



# *STATE OF MISSISSIPPI*

**PAPER, CARBONLESS**

**CONTRACT EXTENSION NO. 4 FOR  
CONTRACT NO. - 8200005381  
CONTRACT SMART NO. - 1130-14-C-SWCT-00493**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201**

PAPER, CARBONLESS

08/01/15

SUPPLIER: JACKSON PAPER COMPANY

SUPPLIER NUMBER: 3100017732

CONTRACT NUMBER: 8200005381

CONTRACT SMART NUMBER: 1130-14-C-SWCT-00493

EFFECTIVE DATES: August 1, 2011 through July 31, 2012

EXTENDED DATES: August 1, 2012 through July 31, 2013

EXTENDED DATES: August 1, 2013 through July 31, 2014

EXTENDED DATES: August 1, 2014 through July 31, 2015

EXTENDED DATES: August 1, 2015 through July 31, 2016

1. AUTHORITY

- 1.1 This certifies that the Paper, Carbonless Catalog has been extended for an additional twelve (12) months.
- 1.2 As per the price adjustment clause that was part of the bid Specifications, there have been price adjustments for the items on contract with Jackson Paper Company, Inc., Contract No. 8200005381.
- 1.3 All other terms and conditions shall remain the same as stated in the original contract.

A revised Paper, Carbonless Contract is included with this extension.



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(Revised: 08/01/15)

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## 1. AUTHORITY

1.1 This certifies that a contract has been executed between the Office of Purchasing and Travel, an office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractor or contractors pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the commodities specified herein.

## 2. APPLICATION

2.1 All purchases made by state agencies for commodities included under the provisions of these contracts shall be purchased under the terms of these contracts unless exempt by special authorization from the Office of Purchasing and Travel.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the prices offered herein may be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12, Mississippi Code, may purchase commodities covered by state contracts from any source offering an identical commodity at a price that does not exceed the state contract price.

Commodities purchased under provisions of these contracts from the awarded contractor or contractors or authorized distributors shall be exempt from competitive bid requirements otherwise applying to purchases by state agencies and governing authorities. Applicable purchase orders issued by state agencies, regardless of the total amount, do not require further approval by this office.

The term, governing authorities, shall be defined as to mean boards of supervisors, governing boards of all school districts, all boards of directors of public water supply district, boards of directors of master public water supply districts, municipal public utility commissions, governing authorities of all municipalities, port authorities, commissioner and boards of trustees of any public hospitals and any political subdivision of the state supported wholly or in part by public funds of the state or political subdivisions thereof.

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### 3. RESTRICTION

3.1 Commodities not specifically listed herein may not be purchased under the provisions of these contracts. It shall be understood that these contracts supersede all other contractual agreements applicable to the commodities covered herein.

### 4. TRANSPORTATION

- 4.1 Minimum Order Quantity: All orders shall be for case quantities. No broken cases will be allowed. The minimum order quantity is \$100. State agencies purchasing less than \$100 will not be required to buy from the contract vendor. Vendors may honor the price for orders of less than \$100.
- 4.2 Freight F.O.B. Agencies and Governing Authorities: All quotations shall be f.o.b. destination except as noted below. The term f.o.b. destination shall mean delivered inside any state agency and when applicable, any local government agency within the State of Mississippi, with all charges for transportation and unloading paid by the contractor.
- 4.3 Delivery: The Contractor shall be required to maintain or to have available for his own use an inventory sufficient to make shipment within ten (10) days after receipt of order. If adverse conditions exist, this time frame could be modified slightly as circumstances warrant.

All deliveries are subject to the inspection, count, weight, measurement, and test of the Office of Purchasing and Travel. If latent defects are discovered after paper has been accepted, the defective portion will be rejected and the contractor will be required to replace it within a time limit fixed by the buying agency. Any unsatisfactory shipment shall be returned to the contractor, FREIGHT COLLECT.

When paper is ordered and the contractor cannot ship the order within ten (10) days, the contractor shall upon receipt of the purchase order advise the agency of the earliest possible delivery. In such cases, if the proposed delivery time would create a problem with the buying agency, then the buying agency may be permitted, with the approval of the Office of Purchasing and Travel, to solicit bids for a single purchase to accommodate the need of the

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intended project. If such action is necessary, no penalty shall be imposed on the original contractor.

- 4.4 Delivery is to be accomplished within the time specified for each vendor in Section 8.

Special Delivery: Orders may be placed that require special handling that incur extra charges. Examples of special delivery are delivery to P. O. located within the State of Mississippi, or delivery by special carrier; for example, air freight. When such orders are incurred, the contractor shall prepay and may enter the charges that are in excess of normal charges on the invoice as a separate item for payment by the ordering agency. A copy of these charges must accompany the invoice.

## 5. OTHER INFORMATION

- 5.1 Contract Format: OPTFM has listed a state contract number and a state contract *smart* number. The contract number is an automatically generated number. The smart number is a more unique identifier that lists OPTFM's agency's number, contract year and shows agencies that it is a statewide contract. Either number can be used by agencies to search for this contract in the State's e-procurement system.

- 5.2 Procurement Card Services: Vendors awarded commodities on the carbonless papers contracts will accept the procurement card for purchases of contract items.

## 6. ORDERING

- 6.1 Purchase Order Information: In writing the purchase order it will be necessary that you include the following information referencing the product.

- A. Vendors Name
- B. Contract Number
- C. Effective Dates
- D. Item Name
- E. Item Number
- F. Brand
- G. Quantity
- H. Unit Price (each, per case, per gal., per lb., etc.)

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I. Total Price

7. CONTRACT ADMINISTRATION

7.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing and Travel, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601-359-3409.

7.2 Invoices and Payment: After merchandise has been received and invoices submitted to the using agency, it shall be the responsibility of the using agency to make payment in compliance with appropriate instructions set forth in the Contractor Identification information.

The State requires the Contractor to submit invoices electronically throughout the term of the agreement. Vendor invoices shall be submitted to the state agency using the processes and procedures identified by the State. Payments by state agencies shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of the Contractor's choice. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

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**Contractor Identification**

**Supplier Name:** Jackson Paper Company

**Payment Terms** Net 45 Days

**Contract Notes:** Orders / Payments:  
4400-C Magnum Drive  
Flowood, MS 39232

**Delivery Term:** Free On Board Destination

**Delivery Notes:** All Deliveries must be made within 10 days ARO

**Contract Administrator:** Jimmy Anderson  
Telephone: (601) 360-9620  
Toll Free: (800) 844-5449  
Fax: (601) 360-9634  
Email: janderson@jacksonpaper.com