



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 2016-02-29

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 SWC000000006B	Procurement Folder: 142258
Document Name: DFS15 Disposable Food Service Items	Reason for Modification: Change Order No. 1: To cancel contract due to vendor name change and to reflect new name in the wvOasis system. The contract will be reissued under SWC000000006C. NO OTHER CHANGES
Document Description: Statewide Contract for Disposable Food Service Items	
Procurement Type: Central Master Agreement	
Buyer Name: Mark A Atkins	
Telephone: (304) 558-2307	
Email: mark.a.atkins@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2014-12-15
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2015-12-14

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000104818 XPEDX LLC 211 HOUSE AVE CAMP HILL PA 17011 US Vendor Contact Phone: (630) 227-4600 Extension: Discount Percentage: 0.0000 Discount Days: 30	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount	Open End
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AGENCY COPY

MA 2/29/16

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: 3/2/16 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>Robert Rishie</i> DATE: 3/10/16 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Maressa Hill</i> DATE: MAR 11 2016 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1
To cancel contract due to vendor name change and to reflect the correct vendor name in wvOasis system.
The contract will reissue under SWC000000006C.
NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	24111502	BAGCRAFT	300404	CASE	\$71.730000
Service From		Service To			

Commodity Line Description: Paper Sandwich Bags

Extended Description:

Sandwich bags must be transparent, wet-waxed, paper. Sandwich bags must have a minimum size of 5 1/4" x 6 1/2" x 3/4", and a maximum size 6" x 7 3/4" x 1 3/4".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	24111502	BAGCRAFT	300039	BOX	\$19.350000
Service From		Service To			

Commodity Line Description: Silverware Bags

Extended Description:

Silverware bags must be non-waxed, unprinted, paper bags. Silverware bags must be able to hold a fork, spoon and knife. Silverware bags must have a minimum size 2 1/2" x 9 1/2", and a maximum size 3" x 10 1/2".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	48101905	SOLO	R3BB-JD110	CASE	\$146.130000
Service From		Service To			

Commodity Line Description: Food service cups - Cold Cup, Not pleated

Extended Description:

Cold drink cups must be disposable cups made for cold beverages. Cold drink cup must have a minimum capacity of 3 oz. and a maximum capacity of 3 3/4 oz. Cold drink cups must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	48101905	SOLO	450-2050	CASE	\$132.070000
Service From		Service To			

Commodity Line Description: Food service cups -Cold Drink, pleated

Extended Description:

Cups must be disposable, cold drink cups. Cup must have a minimum capacity of 3 oz. and a maximum capacity of 3 3/4 oz. Cup must have a flat bottom, rolled style rim, and be made with waxed or treated paper. Cup must be pleated.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	48101712	SAN JAMAR	C4160TBL	CASE	\$216.470000
Service From		Service To			

Commodity Line Description: Cup Dispenser

Extended Description:

Cup dispenser must be a wall-mount cold cup dispenser. Dispenser must be able to hold cups that have a capacity of 3-5 oz. and have stainless steel construction. Dispenser must be a minimum of 15" tall and maximum of 20" tall.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	48101905	SOLO	R7BB-JD110	CASE	\$67.660000
Service From		Service To			

Commodity Line Description: Food service cups - 7 oz. Cold Drink

Extended Description:

7 oz. cup must be a disposable, cold drink cup. Cup must have a 7 oz. capacity. Cup must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	48101919	SOLO	L7N-0100	CASE	\$61.160000
Service From		Service To			

Commodity Line Description: Lid for 7 oz. cup

Extended Description:

Lid must fit 7 oz. cold drink cup provided in line 6. Lid must be translucent or clear, plastic, and have a straw slot.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	48101905	SOLO	R10NBB-JD110	CASE	\$88.280000
Service From		Service To			

Commodity Line Description: Food service cups - 10 oz. Cold Drink

Extended Description:

10 oz. cup must be a disposable, cold drink cup. Cup must have a 10 oz. capacity. Cup must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	48101919	SOLO	L10BLN-0100	CASE	\$63.000000
Service From		Service To			

Commodity Line Description: Lid for 10 oz. cup

Extended Description:

Lid must fit 10 oz. cold drink cup provided in line 8. Lid must be translucent or clear, plastic, and have a straw slot.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	52152101	DART	6J6	CASE	\$16.190000
Service From		Service To			

Commodity Line Description: 6 oz. Hot/Cold Foam Cup

Extended Description:

6 oz. cup must be a disposable, hot or cold drink cup. Cup must have a 6 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	48101919	DART	6JL	CASE	\$11.200000
	Service From	Service To			

Commodity Line Description: Lid for 6 oz. Foam Cup

Extended Description:

Lid must fit 6 oz. hot/cold cup provided in line 10. Lid must be flat, with a solid center and vented. Lid must be plastic.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	48101905	DART	10D	CASE	\$66.690000
	Service From	Service To			

Commodity Line Description: 10 oz, Tumbler - Plastic cup

Extended Description:

Tumbler must be a disposable, cold drink cup. Cup must have a 10 oz. capacity. Cup must be one-piece construction, made with polystyrene plastic and have a rolled rim.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	48101905	DART	8J8	CASE	\$18.270000
	Service From	Service To			

Commodity Line Description: 8 oz Hot/cold drink, foam cup

Extended Description:

8 oz. foam cup must be a disposable hot or cold drink cup. Cup must have an 8 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	48101919	DART	8JL	CASE	\$11.470000
	Service From	Service To			

Commodity Line Description: Lid for 8 oz. Foam Cup

Extended Description:

Lid must fit 8 oz. hot/cold cup provided in line 13. Lid must be flat, with a solid center and vented. Lid must be plastic.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	48101905	DART	12J12	CASE	\$25.440000
	Service From	Service To			

Commodity Line Description: 12 oz Hot/Cold Foam cup

Extended Description:

12 oz. foam cup must be a disposable, hot or cold drink cup. Cup must have a 12 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	48101919	DART	12JL	CASE	\$14.540000
Service From		Service To			

Commodity Line Description: Lid for 12 oz. Foam cup

Extended Description:

Lid must fit 12 oz. hot/cold cup provided in line 15. Lid must be flat, with a solid center and vented. Lid must be plastic.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	60122503	PACTIV	TH10006	CASE	\$14.030000
Service From		Service To			

Commodity Line Description: Foam Plates - 6"

Extended Description:

Plates must be circle and have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/8". Plates must be made from Polystyrene Foam. Surface of the plate must be non-absorbent.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	60122503	PACTIV	TH10009	CASE	\$12.560000
Service From		Service To			

Commodity Line Description: Foam Plates - 9"

Extended Description:

Plates must be circle and have a minimum diameter of 8 1/2" and a maximum diameter of 9 1/2". Plates must be made from Polystyrene Foam. Surface of the plate must be non-absorbent.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	60122503	PACTIV	TH10011	CASE	\$12.560000
Service From		Service To			

Commodity Line Description: Foam Plate - Sectional, 9"

Extended Description:

Plate must be a circle and have a minimum diameter of 8 3/4" and a maximum diameter of 9 1/2". Plate must have 3 compartments - one large compartment and two smaller compartments equal to half the size of the large compartment. Plates must be made from polystyrene foam. The surface must be non-absorbent.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	60122503	PACTIV	YMC500090002	CASE	\$40.010000
Service From		Service To			

Commodity Line Description: Paper plates - 9" Bio-Degradable plate

Extended Description:

Plates must be a circle and have a minimum diameter of 8 3/4" and a maximum diameter of 9 1/2". Plate must be made from fiber (paper) material, for extra support. Plates must be recyclable.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	52152007	DART	10B20	CASE	\$34.950000
Service From		Service To			

Commodity Line Description: 10 oz. Soup bowl

Extended Description:

Bowl must have a 10 oz. capacity. Must be one-piece construction, made from polystyrene foam. The top of the bowl should have a minimum diameter of 4" and a maximum diameter of 4 1/4". Bowl must be non-absorbent.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	52152007	DART	12BWWCR	CASE	\$15.760000
Service From		Service To			

Commodity Line Description: 12 oz Salad bowl

Extended Description:

Bowl must have a 12oz capacity. Must be one-piece construction, made from laminated Styrofoam. The top of the bowl should have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/4".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	60122503	DIXIE	702622WNP6	CASE	\$18.820000
Service From		Service To			

Commodity Line Description: 6" paper plate, light weight

Extended Description:

Plates must be circle and have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/4". Plates must be made with light weight, un-coated, paper. Plates must have a fluted edge.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	52151506	DART	60HT1	CASE	\$18.950000
Service From		Service To			

Commodity Line Description: Disposable food containers - sandwich

Extended Description:

Carry-out container must have minimum dimensions of 5 1/8" x 5 1/8" x 2 3/4" and maximum dimensions of 6 1/4" x 6 1/4" X 3 1/4". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	52151506	PACTIV	HLW-0903	CASE	\$11.450000
Service From		Service To			

Commodity Line Description: Disposable food containers - 3 compartment dinner

Extended Description:

Carry-out container must have minimum dimensions of 9" x 9" x 3" and maximum dimensions of 9 1/2" x 9 1/2" x 3 1/2". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam. Container must have 3 compartments - one large compartment and two small compartments that are about half the size of the large compartment.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	52151506	PACTIV	HLW-0901	CASE	\$12.080000
Service From		Service To			

Commodity Line Description: Disposable food containers - 1 compartment dinner

Extended Description:

Carry-out container must have minimum dimensions of 9" x 9" x 3" and maximum dimensions of 9 1/2" x 9 1/2" x 3 1/2". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	52151600	DIXIE	CMP26C	CASE	\$18.160000
Service From		Service To			

Commodity Line Description: Domestic utensils - Fork, Knife, Spoon Set.

Extended Description:

Set must include a fork, tea spoon and knife. Utensils must be constructed from medium-weight polypropylene. Set must be individually wrapped. Length should be a minimum of 6 1/2" and a maximum of 8".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	48102108	REYNOLDS	624	ROLL	\$22.790000
Service From		Service To			

Commodity Line Description: Aluminum food wrapping foil

Extended Description:

Aluminum foil must be heavy duty aluminum, .001 guage wrapping material. Each roll of aluminum foil must be 18 inches wide and 500 feet long. Each roll must include a storage box that has a metal cutting edge.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	14121807	PACTIV	155018	ROLL	\$25.450000
Service From		Service To			

Commodity Line Description: White Butcher Paper

Extended Description:

Butcher paper must be white, with a dry finish. The butcher paper must be FDA approved and have a minimum 40lb weight basis. Each roll of butcher paper must be 18 inches wide by 1000 ft long.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	48102109	REYNOLDS	194	ROLL	\$14.230000
Service From		Service To			

Commodity Line Description: Plastic food wrap

Extended Description:

Plastic food wrap must be made from all-purpose, FDA approved, cling plastic. Each roll must be 18 inches wide by 2000 feet long. Each roll must have a storage box that has cutting edge.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	53102503	CELLUCAP	RC1WT	CASE	\$61.910000
	Service From	Service To			

Commodity Line Description: Paper Hats or Caps

Extended Description:

Paper Hats or caps must be made from paper linen, sanitary white, and adjustable size. Hats or Caps must be low profile, overseas style caps.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	14111706	LITTLE RAPIDS	91-0000	ROLL	\$12.230000
	Service From	Service To			

Commodity Line Description: Paper table cloth - White, Roll

Extended Description:

Table cloth must be made of white paper. Table cloth must be 40 inches wide by 300 feet long. Table cloth should be stored on a roll, and each case should only contain one roll.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	52121602	GEORGIA PACIFIC	37000	CASE	\$44.230000
	Service From	Service To			

Commodity Line Description: Napkins - Folded size 3 1/2" x 6 3/4", open 12 x 13

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be a minimum of 12" x 13" and a maximum of 13" x 13". The folded size must be 3 1/2" x 6 3/4".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	52121602	GEORGIA PACIFIC	33201	CASE	\$36.430000
	Service From	Service To			

Commodity Line Description: Napkins - Folded size 3 1/2" x 6 3/4", open 8 x 13 1/2

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be a minimum of 6 1/2" x 13" and a maximum of 8" x 13 1/2". The folded size must be 3 1/2" x 6 3/4".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	52121602	SCA TORK	D820	CASE	\$33.640000
	Service From	Service To			

Commodity Line Description: Napkins - Quarter fold, Luncheon

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be a minimum of 12" x 12" and a maximum of 13" x 13".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	52121602	SCA TORK	N7141A	CASE	\$42.350000
Service From		Service To			

Commodity Line Description: Napkins - Quarter Fold, Dinner 17 x 17

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be 17" x 17". The folded size must be 8 1/2" x 8 1/2".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	52121602	HOFFMASTER	126378	CASE	\$108.450000
Service From		Service To			

Commodity Line Description: Napkins - Quarterfold, Cocktail

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be 10" x 10". The folded size must be 5" x 5".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	52121602	SCA TORK	D802A	CASE	\$39.160000
Service From		Service To			

Commodity Line Description: Napkins - Quarterfold, Dinner 13 x 17

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be minimum 12" x 17" and a maximum of 13" x 17".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	52151507	DIXIE	JW74	CASE	\$17.650000
Service From		Service To			

Commodity Line Description: Domestic disposable drinking straws

Extended Description:

Straws must be individually wrapped, clear plastic. Straws must be 7 3/4" long and have a diameter of .24".

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	52151600	DIXIE	CM26NC7	CASE	\$29.090000
Service From		Service To			

Commodity Line Description: Domestic utensils - Fork, Knife, Spoon and Napkin set

Extended Description:

Set must include a fork, tea spoon, knife and napkin. Utensils must be constructed from medium-weight polypropylene. Napkin must be 1-ply. Set must be individually wrapped. Length should be a minimum of 6 1/2" and a maximum of 8".

	Document Phase	Document Description	Page
SWC000000006B	Draft	Statewide Contract for Disposable Food Service Items	10 of 10

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



November 16, 2015

State of West Virginia
Mr. Robert Kilpatrick
Charleston, WV
Contract Renewal: CMA 0212 0212 SWC0000000006B

Re: Agree for xpedx, LLC to be replaced with Veritiv Operating Company on January 1, 2016

Dear Mr. Kilpatrick:

Please be aware that effective as of the close of business on December 31, 2015 (the "Effective Date"), xpedx, LLC will no longer exist and will be merged into Unisource Worldwide, Inc. Also on the Effective Date, Unisource Worldwide, Inc. will be changing its name to Veritiv Operating Company. Our FEIN number will remain the same.

Veritiv Operating Company looks forward to continuing to provide our customers with excellent service in the future. We intend to follow the steps necessary to update your records to note Veritiv Operating Company as the party to the Contract, effective January 1, 2016. If you have any questions regarding this matter, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Vucatah Calamia".

ACKNOWLEDGED AND AGREED: The undersigned, a duly authorized representative of the State of West Virginia hereby agrees to Veritiv Operating Company's being our Contract party name starting on January 1, 2016.

By: _____
Name: _____
Title: _____
Date: _____



December 31, 2015

Veritiv Legal Entity Changes *Requires Customer Action*

Dear Valued Customer:

As you are aware, more than a year has passed since the formation of Veritiv – a company that was established with the merger of two industry leading distribution businesses, Unisource and the xpedx division of International Paper. Thank you for your continued business and for choosing Veritiv to provide you with value-added solutions.

We continue to work diligently behind the scenes to integrate the company and develop uniform processes and systems for Veritiv that will meet your needs. To continue our journey of becoming one company, we are making the following changes to our legal entity structure.

Effective December 31, 2015, Unisource Worldwide, Inc., a subsidiary of Veritiv Corporation, will change its name to Veritiv Operating Company. Concurrently, xpedx, LLC will merge with and into Veritiv Operating Company.

In order to support these changes, there are a few actions we need you to take:

1. Please update our company name in your system as soon as possible, but no later than March 31st 2016
 - For current Unisource customers: Change the name in your systems from Unisource Worldwide, Inc., to Veritiv Operating Company, formerly Unisource.
 - For current xpedx customers: Change the name in your system from xpedx, LLC. to Veritiv Operating Company, formerly xpedx.
 - For customers purchasing products from both Unisource and xpedx: **Please change the names in your system to reflect two distinct businesses one referenced as Veritiv Operating Company, formerly Unisource; and one referenced as Veritiv Operating Company, formerly xpedx.**
2. Please send new 2016 Sales Tax exemption certificates, issued to Veritiv Operating Company, to TaxCerts@veritivcorp.com. You will receive another letter specifically addressing sales tax exemption certificates for your company.

Please note, our federal Tax ID #13-5369500 remains unchanged. A new W-9 form, reflecting the legal entity change will be available on veritivcorp.com and is also enclosed.

Veritiv Operating Company will continue to conduct business as usual in regards to administrative and operations transactions. In addition, your current contacts remain the same. Please review the enclosed Reference Table for more information on the Veritiv legal entity and name change.

Once again, thank you for the opportunity to serve you. If you have any questions regarding this matter, please contact LES@veritivcorp.com

Sincerely,

A handwritten signature in cursive script that reads 'Forrest Bell'.

Forrest Bell, Chief Accounting Officer
Veritiv