



Government of Newfoundland and Labrador

Public Procurement Agency
30 Strawberry Marsh Rd.
St. John's NL
A1B 4R4

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SHIP TO: As indicated in blanket release
or
contract agreement PO
Canada

BILL TO: As indicated in blanket release
or
contract agreement PO
Canada

TO: DOMTAR INC
o/a Ariva
PO Box 261
Mount Pearl, NL
A1N 2C3
Canada

Customer No.	Supplier No.	Ordered / Buyer	Revised / Buyer
	0031009905	29-MAR-19 Kieley, S	

F.O.B:	Requestor:	Contact:
DESTINATION		

Effective Start Date	Effective End Date	Amount Agreed (CAD)
10-APR-2019	31-OCT-2019	

IMPORTANT: Document valid ONLY if NAME and DATE are present in "Authorized By" section.
AUTHORIZED BY: Kieley, S **DATE:** 10-APR-19 **TOTAL:**

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Notes: Bond Copy Paper & Envelopes, Master Standing Offer Agreement

The resulting Standing Offer Agreement shall permit any government department, and any public body having delegated its authority to tender to Public Procurement Agency to order, on an 'as and when required basis', the items listed herein at the prices set against each.

ITT TP118009606 forms part of the contract.

For the purposes of this procurement process, contacts shall be:

PPA

Sherry Kieley
Phone: (709) 729-6965
Email: sherrykieley@gov.nl.ca

Vendor

Veronica van der Donk
Phone: (902) 209-5589
Email: veronica.vanderdonk@ariva.ca

OR: 1-800-565-6323
Email Orders: general.stj@ariva.ca
Fax: 1-888-318-3334

Mailing Address:
14 Clyde Avenue
Mount Pearl, NL A1N 4S1

The term of the Agreement is the period from the date of issue to October 31, 2019, with a one year option to renew at the same pricing, terms and conditions.

Volume of Work and Exclusivity of Contract
Public Procurement Agency makes no guarantee as to the value or volume of the Deliverables. The Agreement with the preferred supplier, as defined by the Public Procurement Regulations under the Public Procurement Act, will be an exclusive



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contract for the provision of the Deliverables. The estimates provided are for a seven month period.

Disclosure of Information

The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act.

All paper products shall be certified by Forest Stewardship Council (FSC). Paper products with certifications from Sustainable Forestry Initiative (SFI) or Canadian Standards Association (CSA) Group Sustainable Forest Management (SFM) standard are also acceptable.

Unbleached Natural Kraft Envelopes, Acid Free Natural Kraft with Minimum of 55% Post-Consumer Waste Fibre.

All envelopes shall meet the specifications of mechanical inserting machines. All envelope flaps shall be well gummed but not to the extent of them pre-sticking.

Description and quantity shall be clearly marked on each box and carton. Boxes and cartons shall be sealed using glue or PVC tape. Open side envelopes shall have side seams with extra gum to prevent peeling. Side seams shall be completely glued to edge of envelope to eliminate projecting edges that may catch in the automatic mailing equipment.

Item #27 (Modified Window) - The window for Item #27 shall be located according to the following specifications:

- (a) the left edge of the window shall be located exactly 1 1/8" or 29 mm from left side of envelope
- (b) the bottom edge of the window shall be located exactly 3/4" or 19 mm from bottom edge of Envelope
- (c) the height of the window shall be exactly 1 1/8" or 29 mm
- (d) the width of window shall be exactly 4 1/2" or 114 mm

These envelopes shall meet all postal standards for first class letter mail and be so constructed as to easily facilitate mechanical insertion using a Bell & Howell Mailstar 400 automated inline mailing insertion system. In this regard, all seams of envelopes shall be properly glued to avoid projecting edges and to avoid any excess glue on envelopes causing partial premature sealing.

ITT PARTICULARS

THE DELIVERABLES

Prices quoted shall be FOB participating public body.

Prices quoted shall be FOB participating public body to location/stockroom designated by each public body on an as and when required basis. This applies to shipments with a minimum order quantity of 50,000 sheets (10 cartons) of paper



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plus any quantity of envelopes. If the shipment contains only envelopes, the minimum order value shall be \$250.00 for the island portion of the Province and a minimum order value of \$300.00 for Labrador. Suppliers shall utilize their own delivery equipment (i.e. Hand trucks, pallet jacks). Coastal Labrador shipments shall be made during the regular coastal shipping season; however, shipments to Happy Valley-Goose Bay shall not be limited to the coastal shipping season due to the accessibility of this area via the Trans Labrador Highway.

Memorial University (St. John's/Corner Brook) - Memorial University shall require individual deliveries to their various Departments/Divisions. The successful supplier must have the capability to submit and transmit all invoices in electronic format and to provide an appropriate audit trail for the Memorial University. Delivery for the University shall be within two (2) business days following the placement of each order.

School boards shall issue their orders in May for delivery in July and August.

For shipments that are below the minimum order value, delivery charges may apply. The vendor shall obtain approval from the end users for shipping charges prior to shipment.

Orders shall be delivered in full. Notwithstanding, should a backorder occur for any item(s), the supplier shall be responsible for delivering that item(s) at no additional cost to the end user. The end user shall not be required to reorder the backordered item and incur a delivery charge.

Deliveries shall be made in accordance with dates and delivery location stated on participating organizations Purchase Order. Deliveries will only be accepted during the regular business hours of the organization.

All shipments shall be properly packed to avoid breakage or spoilage.

All shipments/deliveries shall state Purchase Order number.

The successful supplier shall have deliveries completed to participants on the island portion of the Province within seven (7) days upon receipt of each purchase order. Deliveries shall be completed to Labrador within twenty one (21) days upon receipt of each purchase order. Delivery performance shall be monitored for the life of the contract. Public Procurement Agency reserves the right to cancel this award if delinquent deliveries are experienced.

When shipping, suppliers are required to supply up-to-date Material Safety Data Sheets - applicable to anything regulated under transportation of dangerous goods, or the shipment cannot be accepted.

PERFORMANCE TERMS AND CONDITIONS

CANCELLATION OF CONTRACT

Any contract issued as a result of this ITT shall be subject to cancellation by either party within 90 days of written notification. Payment of goods on order or in process of being delivered will be honored.

WARRANTY

The vendor guarantees all equipment, materials, workmanship, and labourers liens.

The vendor warrants title to commodities supplied and warrants them free from defects and/or imperfections, and shall indemnify and hold purchaser harmless



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against any or all suits, claims, demands and/or expenses, patent, litigation infringement, or any claim by third parties in or to the commodities mentioned and supplied by him.

RETURNS

In the event of a defective product, any participating organization reserves the right to return it to the supplier, for full credit, notwithstanding intermediate payment by the purchaser.

Claims for either shortages or damaged merchandise shall be submitted to vendor within thirty days of invoice.

SUBSTITUTIONS

During the term of a contract, no product shall be substituted for another without agreement from Public Purchasing Agency. Upon agreement by all parties items may be substituted by similar products of equal size, cost and quality. All requests to substitute shall be accompanied by full specification, literature or catalogues.

REPORTING

The successful supplier shall provide usage report(s) regarding the individual product usage for the items listed on this ITT. These usage reports shall indicate the total number of cartons/boxes purchased by each public body during the term of the contract per each line item. This data must also include all purchases paid for by a government procurement card.

The data must be submitted electronically by email within 10 business days from date requested.

The successful bidder may be requested to provide usage reports on related items not listed on this document for future reference.

ADDITIONAL TERMS AND CONDITIONS

Each participating organization will be responsible for issuing its own purchase order(s) and is to be invoiced accordingly. Contact names and numbers will be provided to the successful bidder.

Any government department or public body reserves the right to utilize a procurement card in lieu of a purchase order for all or select acquisitions. Vendors shall not refuse nor charge additional premiums or fees when procurement cards are tendered for payment.

QUANTITY

The successful supplier shall maintain adequate stock to cover requirements where requested.

The successful supplier shall provide only the quantity of an item ordered by the end user, regardless of the manufacturer/suppliers standard packaging.

PRICES

Prices are exclusive of HST. Applicable taxes shall be applied at the invoicing stage and are to be listed separately on each purchase invoice. HST number for Government Departments is 107442683.

Prices quoted shall be considered net and inclusive of all discounts.



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Prices quoted shall be FIRM for 90 days from contract start date. Thereafter, prices may be revised based upon increases or decreases due to market changes. These fluctuations in market conditions are to be supported by documentation ideally from at least two mills. The successful supplier shall provide to the Public Procurement Agency, 30 days advance written notice, of any increase or decrease.

Vendor hereby certifies that the prices tendered are not in excess of those charged anyone else, including their most favored customer.

INVOICING

Invoices shall be submitted directly to each participating organization.

It is to be understood that payment of invoices will be the responsibility of the ordering public body and further understood that the successful supplier (s) will hold Public Purchasing Agency harmless respecting any loss, damage and non-payment resulting from or relating to any order placed with the supplier against this Invitation to Tender.

Government Departments Only

The Government of Newfoundland and Labrador has expanded its financial management system and streamlined the accounts payable process. Invoices and credit memos that were traditionally sent to individual departments will be emailed or mailed to one central government location, the Department of Finance, Corporate Financial Services Division (CFS). Please ensure invoices clearly indicate Purchase Order Number.

To receive payment on a timely basis, please mail or email invoices to:

Department of Finance
Corporate Financial Services Division
657 Topsail Road
St. John's NL A1E 2E3

gnlinvoices@gov.nl.ca

DIRECT DEPOSIT FOR PAYMENT

The preferred method of payment to the successful bidder/proponent for any goods or services provided as a result of this procurement opportunity will be direct deposit (other cost effective payment methods may be used for certain international suppliers where banking technologies prevent the use of direct deposit).

The successful bidder/proponent should ensure they are enrolled with the Province to receive direct deposit payments. Enrolment forms can be obtained from the Department of Finance web site at:
<http://www.releases.gov.nl.ca/releases/2014/fin/0808n02.aspx>

In accordance with this initiative, businesses and individuals currently receiving cheques have until December 31, 2016 to register to receive payments by direct deposit. Direct deposit enrolment forms can be obtained from the Department of Finance website or from the department responsible for the payment. For any new payment, the only payment method offered will be direct deposit.

To enroll for direct deposit, please visit www.gov.nl.ca/fin or call 1-888-729-6199.



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PARTICIPANTS

The following Government Funded Bodies:

All Government Departments

- Centre for Health Information
- Newfoundland & Labrador Housing
- NL Legal Aid Commission
- NL Liquor Corporation
- Pippy Park Commission
- Provincial Information and Library Resources Board
- The Rooms Corporation of NL
- WorkplaceNL

Labrador Grenfell Health
Western Health Care Corporation

College of the North Atlantic
Memorial University of Newfoundland

Newfoundland & Labrador English School District
Conseil Scolaire Francophone Provincial de Terre-Neuve et du Labrador

- Birchy Bay
- Bishop's Falls
- Bonavista
- Botwood
- Brighton
- Channel-Port aux Basques
- Clareville
- Conception Bay South
- Deer Lake
- Eastport
- Fogo Island
- Gambo
- Glovertown
- Grand Bank
- Grand Falls-Windsor
- Lewisporte
- Mount Pearl
- Paradise
- Peterview
- Petty Harbour - Maddox Cove
- Placentia
- Point Leamington
- Port au Choix
- South Brook
- St. Anthony
- St. George's
- St. Lawrence
- Torbay
- Trinity Bay North
- Victoria



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1 Bond Recycled Copy Paper, 8.5" x 11", CARTON 47.40
5000 sheets/carton
Color: White; Finish - Smooth;
Weight - Bond, 20 lb. industry standard
30% post consumer waste fibre;
Brightness - 92 GE White Minimum

Domtar Earthchoice 30 - 1977

2 Bond Recycled Copy Paper, 8.5" x 14", CARTON 65.41
5000 sheet/carton
Color: White; Finish - Smooth;
Weight - Bond, 20 lb. industry standard
30% post consumer waste fibre;
Brightness - 92 GE White Minimum

Domtar EarthChoice - 1978

3 Bond Recycled Copy Paper, 11" x 17", CARTON 51.30
2500 sheets/carton
Color: White; Finish - Smooth;
Weight - Bond, 20 lb. industry standard
Brightness - 92 GE White Minimum
30% post consumer waste fibre;

Domtar Earthchoice - 1343

4 Bond Copy Paper, 8.5" x 11", CARTON 44.27
5000 sheet/carton
Color: White; Finish - Smooth
Weight - Bond, 20 lbs. acid free
Brightness - White 92 GE minimum

Domtar Multiuse - 3994

5 Bond Copy Paper, 8.5" x 14", CARTON 61.43
5000 sheet/carton
Color: White; Finish - Smooth
Weight - Bond, 20 lbs. acid free
Brightness - White 92 GE minimum

Domtar Multiuse - 3996

6 Bond Copy Paper, 11" x 17", CARTON 48.18
2500 sheet/carton
Color: White; Finish - Smooth
Weight - Bond, 20 lbs. acid free
Brightness - White 92 GE minimum

Domtar MultiUse - 3997



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7 Bond Copy Paper, 8.5" x 11", CARTON 48.18
3 hole punched,
5000 sheet/carton
Color: White; Finish - Smooth
Weight - Bond, 20 lbs. acid free
Brightness - White 92 GE minimum

Domtar Multiuse - 3995

8 Bond Coloured Copy Paper, 8.5" x 11", CARTON 57.63
5000 sheet/carton
Colors: Canary, Pink, Ivory, Green,
Blue, Buff, Cherry, Cream, Goldenrod,
Gray, Orchid, Tan, Salmon.
One color per Carton
Finish: Smooth
Weight - Bond, 20 lb.

Domtar EarthChoice Colors, specify color.

9 Bond Coloured Copy Paper, 8.5" x 14", CARTON 78.51
5000 sheets/carton
Colors: Canary, Pink, Ivory, Green,
Blue, Buff, Cherry, Cream, Goldenrod,
Gray, Orchid, Tan, Salmon.
One color per Carton
Finish - Smooth
Weight - Bond, 20 lb.

Domtar EarthChoice Colors, specify color.

10 Envelopes, T-4, BOX 80.63
white, grey deco or artline lining,
one window,
5 3/4" x 9",
open side, 24 lb.
Box Size 500

SUPREMEX T4 SINGLE WINDOW
9524480FSCNL

11 Envelopes, BOX 31.40
Unbleached Natural Kraft,
Size 5 3/4" x 9 1/2",
open end, 24 lb.
Box Size 500

SUPREMEX CATALOGUE
5900420FSC

12 Envelopes, BOX 45.05
Unbleached Natural Kraft,
Size 5 3/4" x 9 1/2",



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open side, 24 lb.
Box Size 500

SUPREMEX BOOKLET
1300420FSC

13	Envelopes, Unbleached Natural Kraft, Size 6 1/2" x 9 1/2", open end, 24 lb. Box Size 500	BOX	32.42	
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SUPREMEX CATALOGUE
63000420FSC

14	Envelopes, Unbleached Natural Kraft, Size 7 1/2" x 10 1/2", open end, 24 lb. Box Size 500	BOX	54.89	
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SUPREMEX CATALOGUE
6500420FSC

15	Envelopes, Unbleached Natural Kraft, 7 1/2" x 10 1/2", open side, 24 lb. Box Size 500	BOX	59.14	
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SUPREMEX BOOKLET
3000420FSC

16	Envelopes, Unbleached Natural Kraft, Size 9" x 12", open end, 24 lb. Box Size 500	BOX	35.87	
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SUPREMEX CATALOGUE
7CATNK

17	Envelopes, Unbleached Natural Kraft, Size 9" x 12", open side, 24 lb. Box Size 500	BOX	43.01	
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SUPREMEX BOOKLET
2700420FSC

18	Envelopes, Unbleached Natural Kraft, Size 9 1/2" x 14 3/4", open end, 24 lb.	BOX	64.13	
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Box Size 500

SUPREMEX CATALOGUE
 10CATNK

19	Envelopes, Unbleached Natural Kraft, Size 10" x 13", open end, 24 lb. Box Size 500	BOX	42.69		
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SUPREMEX CATALOGUE
 6800420FSC

20	Envelopes, Unbleached Natural Kraft, Size 10 1/2" x 14 3/4", open end, 24 lb. Box Size 500	BOX	178.39		
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SUPREMEX CATALOGUE
 7400420FSC

21	Envelopes, Unbleached Natural Kraft, Size 10 1/2" x 14 3/4", open side, 24 lb. Box Size 500 Minimum order of 10 boxes required	BOX	178.71		
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SUPREMEX BOOKLET
 FG00003752-01

22	Envelopes, Unbleached Natural Kraft, Size 12" x 16", open end, 32 lb. Box Size 250	BOX	95.13		
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SUPREMEX CATALOGUE
 7200320FSCNL

23	Envelopes, Unbleached Natural Kraft, Size 3 5/8" x 6 1/2", open side, 24 lb. Box Size 1000	BOX	49.89		
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SUPREMEX BUSINESS
 0800420FSCNL

24	Envelopes, Unbleached Natural Kraft, Size 3 7/8" x 8 7/8", open side, 24 lb.	BOX	24.95		
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Box Size 500

SUPREMEX BUSINESS
0900420FSCS

25	Envelopes, Unbleached Natural Kraft, 4" x 9", open side, 24 lb. Box Size 500 Minimum order of 10 boxes required	BOX	50.46
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SUPREMEX BUSINESS
SPECIAL

26	Envelopes, white wove, #9, 3 7/8" x 8 7/8", open side, 24 lb., bilateral (side seam). Box Size 500	BOX	10.96
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SUPREMEX BUSINESS
9RWW

27	Envelopes, Unbleached Natural Kraft, #10 Size 4 1/8" x 9 1/2", open side, (modified window) 24 lb. Box Size 500	BOX	16.83
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SUPREMEX WINDOW
FG00001688-01

28	Envelopes, Unbleached Natural Kraft, #10 Size 4 1/8" x 9 1/2", open side, (standard window) 24 lb. Box Size 500	BOX	15.66
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SUPREMEX WINDOW
10WNK

29	Envelopes, Unbleached Natural Kraft, #10 Size 4 1/8" x 9 1/2", open side, (without window) 24 lb. Box Size 500	BOX	14.22
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SUPREMEX BUSINESS
10RNK

30	Envelopes, white wove, #10, 4 1/8" x 9 1/2", open side, 24 lb., crossback, Box Size 500	BOX	15.27
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SUPREMEX BUSINESS
3724440FJCNL

31	Envelopes, white wove, #10, 4 1/8" x 9 1/2", open side, 24 lb., bilateral (side seam). Box Size 500	BOX	10.96
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SUPREMEX BUSINESS
10RWW

32	Envelopes, white wove, #10, 4 1/8" x 9 1/2", window, open side, 24 lb., crossback. Box Size 500	BOX	15.27
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SUPREMEX WINDOW
3724440FSCNL

33	Envelopes, white wove, #10, 4 1/8" x 9 1/2", window, open side, 24 lb., bilateral (side seam). Box Size 500	BOX	12.42
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SUPREMEX WINDOW
10WWW

34	Envelopes, white, Artline, #10, 4 1/8" x 9 1/2", open side, 24 lb., bilateral (side seam). 500 envelopes/box	BOX	13.56
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SUPREMEX BUSINESS
10RWWTINT

35	Envelopes, white, window, Artline, #10, 4 1/" x 9 1/2", open side, 24 lb. 500 envelopes/box	BOX	15.03
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SUPREMEX WINDOW
10WWWTINT

36	Envelopes, white, window, Artline, #10, 4 1/2" x 9 1/2", cross back, 24 lb. 500 envelopes/box	BOX	16.69
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SUPREMEX WINDOW
3724480FSCNL

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