



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

Purchase Order

PURCHASE ORDER NO.
PAPER10C

PAGE
1

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS PURCHASE ORDER SHOULD BE DIRECTED TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

INVOICED TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

AGENCY COPY

VENDOR

*709003613 01 304-522-0331
 UNISOURCE WORLDWIDE INC
 550 27TH STREET
 HUNTINGTON WV 25702

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
11/08/2010		NET 30		135369500			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MIL.-MIL.	
LINE	QUANTITY	UQP	VENDOR ITEM NO	UNIT PRICE	AMOUNT		
DELIVERY DATE	CAT.NO.	ITEM NUMBER					
BLANKET OPEN-END STATEWIDE CONTRACT TO SUPPLY VARIOUS PAPER TO ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS WITHIN THE STATE OF WEST VIRGINIA. THIS IS A SPLIT AWARD. WEST VIRGINIA STATE AGENCIES ARE REQUIRED TO PURCHASE FROM THE LOWEST-COST PROVIDER WHO CAN MEET THE DELIVERY REQUIRED FOR THE PRODUCT BEING PURCHASED. SEE PAPER10 SYNOPSIS THE CATEGORIES COVERED BY THIS CONTRACT ARE LISTED ON THE ATTACHED PRICING PAGES. PRICES LISTED ARE PER 1,000 SHEETS; IF MULTIPLE PART SETS, 1,000 SETS. THIS AWARD IS PER THE FOLLOWING: 1. REQUEST FOR QUOTATION, DATED AUGUST 27, 2010 AND ALL ADDENDA THERETO. 2. PAPER10 SPECIFICATIONS, DATED AUGUST 26, 2010 3 PAGES. 3. VENDOR'S BID DATED 09/22/2010							
						PURCHASING DIVISION CERTIFIED ENCUMBERED NOV 15 2010 <i>Beverly Toler</i>	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *11/08/10*

OPEN END
 TOTAL

APPROVED FOR
 ONE FISCAL YEAR
Daame Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY *JO ANN ADKINS* 304-558-8802
Krista J. Jewell 11/09/10
 PURCHASING DIVISION AUTHORIZED SIGNATURE

GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:
(a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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VENDOR
 *709003613 01 304-522-0331
 UNISOURCE WORLDWIDE INC
 550 27TH STREET
 HUNTINGTON WV 25702

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DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
11/08/2010		NET 30		135369500			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL.-MUL.	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT NO.	ITEM NUMBER				
<p>ALL ORDERS OF PAPER MUST BE DELIVERED WITHIN 10 WORKING DAYS AFTER RECEIPT OF ORDER.</p> <p>ALL ORDERS TOTALING \$1,000.00 OR MORE TO A SINGLE WEST VIRGINIA DELIVERY POINT SHALL BE F.O.B. DESTINATION.</p> <p>MINIMUM ORDER IS: \$500.00</p> <p>CONTRACT COORDINATOR: MIKE BASLER PHONE NUMBER: 304.634.3118 FAX NUMBER: 888.707.2616 EMAIL: MICHAEL.BASLER@UNISOURCELINK.COM</p>							
0001	11/14/2011	EA	395-50	.00000			
<p>MISCELLANEOUS PAPER-COMPUTER-TYPING, ETC.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON NOVEMBER 15, 2010 AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE</p>							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

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BEST WAY		DESTINATION		PREPAID		MIL.-MIL.	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
<p>TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN</p>							
							TOTAL

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BEST WAY		DESTINATION		PREPAID		MITL.-MITL.	
LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
<p>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES</p>							
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INFORMATION

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SUPPORT

*709003613 01 304-522-0331
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BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
	AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
	REV. 04/11/2001						
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

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 ASSISTANT ATTORNEY GENERAL

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 PURCHASING DIVISION AUTHORIZED SIGNATURE

PAPER 10 - CONTRACT PRICES

Item	Description	Size	Weight	Color	Unisource
	BOND #1				
1	bond: #1 watermark, sulphite	8-1/2 x 11	20#	white	15.75
2	bond: #1 watermark, sulphite	8-1/2 X 14	20#	white	
3	bond: #1 watermark, sulphite	11 x 17	20#	white	
	BOND #4				
4	bond: #4 premium	8-1/2 x 11	20#	white	
5	bond: #4 premium	8-1/2 x 14	20#	white	
6	bond: #4 premium	11 x 17	20#	white	
7	bond: #4 premium	17 x 22	20#	white	27.75
8	bond: #4 premium	17-1/2 x 22-1/2	20#	white	30.50
9	bond: #4 premium	23 x 35	20#	white	56.65
10	bond: #4 premium	25 x 38	20#	white	66.65
11	bond: #4 premium, 3 hole punch, unlined	8-1/2 x 11	20#	white	7.39
12	bond: #4 premium recycled, 3 hole punch, unlined	8-1/2 x 11	20#	white	
13	bond: #4 premium recycled	8-1/2 x 11	20#	white	
14	bond: #4 premium recycled	8-1/2 x 11	20#	colors	
15	bond: #4 premium recycled	8-1/2 x 14	20#	white	
16	bond: #4 premium recycled	8-1/2 x 14	20#	colors	
17	bond: #4 premium recycled	11 x 17	20#	white	15.84
18	bond: #4 premium recycled	11 x17	20#	colors	
19	bond: #4 premium recycled	17-1/2 x 22-1/2	20#	colors	
	OFFSET #2				
20	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	60#	white	
21	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	70#	white	
22	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	80#	white	
23	offset: #2 coated,regular, smooth	17-1/2 x 22-1/2	100#	white	
24	offset: #2 coated,regular, smooth	19 x 25	60#	white	46.00
25	offset: #2 coated,regular, smooth	19 x 25	70#	white	51.60
26	offset: #2 coated,regular, smooth	19 x 25	80#	white	59.00
27	offset: #2 coated,regular, smooth	19 x 25	100#	white	73.75
28	offset: #2 coated,regular, smooth	23 x 35	60#	white	78.15
29	offset: #2 coated,regular, smooth	23 x 35	70#	white	87.75
30	offset: #2 coated,regular, smooth	23 x 35	80#	white	100.25
31	offset: #2 coated,regular, smooth	23 x 35	100#	white	124.50
32	offset: #2 coated,regular, smooth	25 x 38	60#	white	91.95
33	offset: #2 coated,regular, smooth	25 x 38	70#	white	103.20
34	offset: #2 coated,regular, smooth	25 x 38	80#	white	117.95
35	offset: #2 coated,regular, smooth	25 x 38	100#	white	147.75
36	offset: #2 coated,regular, smooth	28 x 40	60#	white	108.00
37	offset: #2 coated,regular, smooth	28 x 40	70#	white	121.60
38	offset: #2 coated,regular, smooth	28 x 40	80#	white	139.30
39	offset: #2 coated,regular, smooth	28 x 40	100#	white	174.00
40	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	60#	white	
41	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	70#	white	
42	offset: #2 recycled, coated, regular, smooth	17-1/2 x 22-1/2	80#	white	
43	offset: #2 recycled, coated, regular, smooth	19 x 25	60#	white	
44	offset: #2 recycled, coated, regular, smooth	19 x 25	70#	white	
45	offset: #2 recycled, coated, regular, smooth	19 x 25	80#	white	
46	offset: #2 recycled, coated, regular, smooth	23 x 35	60#	white	
47	offset: #2 recycled, coated, regular, smooth	23 x 35	70#	white	
48	offset: #2 recycled, coated, regular, smooth	23 x 35	80#	white	140.00
49	offset: #2 recycled, coated, regular, smooth	25 x 38	60#	white	
50	offset: #2 recycled, coated, regular, smooth	25 x 38	70#	white	
51	offset: #2 recycled, coated, regular, smooth	25 x 38	80#	white	

PAPER 10 - CONTRACT PRICES

Item	Description	Size	Weight	Color	Unisource
	OFFSET #1				
52	offset: #1 regular finish	8-1/2 x 11	50#	white	8.65
53	offset: #1 regular finish	8-1/2 x 11	60#	white	10.10
54	offset: #1 regular finish	8-1/2 x 11	70#	white	11.80
55	offset: #1 regular finish, recycled	8-1/2 x 11	50#	white	7.65
56	offset: #1 regular finish, recycled	8-1/2 x 11	70#	white	16.65
57	offset: #1 regular finish	8-1/2 x 14	50#	white	
58	offset: #1 regular finish	8-1/2 x 14	60#	white	11.05
59	offset: #1 regular finish	8-1/2 x 14	70#	white	
60	offset: #1 regular finish	11 x 17	50#	white	17.21
61	offset: #1 regular finish	11 x 17	60#	white	20.15
62	offset: #1 regular finish	11 x 17	70#	white	23.55
63	offset: #1 regular finish	17-1/2 x 22-1/2	50#	white	29.00
64	offset: #1 regular finish	17-1/2 x 22-1/2	60#	white	34.45
65	offset: #1 regular finish	17-1/2 x 22-1/2	70#	white	39.95
66	offset: #1 regular finish	19 x 25	50#	white	37.75
67	offset: #1 regular finish	19 x 25	60#	white	44.08
68	offset: #1 regular finish	19 x 25	70#	white	51.45
69	offset: #1 regular finish	23 x 35	50#	white	64.20
70	offset: #1 regular finish	23 x 35	60#	white	74.85
71	offset: #1 regular finish	23 x 35	70#	white	88.25
72	offset: #1 regular finish	25 x 38	50#	white	75.55
73	offset: #1 regular finish	25 x 38	60#	white	88.15
74	offset: #1 regular finish	25 x 38	70#	white	102.85
	OFFSET #1 VELLUM				
75	offset: #1 vellum	8-1/2 x 11	50#	white	8.65
76	offset: #1 vellum	8-1/2 x 11	60#	white	10.10
77	offset: #1 vellum	8-1/2 x 11	70#	white	
78	offset: #1 vellum	8-1/2 x 11	50#	colors	
79	offset: #1 vellum	8-1/2 x 11	60#	colors	11.06
80	offset: #1 vellum	8-1/2 x 11	70#	colors	12.90
81	offset: #1 vellum	11 x 17	50#	white	
82	offset: #1 vellum	11 x 17	60#	white	
83	offset: #1 vellum	11 x 17	70#	white	
84	offset: #1 vellum	11 x 17	50#	colors	
85	offset: #1 vellum	11 x 17	60#	colors	23.50
86	offset: #1 vellum	11 x 17	70#	colors	27.40
87	offset: #1 vellum	17-1/2 x 22-1/2	50#	white	30.00
88	offset: #1 vellum	17-1/2 x 22-1/2	60#	white	36.50
89	offset: #1 vellum	17-1/2 x 22-1/2	70#	white	
90	offset: #1 vellum	17-1/2 x 22-1/2	80#	white	
91	offset: #1 vellum	23 x 35	50#	white	65.50
92	offset: #1 vellum	23 x 35	60#	white	76.75
93	offset: #1 vellum	23 x 35	70#	white	
94	offset: #1 vellum	23 x 35	80#	white	
95	offset: #1 vellum	23 x 35	50#	colors	
96	offset: #1 vellum	23 x 35	60#	colors	95.62
97	offset: #1 vellum	23 x 35	70#	colors	111.50
98	offset: #1 vellum	23 x 35	80#	colors	
	OFFSET #1 OPAQUE				
99	offset: #1 opaque, embossed	23 x 35	70#	white	221.00
100	offset: #1 opaque, embossed	25 x 38	70#	white	284.00
101	offset: #1 opaque, embossed	23 x 35	70#	colors	226.00
102	offset: #1 opaque, embossed	25 x 38	70#	colors	284.00
	OFFSET #3 COATED				
103	cover: #3 coated	20 x 26	60#	white	

PAPER 10 - CONTRACT PRICES

Item	Description	Size	Weight	Color	Unisource
104	cover: #3 coated	23 x 35	60#	white	
105	cover: #3 coated	20 x 26	80#	white	118.00
106	cover: #3 coated	23 x 35	80#	white	
107	cover: #3 coated	20 x 26	100#	white	147.00
108	cover: #3 coated	23 x 35	100#	white	228.00
OFFSET #1 OPAQUE COVER					
109	offset: #1 opaque, cover	8-1/2 x 11	65#	white	
110	offset: #1 opaque, cover	8-1/2 x 11	80#	white	
111	offset: #1 opaque, cover	8-1/2 x 11	65#	colors	31.50
112	offset: #1 opaque, cover	8-1/2 x 11	80#	colors	
INDEX #4					
113	index: #4	8-1/2 x 11	90#	white	
114	index: #4	8-1/2 x 11	90#	colors	
115	index: #4	8-1/2 x 11	110#	white	
116	index: #4	8-1/2 x 11	110#	colors	
117	index: #4	22-1/2 x 35	90#	white	
118	index: #4	25-1/2 x 30-1/2	90#	white	173.75
119	index: #4	22-1/2 x 35	90#	colors	
120	index: #4	25-1/2 x 30-1/2	90#	colors	183.50
121	index: #4	22-1/2 x 35	110#	white	
122	index: #4	25-1/2 x 30-1/2	110#	white	
123	index: #4	22-1/2 x 35	110#	colors	
124	index: #4	25-1/2 x 30-1/2	110#	colors	
125	index: #4 recycled	22-1/2 x 35	90#	white	
126	index: #4 recycled	25-1/2 x 30-1/2	110#	white	
127	index: #4 recycled	22-1/2 x 35	90#	colors	
128	index: #4 recycled	25-1/2 x 30-1/2	110#	colors	
CARBONLESS					
129	carbonless: 2 part	8-1/2 x 11			11.55
130	carbonless: 3 part, straight	8-1/2 x 11			12.98
131	carbonless: 4 part, straight	8-1/2 x 11			13.87
132	carbonless: 5 part, straight	8-1/2 x 11			14.27
133	carbonless: 6 part, straight	8-1/2 x 11			
134	carbonless: 2 part, straight	8-1/2 x 14			14.36
135	carbonless: 3 part, straight	8-1/2 x 14			16.14
136	carbonless: 4 part, straight	8-1/2 x 14			17.27
137	carbonless: 5 part, straight	8-1/2 x 14			17.82
138	carbonless: 6 part, straight	8-1/2 x 14			
139	carbonless: 2 part, straight	11 x 17			22.39
140	carbonless: 3 part, straight	11 x 17			25.35
141	carbonless: 4 part, straight	11 x 17			26.97
142	carbonless: 5 part, straight	11 x 17			27.94
143	carbonless: 2 part, reverse	8-1/2 x 11			11.55
144	carbonless: 3 part, reverse	8-1/2 x 11			12.98
145	carbonless: 4 part, reverse	8-1/2 x 11			13.87
146	carbonless: 5 part, reverse	8-1/2 x 11			14.27
147	carbonless: 6 part, reverse	8-1/2 x 11			14.69
148	carbonless: 2 part, reverse	8-1/2 x 14			14.36
149	carbonless: 3 part, reverse	8-1/2 x 14			16.14
150	carbonless: 4 part, reverse	8-1/2 x 14			17.27
151	carbonless: 5 part, reverse	8-1/2 x 14			17.82
152	carbonless: 6 part, reverse	8-1/2 x 14			
153	carbonless: 2 part, reverse	11 x 17			22.39
154	carbonless: 3 part, reverse	11 x 17			25.35
155	carbonless: 4 part, reverse	11 x 17			26.97
156	carbonless: 5 part, reverse	11 x 17			27.94

PAPER 10 - CONTRACT PRICES

Item	Description	Size	Weight	Color	Unisource
157	carbonless: 6 part, reverse	11 x 17			
158	carbonless: 4 part, reverse	17-1/2 x 22-1/2			56.20
159	carbonless: cb	8-1/2 x 11		white	12.64
160	carbonless: cb	8-1/2 x 11		color	13.08
161	carbonless: cfb	8-1/2 x 11		white	15.36
162	carbonless: cfb	8-1/2 x 11		color	15.84
163	carbonless: cf	8-1/2 x 11		white	9.08
164	carbonless: cf	8-1/2 x 11		color	9.44
165	carbonless: cb	8-1/2 x 14		white	16.00
166	carbonless: cb	8-1/2 x 14		color	16.50
167	carbonless: cfb	8-1/2 x 14		white	19.50
168	carbonless: cfb	8-1/2 x 14		color	20.13
169	carbonless: cf	8-1/2 x 14		white	11.47
170	carbonless: cf	8-1/2 x 14		color	11.94
171	carbonless: cb	11 x 17		white	25.78
172	carbonless: cb	11 x 17		color	
173	carbonless: cfb	11 x 17		white	31.08
174	carbonless: cfb	11 x 17		color	31.68
175	carbonless: cf	11 x 17		white	18.54
176	carbonless: cf	11 x 17		color	18.88
177	carbonless: cb	22-1/2 x 34-1/2		white	108.02
178	carbonless: cb	22-1/2 x 34-1/2		color	109.45
179	carbonless: cfb	22-1/2 x 34-1/2		white	132.55
180	carbonless: cfb	22-1/2 x 34-1/2		color	134.00
181	carbonless: cf	22-1/2 x 34-1/2		white	78.10
182	carbonless: cf	22-1/2 x 34-1/2		color	79.44
183	carbonless: cf tag	22-1/2 x 34-1/2		white	255.35
184	carbonless: cf tag	22-1/2 x 34-1/2		manila	255.35
COMPOUND PADDING					
185	compound: padding for carbonless paper	quarts			18.94
186	compound: padding for carbonless paper	gallons			57.36
LASER					
187	laser print: 25% cotton fiber	8-1/2 x 11	24#	white	21.70
188	laser print: BR 92	8-1/2 x 11	24#	white	10.10
189	laser print: BR 92	8-12 x 14	24#	white	11.05
190	laser print: BR 92	11 x 17	24#	white	20.15
CHIPBOARD					
191	chipboard, plain, .030 calipre bundle	8-1/2 x 11			
192	chipboard, plain, .030 calipre bundle	8-1/2 x 14			
193	chipboard, plain, .030 calipre bundle	22-1/2 x 34-1/2			
WRAP					
194	paper: wrap, kraft or equal roll	18"w x 9"dia.	40#		15.40
195	paper: wrap, kraft or equal roll	24"w x 9"dia.	40#		17.50
196	paper: wrap, kraft or equal each	30"w x 9"dia. Roll	40#		28.00
197	paper: wrap, kraft or equal, recycled each	18"w x 9"dia. Roll	40#		15.40
198	wrap: plastic shrink, center fold each	16" width Roll	75 gauge		196.00
CARD					
199	card: 1 part, tab	16 x 3-1/4	24#		
LINEN					
200	Linen - Ivory	8 1/2 x 11	24#		23.50
201	Linen Envelope - Ivory	#10	24#		32.50
202	Writing Ivory	8 1/2 x 11	24#		
203	Ivory Envelope	#10	24#		37.25

Delivery:

All orders of paper must be delivered within 10 working days after receipt of order.

All orders totaling \$1,000.00 or more to a single West Virginia delivery point shall be F.O.B. destination.

Orders totaling less than \$1,000.00 to a single West Virginia delivery point may (at the vendor's discretion) be F.O.B. shipping point. Vendor must inform the ordering agency of the estimated freight charges for all orders on which a delivery charge shall be made.

If the vendor has a fixed delivery charge for orders less than \$1,000.00, the vendor shall indicate the amount on the pricing pages.

If the vendor will ship all orders, regardless of dollar total, they should so state on the pricing pages.

Paper Requirements

All paper is to be ream wrapped (except where noted). All fine papers are to be listed in the most current edition of "Grade Finders".

There are two envelopes on the pricing pages. The price per box of 500 envelopes should be entered in the unit price column.

Computer paper

Construction: continuous, marginally punched on both sides for high speed printer feed. Paper shall be blank, 1/2" green bar, 1/6" green bar, or three lines per inch as indicated at the time the order is placed. No up-charge will be permitted on green bar paper.

Horizontal Perforations: All sets of forms shall have horizontal perforation between sets through all parts and carbons. Horizontal perforations shall be at right angle to marginal aligning holes and fall halfway between marginal aligning holes; 12 cuts per inch vertical perforations: Paper shall be non-perforated on right and left sided unless specified for a particular item. If specified, vertical perforations are to result in clean edges when aligning strips are removed.

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Fastening: paper shall have temporary crimping or incomplete holes. Carbons, if any, shall be mechanically removable without aligning strips. Wire stitching or stapling is unacceptable.

Packaging: Paper shall be folded, with no breaks, in close-fitting cartons, with a corrugated or fiberboard pad on top and bottom. Cartons shall be labeled on one end, identifying form size, type, number of parts, and vendor name and address.

Award

The State of West Virginia reserves the right to award multiple contracts if it is deemed to be in the best interests of the State of West Virginia.

Recycled Paper

Recycled paper must meet the minimum recycled content guidelines issued by the Environmental Protection Agency (EPA). The EPA guidelines require minimums of 30% post consumer content for most uncoated printing and writing papers, and 10% for most coated paper.

NOTE: In addition to those items identified as recycled, recycled items meeting individual specifications may be bid for other items on this contract. Recycled paper shall be given a 10% preference over virgin paper.

Bids

All prices for paper are to be quoted per 1,000 sheets. If the item is a multiple page set, prices must be quoted per 1,000 sets. For example, the pricing pages may show 25; that would be 25,000 sheets.

All bids submitted must be firm for 90 days from contract award date. After the initial 90 days, Vendors will be permitted to make substantiated requests for increase at 90 day intervals, with 30-days notice. Vendor shall be required to submit a complete price list on both paper and electronic (CD or email) in an Excel format. For each price where a price change occurs (+ or -) the vendor must indicate + or – and the new price of each item. If no changes occurs, the price column shall remain unchanged, but shall reflect the same cost.

This, in effect, will limit the number of change orders to a **MAXIMUM** of four (4) per year. Prices bid are not subject to any “upcharges”. Failure to hold prices firm for each 90-day period shall be grounds to disqualify the bid or cancel any subsequent contract.

Change orders shall not be done at interim periods for price decreases. The vendors shall be expected to quote the lesser prices and invoice accordingly in

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the event that decreases occur during each of the 90-day periods. Decreases may be done at the normal 90-day timetable, but shall not be changed via change order until the next 90-day cycle.

NO ALTERNATE TERMS SHALL BE ACCEPTED.

At any time the vendor requests a price adjustment, the purchasing division may either accept the price adjustment and amend the contract accordingly, or reject the adjustment in its entirety and cancel the contract.

Vendors should indicate the brand names for all items bid. Samples may be required for any and all of the items bid. When/if samples are requested, vendors must submit samples within 10 days of the request for the bid on that item or group of items will be rejected. Vendors bidding should include mill swatch books (covering all applicable items) with their bid. Successful bidder(s) may also be required to furnish swatch books to any and all agencies upon request throughout the life of this contract.

NOTE: "PM" in the unit of measure column = per thousand

NOTE: All quantities are estimates and are not to be construed as any guarantee of any quantity.

Contract Coordinator

Vendors should complete the vendor contract coordinator information at the end of the pricing pages. If the individual who "manages" any subsequent contract is a different person, please list that information also.

Reports

Successful vendor shall be required to submit quarterly reports of all purchases against the contract. Additionally, vendor shall be required to submit an annual report that contains the total amount of purchases and the agencies which have placed orders against the contract.



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

Purchase Order

PURCHASE ORDER NO.
PAPER10C

PAGE

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER

**SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS**

INVOICE TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

VENDOR

*709003613 01 304-522-0331
 UNISOURCE WORLDWIDE INC
 550 27TH STREET
 HUNTINGTON WV 25702

SHIP TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
11/08/2010		NET 30		135369500			
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
RECEIPT TICKET FOR PURCHASE ORDER: PAPER10C							
LINE	CATNO	ITEM NUMBER	DESCRIPTION		QTY	DATE	
0001		395-50	MISCELLANEOUS PAPER-COMPUTER-TYPING				
SIGNATURE _____					DATE _____		
						TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE