



PMB 01231
BUREAU OF ADMINISTRATION
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL
PIERRE, SD 57501-3182
(605) 773-3405
FAX (605) 773-4840



CONTINUOUS STOCK, CONTINUOUS PRINT OUT (CPO) PAPER

NOTICE OF AWARDS

Buyer: Missy Schuetzle (007)
Phone: 605-773-4277
Fax: 605-773-4840
Email: Missy.Schuetzle@state.sd.us

Date: September 23, 2011

- 1. Contract Term:** This notice establishes contract(s) resulting from Solicitation # 25847 for a period of one (1) year, from September 1, 2011 through August 31, 2012 inclusive. The Solicitation and the vendor's response, along with the South Dakota Vendor's Manual are made part of the vendor's contract by this reference.
- 2. Extension:** The State may, at its own discretion, extend a contract for an additional two (2) months past the original contract expiration date. Further extensions may be for a period of one year. Notice shall be given by the State to the vendor at least 60 days prior to the termination of the contract, and the vendor shall agree to such extension within 30 days thereafter, before such extension period shall become effective.
- 3. Pricing:** All prices quoted in the referenced proposal are firm for the term of this contract. Price decreases are acceptable on invoice(s) presented for payment. If the open market price of a specific contract item is under the vendor's price, the State reserves the right to purchase the lower priced product.
- 4. Delivery:** The contractor shall furnish and deliver all of the awarded items of supplies, equipment, and commodities enumerated in the schedules and specifications, at the price and according to the terms and conditions, and of the kind, quality, and amounts and at the times specified in the schedules and specifications. The supplies, equipment and commodities shall be delivered to the Director of the Office of Procurement Management or to such State Department or State agency as he shall direct and such delivery shall be made without cost to the State.
- 5.** In the event of the inability or failure of the contractor to furnish and deliver any item or items enumerated in the schedules and specifications at the time and in accordance with the terms and conditions therein provided, the Director of the Office of Procurement Management may contract for or purchase such supplies, equipment, and commodities in the open market and the contractor shall make good the excess over the price named in the schedule and specifications and the cost of such supplies, equipment, and commodities in the open market provided however, that the foregoing provisions shall not apply where other penalties for any default in the performance of the conditions of this contract are provided for in the schedules and specifications.
- 6.** All orders shall be shipped F.O.B. destination. Deliveries shall be made at such time, place and in such quantities as shown on the Purchase Order. All items in common usage are to be shipped within 30 days from the date of purchase order. An additional 10 days will be allowed for back-ordered items when notification is given, in writing, to the ordering agency that the items are not available for immediate delivery.
- 7.** All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENTS OR INVOICES TO THE OFFICE OF PROCUREMENT MANAGEMENT AS IT ONLY DELAYS PAYMENT.

8. **Surety:** This contract(s) shall be in full force and effect upon the execution and delivery thereof and the furnishing and delivery by the Contractor, to the Office of Procurement Management, of a good and sufficient Surety Bond in the sum required by the above-referenced solicitation, to be approved by the Office of Procurement Management.
9. STATE AGENCIES MUST INCLUDE ITEM NUMBERS AND A BRIEF DESCRIPTION WHEN ORDERING FROM THIS CONTRACT.
10. **Unless otherwise indicated, payment for items on the contract(s) may be made with the South Dakota Purchasing Card (Citibank Master Card). State agencies may use the Purchasing Card when making purchases of \$1000.00 or less per transaction.**



Steven L. Berg, Director
Office of Procurement Management

CONTRACTORS

**Forms World Inc.
10000 Watson Road.
Suite L18
St. Louis, MO 63126**

**Contact: Lindsay Ford Sr.
Phone: 314-821-1266
Fax: 314-821-8199
E-mail: lindsayfordsr@yahoo.com**

**Vendor #12026318
Contract #16215**

Minimum Postconsumer Content Requirements:

The vendor must provide environmentally preferable paper products that meet one of the following criteria:

Green Seal certified as defined in ARSD 10:02:05:04;

Ecologo certified as defined in ARSD 10:02:05:05; or

Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines, Buy-Recycled Series, Paper Products, October 2007. The Comprehensive Guide can be viewed on OPM's website at www.state.sd.us/boa/opm under "Info for Vendor's".

Within vendor response notes, vendors shall provide the manufacturer and brand of paper they are bidding as well as if their paper is Green Seal certified, Ecologo certified or complies with the minimum requirements for recycled content as published in the US EPA Comprehensive Procurement Guidelines for Paper Products dated October 2007.

All continuous stock and continuous print out (CPO) paper bid shall function properly in all State of South Dakota copiers, fax machines, laser printers and ink jet printers without jamming.

Specifications:

Continuous marginal punched stock forms (no printing or headings).

Narrow Carbon.

Carbon to be special tab black on multiple part forms.

All white register form bond paper, unless otherwise noted in term description.

1-3 parts 15# paper for first part with 12# balance of parts, unless otherwise noted in term description.

Black, gray line ink or green screen-lined as required.

Standard marginal perforations, fastening or crimps on both sides as required.

Vendor shall guarantee forms to have no breaks within a carton. Vendor will furnish a replacement carton of forms without charge for any carton received in which there is a break.

ITEM #	DESCRIPTION	BRAND	MODEL	PRICE/ CARTON	SUPPLIER	CONTRACT #
8-1/2" X 3-1/2", 20# White, No Line, 2 Perforations						
1.	1 Part, Quantity Per Carton 5,400 per carton	KDM	R8535	\$60.00	Forms World, Inc.	#16215
8-1/2" X 11", 1/2 " Green Bar, No Perforations						
2.	1 Part Quantity Per Carton 2,700 per carton	KDM	R811GB	\$60.00	Forms World, Inc.	#16215
3.	2 Part, Carbonless, Quantity Per Carton 1,700 per carton	KDM	R8112P	\$90.00	Forms World, Inc.	#16215
4.	3 Part, Carbonless, Quantity Per Carton 1,050 per carton	KDM	R8113P	\$90.00	Forms World, Inc.	#16215
9-1/2" X 11", No Lines, 2 Perforations						
5.	1 Part, Quantity Per Carton 3,300 per carton	KDM	R181	\$60.00	Forms World, Inc.	#16215
6.	2 Part, Carbonless, Quantity Per Carton 1,700 per carton	KDM	PR892	\$90.00	Forms World, Inc.	#16215
7.	3 Part, Carbonless, Quantity Per Carton 1,200 per carton	KDM	PR893	\$90.00	Forms World, Inc.	#16215
8.	4 Part, Carbonless, Quantity Per Carton 900 per carton	KDM	PR894	\$90.00	Forms World, Inc.	#16215
9-1/2" X 11", No Lines, 2 Perforations, with oversize 3/16" pin feed holes punched adjacent to the folds						
9.	1 Part, Quantity Per Carton 2,500 per carton	KDM	9511316	\$80.00	Forms World, Inc.	#16215
10.	1 Part, Clean Peroration 20# Quantity Per Carton 2,500 per carton	KDM	9511316B	\$80.00	Forms World, Inc.	#16215
9-1/2" X 11", No Lines, 2 Perforations, 20# Bond						
11.	1 Part, Quantity Per Carton 2,400 per carton	KDM	180R	\$50.00	Forms World, Inc.	#16215
12.	1 Part, Clean Perforation 20# Quantity Per Carton 2,500 per carton	KDM	060R	\$40.00	Forms World, Inc.	#16215

12" x 8-1/2", No Lines, 2 Perforations, 20# Bond

13.	1 Part, Quantity Per Carton 3,700 per carton	KDM	1285	\$50.00	Forms World, Inc.	#16215
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12" x 8-1/2", No Lines, 2 Perforations, Designed for High Speed Laser Printers

14.	1 Part 16#, Quantity Per Carton 4,200 per carton	KDM	1285AR	\$55.00	Forms World, Inc.	#16215
15.	1 Part 18#, Quantity Per Carton 4,000 per carton	KDM	1285BR	\$55.00	Forms World, Inc.	#16215
16.	1 Part 20#, Quantity Per Carton 3,700 per carton	KDM	1285CR	\$55.00	Forms World, Inc.	#16215
17.	1 Part 20#, Laser Perforation Quantity Per Carton 3,700 per carton	KDM	1285DR	\$55.00	Forms World, Inc.	#16215
18.	1 Part 20#, Laser Perforation, 3 hole punched top and bottom. Quantity Per Carton 3,700 per carton	KDM	2226HPR	\$50.00	Forms World, Inc.	#16215

10-5/8" x 8-1/2", 1/2" Green Bar, No Perforations

19.	1 Part, Quantity Per Carton 3,500 per carton	KDM	201R	\$50.00	Forms World, Inc.	#16215
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10-5/8" x 11", 1/2" Green Bar, No Perforations

20.	1 Part, Quantity Per Carton 3,500 per carton	KDM	201RM	\$50.00	Forms World, Inc.	#16215
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14-7/8" x 8-1/2", 20#, Green Bar, No Perforations

21.	1 Part, Quantity Per Carton 2,700 per carton	KDM	240RA	\$50.00	Forms World, Inc.	#16215
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14-7/8" x 8-1/2", 1/2" Green Bar, No Perforations

22.	1 Part, Quantity Per Carton 3,500 per carton	KDM	241R	\$55.00	Forms World, Inc.	#16215
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14-7/8" X 11", No Lines, No Perforations

23.	1 Part, Quantity Per Carton 2,700 per carton	KDM	170R1	\$55.00	Forms World, Inc.	#16215
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14-7/8" x 11", 1/2" Green Bar, No Perforations

24.	1 Part, Quantity Per Carton 3,500 per carton	KDM	141R	\$55.00	Forms World, Inc.	#16215
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14-7/8" x 11", 20# Sub., No Lines, No Perforations

25.	1 Part, Quantity Per Carton 2,700 per carton	KDM	170R2	\$55.00	Forms World, Inc.	#16215
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