



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification

Title	:	Group 50211 – Recycled Copy Paper (Statewide) Classification Code(s): 14
Award Number	:	<u>23335-RS</u> (Replaces Award 23078-GR-RS)
Contract Period	:	February 27, 2025 – February 26, 2028
Bid Opening Date	:	October 09, 2024
Date of Issue	:	February 27, 2025 (Revised March 28, 2025)
Specification Reference	:	As Incorporated In The Invitation for Bids
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Danielle Fosmire Title : Contract Management Specialist Phone : 518-408-3265 E-mail : OGS.SM.PS.OfficeTeam@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 E-mail : customer.services@ogs.ny.gov

**Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

NOTICE:

This Contract Award Notification contains a subset of information from the IFB. The Contracts resulting from IFB 23335 have been executed by Contract Award Letter. The Contract Award Letter sets forth the order of precedence for the terms and conditions of the executed Contract. Complete Contract details including terms and conditions can be found in the IFB document dated September 26, 2024.

- Recycled Copy Paper for All Zones. This Award contains paper that is recycled and processed chlorine free.
- Items 1–4: 100% post-consumer recycled content and processed chlorine free. These Items are compliant with Executive Order No. 22.
- Items 5-8: 30% post-consumer recycled content and elemental chlorine free.

This Award has 15% MBE, 15% WBE and 0% SDVOB goal requirements.

PR # 23335

5021123335ra01

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PC70540	W.B. Mason Company, Inc. 59 Centre Street Brockton, MA 02301	800-242-5892 x8320 Sean Beazley E-mail: Sean.Beazley@wbmason.com	04-2455641 1000011030

Cash Discount, If Shown, Should be Given Special Attention.

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-Owned Business Enterprise and/or Woman-Owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS, RP, RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, which should include:

- a statement of need and associated requirements;
- a summary of the contract alternatives considered for the purchase; and
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

(continued)

PRICE:

Price shall include all customs duties and charges and be net F.O.B. destination to any point in the New York State Zone in which an Item is awarded as designated by the Authorized User including all transportation charges and inside delivery. See Section 3.1, Zones, for a breakdown of NYS Counties by Zone. See Section 6.12, *Product Delivery*, for potential special delivery requirements of Authorized Users of the Contract. No additional delivery charges will be allowed.

Prices for blanket orders, if accepted by the Contractor, will be governed by the price applicable to each scheduled shipment. For example, a blanket order for 200 cartons to be shipped 40 cartons per month will take the 40 carton price, not the 200 carton price. The Current contract pricing at the time of order submission shall be the pricing which is invoiced by the Contractor regardless of when product is delivered.

The Price List containing Not-To-Exceed prices can be found on the OGS Website at:
<https://ogs.ny.gov/award-23335>.

MINIMUM ORDER:

Orders may consist of all one size or an assortment of sizes (8-1/2" x 11", 8-1/2" x 14" and 11" x 17"). No item less than one full carton shall be ordered. Broken cartons shall not be allowed. The minimum order Contractor must accept is 10 cartons. Contractor may elect to honor orders for less than the minimum order. However, acceptance of orders for less than the minimum order is at the Contractor's option, but if accepted, must be at the contract price and no additional charges will be allowed.

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**State of New York
Office of General Services
Procurement Services
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one Contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

Contract No.: PC70540 **Contractor:** WB Mason Company, Inc

Describe Product* Provided (Include Item No., if available): _____

***Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR:

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: _____

_____(over)

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ E-mail: _____

Please detach or photocopy this form & returned to:

OGS Procurement Services
Customer Services, 38th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242
customer.services@ogs.ny.gov
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