

CONTRACT AWARD

Date of Award: March 6, 2023

Contract ID: 0000000000000000000053473

Event ID: EVT0008789

Replace Contract: 43577, 43578

WSU Procurement Officer: Robby Murray
Telephone: 316-978-5185
E-Mail Address: robby.murray@wichita.edu

Item: Paper (Copy/Offset/Carbonless/Envelopes)

Agency/Business Unit: Kansas Department of Administration

Period of Contract: March 6, 2023 through March 30, 2028

Contractor: Veritiv Operating Company
1000 Abernathy Road Bldg. 400 Ste 1700 .
Atlanta, GA 30328-5614

Vendor ID: 0000006499
FEIN: 13-5369500
Contact Person: Mark Huddlestun
E-Mail: mark.huddlestun@veritivcorp.com
Toll Free Telephone: 833-897-5776 Judy Troullier
Local Telephone: 913-667-1545
Cell Phone Number: 785-554-1209 Mark Huddlestun
Fax: NA

Vendor Refresh:

It is the intent of the State of Kansas to allow for re-release of a Request for Proposal on a periodic basis in order to "refresh" the pool of vendors providing services for bid under this contract. This will allow for a more comprehensive, up-to-date pool of available vendors to meet the needs of the State of Kansas agencies using this contract. A Request for Proposal may be re-released, at the State's discretion, throughout the contract period, including subsequent contract renewal periods.

Payment Terms: Net 30
Political Subdivisions: Pricing is available to the political subdivisions of the State of Kansas.
Procurement Cards: Agencies may use a P-Card for purchases from this contract.
Administrative Fee: Administrative Fees have been incorporated into the unit prices of this contract.

The above referenced contract award was recently posted to Procurement and Contracts website. The document can be downloaded by going to the following website: <http://www.da.ks.gov/purch/Contracts/>

How to use this contract:

Due to the volatility of paper market and the constant increase in prices, the following instructions are to obtain current paper prices prior to submitting a Purchase Order. Orders cannot be placed online.

The prices listed in this contract are base-line prices only, set to establish the percentage off list price. The product list is for reference only. Before placing an order, agencies must go to the weblink below to obtain current pricing as it will change continuously. This product list can be expanded or contracted by the vendor based on product availability.

To get current Pricing and Purchase Paper through Veritiv

1. Go to Veritiv website and find the product(s) you need by entering product number contained in the contract attachment **or** searching the list provided on the website.
2. Click on: [Veritiv E-Commerce: Login \(veritivcorp.com\)](https://www.veritivcorp.com) (*website link here*)
3. Username: procurement@ks.gov
4. Password: **Kansas2023**
This password is used by the entire state in order to receive discount you must enter this password, please be sure to not change password.
5. Take a screen shot of the price(s) for the products you are requisitioning.
6. Save the screen shot to attach to your Requisition/PO.
7. You must Enter your requisition/PO on the same day that you get your prices from the website. Do not delay the approval process as the prices aren't locked until a Purchase Order is Dispatched to the vendor. Paper prices can, and do, change continuously.
8. The site will list the quantity available at the time you review costs, however it does not provide information as to when additional quantities will be available.
9. To obtain additional information you must reach out to Veritiv: 785-554-1209 Mark Huddlestun

1. Terms and Conditions

1.1. Contract Documents

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA 146a.
- written modifications to the executed contract.
- written contract signed by the parties.
- the Bid Event documents, including any and all amendments; and
- Contractor's written offer submitted in response to the Bid Event as finalized.

1.2. Captions

The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

1.3. Definitions

A glossary of common procurement terms is available at <http://admin.ks.gov/offices/procurement-and-contracts>, under the "Procurement Forms" link.

1.4. Contract Formation

No contract shall be considered to have been entered into by the State until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the contractor.

1.5. Notices

All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") that may be required or desired to be given by either party to the other shall be IN WRITING and addressed as follows:

Kansas Procurement and Contracts
900 SW Jackson, Suite 451-South
Topeka, Kansas 66612-1286
RE: Contract Number 53473

or to any other persons or addresses as may be designated by notice from one party to the other.

1.6. Statutes

Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.

1.7. Governing Law

This contract shall be governed by the laws of the State of Kansas and shall be deemed executed in Topeka, Shawnee County, Kansas.

1.8. Jurisdiction

The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas District Court of Shawnee County, unless otherwise specified and agreed upon by the State of Kansas. Contractor waives personal service of process, all defenses of lack of personal jurisdiction and forum non conveniens. The Eleventh Amendment of the United States Constitution is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this Agreement shall be deemed a waiver of the Eleventh Amendment

1.9. Mandatory Provisions

The provisions found in Contractual Provisions Attachment (DA 146a) are incorporated by reference and made a part of this contract.

1.10. Termination for Cause

The Director of Purchases may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:

- the Contractor fails to make delivery of goods or services as specified in this contract.
- the Contractor provides substandard quality or workmanship.
- the Contractor fails to perform any of the provisions of this contract, or
- the Contractor fails to make progress as to endanger performance of this contract in accordance with its terms.

The Director of Purchases shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as State may authorize in writing), the Director of Purchases shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

1.11. Termination for Convenience

The Director of Purchases may terminate performance of work under this contract in whole or in part whenever, for any reason, the Director of Purchases shall determine that the termination is in the best interest of the State of Kansas. In the event that the Director of Purchases elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.

1.12. Rights and Remedies

If this contract is terminated, the State, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to the State in the manner and to the extent directed, any completed materials. The State shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to or goods were accepted by State subject to any offset by State for actual damages including loss of federal matching funds.

The rights and remedies of the State provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

1.13. Antitrust

If the Contractor elects not to proceed with performance under any such contract with the State, the Contractor assigns to the State all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and the State of Kansas relating to the particular products or services purchased or acquired by the State pursuant to this contract.

1.14. Hold Harmless

The Contractor shall indemnify the State against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.

The State shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction or damage to State property.

1.15. Force Majeure

The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

1.16. Breach

Waiver or any breach of any contract term or condition shall not be deemed a waiver of any prior or subsequent breach. No contract term or condition shall be held to be waived, modified, or deleted except by a written instrument signed by the parties thereto.

If any contract term or condition or application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end the contract terms and conditions are severable.

1.17. Assignment

The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the State. State may reasonably withhold consent for any reason.

This contract may terminate for cause in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the State.

1.18. Third Party Beneficiaries

This contract shall not be construed as providing an enforceable right to any third party.

1.19. Waiver

Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by State shall not constitute a waiver.

1.20. Injunctions

Should Kansas be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the State, Contractor shall not be entitled to make or assert claim for damage by reason of said delay.

1.21. Staff Qualifications

The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the contract specifications may result in termination of this contract or damages.

1.22. Subcontractors

The Contractor shall be the sole source of contact for the contract. The State will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

1.23. Independent Contractor

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation, social security, income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

1.24. Worker Misclassification

The Contractor and all lower tiered subcontractors under the Contractor shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding. Failure to do so may result in contract termination.

1.25. Immigration and Reform Control Act of 1986 (IRCA)

All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

The Contractor hereby certifies without exception that such Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like item under the contract.

1.26. Proof of Insurance

Upon request, the Contractor shall present an affidavit of Worker's Compensation, Public Liability, and Property Damage Insurance to Procurement and Contracts.

1.27. Conflict of Interest

The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the State and providing services involving this contract or services similar in nature to the scope of this contract to the State. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any state employee who has participated in the making of this contract until at least two years after his/her termination of employment with the State.

1.28. Nondiscrimination and Workplace Safety

The Contractor agrees to abide by all federal, state and local laws, and rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws or rules or regulations may result in termination of this contract.

1.29. Confidentiality

The Contractor may have access to private or confidential data maintained by State to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 45-215 et seq.) in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor agrees to return any or all data furnished by the

State promptly at the request of State in whatever form it is maintained by Contractor. On the termination or expiration of this contract, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by State, shall destroy or render it unreadable.

1.30. Environmental Protection

The Contractor shall abide by all federal, state and local laws, and rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws or rule or regulations may result in termination of this contract for cause.

1.31. Care of State Property

The Contractor shall be responsible for the proper care and custody of any state owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract. The Contractor shall reimburse the State for such property's loss or damage caused by the Contractor, except for normal wear and tear.

1.32. Prohibition of Gratuities

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any State employee at any time.

1.33. Retention of Records

Unless the State specifies in writing a different period of time, the Contractor agrees to preserve and make available at reasonable times all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of the using agency; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post contract period. Delivery of and access to the records shall be within five (5) business days at no cost to the state.

1.34. Off-Shore Sourcing

If, during the term of the contract, the Contractor or subcontractor plans to move work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify the Procurement and Contracts and the respective agency in writing, indicating the desired new location, the nature of the work to be moved and the percentage of work that would be relocated. The Director of Purchases, with the advice of the respective agency, must approve any changes prior to work being relocated. Failure to obtain the Director's approval may be grounds to terminate the contract for cause.

1.35. On-Site Inspection

Failure to adequately inspect the premises shall not relieve the Contractor from furnishing without additional cost to the State any materials, equipment, supplies or labor that may be required to carry out the intent of this Contract.

1.36. Indefinite Quantity Contract

This is an open-ended contract between the Contractor and the State to furnish an undetermined quantity of a good or service in a given period of time. The quantities ordered will be those actually required during the contract period, and the Contractor will deliver only such quantities as may be ordered. No guarantee of volume is made. An estimated quantity based on past history or other means may be used as a guide.

1.37. Prices

Prices shall increase or decrease depending on the current Consumer Price Index (CPI) and/or Producers Price Index (PPI). The vendor may be required at any time to provide valid justification for any adjustment in price as applicable.

1.38. Contract Price

Statewide contracts are awarded by the Procurement and Contracts to take advantage of volume discount pricing for goods and services that have a recurring demand from one or more agencies. However, if a state agency locates a vendor that can provide the identical item at a lower price, a waiver to "buy off state contract" may be granted by the Procurement and Contracts.

1.39. Payment

Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires state agencies to pay the full amount due for goods or services on or before the 30th calendar day after the date the agency receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the Contractor and the state agency. NOTE: If the 30th calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

Payments shall not be made for costs or items not listed in this contract.

Payment schedule shall be on a frequency mutually agreed upon by both the agency and the Contractor.

1.40. Invoices

Each purchase order must be individually invoiced. Invoices shall be forwarded to the using agency in duplicate and shall state the following:

- date of invoice.
- date of shipment (or completion of work);
- purchase order number and contract number.
- itemization of all applicable charges; and
- net amount due.

1.41. Accounts Receivable Set-Off Program

If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, a state agency, municipality, or the federal government, agency payments to the Contractor may be intercepted / set off by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. The Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas, state agencies, municipalities, or the federal government. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation is reduced by the amount subject to setoff.

1.42. Federal, State and Local Taxes

Unless otherwise specified, the contracted price shall include all applicable federal, state and local taxes. The Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Contract. The State of Kansas is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the contracted price. Upon request, the State shall provide to the Contractor a certificate of tax exemption.

The State makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

1.43. Quarterly Reports

The Contractor shall be required to file a quarterly report by each state agency or political subdivision making purchases under this contract. Reports are due no later than 30 days after the end of each calendar quarter and shall correlate with figures submitted as Administrative Fees (see below). Above referenced reports are to be filed with Procurement and Contracts Open Records Officer or his/her designee located at 900 SW Jackson, Ste. 451-South, Topeka, KS 66612-1286. Reports may also be required to be submitted to the specific using agency.

Electronic files shall be e-mailed to the following e-mail address: reports@da.ks.gov, in Microsoft® Excel or Microsoft® Access Database format.

The required reporting format may be found on Procurement and Contracts website at <http://admin.ks.gov/offices/procurement-and-contracts>, under the "Procurement Forms" link.

Report Types - Reports shall be available reflecting the following information. Agencies and Procurement and Contracts reserve the right to request additional information.

- Sales Summary -- Report shall include a list of agencies and political subdivisions who have used the contract, a subtotal of sales to each agency or political subdivision, as well as a grand total of all sales.
- Items Sold -- Report shall include a list of items sold to agencies and political subdivisions, indicating the contract price and using agency, a subtotal of sales to each agency or political subdivision, as well as a grand total of all sales.
- Items Sold, by Agency - Same as above, except sorted by agency.

1.44. Administrative Fee

Contractor(s) must pay a 1% Administrative Fee on all purchases (including political subdivisions) made against this contract. The fee is to be included in the cost of the goods or services. The Administrative Fee is to be based upon the total dollars invoiced under the contract. The Administrative Fee shall be made in check form, payable to the "State of Kansas - Procurement and Contracts" and must be paid within 30 days following the end of each quarter. Fees paid under this mandate shall correlate with figures submitted on the quarterly reports.

1.45. Shipping and F.O.B. Point

Unless otherwise specified, prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this contract or subsequent purchase orders without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.

1.46. Deliveries

All orders shall be shipped within 30 days ARO, clearly marked with the purchase order number. If delays in delivery are anticipated, the Contractor shall immediately notify the ordering agency of the revised delivery date or partial delivery date. The order may be canceled if delivery time is unsatisfactory. The Contractor shall inform Procurement and Contracts of any supply or delivery problems. Continued delivery problems may result in termination of the contract for cause.

1.47. Charge Back Clause

If the Contractor fails to deliver the product within the delivery time established by the contract, the State reserves the right to purchase the product from the open market and charge back the difference between contract price and open market price to the Contractor.

1.48. Debarment of State Contractors

Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for up to a period of three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This

includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in the termination of the contract.

1.49. Materials and Workmanship

The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this Contract, within the time specified, in accordance with the provisions as specified.

The Contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the Contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of agency and/or Procurement and Contracts said issue is due to imperfection in material, design, workmanship or Contractor fault.

1.50. Industry Standards

If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

1.51. Implied Requirements

All products and services not specifically mentioned in this contract, but which are necessary to provide the functional capabilities described by the specifications, shall be included.

1.52. New Materials, Supplies or Equipment

Unless otherwise specified, all materials, supplies or equipment offered by the Contractor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

1.53. Inspection

The State reserves the right to reject, on arrival at destination, any items which do not conform with specification of the Contract.

1.54. Acceptance

No contract provision or use of items by the State shall constitute acceptance or relieve the Contractor of liability in respect to any expressed or implied warranties.

1.55. Ownership

All data, forms, procedures, software, manuals, system descriptions and workflows developed or accumulated by the Contractor under this contract shall be owned by the using agency. The Contractor may not release any materials without the written approval of the using agency.

1.56. Information/Data

Any and all information/data required to be provided at any time during the contract term shall be made available in a format as requested and/or approved by the State.

1.57. Certification of Materials Submitted

The Bid document, together with the specifications set forth herein and all data submitted by the Contractor to support their response including brochures, manuals, and descriptions covering the operating characteristics of the item(s) proposed, shall become a part of the contract between the Contractor and the State of Kansas. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the contract.

1.58. Transition Assistance

In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to State to allow for a functional transition to another vendor.

1.59. Integration

This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This Agreement between the parties shall be independent of and have no effect on any other contracts of either party.

1.60. Modification

This contract shall be modified only by the written agreement and approval of the parties. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

1.61. Severability

If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected, and each provision of this contract shall be enforced to the fullest extent permitted by law.

1.62. Right to Refresh

It is the intent of the State of Kansas to allow for re-release of a Request for Proposal on a periodic basis in order to "refresh" the pool of vendors providing services for bid under this contract. This will allow for a more comprehensive, up-to-date pool of available vendors to meet the needs of the State of Kansas agencies using this contract. A Request for Proposal may be re-released, at the State's discretion, throughout the contract period, including subsequent contract renewal periods.

2. Specifications

The State of Kansas is awarding this contract to provide Paper(Offset/copy/Carbonless/envelopes) and services per the attached specifications in order to establish a statewide use contract for all state agencies in Kansas.

- 2.1. Bidders are advised that due to high volatility of paper goods pricing in today's market that bidders MUST establish a website which lists the current prices of paper goods listed in this bid specification. Awarded Contractor(s) shall be required to do the following:
- Keep prices website up to date for use by State Print Office when ordering. Prices on website at the time of order shall be the price invoiced to the agency.
 - Login to the website shall not require a Username or Password, this is required for easy use by the State Print Office.
 - List current paper prices on the bid as a baseline for contract purposes only. Vendor is required to list a discount percentage off list price for all paper orders. It will be the sole responsibility of the Contractor to make sure the website is updated with current market price for accuracy when placing an order.
 - Website shall list paper goods by item number and description with price in an easily readable format.
- 2.2. The State recognizes that certain papers may no longer be available on the market. Bidders may propose alternate lines of paper to the lines that are referenced in the pricing document.
- Overall lowest bid meeting specifications will be awarded, by group.
- 2.3. **Quantities:** Any contract entered into will be of the "open-end" type. The contractor will deliver such quantities as may be ordered, and the quantities ordered will be those actually required during the contract period. The State will be liable only for such quantities as are actually ordered by and delivered to the various State Agencies.
- 2.4. **Substitutions:**
The ordering agency shall be immediately notified of any items not stocked or available for delivery within contractual delivery times. The agency shall have the option to acquire items not available from the contract vendor from other sources outside this contract. Excessive back-order situations may result in disqualification and re-award of contract.
- 2.5. **Returns:**
The State of Kansas reserves the right to negotiate with the contractor to return unopened cartons of copy paper at the end of the contract. The agency will pay a reasonable restocking fee (approx. 15%) plus freight charges on these items. Arrangements regarding and return of any items are to be made between the agency and the contractor within 45 days after the end of the contract.
- 2.6. **Samples:**
Samples of items bid shall be made available upon request by the contracting officer. Each sample must be clearly labeled with the bidder's name, group and item number, brand name, basis weight, and finish.
- 2.7. **Shipping and F.O.B. Point:** Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to a state agency's receiving dock or other designated point as specified in this Request without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 2.8. **Delivery:**
Vendors are required to be able to deliver within seven (7) days after receipt of order. Preference may be given to vendors with shorter delivery times. Delivery capabilities for all major user locations shall be included as part of the vendor's technical proposal.

2.9. Envelope Construction:

The construction of all items shall be in accordance with industry standards for manufacture of top-quality envelopes. Receipt of items manufactured from inferior materials or showing poor or careless workmanship will be considered "just cause" for cancellation of the contract.

3. Paper Types currently ordered under existing contracts; these types shall also be requested for future contracts.

3.1. Copy Papers

a.Premium No. 4 Bond – Virgin includes 20 lb. and 24 lb. basis weight in various cut sheet sizes. Brightness of 92 and opacity of 86-88. White. Available in three (3) hole drilled, standard 5/16" holes, free from paper hole cut debris. Smooth finish. Acid free.

b.Premium No. 4 Bond – Recycled, White and Colors: 30% includes 20 lb. and 24 lb. basis weight in various cut sheet sizes. White paper shall have brightness of xx and opacity of xx

Copy papers shall be long grain, carton packed, and ream wrapped in moisture proof paper. Paper should be able to withstand considerable heat without excessive curling for automatic collation. For use in high-speed photocopiers, laser printers and plain paper facsimile machines.

3.2. IP Hammermill

a. Premium Laser Print: 24, 28 and 32 lb. basis weights, various size cut sheets and parent sheets, brightness of 98 or better and opacity of 92 or better, radiant white, long grain, acid free, archival quality, electronic image capable, carton packed, and ream wrapped in moisture proof paper. Hammermill Laser Print or equal.

b. Premium Color Copy Paper, digital cut sheets and cover in various sizes, basis weight and sheet size as indicated, for color copiers and ink jet printers, photo white, ultra-smooth finish, brightness of 100 or better and opacity of 94 or better, carton packed, and ream wrapped in moisture proof paper. Hammermill Digital Color Copy Paper or equal.

3.3. Performance Papers, Perforated: Premium No. 4 Bond: 20 lb. and 24 lb. basis weights, 8 ½ x 11" cut sheets, white, Brightness of 92, long grain, carton packed, and ream wrapped in moisture proof paper. Paper should be able to withstand considerable heat without excessive curling for automatic collation.

3.4. Blanks Kan't Kopy: One-sided Rx Invalid Security Paper, 60 lb., 12 M Weight, 8 ½ x 11" Cut sheets, blue, smooth, Sole user is University of Kansas Medical Center.

3.5. Neenah Gilbert: Premium Cotton, 25% cotton fiber content, cockle finish, white, cut sheets, watermarked, sealed 500 sheets per package. Acid Free. Brightness 93.

3.6. Neenah Neutech: Premium Cotton, 25% cotton fiber content, wove finish, white, parent sheets, unwatermarked or watermarked, sealed 500 sheets per package. Acid Free. Brightness 93-98.

3.7. Neenah Royal Cotton: Premium Cotton, 25% cotton fiber content, cockle and smooth finishes, white, cut and parent sheets, watermarked, 30% PCW, sealed 500 sheets per package. Acid Free. Brightness 96.

3.8. Springhill Index: No. 4 Index, 90 and 110 lb. basis weight, long grain, carton packed, and ream wrapped in moisture proof paper. Cut sheets and Parent Sheet sizes. Brightness of 80-83. Acid Free. Available in white and colors, smooth finish.

3.9. Neenah Astrobrights: Cut Sheets shall be various bright colors, long grain, carton packed, and ream wrapped in moisture proof paper. Acid free.

3.10. Springhill Opaque: No. 2 Opaque - Recycled Uncoated book and cover. Various basis weights. Cut sheets and Parent Sheet sizes. Parent sheet sizes carton or skid packed (skids to be ream marked). Brightness of 86-89 and opacity of 92-96. Available in white and colors, smooth and vellum finish. Includes Bristol Cover stock, cut, white.

- 3.11. **Accent Opaque:** Text and Cover, Cut and parent sheets; white, cut sheets long grain, carton packed, and ream wrapped in moisture proof paper, primarily smooth finish, brightness of 96, acid Free.
- 3.12. **Finch Opaque:** Uncoated text. Premium opaque, smooth finish, bright white. Acid Free Parent Sheets. Unsealed in cartons. Smooth finish. Primary user is University of Kansas Medical Center. Brightness 96.
- 3.13. **Accent Opaque:** Cover; digital cut. Premium opaque, smooth finish, white. Acid Free Sealed in Packages... Brightness 98. 10% Post Consumer Fiber.
- 3.14. **Williamsburg Offset:** #1 Offset, Uncoated book, smooth finish, white. Acid Free Various basis weights, cut sheets and parent sheets in press ready skids packed, brightness 92. Primary user of the press ready skids will be State Printer, Topeka.
- 3.15. **Williamsburg Offset:** #1 Offset, Uncoated book, smooth finish, white. Acid Free Various basis weights, cut sheets and parent sheets in press ready skids packed, brightness 92. Primary user of the press ready skids will be State Printer, Topeka.
- 3.16. **New Page Fortune:** Coated offset book and cover; white, finishes in gloss and matte as specified. No. 3. Parent Sheets. Unsealed in cartons or Skid Packed as indicated. Brightness 88. 10% post-consumer fiber content. Various basis weights.
- 3.17. **Jefferson Spirit:** Coated offset book and cover; white, finishes in gloss and velvet as specified. No. 1 grade. Parent Sheets. Packaged or Skid Packed as indicated. Brightness 91. Basis Weight as indicated. Primary User is State Printer in Topeka.
- 3.18. **New Page Futura:** No. 1 Coated book and cover, digital cut., gloss and dull finishes, white. Sealed in cartons Acid Free. Brightness 96.
- 3.19. **Endurance:** Coated Book and cover, digital cut., gloss and silk finishes, white. Sealed in Packages.. Brightness 91.
- 3.20. **Mohawk Kromekote or Equal:** Cast Coated Cover: Recycled White or Blue White color. Various weights. Cut sheets (long grain, carton packed, and ream wrapped in moisture proof paper) and Parent sheet sizes, carton packed.
- 3.21. **IP Carolina:** Coated One Side Cover: Blue White. Cut sheets (long grain, carton packed, and ream wrapped in moisture proof paper) and Parent sheet sizes, carton packed. Brightness 94.
- 3.22. **Newsprint - Recycled:** 30 lb. basis weight, white. Brightness of 52-60. Rolls in 40" diameter, width of 13.75" to 35", wound on 3" diameter non-returnable cores. Deliver flat. Truckloads or skids only; State Division of Printing is the only user of the group. Tembec or Equal.
- 3.23. **No. 3 Opaque Offset, Rolls:** 35 lb. Basis weight, acid free, ground wood free, white. Brightness of 82-85 and opacity of 85-91. 40" diameter, width from 12.5" to 35", on 3" non-returnable cores. Truckloads or skids only; Division of Printing is the only user of the group." Boise Cascade or Equal.
- 3.24. **Commodity Offset, Rolls:** 50# basis weight, white. Brightness of 78-80 and opacity of 89-90. 40" diameter, 12.5" width or wider, wound on 3" diameter non-returnable cores. Smooth finish. Truckloads or skids only; State Division of Printing is the only user of the group.". GP Spectrum or Equal.
- 3.25. **Carbonless for copiers:** Digital, for laser printer or high-speed copiers; pre-collated; reverse. 92 bright base stock.
- 3.26. **Carbonless Bond - chemical transfer, long grain Cut** sizes and parent sheets; cut sheets to be ream-wrapped in moisture proof paper (500 sheets to a package), ground wood free, black image. To be available in white & manufacturer's standard colors. Basis weights and coatings as indicated. Pre-collated sets to be in straight or reverse sequence (as indicated) and manufactured with the top ply coated back (CB), the internal ply(s) coated both front and back (CFB), and the last ply to be coated on the front (CF).

4. Cost Sheet

Contractor Name: Veritiv Operating Company

All prices are listed as a percentage off of List Price on the supplier's webpage, percentage discounts vary per paper type. Price provided on website will include the discount as applicable.

All paper prices shall be binding on date of order. It is the supplier's responsibility to maintain and keep up to date prices listed.

Paper Prices will be listed with a percentage off list discount at time of order as discount varies per paper type

Envelopes Prices will be listed with a percentage off list discount at time of order as discount varies per paper type.

This percentage shall be applied to all paper and envelopes ordered including products currently being used as listed in this solicitation and additional items added as needed.

To place orders you must follow ordering instructions on page 2 of this contract.

5. Contractual Provisions Attachment

DA-146a Rev. 07/19

5.1. Important

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof. The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the 6th day of March, 2023.

5.2. Terms Herein Controlling Provisions

It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.

5.3. Kansas Law and Venue

This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.

5.4. Termination Due to Lack of Funding Appropriation

If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.

5.5. Disclaimer of Liability

No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.).

5.6. Anti-Discrimination Clause

The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44 1001, et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, et seq.) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the

basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

5.7. Acceptance of Contract

This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.

5.8. Arbitration, Damages, Warranties

Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

5.9. Representative's Authority to Contract

By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.

5.10. Responsibility for Taxes

The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.

5.11. Insurance

The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.

5.12. Information

No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.

5.13. The Eleventh Amendment

"The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."

5.14. Campaign Contributions / Lobbying

Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

Subject to the terms and conditions of the bid specifications and this contract, State hereby accepts the offer of Contractor as expressed by Contractor's bid submitted to Procurement and Contracts on January 4, 2023, in response to Bid Event Number EVT0008789.

It is understood and agreed by the parties that pursuant to the bid, Contractor agrees to furnish Paper (Copy/Offset/Carbonless/ for Statewide on order of the Agency at the price or prices contained herein.

This contract is entered into this 6th day of March 2023 by and between the State of Kansas (State) and Veritiv Operating Company, Atlanta, GA (Contractor).

Catalog List

Posted as an attachment to this contract. List is to be used for reference only. To obtain current catalog listings, availability and pricing refer to page 2 of this contract.