



Purchase and Contract

New Statewide Term Contract

Office Supplies – 4412A

Effective Dates: October 1, 2023 – September 30, 2027

The Division of Purchase & Contract has established the statewide term contract for office supplies including office consumables, office equipment, toner, envelopes, and remanufactured toner. However, the contract does not cover software, computers, multifunctional print devices, scanners, copiers, breakroom supplies, janitorial supplies and furniture including desks, workstations, chairs, tables, bookcases, shelving, etc.

This is a mandatory statewide term contract for state agencies, departments, institutions, universities, and community colleges - unless exempted by North Carolina general statute. Non-mandatory entities, including schools and local government, may use this contract if allowed by general statute.

New Contract Highlights

Forms and Supply Inc. has guaranteed delivery, FOB destination, within 2 business days after receipt of 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.

Contract Details

Contract Number: 4412A

Contract Name: Office Supplies

Contract Manager:
[Pamela Case-Gustafson](#)
984-236-0249

Vendor: Forms and Supply Inc.

Expires: September 30, 2027, with the option to renew for one (1) one-year term

Contract Type: Mandatory

Returns must be made within 30 days of purchase and in the original packaging; calendars and planners are excluded. No restocking fees 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. Forms and Supply Inc. must notify the buyer and is authorized to offer a substitute item of equal or greater quality for a backordered item. The using agency may accept or decline the offer.

Forms and Supply Inc. has a dedicated account representative for the placement of orders to ensure agencies receive the utmost level of customer service.

The Division of Purchase & Contract is focused on establishing statewide term contracts that provide customers with goods and services at the best value.

Delivery: FOB destination, two (2) business days after receipt of a purchase order

Ordering: A punch-out catalog will be loaded in [E-Procurement](#).

All contract details are available on [Purchase and Contract website](#).

116 West Jones Street, Raleigh, NC 27603