



Department of Transformation and Shared Services

Governor Sarah Huckabee Sanders

Secretary Joseph Wood

Director Edward Armstrong

SP-21-0057 Bathroom Tissue and Paper Towels

Current Effective Dates: July 1, 2023 – June 30, 2024	
Potential Final Expiration Date: June 30, 2028	
Contract Administrator	Office of State Procurement Buyer: Julie Robnolt Phone: (501) 371-6070 Email: julie.robholt@arkansas.gov
Mandatory Status	Mandatory
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	4600052273
Vendor Information	
Imperial Bag & Paper Company dba American Paper & Twine Company	Brad Walker (901) 433-4604 bwalker@aptcommerce.com Jeff Holt (479) 518-8442 jholt@aptcommerce.com

CONTRACT OVERVIEW & INSTRUCTIONS

SP-21-0057 Bathroom Tissue and Paper Towels offers various different bath tissues and paper towels and is a Mandatory contract for State Departments in accordance with ACA §19-11-223 and associated Rules. Arkansas Procurement Law can be viewed by clicking the following link: [lawsRegs.pdf \(ar.gov\)](#).

- No minimum ordering requirements or thresholds.
- Quality Brands/Manufacturers: Georgia Pacific, Von Drehle, and Cascades among others.
- Manual and electronic invoicing options available.

- Customer Service availability via telephone and email on Business Days (excluding [State Holidays](#)) between 8:00 am and 5:00 pm CST with efforts made to completely resolve customer service issues within one (1) Business Day.
- Substitutions to the contracted Brand/Manufacturer must be pre-approved by OSP.
- Dispensers for Von Drehle Transcend PR470 (AASIS Item #26 in 4600052273) provided free of charge when needed.
- The Purchasing Entity must indicate their Delivery Address on each Purchase Order. Delivery is limited to one Delivery Address per Purchase Order.
- Purchasing Entities may request the Contractor to provide a minimum of 24-hours' notice prior to delivery.
- No additional charge for Inside Delivery.
 - Inside Delivery requests must be indicated on the Purchase Order submitted to the Contractor. If the Inside Delivery preference is not indicated on the Purchase Order, Normal Delivery will be provided.
 - Inside Delivery is defined as delivery to a Purchasing Entity's Delivery Address (with or without accessible dock) whereby the delivery driver breaks open the shipping container and hand truck delivers individual cartons to one or more Delivery Points (such as delivery to multiple buildings on a college campus), and/or whereby the delivery driver removes the paper cartons from the skid or performs other special delivery services that do not fall within the definition of Normal Delivery.
 - Normal Delivery is defined as delivery to a Purchasing Entity's Delivery Address (with or without an accessible dock) whereby the delivery driver offloads the truck at a single Delivery Point by use of material handling equipment.
 - "Delivery Address" means a central, physical location (not a PO Box) to which an order is delivered but does not necessarily represent a single Delivery Point.
 - "Delivery Point" means one or more rooms, buildings, offices, areas, or other locations that is functionally a part of a Delivery Address to which an order is delivered.
- Delivery to be made to the Purchasing Entity within ten (10) Business Days after the Contractor receives the Purchase Order.

PERMISSIVE USERS

- All eligible purchasers within the State of Arkansas including State agencies, educational institutions, local public procurement units, and political subdivisions are authorized to utilize the services offered under the terms of the contract.

TGS/PCS Portal	
> \$25,000 to < \$50,000	Reported
≥ \$50,000	Reviewed

AASIS INSTRUCTIONS

Contract Documents are attached to the Outline Agreement in AASIS. State Departments must reference this State Contract on all Purchase Orders issued.

AWARDED COMMODITIES AND SERVICES

Bathroom Tissue and Paper Towels

CONTRACT DOCUMENTS

Price List

Specification Sheets

Contract Information and Agency Instructions