

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Plant and Property Management
Bureau of Purchase and Property
25 Capitol Street – Room 102
Concord, New Hampshire 03301

DATE: 6/24/08

NOTICE OF CONTRACT

COMMODITY: Custom Window Envelopes - DHHS

CONTRACT NO.: 8000053

VENDOR: Ris Paper Co #174929 R001
205 Wildwood Ave
Woburn MA 01888

CONTACT PERSON: Robert Travers
Tel. 800-344-1715 Fax. 800-344-1792

EFFECTIVE FROM: July 01, 2008 through June 30, 2011

NIGP CODE: 310-0000

TERMS: Net/30 Days from date of invoice or delivery, whichever is later

F.O.B.: Destination

DELIVERY TIME: 14 Working Days (after initial stock order)

PRICING: See next page

ORDERING: Orders will be placed direct to vendor at (approximate) 3-month interval or as required by agency. Each faxed order shall include agency invoice and delivery address, contact person, telephone number and contract number

SKID PACKS: Minimum order shall be 200,000 envelopes, packed 40 cases of 2500 each; 100,000 envelopes per skid

INVOICING: Invoicing shall be done on the basis of each order completed, and shall include Quantity delivered, description, packaging, delivery date, contract #; price

QUESTIONS:
Loretta Head, Purchasing Agent
(603) 271-3135
Loretta.Head@nh.gov

PRICING:

16.00/M \$40.00/CASE OF 2500

SPECIFICATIONS:

#10 WHITE WOVE, 24#, DOUBLE WINDOW; SECURITY LEGEND;
DIAGONAL SEAM; DOUBLE POLY WINDOWS;
RADIUSED CORNERS; BACK FLAP WITH
SOLID GLUE LINE; WINDOWS GLUED IN;

WINDOW PLACEMENTS:

(TOP) 3" WIDE X 15/16" HIGH
1/2" IN FROM LEFT; 2- 13/16" UP FROM BOTTOM;

(BOTTOM) 3-1/2" WIDE X 1-1/8" HIGH
13/16" IN FROM LEFT; 1/2" UP FROM BOTTOM;

PACKAGING:

HARD PACK - 'A' FLUTE CORRUGATED BOXES
500/BOX; 2500 CASE

SKID PACK: 100,000 (40 CASES OF 2500)

DELIVERY LOCATION:

NH DEPT OF HEALTH & HUMAN SERVICES
6 HAZEN DRIVE
CONCORD NH 03301

24 HOUR NOTICE REQUIRED –
CONTACT AGENCY @ (603) 271-2085 (or 271-4224)

INVOICES:

SUBMIT ALL INVOICES TO :

ATTN: CHERYL CONNOR (TEL. 271-4224)
NH DEPT OF HEALTH & HUMAN SERVICES
PURCHASING/OFFICE OF FINANCE
129 PLEASANT ST
CONCORD NH 03301