

## SP-11-0294 Copy & Printshop Paper / Contract Instructions

THERE WAS A TYPOGRAPHICAL ERROR IN THE CONTRACTS ISSUED TO UNISOURCE AND XPEDX. LANGUAGE IN THE CONTRACT SHOULD READ AS FOLLOWS.

**PRICING:** The unit price covers all of the materials and operations necessary for the production and delivery of items specified. This includes but is not limited to quality assurance, packaging, and FOB destination, normal delivery, freight paid.

**DEFINITION - NORMAL DELIVERY:** Unit prices include, at no additional charge, the contractor providing "Normal Delivery" service. "Normal Delivery" is defined in this contract as "Delivery to a building with an accessible dock to one specific room or area by use of material handling equipment without breaking shipping container to hand truck deliver individual cartons."

Delivery locations falling in the perimeters of this definition will not be subject to additional delivery charges. Agencies are encouraged to check with the vendor prior to ordering to ascertain any possible additional delivery charge amounts.

**DEFINITION - INSIDE DELIVERY:** "Inside Delivery" is defined in this contract as: "Delivery to a building with or without an accessible dock and breaking shipping container to hand truck deliver individual cartons to a specific room(s) or area(s)."

Delivery locations falling in the perimeters of this definition may be subject to additional delivery charges. Agencies are encouraged to check with the vendor prior to ordering to ascertain any possible additional delivery charge amounts.

### ORDERING INFORMATION

**Unisource:**

AASIS Vendor # - 100039868  
AASIS 4600022165

Section A: Group 1 – Copy Paper  
Section B: Group 2 – Laser Bond and Label Stock  
Group 3 – Board Grades (Uncoated)  
Group 4 – Carbonless paper, Carbonless Tag, Pre-collated Sets, Padding Compound

**Xpedx:**

AASIS Vendor # - 100000169  
AASIS 4600022166

Section C: Group 5 – Uncoated Offset  
Group 6 – Coated Offset

### **When issuing an AASIS Purchase Order**

Note: For detailed instructions on how to adopt from an outline agreement please contact the AASIS Helpdesk

- Adopt the information from the AASIS Outline Agreement for the appropriate vendor
- Reference contract number (SP-11-0294) in "Your Reference" (Communications Tab) on the AASIS PO
- **Use the correct material number as indicated on the pricing sheet and provide the following information for each line item:**
  - Contract Item #
  - Size
  - Description
  - Unit Price
  - For orders with Unisource – include vendor item #.

### **For Non AASIS using agencies**

- Reference contract number (SP-11-0294)
- **Provide the following information for each item:**
  - Contract Item #
  - Size
  - Description
  - Unit Price