

State of Vermont

Buildings and General Services
Office of Purchasing & Contracting
109 State St
Montpelier VT 05609-3001
United States

CONTRACT



Supplier 0000299130
Tri-State Envelope Corporation
1 Orgler Pl
Ashland PA 17921
United States

Contract ID 000000000000000000041482		Page 1 of 8
Contract Dates 03/24/2021 to 10/14/2022		Origin CPS
Description: CPS ENVELOPES		Contract Maximum \$200,000.00
Buyer Name Linda T Wortman	Buyer Phone 828-4658	Contract Status Approved

Phone #:

Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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1		INDUSTRY STANDARD ENVELOPES - #10 NO SECURITY TINT - WHITE WOVE PLAN, UNPRINTED	T	0.01000	0.00	0.00
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INDUSTRY STANDARD, #10 REGULAR - NO SECURITY TINT - WHITE WOVE PLAIN, 24# UNPRINTED, PC CONTENT - 30% - 2,000CTN

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$13.70/M
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$14.55/M
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$15.51/M
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$25.68/M

2		INDUSTRY STANDARD - ENVELOPES - #10 WINDOW - NO SECURITY TINT	T	0.01000	0.00	0.00
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INDUSTRY STANDARD - #10 WINDOW - WINDOW PLACEMENT 1/2" FROM BOTTOM, 7/8" FROM LEFT, WINDOW LENGTH 4-1/2" WINDOW HEIGHT 1-1/8", NO SECURITY TINT- #24 - POST CONSUMER CONTENT: 30% - 2,000 PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$17.23/M
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$17.93/M
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$18.69/M
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$29.06/M

3		ENVELOPES - #9 REGULAR - WHITE WOVE	T	0.01000	0.00	0.00
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REGULAR # 9, POST CONSUMER CONTENT: 30% - 24#, 2,000 ENVELOPES PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$12.84/M
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$13.69/M
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$14.45/M
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$24.82/M

4		ENVELOPES, 6-3/4, REGULAR, WHITE WOVE	T	0.01000	0.00	0.00
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INDUSTRY STANDARD - NO. 6-3/4, REGULAR, WHITE WOVE, PLAIN, REGULAR, 24#, POST CONSUMER CONTENT: 30% - 2,000 ENVELOPES PER CARTON

200 CARTONS: \$10.86
72 CARTONS: \$11.71
36 CARTONS: \$12.47
LESS THAN 36 CARTONS: \$22.84

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5		ENVELOPES - #11 - 4-1/2" X 10-3/8"	T	0.01000	0.00	0.00
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INDUSTRY STANDARD - #11, 4-1/2" X 10-3/8", 24#, POST CONSUMER CONTENT: 30% - 2,000 ENVELOPES PER CARTON

200 CARTONS: \$16.00
72 CARTONS: \$16.70
36 CARTONS: \$17.46

LESS THAN 36 CARTONS: \$27.83

6		ENVELOPES - #10 RIGHT WINDOW ENVELOPE, 1 - 1/8" x 4-1/2" , 4-1/8" left, 1/2" bottom	T	0.01000	0.00	0.00
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#10 RIGHT WINDOW ENVELOPE, 1-1/8" x 4-1/2" , 4-1/8" left,1/2" bottom - 24# - PCW 30% - 2000 ENVELOPES PER CARTON

200 CARTONS: \$16.40
72 CARTONS: \$18.10
36 CARTONS: \$20.42

LESS THAN 36 CARTONS: \$40.17

7		COMMERCIAL ENVELOPES - 6 3/4" Outlook - 3- 5/8" x 6- 1/2" no security tint	T	0.01000	0.00	0.00
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ENVELOPES - 6-3/4" OUTLOOK, 3-5/8" X 6 -1/2", WINDOW PLACEMENT 1/2" FROM THE BOTTOM 7/8" FROM THE LEFT, WINDOW LENGTH 4-1/2" WINDOW HEIGHT 1" , 24#, 30% PCW, NO SECURITY TINT, 2,000 PER CARTON

200 CARTONS: \$13.27
72 CARTONS: \$14.97
36 CARTONS: \$19.54

LESS THAN 36 CARTONS: \$37.04

8		ENVELOPES - #12 ENVELOPES - 4-3/4" X 11"	T	0.01000	0.00	0.00
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#12 ENVELOPES - 4-3/4" X 11", POST CONSUMER CONTENT: 30%, #24, 1000 ENVELOPES PER CARTON

200 CARTONS: \$21.51
72 CARTONS: \$26.34
36 CARTONS: \$32.33

LESS THAN 36 CARTONS: \$37.74

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9		ENVELOPES - #7 REGULAR ENVELOPE - 3-3/4" X 6-3/4", side seam required, no security tint	T	0.01000	0.00	0.00
		#7 REGULAR ENVELOPE - 3-3/4" X 6-3/4", SIDE SEAM REQUIRED, NO SECURITY TINT, BULK PACK, 2,000 PER CARTON				
		200 CARTONS: \$11.19 72 CARTONS: \$12.04 36 CARTONS: \$12.80 LESS THAN 36 CARTONS: \$23.17				
10		ENVELOPES - #10 OUTLOOK ENVELOPE - 4-1/8" X 9-1/2" SECURITY TINT	T	0.01000	0.00	0.00
		#10 OUTLOOK ENVELOPE - 4-1/8" X 9-1/2", MUST HAVE SECURITY TINT, 24# WHITE WOVE, POST CONSUMER CONTENT: 30% - 2000 ENVELOPES PER CARTON				
		200 CARTONS: \$18.17 72 CARTONS: \$19.20 36 CARTONS: \$20.48 LESS THAN 36 CARTONS: \$33.98				
11		ENVELOPES - 6"X9-1/2" BOOKLET ENVELOPES, 28#, 30% PCW, WHITE WOVEN SIDE SEAM CONSTRUCTION, NO WINDOW	T	0.01000	0.00	0.00
		6 X 9 -1/2" BOOKLET ENVELOPES, NO WINDOW, 28# WHITE WOVEN SIDE SEAM CONSTRUCTION, POST CONSUMER CONTENT: 30% - 1,000 PER CARTON				
		200 CARTONS: \$29.02 72 CARTONS: \$41.36 36 CARTONS: \$55.39 LESS THAN 36 CARTONS: \$82.89				
12		NO LONGER USED	T	0.01000	0.00	0.00

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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
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13		ENVELOPES - #10 OUTLOOK ENVELOPE - 4-1/8" X 9-1/2", SIDE SEAM REQUIRED, SECURITY TINT	T	0.01000	0.00	0.00
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#10 OUTLOOK ENVELOPE - 4-1/8" X 9-1/2", SIDE SEAM REQUIRED, NO SECURITY TINT, 24# WHITE WOVE, POST CONSUMER CONTENT: 30% - 2000 ENVELOPES PER CARTON

200 CARTONS: \$13.85
72 CARTONS: \$14.55
36 CARTONS: \$15.31

LESS THAN 36 CARTONS: \$25.68

14		ENVELOPES - 9" X 12" CATALOG ENVELOPE, CENTER SEAM OPEN END, WITH PEAL & SEAL GUM	T	0.01000	0.00	0.00
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9 x 12 CATALOG ENVELOPE - 9" x 12", CENTER SEAM OPEN END, 28# WHITE WOVE, PEEL AND SEAL GUM, 500 PER CARTON

200 CARTONS: \$93.02
72 CARTONS: \$106.60
36 CARTONS: \$113.10

LESS THAN 36 CARTONS: \$113.10

15		ENVELOPES - 9" X 12" BOOKLET ENVELOPE WITH REGULAR GUM SEAL, 28# WHITE WOVE	T	0.01000	0.00	0.00
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9" X 12" BOOKLET ENVELOPE WITH REGULAR GUM SEAL, 28# WHITE WOVE, CONSUMER CONTENT: 30% - 500 PER CARTON

200 CARTONS: \$48.94
72 CARTONS: \$54.66
36 CARTONS: \$66.82

LESS THAN 36 CARTONS: \$76.74

16		ENVELOPES - #10 REGULAR ENVELOPES, 4-1/8" X 9.5", SIDE SEAM REQUIRED	T	0.01000	0.00	0.00
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#10 OUTLOOK ENVELOPES, 4-1/8" X 9-1/2", SIDE SEAM REQUIRED, WINDOW PLACEMENT 7/16" FROM BOTTOM 7/8" FROM LEFT, WINDOW LENGTH 4-1/2" WINDOW HEIGHT 1-1/8", 24#, WHITE WOVE, 2,000 PER CARTON

COST PER THOUSAND 200 CARTONS: \$15.69
COST COST PER THOUSAND 72 CARTONS: \$16.54
PER THOUSAND 36 CARTONS: \$17.30
PER THOUSAND LESS THAN 36 CARTONS: \$27.76

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Line #	Item ID	Item Desc	UOM	Unit Price	Max Qty	Max Amt
17		ENVELOPES - #9 REGULAR SIDE SEAM ENVELOPE, 1-3/16 STRAIGHT FLAP, NO SECURITY TINT	T	0.01000	0.00	0.00

#9 REGULAR SIDE SEAM ENVELOPE, WHITE WOVE, 28#, 30 PCW, 1-3/16" STRAIGHT FLAP, NO SECURITY TINT, 2,000 PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$18.53
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$19.38
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$20.14
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$30.51

18		#6 SPECIAL ENVELOPES 6" x 9- 1/2"	T	0.01000	0.00	0.00
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#6 SPECIAL ENVELOPES - 6" x 9- 1/2" DIAGONAL SEAM REQUIRED, COMMERCIAL FLAP, ANGLE DEPTH 1- 5/8", THE THROAT MUST BE BETWEEN 10mm and 15mm, NO SECURITY TINT. #24, 1,000 PER CARTON

SIDE SEAM WEB PRICES
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$29.02
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$41.46
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$55.39
COST PER THOUSAND FOR ORDER OF LESS 36 CARTONS: \$82.89

SIDE SEAM DIAGONAL
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$34.93
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$48.59
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$59.83
COST PER THOUSAND FOR ORDER OF LESS 36 CARTONS: \$87.13

19		#6 Special Envelopes - 6 x 9 -1/2" Diagonal Seam, Window Seam 1-1/6" x 3-1/2", 1/2" left, 2-7/16" bottom	T	0.01000	0.00	0.00
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#6 SPECIAL ENVELOPE - 6" x 9- 1/2" DIAGONAL SEAM. WINDOW PLACEMENT 1-1/16" x 3-1/2", 1/2" LEFT, 2-7/16" BOTTOM. 1,000 PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$37.64
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$52.70
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$66.52
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$99.57

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20		Special #3 Business Reply Envelope - 5- 3/4" x 8- 7/8", SIDE SEAM	T	0.01000	0.00	0.00

SPECIAL #3 BUSINESS REPLY ENVELOPE - 5- 3/4" x 8- 7/8" SIDE SEAM, THROAT ANGLE MUST BE BETWEEN 5 DEGREES MIN. and 20 DEGREES MAX. THE THROAT DEPTH MUST BE BETWEEN 10mm and 22mm . NO SECURITY TINT. 1,000 PER CARTON

COST PER THOUSAND 200 CARTONS: \$29.73
COST PER THOUSAND 72 CARTONS: \$43.39
COST PER THOUSAND 36 CARTONS: \$54.43
COST PER THOUSAND LESS THAN 36 CARTONS: \$81.93

21		ENVELOPES - Special #3 Business Reply Envelope with Window - 5 - 3/4 x 8 - 7/8" Side seam	T	0.01000	0.00	0.00
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SPECIAL #3 BUSINESS ENVELOPE WITH WINDOW - 5 - 3/4" x 8- 7/8" SIDE SEAM, WINDOW PLACEMENT 1-1/8" x 3-1/2" , 7/8" LEFT , 1/2" BOTTOM, #24, 1000 PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$32.44
COST COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$47.50
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$61.32
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$94.37

22		#10 Security Tinted Window Envelope 4-1/8" X 9-1/2"	T	0.01000	0.00	0.00
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#10 SECURITY TINTED WINDOW ENVELOPE 4-1/8" X 9-1/2" 24# RECYCLED PAPER, DIAGONAL SEAMS, V-FLAPS and MEETS THE USPS AUTOMATION REQUIREMENTS (FAST FORWARD). BOTTOM PORTION OF WINDOW SHOULD BE 11/16" FROM BOTTOM OF ENVELOPE AND 7/8" FROM LEFT. WINDOW SIZE 1-1/8 x 4-1/2. FLAPS SHOULD BE AROUND 1-3/4" AT THE WIDEST POINT. 2,000 PER CARTON

COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$18.17
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$19.20
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$20.48
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$24.48

23		ENVELOPES - #10 Non-Security Tinted Window Envelope 4-1/8" X 9-1/2"	T	0.01000	0.00	0.00
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#10 NON-SECURITY TINTED WINDOW ENVELOPE 4-1/8" X 9-1/2" 24# RECYCLED PAPER, DIAGONAL SEAMS, V-FLAPS AND MEETS THE USPS AUTOMATION REQUIREMENTS (FAST FORWARD). BOTTOM PORTION OF WINDOW SHOULD BE 11/16" FROM BOTTOM OF ENVELOPE and 7/8" FROM LEFT. WINDOW SIZE 1-1/8" x 4-1/2". FLAPS SHOULD BE AROUND 1-3/4" AT THE WIDEST POINT. 2,000 per carton

SIDE SEAM WEB
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$16.40
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$18.10
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$20.42
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$40.17

DIAGONAL SEAMS
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$17.23
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$17.93
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$18.69

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24		COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$29.06 LARGE LICENSE PLATE ENVELOPE. 6- 1/2" X 12- 3/8"	T	0.01000	0.00	0.00

LARGE LICENSE PLATE ENVELOPES. 6- 1/2" X 12- 3/8" OPEN END, CENTER SEAM, NO GUM, 5" RIGHT SIDE SEAM. WINDOW POLY SPECIAL ON BACK, 4- 3/4" X 1- 3/8" SC- VERTICAL . 4- 1/8" LEFT, 1-3/4" BOTTOM #1 32 BROWN KRAFT PLAIN #25, 500 PER CARTON

CUSTOM DIE CHARGE: \$1,500.00
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$84.80
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$106.95
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$150.01
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$210.56

25		SMALL PLATE ENVELOPE 5- 1/4" X 8- 1/4"	T	0.01000	0.00	0.00
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SMALL PLATE ENVELOPE: 5- 1/4" X 8- 1/4" OPEN END, CENTER SEAM NO GUM 4- 7/8" RIGHT SIDE SEAM. WINDOW POLY SPECIAL ON BACK 4-3/4" X 1-3/8" SC VERTICAL. 2- 7/8" LEFT, 1-3/4" BOTTOM #1 28 BROWN KRAFT PLAIN. 1,000 PER CARTON.

CUSTOM DIE CHARGE: \$1,500.00
COST PER THOUSAND FOR ORDER OF 200 CARTONS: \$62.81
COST PER THOUSAND FOR ORDER OF 72 CARTONS: \$78.41
COST PER THOUSAND FOR ORDER OF 36 CARTONS: \$95.13
COST PER THOUSAND FOR ORDER OF LESS THAN 36 CARTONS: \$135.29

- Parties. This is a contract between the State of Vermont, Buildings and General Services (hereinafter called "State"), and Tri-State Envelope Corp, with a principal place of business in Ashland, PA (hereinafter called "Contractor"). Contractor's form of business organization is corporation. It is Contractor's responsibility to contact the Vermont Department of Taxes to determine if, by law, Contractor is required to have a Vermont Department of Taxes Business Account Number.
- Subject Matter. The subject matter of this contract is commodities generally on the subject of producing envelopes. Detailed requirements to be provided by Contractor are described in Attachment A.
- Maximum Amount. In consideration of the commodities to be provided by Contractor, the State agrees to pay Contractor, in accordance with the payment provisions specified in Attachment B, a sum not to exceed \$200,000.00.
- Contract Term. The period of contractor's performance shall begin on April 1, 2021 and end on March 31, 2023 with the option to renew for 2 additional 12 month periods.
- Prior Approvals. This Contract shall not be binding unless and until all requisite prior approvals have been obtained in accordance with current State law, bulletins, and interpretations.
- Amendment. No changes, modifications, or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.
- Termination/Cancellation/Rejection. The State specifically reserves the right upon written notice to immediately terminate the contract or any portion thereof at no additional cost to the State, providing, in the opinion of its Commissioner of Buildings and General Services, the products supplied by Contractor are not satisfactory or are not consistent with the terms of this Contract. The State also specifically reserves the right upon written notice, and at no additional cost to the State, to immediately terminate the contract for convenience and/or to immediately reject or cancel any order for convenience at any time prior to shipping notification.

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8. Attachments. This contract consists of 12 pages including the following attachments which are incorporated herein:

- Attachment A - Statement of Work
- Attachment B - Payment Provisions
- Attachment C - "Standard State Provisions for Contracts and Grants" a preprinted form (revision date 12/15/2017)

9. Order of Precedence. Any ambiguity, conflict or inconsistency between the documents comprising this contract shall be resolved according to the following order of precedence:

- (1) Standard Contract
- (2) Attachment C (Standard Contract Provisions for Contracts and Grants)
- (3) Attachment A
- (4) Attachment B

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS CONTRACT

By the STATE of VERMONT

By the CONTRACTOR

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

ATTACHMENT A – STATEMENT OF WORK

The Contractor shall provide:

1. Line Items 1-25
2. **WARRANTY:** Each product purchased hereunder shall include a manufacturer’s written warranty, which must be based on commercial use, and extend for a minimum term of one (1) year from the date a Product is available for use by the purchaser, or such longer period as set forth in the written warranty.
3. **REPORTING REQUIREMENTS:** Contractor will be required to submit quarterly product sales report to the Purchasing Agent pursuant to the schedule below detailing the purchasing of all items under this Contractor. Contractor’s reporting shall state "no activity" for any month in which there is no activity during a quarterly reporting period.
 - a. The reports shall be an excel spreadsheet transmitted electronically to the Purchasing Agent.
 - b. Reports are due for each quarter as follows:

Reporting Period	Report Due
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 31

- c. Failure to meet these reporting requirements may result in suspension or termination of this Participating Addendum.
 - d. Notwithstanding the fact that any payment obligation for sales by contractor to any political subdivision or college, pursuant to “Purchasing Entities,” below, shall be solely between the political subdivision or college and the contractor, the contractor must include, in reporting to State, the figures on quantities sold by contractor to, and amounts paid to contractor by, any such political subdivisions or independent colleges.
4. **DELIVERY:** Responsibility for product delivery remains with Contractor until the product is properly delivered and signed for. Contractor shall securely and properly pack all shipments in accordance with accepted commercial practices. Upon delivery, all packaging and containers shall become the property of the State, unless otherwise stated. Delivered goods that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the Contractor.
5. **QUALITY:** All products will be new and unused. All products provided by the Contractor must meet all federal, state, and local standards for quality and safety requirements. Products not meeting the requirements of this section will be deemed unacceptable and returned to the Contractor for credit at no charge to the State.

6. **DEFAULT:** In case of default of the Contractor, the State may procure the materials or supplies from other sources and hold the Contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

7. **Primary Contacts.** The Parties will keep and maintain current at all times a primary point of contact for this contract. The primary contacts for this this Contract are as follows:

e. **For the Contractor:**

Name: John Swensen
Phone: 914-649-3395
Email: jswensen@tristate-envelope.com

f. **For the State:**

Name: State of Vermont, Linda Wortman
Address: 109 State Street, Montpelier, VT 05633-3001
Phone: 802/828- 4658
Fax: 802/828-2222
Email: linda.wortman@vermont.gov

8. **Purchasing Entities:** This Participating Addendum may be used by (a) all departments, offices, institutions, and other agencies of the State of Vermont and counties (each a “State Purchaser”) according to the process for ordering and other restrictions applicable to State Purchasers set forth herein; and (b) political subdivisions of the State of Vermont and any institution of higher education chartered in Vermont and accredited or holding a certificate of approval from the State Board of Education as authorized under 29 V.S.A. § 902 (each an “Additional Purchaser”). Issues concerning interpretation and eligibility for participation are solely within the authority of the State of Vermont Chief Procurement Officer. The State of Vermont and its officers and employees shall have no responsibility or liability for Additional Purchasers. Each Additional Purchaser is to make its own determination whether this Participating Addendum and the Master Agreement are consistent with its procurement policies and regulations.

ATTACHMENT B – PAYMENT PROVISIONS

The maximum dollar amount payable under this contract is not intended as any form of a guaranteed amount. The Contractor will be paid for products actually delivered or performed, as specified in Attachment A, up to the maximum allowable amount specified on page **I** of this contract.

1. Prior to commencement of work and release of any payments, Contractor shall submit to the State:
 - a. a certificate of insurance consistent with the requirements set forth in Attachment C, Section 8 (Insurance), and with any additional requirements for insurance as may be set forth elsewhere in this contract; and
2. Payment terms are **Net 30** days from the date the State receives an error-free invoice with all necessary and complete supporting documentation.
3. All invoices are to be rendered by the Contractor on the vendor's standard billhead and forwarded directly to the institution or agency ordering materials and shall specify the address to which payments will be sent. Percentage discounts may be offered for prompt payments of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.
4. **PRICING:** Contractor shall provide all products F.O.B. delivery to the ordering facility at no additional cost to the State. No request for extra delivery cost will be honored. All equipment shall be delivered assembled, serviced, and ready for immediate use, unless otherwise requested by the State. No charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging.
5. Contractor shall submit invoice(s) to: Vermont State users
6. Following complete delivery of the items each as specified in Attachment A, and the State's written confirmation to the Contractor of the State's acceptance of those items, Contractor will, within 30 business days, invoice the State in accordance with the rates specified in Attachment A.
7. Unless otherwise indicated in a manufacturer's return policy, unopened Products can be returned with no restocking fee up to 30 days from the date of receipt.

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS
REVISED DECEMBER 15, 2017**

“Attachment C: Standard State Provisions for Contracts and Grants” (revision version dated December 15, 2017) constitutes part of this Agreement and is hereby incorporated by reference as if fully set forth herein and shall apply to the purchase of all goods and/or services by the State under this Agreement. A copy of this document is available online at: <https://bgs.vermont.gov/purchasing-contracting/forms>.