to deliver such commodities, service or merchandise which meet or exceed the specifications.
12. It is understood and agreed that no contract may be assigned, sublet, or transferred without the written consent of the Central Procurement Office.
13. The inclusion in any bid of a limitation of remedies clause or a limitation of liabilities clause shall be cause for rejection except in bids for telecommunications and information technology goods and services. Pursuant to

Tennessee Code Annotated 12-3-314(d), if a limitation of liability is included in the bid for telecommunications and information technology goods and services it can be for not less than two (2) times the value of the contract and it shall not apply to intentional torts, criminal acts, fraudulent conduct or acts or omissions that result in personal injuries or death. Provided, however, if the Commissioner determines that it is necessary to protect the interests of the state, the Commissioner may petition the Procurement Commission to approve contractor liability in excess of two (2) times the value of the contract. If the Board agrees with the Commissioner, it may approve such a higher liability amount.

14. All bidders have the right to inspect the bid file, prior to award, upon completion of the evaluation by the Central Procurement Office. Interested bidders should contact the Category Specialist following the bid opening date or once the file is open for the seven (7) day inspection period. A "File Open for Inspection" letter will be sent to all bidders detailing the bidder(s) recommended for award and the evaluated award amount(s). Upon request, a reasonable opportunity to inspect the bid file will be provided to the bidder. If there is no request to inspect the bid file by the end of the seven (7) day inspection period, the Category Specialist will proceed with the award.

15. Protest by Vendor: Pursuant to Tenn. Code Ann. 12-3-214 (authority to resolve protested bids, bid process or procedures, and awards), vendors may protest. Please refer to the Agency Purchasing Procedures Manual, Section 14.13.1 for protest procedures and protest bond requirements or contact the Category Specialist at 615-741-1035. The manual is located on the Central Procurement Office Website: www.tennessee.gov/generalserv/purchasing

16. Bid Mailing Instructions: Each individual bid proposal must be returned in a separate envelope package or container and must be properly labeled on the outside referencing the applicable event number and the bid opening date. Bids should be mailed in a properly labeled sealed envelope to the following address:

Department of General Services, Central Procurement Office
Attn: Procurement Support
3rd Floor, William R Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102

17. Subject to paragraph 13, the Contractor agrees to indemnify and hold harmless the State of Tennessee as well as its officers, agents, and employees from and against any and all claims, liabilities, losses, and causes of action which may arise, accrue, or result to any person, firm, corporation, or other entity which may be injured or damaged as a result of acts, omissions, or negligence on the part of the Contractor, its employees, or any person acting for or on its or their behalf relating to this Contract. The Contractor further agrees it shall be liable for the reasonable cost of attorneys for the State in the event such service is necessitated to enforce the terms of this Contract or otherwise enforce the obligations of the Contractor to the State.

In the event of any such suit or claim, the Contractor shall give the State immediate notice thereof and shall provide all assistance required by the State in the State's defense. The State shall give the Contractor written notice of any such claim or suit, and the Contractor shall have full right and obligation to conduct the Contractor's own defense thereof. Nothing contained herein shall be deemed to accord to the Contractor, through its attorney(s), the right to represent the State of Tennessee in any legal matter, such rights being governed by Tennessee Code Annotated, Section 8-6-106

18. Contracts are entered into solely for the convenience of the State of Tennessee. The vendor/contractor understands and agrees that the State of Tennessee, as a signatory party to a contract, is solely responsible for its performance, and that the officers and employees of the Department of General Services, Central Procurement Office, act exclusively as agents of the State for the award, consummation, and administration of contracts and are not personally liable for any performance or nonperformance by the State.

19. A bid must be received in the Central Procurement Office on or before the date and hour designated for the bid opening or the bid will be rejected.

20. The Central Procurement Office may reject any or all bids. Action to reject all bids shall be taken only for unreasonably high prices, errors in the Invitation to Bid (ITB), cessation of need, unavailability of funds, or any

other reason approved by the Procurement Commission. The Procurement Commission has authorized rejection of all bids for failure to secure adequate competition. If an ITB is to be re-advertised, all prior bids shall remain closed to inspection until the evaluation of the re-advertisement is complete.

21. All present and former employees or officials of the State are referred to Tennessee Code Annotated 12-4-103.

22. Any individuals with disabilities who wish to participate in public meetings such as a scheduled pre-bid conference or other scheduled function should contact the Central Procurement Office to discuss any auxiliary aids or services needed to facilitate such participation. Such contact may be in person, by writing, telephonically, or otherwise, and should be made no less than ten (10) days prior to the scheduled event, to allow time for the Central Procurement Office to provide such aid or service.

23. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State Constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the vendor/contractor. The vendor/contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.

24. TAXES: Purchases of goods by the State of Tennessee are exempt from Tennessee sales and use tax pursuant to Tenn. Code Ann. 67-6-329(a) (4), and the state is generally exempt from Federal excise tax. Contractors are subject to Tennessee sales and use tax on all materials and supplies used in the performance of a contract, whether such materials and supplies are purchased by the contractor, produced by the contractor, or provided to the contractor by the State, pursuant to Tenn. Code Ann. 67-6-209. The contractor agrees to pay all taxes incurred in the performance of an awarded contract.

State agencies which procure products for the purpose of resale shall register with the Department of Revenue. Upon registration the agency will issue resale certificates to the successful contractor(s) for products procured for resale. The agency is responsible for the collection of the appropriate sales or use tax when the product is sold.

25. Exceptions to terms and conditions and/or those proposed by the bidder which may vary from the invitation to bid may render the bid unresponsive and subject the bid to rejection.

26. Unless otherwise stated, all goods called for by a purchase order must be tendered in a single delivery in compliance with the delivery time specified and payment is due only on such tender. Partial shipments and/or back orders will only be accepted with receiving agency's prior authorization.

27. All products, materials, supplies and equipment offered and furnished must be new, of current manufacturer production, and must have been formally announced by the manufacturer as being commercially available as of the date of the bid opening, unless otherwise stated in this event.

28. Manufacturers of chemical products which are the subject of purchase contracts for the State of Tennessee shall list and maintain a material safety data sheet (MSDS) for such chemical products on the national MSDS search repository or on the manufacturer's website so that such information can be accessed by means of the Internet. A site operated by or on behalf of the manufacturer or a relevant trade association is acceptable so long as the information is freely accessible to the public. In lieu of posting a MSDS on MSDSSEARCH, a bidder shall include the manufacturer's universal resource locator (URL) for its MSDS in the event. For purposes of this MSDS requirement, the Department of General Services recognizes the following URL for national MSDS search repository:MSDS-SEARCH, which can be accessed on the internet at: <http://www.msdssearch.com>.

29. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The contractor agrees that it will be subject to the exclusive jurisdiction of the courts of Tennessee in actions that may arise under this contract. The Contractor acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under Tennessee Code Annotated, Section 9-8-101 through 9-8-407.

30. State and Federal Compliance: The contractor shall comply with all applicable state and federal laws and regulations in the performance of this contract.

31. Prohibition of Illegal Immigrants: The requirements of State of Tennessee's Public Acts, 2006, Chapter Number 878 and Executive Order 41 addressing the use of Illegal Immigrants in the performance of any contract to supply goods or services to the State of Tennessee, shall be a material provision of this contract, a breach of which shall be grounds for monetary and other penalties, up to and including termination of this contract.

As required by Public Acts, 2006, Chapter Number 878, no person may enter into a contract to supply goods or services to the State without first attesting in writing that the person will not knowingly utilize the services of Illegal Immigrants in the performance of this contract, and will not knowingly utilize the services of any subcontractor who will utilize the services of Illegal Immigrants in the performance of this contract. For purposes of this contract, "Illegal Immigrant" shall be defined as any person who is not either a United States citizen, a lawful permanent resident, or a person whose physical presence in the United States is authorized or allowed by the department of homeland security and who, under federal immigration laws and/or regulations, is authorized to be employed in the U.S. or is otherwise authorized to provide services under the contract. The contractor hereby attests, certifies, warrants, and assures that it shall comply with this term and condition for the entire contract period.

The contractor understands and agrees that failure to comply with this section will be subject to the sanctions of Public Chapter 878 of 2006 for acts or omissions occurring after its effective date. This law requires the Commissioner of Finance and Administration to prohibit a contractor from contracting with, or submitting an offer, proposal, or bid to contract with the State of Tennessee to supply goods or services for a year after a contractor is discovered to have knowingly used the services of illegal immigrants during the performance of this contract. The contractor may appeal the imposition of the one-year prohibition by utilizing an appeals process established by the Commissioner of Finance and Administration.

As per Executive Order 41, the contractor shall be required to submit semi-annual Attestation Forms and obtain a signed Attestation Form from any subcontractor prior to the use of the subcontractor and semi-annually thereafter during the contract period. The records shall be subject to review and random inspection at any reasonable time upon reasonable notice by the State. Records shall include but are not limited to the following:

Documentation on contractors' employees and subcontractor personnel working on this contract showing that they are legal to work in the United States and payroll records.

Signed and dated Attestation Forms for your company that have been submitted to the Central Procurement Office and Attestation Forms obtained from subcontractor(s).

Note: The contractor shall be required to obtain prior approval to subcontract from the Deputy Commissioner of General Services, Central Procurement Office.

By authorized signature on this Invitation to Bid the contractor constitutes signing the Attestation Form for the initial six (6) months of the contract period. The contractor shall be required to submit signed Attestation Forms on a semi-annual basis from the start date of the contract period through to its completion date to the Central Procurement Office. Such attestations shall be maintained by the contractor in a permanent file on the vendor premises and made available to State officials upon request. The State of Tennessee provides an "approved Attestation Form" to support the reaffirmation process. The form can be accessed and printed from the internet at http://tn.gov/generalserv/purchasing/for_bidders.html.

Special Terms and Conditions

1. F.O.B. Destination (Statewide Contract)

All state agencies, local government agencies and authorized non-profit enterprises located within the State of Tennessee.

2. Term of Contract - Multi-Year

Total Number of Years if all Options are Exercised: 3

Initial Contract Term With 2 Renewals

Start Date: December 28, 2012

Initial End Date: December 27, 2013

Final End Date: December 27, 2015

The anticipated effective (start) date and expiration (end) dates of the contract are shown above. If award has not been made by the anticipated effective date, then the contract shall become effective upon the date the bid is accepted and contract awarded by the State, as indicated by the Category Specialist's signature on the contract notice of award (note: the change of effective date may not result in a change of the anticipated expiration date.)

RENEWAL OPTIONS: This contract may be renewed upon satisfactory completion of the initial contract term. The State reserves the right to execute up to the number of renewal options listed above annually under the same terms and conditions for a period not to exceed 12 months each by the State. It is mutually understood and agreed that the State's commitment is limited to a base term contract, not to exceed twelve (12) months, which is subject to renewal annually at the State's sole option.

It is understood and agreed that the State reserves the right to extend the term contract period resulting from this solicitation an additional period of time, not to exceed 180 days beyond the normal expiration date of such contract, upon mutual written agreement by both parties, under the same terms and conditions. Provided, however, in no event shall the maximum term of a contract exceed a total of sixty (60) months.

3. Volume, Multi-Year

The total purchases of any individual item on the contract are not known. The Central Procurement Office has attempted to give an accurate estimate of probable purchases of each item from the current contract period and projected estimates for the new contract period. The Central Procurement Office does not guarantee that the state will buy any or all estimated amounts of any specified item or any total amount.

Dates: From July 01, 2009 To August 31, 2012

Paper Type	Current Contract\$ (37 Mths)	Estimated Yrly\$	Estimated 3Yr \$Value
Bond	\$889,037	\$288,336	\$865,009
Carbonless	\$295,227	\$95,749	\$287,248
Coated	\$16,403	\$5,320	\$15,960
Total	\$1,200,667	\$389,406	\$1,168,217

The vendor/contractor will only be paid for products or services rendered hereunder pursuant to purchase order releases issued to vendor/contractor from the state. The vendor/contractor is not entitled to be paid the maximum liability for any one year under the contract or any extensions of the contract for product or service not requested by the state. Maximum liability represents available funds for payment to vendor/contractor and does not guarantee payment of any such funds to the vendor/contractor per year under this contract unless the state requests product or service and vendor/contractor provides said product or service. The state is under no obligation to request product or service from vendor/contractor in any specific dollar amounts per year under this contract and the state may not request any product or service at all from vendor/contractor during the contract period.

4. Bids Requested on Standard State Specifications for Products and/or Services

Unit price bids are requested on products or services that equal or exceed (unless specifications limit the dimensions or brand(s)/model(s) of products to be bid). The absence of detailed specifications or the omission of detail description shall be recognized as meaning that only the best commercial practices are to prevail and that only first quality materials and workmanship are to be used. All interpretations of specifications shall be made from this statement. It is understood that the specifications or references to available specifications shall be sufficient to make the terms of such specifications binding on the vendor/contractor. Bidders must submit for bid evaluation applicable cuts, sketches, descriptive literature, and technical specifications covering the product offered, when applicable. Reference to literature submitted previously will not satisfy this requirement.

Bids requested on architect/engineer/designer specifications, if applicable. Bids are requested per architect/engineer/designer's specification attached. Bids are to be lump sum and/or unit prices as shown on the price sheet. Any errors or omissions in plans or specifications shall be resolved prior to submission of a bid. Submission of a bid shall constitute agreement and compliance with such specifications and plans. All shop drawings and product sheets required by specifications shall be submitted to architect/engineer/designer prior to fabrication and/or installation.

5. Bid Offer Expiration

Enter the expiration date of your bid offer in the space provided on this Invitation to Bid. A minimum period of thirty (30) days from the bid closing date is requested. The state shall have sixty (60) days to accept the bid if a minimum period is not stated.

6. Delivery Time (Days)

All items must be delivered within approximately **5 days** after receipt of a purchase order (ARO).

7. Minimum Order (Exemption)

Individual orders for less than one (1) carton are exempt from purchase from this contract. User agencies will purchase by applicable purchasing procedures.

8. Freight F.O.B. State Agency (In-House)

All quotations shall be F.O.B. destination. The term F.O.B. destination shall mean delivered and unloaded in-house or on-site service, with all charges for transportation and unloading prepaid by the vendor/contractor.

9. Freight F.O.B. State and Local Government Agencies (Dock)

All quotations shall be F.O.B. destination. The term F.O.B. destination shall mean delivered and unloaded onto the receiving dock of any state agency and, when applicable, any local government agency or authorized corporation within the State of Tennessee, with all charges for transportation and unloading prepaid by the vendor/contractor.

10. Firm Bid Price Period (Price Increase Allowed After Time Frame)

Prices quoted shall be firm for 180 days following the contract start date, except in the event an unexpected charge is imposed on the contractor holder by federal, state, county or city government entity during the term of the contract. The vendor/contractor may invoice the state for the imposed charge amount as long as it provides proof (invoice or statement, etc.) of the imposed charge to the user agency. The state shall also be advised of

and receive the benefit of any price decrease in excess of five (5) percent automatically. The vendor/contractor holder must provide written price reduction information within ten (10) days of its effective date.

Requests for price changes based on vendor/contractor's cost:

Written requests for price changes based on vendor/contractor's actual cost for other than an imposed charge by federal, state, county, or city government entity after the firm price period shall be submitted in writing to the Department of General Services, Purchasing Division. Any increase shall be based on the vendor's/contractor's actual cost increase, may not constitute additional profit as shown in written cost documentation and must contain data establishing or supporting the general or industry wide nature of the change.

At the option of the state, (1) request may be granted, (2) the contract may be canceled and awarded to the next low bidder, (3) the contract may be canceled and the commodity/service be re-advertised for award, or (4) continue the contract without change. The Purchasing Division will accept or reject all such written requests within forty-five (45) working days of the date of receipt of complete and verified documentation.

Approval of Price Increases: If approved, the Purchasing Division will modify the contract to reflect the approved price increase and issue the revised contract. The vendor/ contractor shall honor all purchase orders dated prior to the approved price increase acceptance date at the original contract price. Approval of any price increase renews the firm price period.

Price Increase Rejection: When the state rejects a request for a price increase, the vendor/ contractor will be notified in writing of the state's intention. If the contract is to be canceled, the vendor/contractor shall be notified of the cancellation date via certified mail. The vendor/ contractor will be required to honor all purchase orders that were prepared and dated prior to the date of the cancellation, if received by the vendor/contractor within a thirty (30) days following the date of the cancellation.

11. Best and Final Offer

In the interest of obtaining the best value for the State of Tennessee, the State reserves the right to enter into Best and Final Offer (BAFO) negotiations with any bidder on this sourcing event. Bidders should propose their most competitive pricing in their original bid since the State may or may not choose to conduct BAFO negotiations. If the State chooses to exercise its' right to conduct BAFO negotiations, the negotiation(s) will take place after the State evaluates the initial bids. The State reserves the right to conduct multiple BAFO rounds.

For example, if the State exercises its right to enter into BAFO negotiations, it may identify areas of a bid that may require further clarification or areas in which it is apparent that there may have been miscommunications or misunderstandings as to the State's specifications and/or requirements. The State may seek to clarify those identified issues during the BAFO negotiations. Additionally, the State may conduct target pricing and other price or service level negotiations. Note that each clarification sought by the State may be unique to an individual bidder.

The evaluation results along with all other documentation associated with the event will be available for public inspection when the final evaluation is complete and the recommendation for award is issued.

12. Vendor Reporting

Contract vendors will be required to submit reports validating contract purchases, including purchases made by local governments, by period, line item and receiving location. Reports will detail at a minimum the following information:

1. Contract Number
2. Contract Line Item Number
3. Ship-To
4. Ship-To Name
5. Inv#

6. Item Description
7. Percentage of Recycled Content
8. Unit of Measurement
9. Quantity
10. Sell Price
11. Total Item Amount

Additional report details may be required with a thirty (30) day written notice.

Reports are due at the Central Procurement Office per the following schedule:

Reports	Due Date	Frequency
12/31/12	01/15/13	Monthly
01/31/13	02/15/13	Monthly
02/28/13	03/15/13	Monthly
03/31/13	04/15/13	Monthly
04/30/13	05/15/13	Monthly
05/31/13	06/15/13	Monthly
06/30/13	07/15/13	Monthly
09/30/13	10/15/13	Quarterly
12/31/13	01/15/14	Quarterly
03/31/14	04/15/14	Quarterly
06/30/14	07/15/14	Quarterly
09/30/14	10/15/14	Quarterly
12/31/14	01/15/15	Quarterly
03/31/15	04/15/15	Quarterly
06/30/15	07/15/15	Quarterly
09/30/15	10/15/15	Quarterly
12/31/15	01/15/16	Quarterly

Reports must be submitted electronically or by digital appliance in Microsoft Excel format. Additional reports may be requested in writing by the Contract Administrator with a thirty (30) day written notice to the vendor.

13. Bidder's Qualification

Bidders must, upon request of the state, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions and specifications. The Assistant Commissioner, Department of General Services, Central Procurement Office, reserves the right to make the final determination as to a bidder's ability to perform.

14. Insurance Required

The successful bidder(s) shall procure and maintain for the duration of the contract, at their own cost and expense insurance against claims for injuries to persons or damages to property including contractual liability which, may arise in connection with the performance of the work performed by the contractor, his agents, representatives, employees or subcontractors under the contract.

The insurance carrier(s) must be licensed to conduct business in the State of Tennessee. The insurance will be evidenced by an original or .pdf format document certificate of insurance. The certificate shall list the State of Tennessee as the certificate holder and must list the company name and address on file with the State. Should

any of the policy coverage(s) provided have a major change, expire, or be canceled before the expiration date the Contractor shall fax or email vendor.insurance@tn.gov, a copy of their insurer's cancellation notice within two (2) business days of receipt. The State of Tennessee shall be held harmless for any injuries, claims or judgments against the contractor.

Certificates for liability coverages shall name the State of Tennessee Central Procurement Office as an additional insured. The following Insurance Coverages are required:

Workers' Compensation Insurance: a certificate shall be provided which indicates the contractor provides workers' compensation coverage in compliance with the state laws of Tennessee., and Employer's Liability with the following limits:

E.L. Each Accident	\$500,000
E.L. Disease- Each Employee	\$500,000
E.L. Disease - Policy Limit	\$500,000

General Liability and Property Damage Insurance: Comprehensive General Liability Insurance, including but not limited to, bodily injury, property damage, contractual liability, products liability, with combined single limits of \$500,000 per occurrence with a minimum aggregate of \$1,000,000.

The successful bidder(s) shall provide the Central Procurement Office with an original certificate of insurance or .pdf format document as proof of insurance coverage, as stated above, naming the State of Tennessee, Central Procurement Office as additional insured, within ten (10) business days after request. If the certificate of insurance is in .pdf format, it must be received directly from the insurance company.

Upon award, failure to maintain insurance coverage for the duration of the contract period may result in cancellation of the contract. In the event that the insurance policy on file in the Central Procurement Office expires or is canceled, the contractor will be required to cease work until proof of insurance is presented.

15. Inspection/Facilities

The Central Procurement Office may inspect the facilities of any bidder or may require additional information regarding a bidder's ability to perform the proposed contract. Bids may be rejected for lack of apparent ability to perform the proposed contract.

16. Inspection of Materials, Equipment and Products

All materials, equipment, and products are subject to inspection and testing. Items that do not meet specifications will be rejected. Failure to reject upon receipt does not relieve the vendor/contractor of liability. When subsequent tests after receipt are conducted and when such tests reveal damage or failure to meet specifications, the state may seek damages regardless of whether a part or all of the merchandise has been consumed.

17. Bid Rejection

The Central Procurement Office reserves the right to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids, if such action would be in the best interest of the state.

Errors: Each correction made by the bidder on the bid response must be initialed in ink by each correction. No corrections will be made in pencil. No bid or line item shall be altered or amended after the bid opening. In the case of errors in the extension price, the unit price will govern. Failure to comply with the above may be cause for rejection of part or the entire bid.

18. Single Award Preferred

The state prefers to award a single contract for all line items to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the Invitation to Bid; however, separate awards may be made by the following method:

Line Item(s): 616

If awarded by line item, bid prices shall be calculated as follows: The bidders unit bid price shall be multiplied by the line item quantity to obtain the line item total.

Grouped Lines: 001-004, 005-007, 008-103, 104-120, 121-144, 145-366, 367-369, 370- 385, 386-502, 503-599, 600-613, 614-615

If awarded by "group", bid prices shall be calculated as follows: For each line item, the bidders unit bid price shall be multiplied by the line item quantity to obtain the line item total. Each line item total in the group shall be added together for a group total price. The bidder must bid all line items in a group to be considered for an award for that group unless otherwise addressed in the specifications.

19. Recycled Content

All specifications contained herein are to be construed as meaning that paper or paper products composed of recycled content are considered to be equal to or better than such products produced wholly from virgin paper.

Pursuant to Tennessee Code Annotated 68-211-606, it is the intent of the Department of General Services, Central Procurement Office to only purchase paper or paper products that are manufactured or produced from recycled paper. Bidders are required to bid products composed from recycled content and list the percentage (%) of same in the space provided for all items, except as otherwise noted, on the price sheet. The bidder hereby certifies that information provided relative to recycled content is accurate.

20. Award Criteria Recycled Content

An award shall be made to the lowest responsive and responsible bidder considering the following:

Ability to Perform
Conformity to Specifications

The state reserves the right to award any specific item or group of items from products manufactured from virgin paper. Such action may be taken for reasons such as the following:

1. No bids received on products with recycled content.
2. Prices for products with recycled content are unrealistic or unreasonably high when compared to other bids.
3. Products bid with recycled content are not available within the delivery time stated on the Invitation to Bid.

In order to promote public awareness, if an award is made on the basis of "recycled material content", the vendor/contractor shall include printing of the universal recycled emblem/ identification at no extra charge if requested to do so by the using agency.

21. State Contract Administrator

Questions or problems arising from bid procedures or subsequent order and delivery procedures should be directed to:

State of Tennessee
Department of General Services, Central Procurement Office
3rd Floor, William R. Snodgrass, Tennessee Tower
312 Rosa L. Parks Avenue
Nashville, TN 37243-1102
Attn: Tony Bybee
Telephone: 615/532-0723
Email: tony.bybee@tn.gov

22. Purchase Order Release (Statewide)

Orders for products or services that are included on statewide contracts shall be prepared by agencies on departmental purchase orders and forwarded directly to the vendor/contractor. These purchase orders, when received by the vendor/contractor, serve as authorization for shipment of product(s) or start of service.

Products from different contracts issued for the same statewide may be combined on a single purchase order to the same vendor/contractor to meet minimum order requirements. Local government agencies or authorized corporations, where applicable, will issue their purchase order releases directly to the vendor/contractor.

Billing Instructions:

The vendor/contractor shall invoice the state only after product has been received by the user agency or upon completion of the service described in the purchase order/contract, unless otherwise authorized in writing by the user agency and as required below prior to any payment.

The contractor shall submit an invoice, with all necessary supporting documentation, to the state agency billing address. Such invoice shall clearly and accurately detail the following required information:

1. Invoice/reference number; (assigned by the contractor);
2. Invoice date;
3. Contract and/or purchase order number; (assigned by the state);
4. Account name;
5. Procuring state agency and division name;
6. Account/customer number (uniquely assigned by the vendor/contractor);
7. To the above-referenced account name;
8. Contractor name;
9. Contractor Identification Number; (as referenced in the contract);
10. Contractor contact (name, phone, and/or fax for the person to contact with billing questions);
11. Contractor remittance address;
12. Description of delivered product(s) or service; and
13. Total amount due for delivered product(s) or service.

The vendor/contractor understands and agrees that the invoice shall;

- Include only charges for service described in contract or Purchase Order and in accordance with payment terms and conditions set forth in the contract or purchase order;
- Not include any future work but will only be submitted for completed service, unless otherwise authorized in writing by the user agency; and
- Not include sales tax or shipping charges (unless otherwise stipulated in the contract or purchase order).

Payment: The contractor agrees that timeframe for payment (and any discounts) begins when the state is in receipt of a correct invoice meeting the minimum requirements above. It shall be the responsibility of the "bill

to" agency to make payment in accordance with the Prompt Payment Act of 1985. Any questions concerning payment should be addressed to the "bill to" agency and not to the Central Procurement Office.

23. Contract Cancellation

Termination for Convenience: The State may terminate this contract without cause. Said termination shall not be deemed a breach of contract by the State. The State shall give the vendor/contractor at least ninety (90) days written notice before the effective cancellation date.

The vendor/contractor shall be entitled to receive compensation for product(s) shipped or services satisfactorily completed as of the cancellation date, but in no event shall the state be liable to the vendor/contractor for compensation for any product(s) or services which have not been rendered.

Upon such termination, the vendor/contractor shall have no right to any actual general, special, incidental, consequential, or any other claims whatsoever of any description or amount.

Termination for Cause: If the vendor/contractor fails to fulfill its obligations under this contract in a timely or proper manner, or if the vendor/contractor violates any terms of this contract, the State shall have the right to immediately terminate the contract upon written notice of intent to cancel. The State shall have the right to withhold payment in excess of fair compensation for completed services. Notwithstanding the above, the contractor shall not be relieved of liability to the State for damages sustained by virtue of any breach of this contract by the contractor.

At the end of any fiscal year any contract may be canceled by the state without notice, in the event that funds to support the contract become unavailable.

The vendor/contractor will be required to honor all purchase orders that were prepared and dated prior to the date of the termination, if received by the vendor/contractor within a period of thirty (30) days following the date of cancellation.

24. Subcontracting: Responsibilities and Liabilities, Bond Required if Subcontracting

Based on Tennessee Code Annotated 12-4-201, the vendor/contractor shall not enter into any subcontract for services, prior to or following award, without the written consent of the Central Procurement Office. It is also understood and agreed that no contract may be assigned, sublet, or transferred without the written consent of the Central Procurement Office. The awarded vendor/contractor is responsible for work, service, performance, injuries of employees and payment to the subcontractor.

The subcontractor shall be required to register with Central Procurement Office and provide proof of insurance in accordance with the insurance term and condition, if insurance is required.

All anticipated or actual costs incurred for subcontracting must be included in the bid price per line item. The vendor/contractor can only invoice for actual bid prices per line item; regardless of how much it has agreed to pay the subcontractor.

The successful bidder(s) will be required to furnish a Labor and Material Surety Bond issued by a surety company licensed to do business in the State of Tennessee in the amount of twenty-five (25) % of the total contract amount. The Labor and Material Surety Bond shall be issued by a surety company licensed to do business in the State of Tennessee or an Irrevocable Letter of Credit from a state or national bank or state or federal savings and loan association having its principal office in Tennessee; or any state or national bank or state or federal savings and loan association that has its principal office outside this state and that maintains one (1) or more branches in this state which are authorized to accept federally insured deposits may be accepted by the Central Procurement Office in lieu of a performance bond. The terms and conditions of any letter of credit shall be subject to the approval of the public official named in the contract. The form of such letter of credit shall be provided by the bank or savings and loan association and may be based on either the uniform commercial code, Tennessee Code Annotated, Title 47, Chapter 5, or the ICC Uniform Customs and Practice

for Documentary Credits (UPC 500). All letters of credit shall be accompanied by an authorization of the contractor to deliver retained funds to the bank issuing the letter.

The Labor and Material Surety Bond or Irrevocable Letter of Credit shall be furnished to the Central Procurement Office within ten (10) business days after the request. The Labor and Material Surety Bond or Irrevocable Letter of Credit will insure that the contractor will pay for all labor and materials used by the contractor, or any immediate or remote subcontractor under the contractor, in such contract, in lawful money of the United States.

In the event that the Bidder does not indicate that they would be subcontracting and therefore no bond was received, the state reserves the right to request a Labor and Material Surety Bond from the vendor/contractor in the event that a subcontractor submits a claim against the vendor/contractor's surety bond to the Central Procurement Office due to non-payment. If requested, the vendor/contractor will be required to submit a Labor and Material Surety Bond in the amount specified in the request letter within ten (10) business days.

25. Service Contracts: Conflict of Interest

The contractor warrants that no part of the total contract amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the contractor in connection with any work contemplated or performed relative to this contract.

26. Damages

If state property is damaged, stolen or lost as a result of vendor/contractor employees' negligence and that property has to be repaired or replaced by the state, the expense for such work or replacement will be deducted from the monies due the contractor. In addition to the foregoing, the State reserves the right to pursue claims for damages through any and all legal remedies available to the State.

27. Security of Protected Health Information Guidelines, HIPAA1

Security of protected information

(a) All employees, agents, and other affiliates of contractors under this contract shall protect the security of information identified to them as Protected Health Information (PHI).

Contractor's managing agents who are notified by the state about the presence of PHI in facilities covered by this contract will transmit such notice to all employees, agents, and other affiliates of the contractor allowed access to such facilities during the course of this contract.

(b) All individuals covered by section (a) shall not read, examine, remove, or otherwise interfere with PHI; they shall not allow access to PHI, or disclose the contents of PHI, to any other person. All individuals with knowledge of an unauthorized disclosure of PHI shall notify either an appropriate state official or a manager of the contractor with responsibility for notifying the appropriate state official.

28. On-Site Inspection

All bidders should visit the site to take exact measurements and examine the premises to become familiar with any problems or unusual circumstances which might exist. No allowances will be made by the State for errors in quotations due to any bidder not visiting the site prior to submitting their bid. Bidders shall be responsible for their own measurements.

29. Specifications Govern Over Brand Names Listed

The acceptable brands and model numbers are believed to meet all written specifications; however, if an error exists, the specifications will govern.

30. Purchases by Local Government and Authorized Non-Profit Agencies (SWC)

Authorized Users: Local Governments, Private Non-Profit Institutions of Higher Education and Eligible Non-Profit Agencies

The purpose of this Invitation to Bid/Sourcing Event is to establish a source or sources of supply for all state agencies, local governmental units within the geographic limits of the State of Tennessee, any private nonprofit institution of higher education chartered in Tennessee, and any corporation which is exempted from taxation under 26 U.S.C. Section 501(c) (3) as amended and which contracts with the Department of Mental Health and Mental Retardation to provide services to the public (T.C.A. 33-2-401 et seq.). The resulting contract will be open to these governments unless a letter is attached to your bid, addressed to the Chief Procurement Officer, requesting exemption to this allowance.

Purchases by local governmental units, private institutions of higher education, and authorized corporations are encouraged but are optional with those agencies, private institutions of higher education, and corporations.

**STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES
CENTRAL PROCUREMENT OFFICE**

INVITATION TO BID

The following shall be completed by the bidder. The following is a list of acceptable responses:

1. The bidder can copy the document to their computer, fill out the form and re-attach it to the bid.
2. The bidder can attach or send its company's diversity business policies with the bid.
3. The bidder can attach or send responses to the Good Faith Efforts, Diversity Business Participation, and the Diversity Utilization Plan with the bid.

EFFORTS TO ACHIEVE DIVERSITY BUSINESS ENTERPRISE PARTICIPATION

The Governor, in an effort to expand economic opportunities for small businesses and businesses owned by minorities and women in Tennessee, issued Executive Order Number 14 on December 8, 2003, which created the Governor's Office of Diversity Business Enterprise (Go-DBE). In 2004, to further facilitate the State's efforts to promote greater participation by minority owned, woman owned and small businesses in its procurement and contracting opportunities, the General Assembly passed legislation amending Tennessee Code Annotated 12-3-801 through 808 establishing the "Tennessee Minority Owned, Woman Owned and Small Business Procurement and Contracting Act." July 1, 2010 Public Chapter No. 1140 became effective by amending Title 12, Chapter 3, and Part 8 relative to include service-disabled veteran owned businesses. To coordinate this effort, Go-DBE and the Department of General Services' Central Procurement Office have implemented the following procedure:

The vendor or prime contractor should contact appropriate sources within its geographic area to identify qualified minority owned, woman owned, service-disabled veteran owned and small businesses for this purpose. If needed, the Governor's Office of Diversity Business Enterprise can provide a list of minority owned, woman owned, service-disabled veteran owned and small businesses who provide an array of services or a vendor may advertise in a newspaper with one or more wide-circulation publications to enhance the solicitation of proposals from minority owned, woman owned, service-disabled veteran owned and small businesses.

To assist you in your effort to seek and solicit the participation of minority owned, women owned, service-disabled veteran owned or small businesses on this solicitation, a directory of certified Diversity Business Enterprise firms may be found on the State's website at: <http://www.tn.gov/businessopp/regdivcomp.html> : or by calling the Governor's Office of Diversity Business Enterprise toll free at 866-894-5026. If you are currently utilizing a minority owned, women owned, service-disabled veteran owned or small business that is not listed in the State's directory, please provide its company name, address and telephone number in the space provided. We will assist them in registering with the Governor's Office of Diversity Business Enterprise.

Please complete the attached form and include all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

GOOD FAITH EFFORTS

GOOD FAITH EFFORTS UNDERTAKEN BUT NOT LIMITED TO THE FOLLOWING ACTIONS (PROVIDE SPECIFIC DOCUMENTATION FOR EACH EFFORT CHECKED)

- 1) ___ Contacted diversity businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on the Go-DBE Directory. (Provide a list of minority, women, service-disabled veteran owned and small businesses who were contacted. Indicate whether the diversity business responded or followed up to your solicitation request.)
- 2) ___ Make the specifications and requirements of this procurement available for review by prospective diversity businesses at least ten (10) days before the bid or proposals are due.
- 3) ___ If possible, breaking down or combining elements of work into economically feasible units to facilitate diversity business participation.
- 4) ___ Work with minority, women, service-disabled veteran owned, and small business trades, community organizations, or minority, women, service-disabled veteran owned or small business organizations identified by Go-DBE to obtain diversity businesses participation, whenever possible.
- 5) ___ If possible, provide assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for diversity business subcontractors.
- 6) ___ Negotiate in good faith, with interested diversity businesses, and not reject them as unqualified without sound reasons based on lack of qualification, and document in writing the reasons for exclusion.
- 7) ___ If possible, provide assistance to an otherwise qualified diversity business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assist diversity businesses in obtaining the same unit pricing with the bidder's suppliers, in order to help diversity businesses establish credit.
- 8) ___ If possible, negotiate joint venture and partnership arrangements with diversity businesses in order to increase opportunities for diversity business participation on this procurement.
- 9) ___ If possible, provide quick pay agreements, and policies to enable diversity businesses and suppliers to meet cash-flow demands.
- 10) ___ Other effort. (Please provide details of efforts made to obtain diversity participation on the procurement).

DIVERSITY BUSINESS PARTICIPATION:

In order to achieve Diversity Business participation, certified **MINORITY-OWNED, WOMEN-OWNED, SERVICE-DISABLED VETERAN OWNED, AND SMALL-OWNED BUSINESSES** are expected to participate in the following manner.

MBE/WBE/ SDVBE/SBE Firm	Description of Work (MBE/WBE/ SDVBE, SBE)	Projected Contract Amount and Award Date	Contract Schedule Start Date	Contract Payment Schedule	Project Completion Date
Name: Address: City: State/Zip Code: Phone: E-mail:					
Name: Address: City: State/Zip Code: Phone: E-mail:					

DIVERSITY UTILIZATION PLAN

CONSULTANT/CONTRACTOR DETAILED MBE/WBE/SDVBE/SBE PLAN

Business/Company/Vendor Name:		
Event/Contract Number:		Award Date:
Address:	City:	State: Zip Code:
Event/Contract Description: (Brief Description of Project)		
Business/Company/Vendor Contact Name:		Phone: E-Mail:

PROJECTED MBE/WBE/SDVBE/SBE BID SUMMARY

	%	Amount		Amount
1. Total Dollar Value of the Contract	100%	\$		
2. MBE Projected Goal Applied to the Contract	____%	\$	6. Total MBE Dollar Amount Met	\$
3. WBE Projected Goal Applied to the Contract	____%	\$	7. Total WBE Dollar Amount Met	\$
4. SDVBE Projected Goal Applied to the Contract	____%	\$	8. Total SDVBE Dollar Amount Met	\$
5. MBE/WBE/SDVBE Combined Projected Goals	____%	\$	9. Combined Total MBE/WBE/SDVBE Dollar Amount Met	\$

Go-DBE PROGRAM USE ONLY

		Date Approved	Date Disapproved	Initials
MBE (%)	Minorities (%)			
WBE (%)	Female (%)			
SDVBE (%)	Service-disabled veteran (%)			