


Statewide Term Contract

4412A – Office Supplies

Bid Number	DPC-570396880-BJ
Contract Name	Office Supplies
Effective Dates	October 1, 2023, through September 30, 2027, with the option to renew for one (1) one-year term.
Awarded Vendor and Contact	 Forms and Supply Inc. Janet Blanford (800) 532-0335 Ext. 2358
Contract Covers	<p>Contract covers:</p> <ul style="list-style-type: none"> • Office consumables • Office equipment • Toner • Envelopes • Remanufactured toner <p>Note: There are no core charges for toners on this contract. Rebates are not allowed upon return. Complimentary recycling bins are available from Forms and Supply Inc. (item# TBG54077). Forms and Supply Inc. will collect your used cartridges during regular office supply deliveries.</p>
Contract Does Not Cover	<p>Contract does not cover:</p> <ul style="list-style-type: none"> • Software • Computers • Multifunctional print devices • Scanners • Copiers • Breakroom supplies • Janitorial supplies • Furniture (desks, workstations, chairs, tables, bookcases, shelving, etc.) <p>Office products not within the scope of this contract or other statewide term contracts may be purchased from other vendors in accordance with 01 NCAC 05B.1105 and 01 NCAC 05B.0301.</p>
Mandatory Contract	<p>This is a mandatory statewide term contract for state agencies, departments, institutions, universities, and community colleges - unless exempted by North Carolina general statute. Additionally, non-mandatory entities, including schools and local government, that are allowed by general statute may use this contract.</p>
Special Note	<p>Forms and Supply, Inc. is partnering with the Non-Profit Work Centers for the Blind and Severely Disabled (NPWCBSD) to provide office supplies within the core list items.</p>
Delivery Information	<p>FOB Destination, two (2) business days after receipt of a purchase order. The minimum purchase to qualify for free shipping is \$50.00. Orders less than \$50.00 will be charged a \$5.00 shipping fee.</p>

Return Policy	Returns must be made within 30 days of purchase and in the original packaging; calendars and planners are excluded.
Restocking Fee	No, if it is returned within 30 days of purchase and in the original packaging and it is not a specialty item. If it is a specialty item, the manufacturer will need to approve the return, and a restocking fee may apply.
Taxes	Prices do not include North Carolina sales or use tax.
Order Placement	Orders can be placed through E-Procurement or by procurement card, phone, email, or online. Any past due invoices over 90 days will be put on credit hold until payment or proof of payment is received by FSI.
Substitutions	If an item is backordered, Forms and Supply Inc. must notify the buyer and is authorized to offer a substitute item of equal or greater quality. The using agency may accept or decline the offer.
Loaded into E-Procurement	Yes. A core list of items (frequently purchased by the state) are highlighted in E-Procurement to help identify and maximize savings.
E-Procurement Help Desk	(888) 211-7440
How to Use E-Procurement Punch-Out Catalog	Forms and Supply Inc. Free Webinar Training Classes
Contract Manager	Pamela Case (984) 236-0249
Contract Attachments	DPC-467952775-BJ Forms and Supply Inc.
Contract Addenda	10/17/2023: Non-core list items based on discount off subcategories include: <ul style="list-style-type: none"> • Office Equipment 39% (Air Purifier) • Office Consumables 68% • Paper Items 75% • Toner 40%