



**State of New Mexico  
General Services Department  
Purchasing Division**

**Statewide Price Agreement Amendment**

**Awarded Vendor:**  
**0000148617**  
**Charles L. Hawkins**  
**Db a Mountaintop Office Supply**  
**PO Box 92211**  
**Albuquerque NM 87199-9998**  
  
**Email:** customerservice@mtopos.com  
**Telephone No.** (505) 545-4044

**Number:** 10-00000-21-00082

**Amendment No.:** One

**Term:** March 18, 2021 – March 17, 2022

**Ship To:**  
**All State of New Mexico agencies, commissions,**  
**institutions, political subdivisions and local**  
**public bodies allowed by law.**

**Procurement Specialist:** Yulastuti Wulandari

**Telephone No.:** (505) 469-2248

**Email:** Yulastuti.Wulandari@state.nm.us

**Invoice:**  
**As requested at time of order**

**Title: Office Supplies, Paper, and Sustainable Paper**

**This amendment is to be attached to the respective Price Agreement and become a part thereof.**

**This amendment is issued to correct vendor information for Mountaintop Office Supply, LLC (AB):**

**0000148617**  
**Charles L. Hawkins**  
**Db a Mountaintop Office Supply, LLC**  
**PO Box 92211**  
**Albuquerque NM 87199-9998**

**Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.**

**Accepted for the State of New Mexico**

*Valerie Paulk*

**Date:** 3/23/2021

**Mark Hayden, New Mexico State Purchasing Agent**

x This Agreement was signed on behalf of the State Purchasing Agent

**Purchasing Division: 1100 St. Francis Drive, Room 2016, Santa Fe, 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472**

*MM*



## State of New Mexico General Services Department

### Statewide Price Agreement

**Awarded Vendor:**  
**7 Vendors, See Pages 6 & 7**

Price Agreement Number: **10-00000-21-00082**

Payment Terms: **See Pages 6 & 7**

F.O.B.: **Destination**

Delivery: **See Page 6 & 7**

**Ship To:**  
**All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.**

Procurement Specialist: **Yulastuti Wulandari**

Telephone No.: **505-469-2248**

Email: **Yulastuti.Wulandari@state.nm.us**

**Invoice:**  
**As requested at time of order**

**Title: Office Supplies, Paper and Sustainable Paper**

**Term: March 18, 2021 – March 17, 2022**

**This Statewide Price Agreement is made subject to the “terms and conditions” as indicated on subsequent pages.**

**Accepted for the State of New Mexico**

*Valerie Paulk*

Date: 3/17/2021

Mark Hayden, New Mexico State Purchasing Agent

× **This Agreement was signed on behalf of the State Purchasing Agent**

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**Terms and Conditions**

(Unless otherwise specified)

1. **General:** When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.
2. **Variation in Quantity:** No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.
3. **Assignment:**
  - a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
  - b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.
4. **State Furnished Property:** State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.
5. **Discounts:** Prompt payment discounts will not be considered in computing the low bid.
6. **Inspection:** Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.
7. **Inspection of Plant:** The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.
8. **Commercial Warranty:** The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**
9. **Taxes:** The unit price shall exclude all state taxes.
10. **Packing, Shipping and Invoicing:**
  - a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
  - b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
  - c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.
11. **Default:** The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by

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the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

12. **Non-Collusion:** In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.

13. **Nondiscrimination:** Vendor doing business with the State of New Mexico must be in compliance with the Federal Civil Rights Act of 1964 and Title VII of the Act (Rev. 1979) and the Americans with Disabilities Act of 1990 (Public Law 101-336).

14. **The Procurement Code:** Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

15. **Items:** All bid items are to be NEW and of most current production, unless otherwise specified.

16. **Payment for Purchases:** Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

17. **Workers' Compensation:** The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

18. **Submission of Bid:** Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. **Contractor Personnel:** Personnel proposed in the Contractor's written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor's personnel at any time.

20. **Subcontracting:** The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

21. **Records and Audit:** The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement's term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. **Subcontracts:** The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.

### New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing

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this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: <https://bewellnm.com>.

D. For purposes of this Paragraph, the following terms have the following meanings:

- (1) "New Mexico Employee" means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee's work for Contractor within the State of New Mexico, regardless of the location of Contractor's office or offices; and
- (2) "offer" means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as *Insure New Mexico!*

## Statewide Price Agreement

### Article I – Statement of Work

Under the terms and conditions of this Price Agreement all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be as listed under Article IX - Price Schedule. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by the New Mexico State Purchasing Agent, his/her designee or the user that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order.

### Article II – Term

The term of this Price Agreement, for issuance of orders, shall be as indicated in the specifications.

### Article III – Specifications

Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX-Price Schedule. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

### Article IV – Shipping and Billing Instructions

Contractor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Contractor during the term; The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

### Article V – Termination

The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30)

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days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

**Article VI – Amendment**

This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided in the bid and price agreement specifications.

**Article VII – Indemnity Clause**

Contractor shall indemnify and hold harmless the State, its officers and employees, against liability, claims, damages, losses or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from Contractor's, and/or its employees, own negligent act or omission while Contractor, and/or its employees, perform or fails to perform its obligations and duties under the Terms and Conditions of this agreement. This save harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., N.M.S.A. 1978 comp. and Section 57-7-1 N.M.S.A. 1878 comp. and any amendments thereto.

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a suit(s) for wrongful death(s), bodily and/ or personal injury(s) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement.

Vendor shall provide all insurance necessary to employees on the work site, including but not limited to Worker's Compensation.

**Article VIII – Issuance or Orders**

Only written signed orders are valid under this Price Agreement.

**Article IX – Packing (if applicable)**

Packing shall be in conformance with standard commercial practices.

**Article X – Price Schedule**

Prices as listed in the price schedule hereto attached are firm.



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**Awarded Vendors:**

**(AA) 0000112789**

Clampitt Paper New Mexico  
7802 Tiburon St. NE  
Albuquerque, NM 87109  
505-872-2538  
[lbobelu@clampitt.com](mailto:lbobelu@clampitt.com)  
[cmonte@clampitt.com](mailto:cmonte@clampitt.com)

**Payment Terms:** Net 30  
**Delivery:** As Requested

**(AB)**

Mountain Top Office Supply LLC  
162 4 Cornell Drive NE  
Albuquerque, NM 87106  
505-545-4044  
[customerservice@mtopos.com](mailto:customerservice@mtopos.com)

**Payment Terms:** Net 30  
**Delivery:** Delivered to destination without charge to all zones

**(AC) 0000148519**

New Mexico Office Supply  
1021 Carlisle Boulevard SE  
Albuquerque, NM 87106  
505-816-7224  
[Admin@rapidsupply.net](mailto:Admin@rapidsupply.net)

**Payment Terms:** Net 30  
**Delivery:** 24-48 hours (May be considered in award). The vast majority of orders will be made by employees of NM Office Supply. In-stock orders will be filled the next day. In the few areas NM Office Supply does not make deliveries, delivery will be made using local courier services when available a national package delivery services when a local services is not available. Shipped packages of in-stock items will within 2 days. NM Office Supply endeavors to use the most environmentally efficient delivery methods. By partnering with local couriers, we are able to combine our deliveries with others. We also have certified clean idle trucks.

**(AD) 0000016228**

Sandia Office Supply, Inc.  
5801 Office Blvd NE  
Albuquerque, NM 87109  
505-341-4900  
[todd@sosnm.com](mailto:todd@sosnm.com)  
[info@sosnm.com](mailto:info@sosnm.com)

**Payment Terms:** Net 30  
**Delivery:** FOB Destination for all five zones

**(AE) 0000043814**

Sandia Paper Co., Inc.  
8615 Alameda Park Dr. NE  
Albuquerque, NM 87113  
505-884-0900  
[cs@sandiapaper.com](mailto:cs@sandiapaper.com)

**Payment Terms:** Net 30  
**Delivery:** 1-5 days, As Requested

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**Awarded Vendors Continued:**

**(AF) 0000045531**

Staples Contract & Commercial LLC  
PO Box 660409  
Dallas, TX 75266-0409  
Nicole Ortiz: (505) 400-6580  
Customer service team: (800) 574-7477  
[Nicole.Ortiz@Staples.com](mailto:Nicole.Ortiz@Staples.com)  
[support\\_ct@staples.com](mailto:support_ct@staples.com)

**Payment Terms:** Net 30 Days

**Delivery:** Next-Business-Day (for in-stock items) FOB Destination. The cut-off time for next-business-day deliveries is 4:00 pm local time. We strive to fulfill 99% of the items of the State of New Mexico's essential office supply list on the next business day.

**(AG) 0000053028**

Workspace Dynamics  
4711 Lomas Blvd. NE  
Albuquerque, NM 87110  
505-254-2000  
[lcarlson@wsdnm.com](mailto:lcarlson@wsdnm.com)

**Payment Terms:** Net 30

**Delivery:** 4711 Lomas Blvd. NE, Albuquerque NM 87110



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**Specifications:**

The State of New Mexico would like to establish a Statewide Price Agreement for Office Supplies, Paper and Sustainable Paper. This Price Agreement may be utilized by all New Mexico state agencies, commissions, political subdivisions and local public bodies allowed by law. The State is seeking bids from qualified bidders to provide Office Supplies, Paper and Recycled Paper, subject to the requirements listed below under "Minimum Requirements".

The scope of the procurement for the following key product groups:

- **Office Supplies** - Office Supplies and related products
- **Regular Paper** – Ream, Carton and Pallet Quantities for Copier, Multipurpose, 3 Holed-punch, Specialty.
- **Recycled Paper** – Ream, Carton and Pallet Quantities for Copier and 3 Holed-punch.

**Note:** For Bidders who do not supply products for all product groups within the scope of this procurement, bids shall be submitted for only the product group(s) that can be supplied.

**Term:**

The term of this Price Agreement shall be for one (1) year from date of award with the option to extend for a period of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This Price Agreement shall not exceed four (4) years.

**Multiple Awards:**

Pursuant to the Procurement Code, Sections 13-1-153 and 13-1-154, the State reserves the right to issue multiple awards to obtain the items listed. Multiple awards are recommended to ensure availability and timely delivery.

**Definitions:**

**"Generic Name"** means proprietary "generic", store brand, in stock items.

**"List Price"** means regular prices that appear on shelf signs or stickers.

**"Percentage Discount"** means a set discount, not a variable discount, i.e. set discount of 12% rather than 10-15% variable discount.

**"Published Retail Catalog Price"** means the same as List Price.

**"Recycled Paper"** means minimum 30% post-consumer recycled content.

**"Special Order"** means items ordered one-time by customers not normally in stock

**Tax Note:**

Price shall not include state gross receipts tax or local option tax. Such tax or taxes shall be added at time of invoicing at current rate, and shown as a separate item to be paid by User Agency.

**Payment Provisions:**

Within fifteen (15) days after the date the User Agency receives written notice from the Contractor that payment is requested for services, construction or items of tangible personal property delivered on site and received, the User Agency shall issue a written certification of complete or partial acceptance or rejection of the services, construction, or items of tangible personal property. If the User Agency finds that the services, construction, or items of tangible personal property are not acceptable, it shall, within thirty (30) days after the date of receipt of written notice from the Contractor that payment is requested, provide to the Contractor, a letter of exception explaining the defect or objection to the services, construction, or delivered tangible personal property along with the details of how the Contractor may proceed to provide remedial action.

Upon certification by the User Agency that the delivered tangible personal property have been received and accepted, payment shall be tendered to the Contractor within thirty (30) days after the date of certification. If payment is made by

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mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth (30<sup>th</sup>) day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of one and one half percent (1-1/2%) per month. For purchases funded by state or federal grants to local public bodies, if the local public body has not received the funds from the federal or state funding agency, but has already certified that the items of tangible personal property have been received and accepted, payments shall be tendered to the Contractor within five (5) working days of receipt of funds from that funding agency.

Final payment shall be made within thirty (30) days after the work has been approved and accepted by the User Agency.

**Escalation Clause:**

In the event of a decrease in discount, a request will be reviewed by State Purchasing Division (SPD) on an individual basis. This measure is not intended to allow any increase in profit margin, only to compensate for an actual cost increase.

The State Purchasing Division will not accept, or agree, to any decrease request in percentage discount, greater than five percent (5%) per year. If a requested decrease of the percentage discount is greater than the maximum allowed by the Agency, as stated previously, the Agency will consider that the amount of escalation is 0%.

Effective Dates for the decrease in discount will not be any sooner than fifteen (15) days from the date the written request is received and approved by SPD. Awarded Vendor may be required to provide the following information:

1. Contract Item Number
2. Current Item Price
3. Proposed New Price
4. Percentage of Increase
5. Mill/Supplier Notification of price increase indicating percentage of increase including reason for increase.

Vendor must also supply a Letter from Manufacturer addressed to the vendor. The letter must state that they are increasing the price from the factory to the vendor, as well as reason for increase. Requests for increase due to labor do not apply and will not be approved.

**Order Placement:**

Each agency and/or institution will place their own orders; and invoicing and payments are to be handled by each agency/institution. Agencies and/or institutions shall provide awarded vendors with name(s) of contact personnel authorized to act as representative of their agencies, for this Price Agreement.

Local governments utilizing this Price Agreement must confirm pricing and availability from vendor prior to ordering.

The State does not guarantee any quantities will be purchased in a fiscal year.

**Minimum Requirements:**

The Minimum Requirements apply to both product groups. Additional requirements specific to each product group are identified below.

**General Requirements****1.1. Geographic Coverage**

Although the State prefers that Bidders supply products to the entire state, we are willing to allow Bidders the option to make bids for one (1) or more purchasing zones within the state. A Purchasing Zone Map of New Mexico is provided within the bid packet (Appendix A) for your reference. All bids will be evaluated and compared against other bids received for the corresponding product group for the same zone. Bidders must provide at least 80% of each group being

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submitted within the zones during normal business hours (8:00 a.m. – 5:00 p.m. Mountain Time), keeping in mind the State may, at its sole discretion, reject any bids for a product group that do not cover at least 80% of each product group being submitted by a Bidder.

**Bidder shall indicate below which zone(s) they are able to effectively service.**

\_\_\_\_\_ Zone 1    \_\_\_\_\_ Zone 2    \_\_\_\_\_ Zone 3    \_\_\_\_\_ Zone 4    \_\_\_\_\_ Zone 5

**1.2. Percentage Discount**

The Percentage Discount is a discount off the normal retail price. The Bidder's Percentage Discount must be entered in the column labeled "Percentage Discount" and is a set discount, not a variable discount for the quantify and item listed. This column will be used for evaluations. As stated above, Percentage Discount at a set discount, not a variable discount, i.e. set discount of 12% rather than 10-15% variable discount. **If Bidder provides a variable discount, the bid will be deemed non-responsive.**

**1.3. Shipping and Delivery**

Contractor has the right to decline orders less than \$25.00. Upon approval by the User Agency at time of order, Contractor may apply additional charges on rushed orders and added at time of invoicing as a separate line item. Bid shall not include freight/shipping costs. Such costs shall be prepaid by the vendor, added at time of invoicing, and shown as a separate line item to be paid by user. Using agency shall only pay exact courier cost, without a markup.

**1.4. Additional Costs**

The Contractor will not invoice the Ordering Agency for any additional costs or service fees during the term of this agreement (except as otherwise allowed in this ITB.)

**1.5. Correcting Errors – Returns**

There will be no return fees for inaccuracies or other errors on the part of the contractor.

**1.6. Special Educational or Promotional Discounts**

The Contractor shall extend special educational promotional sale process or discounts immediately to the State during the term of this contract. Such notice shall also advise the duration of the specific sale or discount price. Such notice shall be sent directly to the User Agency contacts and also be placed on the Online Catalog, see Service Level Requirements 5.1.

**1.7. Point of Sale Price Comparison**

At the time of any purchase by a User Agency, the Contractor must compare the State's Percentage Discount to Contract price for any items listed within the Office Supplies, Paper, and Recycled Paper to all publicly available pricing they offer through retail channels (public websites, etc.) If Contractor determines that a lower publicly available price exists for a specific item (including, but not limited to: special promotions, close-outs, loss leaders etc.) they must offer the User Agency that lower price.

**1.8. Environmentally Preferable Purchasing**

User Agency shall ensure that delivered paper products has a visible Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI), or Green Seal at the lowest packaging level.

**Service Requirements**

**1.9. Fill Rate Guarantee**

The selected contractor(s) are required to maintain a 95.0% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order).

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**1.10. New Mexico Catalog**

At no extra charge, New Mexico's Office Supplies, Paper, and Recycled Paper (and its revisions) are to be printed, warehoused, and distributed by the Contractor to the State and its agencies, institutions and public bodies. Mid-cycle inserts may be required to notify end-users of product additions or deletions. Detailed policies, procedures, and instructions for order placement should also be included.

**1.11. Delivery Times**

At no extra charge, the Contractor must have the ability to deliver orders within 24 hours to User Agency in Santa Fe and Albuquerque (for orders placed by 4:00 pm), if they make offers that cover Zones 2 and/or 3.

In all other zones orders must be delivered within 24-48 hours. Additionally, paper ordered by the carton or ream shall be delivered in at most three days in all awarded Zones.

Additionally, by submitting a bid, Bidders agree to comply with the delivery requirements specified in this bid in all zones Bidder bids on.

**1.12. Delivery Location**

At no extra charge, the Contractor or assignee shall make delivery of each order to an inside location (e.g. warehouse, department, etc.) as directed by Purchase Order, Direct Order, P-Card Order, Fax or Phone Order, as required by the ordering customer. Contractor shall comply with parking and delivery regulations (times, locations, permits, etc.) required by the ordering customer.

**1.13. Delivery/Returns**

All products delivered in poor condition, or not ordered may, at the discretion of the Authorized Purchaser, be returned to the Contractor at the Contractor's expense within 30 days. Credit for returned goods must be made immediately.

**1.14. Test Samples as Requested and Reasonable**

At no extra charge, when requested, contractor shall supply sample products in sufficient quantities for testing purposes. Samples should be provided within 5 working days when requested by User Agency.

**1.15. Administrative Fees and Reporting**

All contracts and Purchase Orders arising out of this agreement shall be deemed to include an Administrative Fee assessment at the rate of one percent (1.00 %) for the gross total sales and other revenues (including commissions and fees charged). This assessment shall apply to all New Mexico State Agencies and local public bodies. "Gross total sales" means any invoiced amount less any applicable state and local taxes.

For reporting purposes: list payments received for the issued invoice during the applicable quarter by state agency, local public body and invoice number. The Quarters are as follows.

<b>Quarter:</b>	<b>Period End:</b>	<b>Report Due:</b>
First	September 30	October 31
Second	December 31	January 31
Third	March 31	April 30
Fourth	June 30	July 31

At no extra charge, Contractor must provide quarterly reports of spending by New Mexico agency/institution by individual item purchased.

Even if contractor experiences zero sales during the quarter, a report is still required. This will also apply if the contract starts partial within a Quarter. Reports and Administrative Fee shall be due no later than thirty (30) days following the end of the quarter. Only submit one payment and one report for each quarter, do not combine payments or reports.

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Payment shall be made by check payable to the "State Purchasing Division." The Price Agreement number **10-00000-21-00082** must be included on all payments and Quarterly Sales Reports.

Remit Checks to:

State Purchasing Division  
1100 St. Francis Drive, Room 2016  
PO Box 6850  
Santa Fe, NM 87505  
**Attn: Compliance Officer**

Sample Reports can be found at:

<http://www.generalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#Vendors>

Email completed reports to: [GSD.QuarterlyUsageR@state.nm.us](mailto:GSD.QuarterlyUsageR@state.nm.us)

For questions regarding the Administrative Fees and Quarterly Sales Reports contact the Compliance Officer at (505) 469-2679 or (505) 795-4512.

## **2. Product Requirements – Office Supplies**

### **2.1. Acceptable Brands & Products**

The State is willing to consider product lines listed within the Bidders Catalog, with the exception to the restricted items listed in 3.3 Restrictions.

### **2.2. Recycled Content**

Contractor must provide instructions to identify in its full-line product catalog which of the products from its office supplies are made from recycled materials.

### **2.3. Restrictions**

Restrictions include computers, PCs, laptops, tablets, monitors, scanners, copiers, multi-function printers, or any other electronics offered under other price agreements. If awarded contractor is selling any restricted items, its contract will be terminated immediately.

## **3. Product Requirements – Recycled Paper**

### **3.1. Material**

The recycled paper shall be offered with 30% and 100% post-consumer recycled content.

### **Performance**

- The paper shall have a reliability rate of 99.98% (no more than one jam per 5000 sheets) when performing single-sided operations.
- The paper shall have a reliability rate of 99.93% (no more than three jams per 4000 sheets) when performing double-sided operations.

### **3.2. Quality and Appearance**

- Upon visual inspection, the paper shall lie flat when removed from packaging.
- The paper shall be free from defects that will affect appearance or printability.

### **3.3. Environmentally Preferable Purchasing (EPP)**

The product shall comply with one of the following:

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- Forest Stewardship Council (FSC) Chain of Custody certification:  
<https://us.fsc.org/en-us/certification/chain-of-custody-certification>
- Sustainable Forest Initiative (SFI) Chain of Custody certification:  
<https://sfidatabase.org/search/search-coc>
- Green Seal certification:  
<https://www.greenseal.org/certification>

**Contractor to identify the Sustainability Certification for each Recycled Paper on the Items Page.**

#### **4. Service Level Requirements**

##### **4.1. Online Catalog and Ordering Capability**

The New Mexico's Office Supplies, Paper, and Recycled Paper (and its revisions) shall be available online at the time of Contract execution. Contractors full-line catalog, complete with New Mexico pricing for each listed product group under contract shall also be available online and will be kept consistent with the Percentage Discount listed in the awarded contract. Changes to the Online Catalog can occur once a year to coincide with the contract renewal. Additionally the State intends to make online ordering capability available to all its Users. The only exception to changes to the Online Catalog is when Contractor extends Special Educational Sale or Promotional Discounts, see General Requirements 1.7.

Online orders placed by 4:00 p.m. must be delivered within 24-48 hours in awarded Zones. Contractor will also be responsible for making available a customer service representative/technical support person to handle online orders and mitigate any order-related or technical issues.

##### **4.2. Customer Service**

The Contractor(s) should provide each designated User Agency a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative must be available during Contractor's operating hours. All service representatives must have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, State-wide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number preferred).

Both User Agency and the Contractor(s) will commit to quarterly reviews of internal customer satisfaction and will make consistent efforts to improve customer satisfaction.

##### **4.3. Product Availability**

Contractors must agree that there will be no cancellation of products on the list of Office Supplies, Paper, and Recycled Paper List without an equal and acceptable replacement approved by the designated State of New Mexico representative during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the Procurement Officer in writing within five (5) business days. In such instances, Contractors shall work with the Procurement Officer(s) to identify and implement alternative options that shall maintain or reduce costs associated with the replacements. Contractors will be prepared to offer detailed quarterly reports (in addition to the Quarterly reports required in Service Requirements 2.7 if requested by the State, displaying removed SKUs off of contract list and suggested replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to substitution, including replacement part number, description, list price, applicable discount (which should be the same or be greater than the discontinued items), and final price.



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**4.4. Quality Assurance Guarantees**

The Contractor(s) shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturer warranty. The terms of this contract will supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or immediately replace without charge (including freight both ways) to User Agency any product or part thereof, which proves to be defective or fails within the warranty period as specified.

**4.5. Payment Terms**

Standard payment terms for User Agency are net 30 days from acceptance. No payments will be made for products that do not meet agreed upon pricing, quality, or other requirements to be specified in the contract.

**4.6. Account Management**

Users Agencies may require periodic usage and quality reports. These reports should include, but not be limited to, the following metrics: fill rates, delivery results, State of New Mexico contract number, usage by division and location, and savings summaries. Separately, Contractor may be asked to provide a quarterly report of sustainable products purchased by each agency and by product group (i.e. janitorial supplies, paper, other products).

**4.7. Sustainable Buying Guide**

Contractor shall provide guidance to agencies on how to locate and identify “Sustainable products and/or eco-friendly” on Contractor’s webpage and/or catalog.

**Bidders Instructions:**

Bidders must provide their discounts for the items listed on the Office Supplies, Paper, and Recycled Paper worksheets. If not providing a discount, bidder to indicate “Not Applicable” or “No Bid” in spaces provided. Leaving the spaces blank will be interpreted as “no bidding” the items and the bidder will be excluded from providing the items for State Purchase.

**Percentage must be applied through the term of the awarded contract(s). Periodic audits will be conducted. Any awarded vendor not complying with percentage off as awarded will be in breach of the contract terms and conditions and contract will be immediately terminated.**

**\*\* End of Specifications \*\***

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**REGULAR PAPER**

**Vendors (AA) thru (AG) awarded ALL ZONES**  
**Percentage Discounts listed below are for All Zones**

Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
1	RM	Colored Paper Pastels 8.5X11, 500 sheets/RM; Various Colors: Gold, Lilac, Blue, Green, Canary	43%	72%	60%	78%	62%	60%	79%
2	RM	Copy Paper 8.5X11" 20lb, 92 Brightness, White, 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
3	RM	Copy Paper 8.5X14" 20lb, 92 Brightness, White, 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
4	RM	Copy Paper 11X17" 20lb, 92 Brightness, White, 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
5	RM	3-Hole Punched Paper 8.5X11", 20lb, 92 Brightness, White, 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
6	RM	Multipurpose Paper 8.5X11" 20lb, 96 Brightness, White 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
7	RM	Multipurpose Paper 8.5X14" 20lb, 96 Brightness, White 500 sheets/RM	43%	72%		78%	55%	60%	79%
8	RM	Multipurpose Paper 11X17" 20lb, 96 Brightness, White 500 sheets/RM	43%	72%	60%	78%	55%	60%	79%
9	RM	Multipurpose Paper 8.5X11" 20lb, 98 Brightness, White 500 sheets/RM	43%	72%		78%	55%	60%	79%

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
10	RM	Multipurpose Paper 8.5X14" 20lb, 98 Brightness, White 500 sheets/RM	43%	72%		78%	55%	60%	79%
11	RM	Multipurpose Paper 11X17" 20lb, 98 Brightness, White 500 sheets/RM	43%	72%		78%	55%	60%	79%
12	CT	Copy Paper 8.5X11" 20lb, 92 Brightness, White, 5000/Cartron	58%	72%	60%	78%	60%	60%	79%
13	CT	Copy Paper 8.5X14" 20lb, 92 Brightness, White, 5000/Cartron	58%	72%	60%	78%	60%	60%	79%
14	CT	Copy Paper 11X17" 20lb, 92 Brightness, White, 5000/Cartron	58%	72%	60%	78%	60%	60%	79%
15	CT	3-Hole Punched Paper 8.5X11", 20lb, 92 Brightness, White, 5000/Cartron	30%	72%	60%	78%	60%	60%	79%
16	CT	Multipurpose Paper 8.5X11" 20lb, 96 Brightness, White 5000/Cartron	58%	72%	60%	78%	62%	60%	79%
17	CT	Multipurpose Paper 8.5X14" 20lb, 96 Brightness, White 5000/Cartron	58%	72%		78%	60%	60%	79%
18	CT	Multipurpose Paper 11X17" 20lb, 96 Brightness, White 5000/Cartron	48%	72%	60%	78%	60%	60%	79%

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
19	CT	Multipurpose Paper 8.5X11" 20lb, 98 Brightness, White 5000/Carton	56%	72%		78%	60%	60%	79%
20	CT	Multipurpose Paper 8.5X14" 20lb, 98 Brightness, White 5000/Carton	56%	72%		78%	60%	60%	79%
21	CT	Multipurpose Paper 11X17" 20lb, 98 Brightness, White 5000/Carton	56%	72%		78%	60%	60%	79%
22	PL	Copy Paper 8.5X11" 20lb, 92 Brightness, White, 200,000/sheets - Pallet	65%	72%	60%	78%	66%		79%
23	PL	Copy Paper 8.5X14" 20lb, 92 Brightness, White, 150,000/sheets - Pallet	65%	72%	60%	78%	66%		79%
24	PL	Copy Paper 11X17" 20lb, 92 Brightness, White, 100,000/sheets - Pallet	48%	72%	60%	78%	66%		79%
25	PL	3-Hole Punched Paper 8.5X11", 20lb, 92 Brightness, White, 200,000/sheets - Pallet	33%	72%	60%	78%	66%		79%
26	PL	Multipurpose Paper 8.5X11" 20lb, 96 Brightness, White 200,000/sheets – Pallet	65%	72%	60%	78%	70%		79%
27	PL	Multipurpose Paper 8.5X14" 20lb, 96 Brightness, White 150,000/sheets – Pallet	65%	72%		78%	64%		79%

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
28	PL	Multipurpose Paper 11X17" 20lb, 96 Brightness, White 100,000/sheets – Pallet	63%	72%	60%	78%	64%		79%
29	PL	Multipurpose Paper 8.5X11" 20lb, 98 Brightness, White 200,000/sheets – Pallet	62%	72%		78%	64%		79%
30	PL	Multipurpose Paper 8.5X14" 20lb, 98 Brightness, White 150,000/sheets – Pallet	62%	72%		78%	64%		79%
31	PL	Multipurpose Paper 11X17" 20lb, 98 Brightness, White 100,000/sheets – Pallet	60%	72%		78%	64%		79%

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**RECYCLED PAPER**  
**Vendors (AA) thru (AG) awarded ALL ZONES**  
**Percentage Discounts listed below are for All Zones**

Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
1	RM	Copy Paper 8.5X11” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 500 sheets/RM		72%	60%	78%	52%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
2	RM	Copy Paper 8.5X14” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 500 sheets/RM		72%	60%	78%	52%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
3	RM	Copy Paper 11X17” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 500 sheets/RM		72%	60%	78%	52%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI	SFI	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
4	RM	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 30% Post-Consumer Recycled, 500 sheets/RM		72%	60%	78%	52%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED



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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
5	RM	Copy Paper 8.5X11” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 500 sheets/RM		72%	60%	78%	51%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
6	RM	Copy Paper 8.5X14” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 500 sheets/RM		72%		78%	51%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
7	RM	Copy Paper 11X17” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 500 sheets/RM		72%		78%	51%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
8	RM	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 100% Post-Consumer Recycled, 500 sheets/RM		72%		78%	51%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
9	CT	Copy Paper 8.5X11” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 5000/Carton	52%	72%	60%	78%	57%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
10	CT	Copy Paper 8.5X14” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 5000/Carton	52%	72%	60%	78%	57%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
11	CT	Copy Paper 11X17” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 5000/Carton	50%	72%	60%	78%	57%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	SFI	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
12	CT	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 30% Post-Consumer Recycled, 5000/Carton	50%	72%	60%	78%	57%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
13	CT	Copy Paper 8.5X11” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 5000/Carton	52%	72%	60%	78%	56%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
14	CT	Copy Paper 8.5X14” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 5000/Carton	52%	72%		78%	56%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
15	CT	Copy Paper 11X17” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 5000/Carton	50%	72%		78%	56%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED
16	CT	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 100% Post-Consumer Recycled, 5000/Carton		72%		78%	56%	60%	76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance	FSC	MR1 & LEED

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
17	PL	Copy Paper 8.5X11” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 200,000/sheets - Pallet	54%	72%	60%	78%	61%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
18	PL	Copy Paper 8.5X14” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 150,000/sheets - Pallet	54%	72%	60%	78%	61%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
19	PL	Copy Paper 11X17” 20lb, 92 Brightness, 30% Post-Consumer Recycled, White 100,000/sheets - Pallet	52%	72%	60%	78%	61%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	SFI	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
20	PL	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 30% Post-Consumer Recycled, 200,000/sheets - Pallet	52%	72%	60%	78%	61%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED

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Item	Approx. Qty.	Article and Description	Percentage Discount						
			(AA)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
21	PL	Copy Paper 8.5X11” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 200,000/sheets – Pallet	54%	72%	60%	78%	60%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI	FSC	FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
22	PL	Copy Paper 8.5X14” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 150,000/sheets – Pallet	54%	72%		78%	60%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
23	PL	Copy Paper 11X17” 20lb, 92 Brightness, 100% Post-Consumer Recycled, White 100,000/sheets – Pallet	52%	72%		78%	60%		76%
		Sustainability Certification (FSC, SFI, Green Seal)	FSC	FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED
24	PL	3-Hole Punched Paper 8.5X11”, 20lb, 92 Brightness, White, 100% Post-Consumer Recycled, 200,000/sheets - Pallet		72%		78%	60%		76%
		Sustainability Certification (FSC, SFI, Green Seal)		FSC, SFI		FSC and SFI	Ecologo, SFI, FSC, Rainforest Alliance		MR1 & LEED

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**OFFICE SUPPLIES**

**Vendors (AA) thru (AG) awarded ALL ZONES**  
**Percentage Discounts listed below are for All Zones**

Item	Article and Description	Percentage Discount					
1	Albums & Frames	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>40%</b>	<b>40%</b>	<b>41%</b>	<b>38%</b>	<b>40%</b>	<b>40.74%</b>
	<b>Generic Name Percentage Discount</b>	<b>46%</b>	<b>65%</b>	<b>54%</b>	<b>42%</b>	<b>50%</b>	<b>43.53%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>45%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
2	Breakroom Supplies	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>40%</b>	<b>35%</b>	<b>41%</b>	<b>38%</b>	<b>40%</b>	<b>46.91%</b>
	<b>Generic Name Percentage Discount</b>	<b>46%</b>	<b>45%</b>	<b>49%</b>	<b>42%</b>	<b>45%</b>	<b>49.41%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>45%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
3	Business Bags & Cases	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>40%</b>	<b>65%</b>	<b>41%</b>	<b>38%</b>	<b>40%</b>	<b>29.63%</b>
	<b>Generic Name Percentage Discount</b>	<b>46%</b>	<b>75%</b>	<b>50%</b>	<b>42%</b>	<b>45%</b>	<b>32.94%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>75%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
4	Business Books & Records	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>48%</b>	<b>40%</b>	<b>56%</b>	<b>44%</b>	<b>65%</b>	<b>45.68%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>60%</b>	<b>74%</b>	<b>50%</b>	<b>75%</b>	<b>48.24%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>65%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
5	Computer Accessories, including, but not limited to: CDR, CD Sleeves, Flash Drives, Headset Systems, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>35%</b>	<b>25%</b>	<b>41%</b>	<b>30%</b>	<b>40%</b>	<b>23.46%</b>
	<b>Generic Name Percentage Discount</b>	<b>40%</b>	<b>52%</b>	<b>43%</b>	<b>36%</b>	<b>45%</b>	<b>27.10%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>30%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
6	Desk Accessories	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>52%</b>	<b>35%</b>	<b>65%</b>	<b>44%</b>	<b>65%</b>	<b>39.51%</b>
	<b>Generic Name Percentage Discount</b>	<b>55%</b>	<b>45%</b>	<b>76%</b>	<b>50%</b>	<b>75%</b>	<b>42.35%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>60%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
7	Drafting & Engineering Supplies	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>52%</b>	<b>55%</b>	<b>65%</b>	<b>35%</b>	<b>40%</b>	<b>45.68%</b>
	<b>Generic Name Percentage Discount</b>	<b>50%</b>	<b>70%</b>	<b>76%</b>	<b>50%</b>	<b>55%</b>	<b>48.23%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>60%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
8	Filing Supplies, including, but not limited to: filing boxes, binders, dividers, file folders, hanging files, labels, tabs, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>52%</b>	<b>30%</b>	<b>65%</b>	<b>44%</b>	<b>65%</b>	<b>49.38%</b>
	<b>Generic Name Percentage Discount</b>	<b>55%</b>	<b>45%</b>	<b>76%</b>	<b>50%</b>	<b>75%</b>	<b>51.76%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>



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Item	Article and Description	Percentage Discount					
9	First Aid, including kits	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>38%</b>	<b>62%</b>	<b>41%</b>	<b>35%</b>	<b>40%</b>	<b>37.04%</b>
	<b>Generic Name Percentage Discount</b>	<b>55%</b>	<b>67%</b>	<b>65%</b>	<b>50%</b>	<b>45%</b>	<b>40.00%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>65%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
10	Janitorial Supplies	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>36%</b>	<b>30%</b>	<b>41%</b>	<b>35%</b>	<b>40%</b>	<b>41.97%</b>
	<b>Generic Name Percentage Discount</b>	<b>40%</b>	<b>30%</b>	<b>50%</b>	<b>36%</b>	<b>45%</b>	<b>44.70%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>30%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
11	Mailing Supplies, including but not limited to: envelopes, labels, tape, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>38%</b>	<b>30%</b>	<b>41%</b>	<b>44%</b>	<b>40%</b>	<b>48.15%</b>
	<b>Generic Name Percentage Discount</b>	<b>45%</b>	<b>50%</b>	<b>50%</b>	<b>46%</b>	<b>45%</b>	<b>50.59%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
12	Meeting & Presentation, including, but not limited to dry erase board and markers, easels and flip charts, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>48%</b>	<b>30%</b>	<b>65%</b>	<b>44%</b>	<b>65%</b>	<b>44.44%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>50%</b>	<b>75%</b>	<b>59%</b>	<b>75%</b>	<b>47.06%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
13	Notebooks & Pads	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>52%</b>	<b>30%</b>	<b>65%</b>	<b>48%</b>	<b>65%</b>	<b>38.27%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>50%</b>	<b>75%</b>	<b>59%</b>	<b>75%</b>	<b>41.17%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>35%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
14	Office Equipment & Machines (except for restricted items listed in 3.3)	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>35%</b>	<b>20%</b>	<b>40%</b>	<b>35%</b>	<b>40%</b>	<b>N/A</b>
	<b>Generic Name Percentage Discount</b>	<b>41%</b>	<b>60%</b>	<b>47%</b>	<b>37%</b>	<b>45%</b>	<b>N/A</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>25%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
15	Office Storage, including file cabinets.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>38%</b>	<b>35%</b>	<b>40%</b>	<b>38%</b>	<b>40%</b>	<b>49.38%</b>
	<b>Generic Name Percentage Discount</b>	<b>45%</b>	<b>60%</b>	<b>57%</b>	<b>37%</b>	<b>45%</b>	<b>51.76%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
16	Office Supply Consumables, including, but not limited to: clips & fasteners, envelope moisteners, mechanical pencil leads, markers/highlighters, writing instruments, Post-it flags/Stickie flags, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>60%</b>	<b>20%</b>	<b>65%</b>	<b>58%</b>	<b>65%</b>	<b>45.68%</b>
	<b>Generic Name Percentage Discount</b>	<b>70%</b>	<b>60%</b>	<b>75%</b>	<b>64%</b>	<b>75%</b>	<b>48.23%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>30%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>

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Item	Article and Description	Percentage Discount					
17	Reference Products	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>38%</b>	<b>30%</b>	<b>40%</b>	<b>38%</b>	<b>40%</b>	<b>40.74%</b>
	<b>Generic Name Percentage Discount</b>	<b>42%</b>	<b>75%</b>	<b>46%</b>	<b>38%</b>	<b>45%</b>	<b>43.53%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>35%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
18	School Supplies, including, but not limited to: scissors, staples, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>48%</b>	<b>32%</b>	<b>60%</b>	<b>44%</b>	<b>60%</b>	<b>44.44%</b>
	<b>Generic Name Percentage Discount</b>	<b>54%</b>	<b>70%</b>	<b>62%</b>	<b>49%</b>	<b>60%</b>	<b>47.02%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>35%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
19	Tape & Adhesives	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>55%</b>	<b>30%</b>	<b>60%</b>	<b>38%</b>	<b>65%</b>	<b>43.21%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>50%</b>	<b>75%</b>	<b>59%</b>	<b>75%</b>	<b>45.88%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
20	Batteries, including coin cell batteries	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>46%</b>	<b>30%</b>	<b>51%</b>	<b>44%</b>	<b>40%</b>	<b>48.14%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>80%</b>	<b>77%</b>	<b>59%</b>	<b>45%</b>	<b>50.58%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>40%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
21	Stamps; metal and rubber.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>60%</b>	<b>30%</b>	<b>66%</b>	<b>44%</b>	<b>30%</b>	<b>40.74%</b>
	<b>Generic Name Percentage Discount</b>	<b>65%</b>	<b>55%</b>	<b>75%</b>	<b>59%</b>	<b>40%</b>	<b>43.53%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>60%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>
22	Small Office Equipment including but not limited to: Electric Binding Machine, Desktop Letter Opener, Paper Shredder, etc.	(AB)	(AC)	(AD)	(AE)	(AF)	(AG)
	<b>Brand Name Percentage Discount</b>	<b>35%</b>	<b>25%</b>	<b>41%</b>	<b>35%</b>	<b>40%</b>	<b>44.44%</b>
	<b>Generic Name Percentage Discount</b>	<b>41%</b>	<b>50%</b>	<b>47%</b>	<b>37%</b>	<b>45%</b>	<b>47.06%</b>
	<b>Special Order Percentage Discount</b>	<b>45%</b>	<b>30%</b>	<b>55%</b>	<b>40%</b>	<b>35%</b>	<b>N/A</b>

\*\*\* 77 Awarded Items Total \*\*\*