

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE
AMENDMENT NO. 4

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS.

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: TERM CONTRACT - OFFICE AND CLASSROOM RELATED SUPPLIES AND ACCESSORIES

Attached are pages 2, 3, 9, 11 and 12 to this contract. Remove these pages from the existing contract and replace with the attached pages on the effective and/or revision date.

This amendment is issued to adjust prices by approximately 4.9% on fifty-five (55) items effective 07/16/11, including thirty-nine (39) copy paper items several of which are the most commonly used copy paper items used by state of Ohio Agencies and Cooperative Purchasing Program members. Additionally this amendment adds Appendix A to this contract which is a guide to the most commonly used forms of copy paper used by state of Ohio Agencies and Cooperative Purchasing Program Members.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Walter Schneider, CPPB
walter.schneider@das.state.oh.us

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

0000176739

Staples Contract & Commercial, Inc.
Operating as Staples Advantage
500 Staples Drive
Framingham, MA 01702-4478

michael.gigliotti@staples.com,
karie.rosshirt@staples.com

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STATE OF OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES
PROGRAM ADDENDUM
FOR
OFFICE AND CLASSROOM RELATED SUPPLIES AND ACCESSORIES

MASTER CONTRACT
NATIONAL JOINT POWERS ALLIANCE (NJPA) AND
STAPLES CONTRACT & COMMERCIAL, INC., OPERATING AS
STAPLES ADVANTAGE ("STAPLES") CAN BE FOUND
BY CLICKING THE LINK BELOW

[NJPA Original Request for Proposal RFP # 031210](#)

[NJPA Acceptance of Bid and Award RFP # 031210](#)

[State of Ohio DAS/National Joint Powers Alliance/Staples Program Addendum](#)

[* Contract SR900011, GPC005 Office Supplies Net Prices](#)

RETAIL OUTLET LIMITATIONS: The state of Ohio DAS acknowledges and agrees that the Contractor has no obligation to provide all items covered by this contract at its retail outlets. State of Ohio Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services are advised that the Order Size Discount provided for orders exceeding \$ 300.00 on page 6 of this contract does not apply for purchases made at the Contractor's retail stores and that the Prompt Payment Discount on page 6 of this contract does not apply for purchases made at the Contractor's retail stores.

PRIMARY CONTACT INFORMATION:

The primary participating entity contact for this participating addendum is:

Walter Schneider - Purchasing Standards Analyst
DAS/GSD Office of procurement Services – State of Ohio
4200 Surface Road, Columbus, OH 43228
Office: (614) 644-5151
FAX: (614) 644-1785
E-mail: walter.schneider@das.state.oh.us

The primary Contractor contact for this participating addendum is:

Name: Michael Gigliotti – District Sales Manager
Contractor Name: Staples Contract & Commercial Inc, Staples Business Advantage “Staples”
OAKS Vendor ID: 0000176739
Contact Address: 4170 Highlander Parkway, Richfield, OH 44286
Phone: (330) 523 3010
Cell: (330) 631 3690
Fax: (330) 523 3003
E-mail: michael.gigliotti@staples.com
Web Site: www.stapleslink.com

To Register Purchasing Cards for use at retail outlets, contract users shall contact:

Ms. Karie Rosshirt – Account Manager
Staples Advantage
2228 Citygate Drive
Columbus, OH 43219
Office: 614 472 2006
FAX: 614 472 2001
E-mail karie.rosshirt@staples.com

PRICE SCHEDULE

The following links contain pages with Office Supplies net pricing covered under this Contract.

[State of Ohio DAS/National Joint Powers Alliance Staples Program Addendum](#)

[* Contract SR900011, GPC005 Office Supplies Net Prices](#)

UNSPSC Codes:

44103100 - Toner
44120000 – Office Supplies
14110000 – Copy Paper

Account Set-Up

Nicole Ray
Service Consultant
(614) 472 2022
nicole.ray@staples.com

* Net Pricer Changes effective 07/16/11

APPENDIX A – MOST COMMONLY USED FORMS OF COPY PAPER PURCHASED BY STATE OF OHIO AGENCIES AND COOPERATIVE PURCHASING PROGRAM MEMBERS

Below is a link to the most commonly used forms of copy paper purchased by state of Ohio Agencies and DAS Cooperative Purchasing Program Members.

The document in the link is sorted by type of copy paper, includes a complete description of the type of paper, the Staples Advantage StaplesLink Item number as well as the current state of Ohio contract price by unit of measure and a calculation of the cost per ream.

DAS does not require or recommend any of the copy paper choices on the attached. This document is offered for reference purposes only. Agencies and other users should consider their printing requirements, document retention needs, recycling and “green policies” and other factors and agency policies associated with their printing/copy paper needs before selecting the type(s) of copy paper to purchase.

[LINK TO COMMONLY USE FORMS OF COPY PAPER](#)

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
4	07/16/11	Issued to adjust prices by approximately 4.9% on fifty-five (55) items effective 07/16/11, including thirty-nine (39) copy paper items several of which are the most commonly used copy paper items used by state of Ohio Agencies and Cooperative Purchasing Program members. Additionally this amendment adds Appendix A to this contract which is a guide to the most commonly used forms of copy paper used by state of Ohio Agencies and Cooperative Purchasing Program Members.
3	06/01/11	Issued update the item Net Pricer to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and items which have been added to the contract by NJPA and at the request of state of Ohio users.
2	02/01/11	Issued to update the item net pricer to account for discontinued items, items which have replaced discontinued items, NJPA 2011 price reductions and increases and items which have been added to the contract by NJPA for calendar year 2011.
1	11/29/10	Issued to update the item net pricer to account for discontinued items, items which have been reduced in price due to manufacturer or NJPA price reductions and items which have replaced discontinued items. Additionally this is to update CRP Mandatory Purchase Items schedules I. and II. which are part of the "PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS" clause of the contract. Changes to CRP contracts periodically require the revision of these schedules, the use of which are intended to guide contract users in how to exercise their obligations under the community rehabilitation program sections of the Ohio Revised Code. Also this amendment contains an update of the contractor index on page 10 of the contract