

August 6, 2004

## **MEMORANDUM**

To: All State Agencies, the Court System, the University and Community College System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Industrial Paper Contract

### **This is an update of the Industrial Paper Contract.**

The Industrial Paper products contract, i.e. toilet tissue, facial tissue, hand towels, paper towels, napkins, etc. is available from Grainger Industrial Supply utilizing the WSCA Industrial Supply contract, WSCA #6416. This contract is in effect until November 30, 2005. Substantial price support has been offered to contract users for five commonly used products. Prices are reflected in the attached price list and represent the price for the purchase of **one case** of product. State Purchasing is working continuously with Grainger to expand the list to offer more products. However, agencies are not restricted to purchasing just these five items and may purchase any industrial paper product they require. Prices are FOB destination, delivered to each ordering agency receiving dock and the price is the same to all locations. Prices are firm through September 30, 2004 with price increases allowed after that date. Georgia Pacific manufactures the contract products. There is no minimum order. Agencies should expect to receive in stock products within 24-48 hours after receipt of an order.

**Ordering Procedures:** Agencies shall place orders directly with Grainger. Agencies are strongly urged to place orders online using the Grainger web site [www.grainger.com](http://www.grainger.com). Price per case discounts may be negotiated on a case-by-case basis for large quantity orders. State Purchasing will assist any agency requesting assistance with negotiating these discounts.

**This is a permissive use contract. Agencies purchasing industrial paper products in amounts less than \$1000 per purchase may use the vendor of their choice. Purchases of \$1000 or more must be placed through Grainger or submitted to Nevada State Purchasing on a requisition for procurement using established purchasing procedures. ALL purchases over \$5000 must be submitted through Nevada State Purchasing.**

**Problems:** If you encounter any problem with this contract, attempt to resolve it with your Grainger Territory Manager. If unsuccessful, please contact Cindy Swenson, State Purchasing, (775) 684-0189.

## WSCA Paper Program

Grainger Stock #	Material Description	Mfg. Model Number	WSCA Price	Effective From	Effective Through
2U228	TOWEL,MULTIFOLD,PK4000	24590	\$ 22.59	07/01/2004	09/30/2004
2U250	FACIAL TISSUE,PK3000	47410	\$ 17.99	07/01/2004	09/30/2004
2U252	TISSUE,BATH,ROLL,PK96	15590	\$ 53.70	07/01/2004	09/30/2004
4CJ75	TOWEL,ONEFOLD,PK4000	23504	\$ 17.74	07/01/2004	09/30/2004
4WK84	TOWEL,PAPER,PK4008	20755	\$ 19.96	07/01/2004	09/30/2004

EACH PRICE PER CASE. PREPAID FREIGHT.  
 NO MINIMUM ORDER REQUIREMENTS.  
 24-48 HOUR DELIVERY ON IN STOCK ITEMS IN MOST AREAS.

