



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Edward Armstrong

S000000153 Copy and Print Shop Paper

Current Effective Dates: September 1, 2023 – August 30, 2024	
Potential Final Expiration Date: August 30, 2029	
Contract Administrator	Office of State Procurement Tiffany Maddox Phone: 501-324-9320 Email: Tiffany.Maddox@arkansas.gov
Mandatory Status	No
Certified Minority Vendor Status	No
AASIS Outline Agreement Number	4600051497
ARBuy Master Blanket Purchase Order (MBPO) Number	P000000427
Vendor Information	
Printing Papers, Inc.	Ms. Melissa Burris 501.455.5555 melissa@printingpapersinc.com

CONTRACT OVERVIEW

S000000153 Copy and Print Shop Paper offers an assortment of copy and print shop paper products in various sizes and is a **non-mandatory** contract for State Departments.

- No minimum ordering requirements or thresholds. The \$500 minimum order requirement has been eliminated for this contract and replaced with a *contracted discounted price* (applicable to orders of \$500.00 or more) and a *contracted premium price* (applicable to orders totaling less than \$500.00). For additional information, see the *Ordering* section below.
- Customer Service availability via telephone and email on Business Days (excluding State Holidays) between 8:00 a.m. and 4:30 p.m. CT 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.

Office of State Procurement

501 Woodlane Street, Suite 220 * Little Rock, AR 72201 * 501.324.9316

- Paper packaged with moisture barrier packaging.
- Non-standard pallet sizes available for an additional charge. Standard Pallet size is 40x48.
- Paper cutting available for an additional charge.
- Press ready skids available for offset and coated paper types.
- 20% discount off MSRP for paper types not listed on the Price List.
- Skids and Truckload quantities available for many paper types.

ORDERING

- State Departments should email Purchase Orders to Printing Papers, Inc.'s customer service manager, Ms. Bell Todd at melissa@printingpapersinc.com
- The published Price List's item numbers line up directly with the AASIS line-item numbers and are incrementally priced based on the number of cartons purchased. AASIS will have up to seven (7) line items that all represent the same paper type and size with each of those line items providing the pricing applicable to the carton quantity purchased. See the line-item text in AASIS and the published Price List for the quantity breaks that are applicable to the line item and its pricing.
- Pricing listed on the published Price List is the *Discounted Price* and applies to orders of \$500.00 or more. Purchasing Entities may combine paper types on a Purchase Order if needed to reach the \$500 required to receive the Discounted Price.
 - Should the total combined cost of all paper types ordered on a purchase order, figured at the contract's Discounted Price for the paper type(s) (discounted price of the paper type multiplied by the number of cartons ordered) be below \$500 (pre-tax), the Contractor may apply the Premium Price per carton upcharge for all paper types included on a purchase order.
 - The Premium Price upcharge of \$5.00 per carton **ONLY** applies to orders made from the first quantity break (1-39 cartons) for all paper types. **Do not** add the \$5.00 Premium Price per carton upcharge to orders applicable any other quantity break or to orders of \$500.00 or more.
 - For orders under \$500.00, Purchasing Entities must add the contracted Premium Price upcharge of \$5.00 per carton to the Discounted Price on the published Price List for the paper type ordered.
 - The line item in AASIS for the \$5.00 Premium Price upcharge is line item 538.
- Purchase Orders **must** reference the AASIS Outline Agreement.

DELIVERY

- The Purchasing Entity must indicate their Delivery Address on each Purchase Order. Delivery is limited to one Delivery Address per purchase order.
- Normal Delivery service is included in the unit price. Inside Delivery service is available for an additional charge.
 - Inside Delivery requests must be included on the Purchase Order submitted to the Contractor. If the Inside Delivery is not included 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 an 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.

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 use the contract.

AASIS INSTRUCTIONS

Contract documents are attached to the Outline Agreement in AASIS. The published Price List's line-item numbers line up exactly with the AASIS line items. State Departments must reference this State Contract on all Purchase Orders issued.

AWARDED COMMODITIES AND SERVICES

An assortment of Copy and Print Shop Paper types and sizes.

CONTRACT DOCUMENTS

Outline Agreements

Price List

Contract Information and Agency Instructions Sheet