

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. 16

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

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: CONTRACT FOR OFFICE AND CLASSROOM RELATED SUPPLIES AND ACCESSORIES

Attached are pages 3, 6, 9, 12 and 13 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 update the Net Pricer to reflect the price decrease on the top 1,000 items State Agencies purchase. The amendment is also issued to reflect a \$40.00 minimum order amount and to remove the Order Size Discount clause on page 6.

All other prices, terms and conditions remain unchanged.

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

Ryan Beers  
ryan.beers@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

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](#)**

\*MINIMUM ORDERS: The minimum order is forty dollars (\$ 40.00).

INSIDE AND DESKTOP DELIVERY: Contractor will provide inside and desktop delivery as required by the Buyer at no additional charge to the Buyer.

REBATE: Staples agrees that instead of offering the standard NJPA rebate, Staples will apply 4.25% as a reduction in the unit price of those items purchased by the State that are on the NJPA Price List.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The State's Core List is comprised of certain items offered under the current or any future NJPA Master Price Agreement. The Parties agree that the State's Core List (Denoted as "Core" under the heading "Source" in Attachment #1 and in the Net Pricer provided in links on pages 3 and 9 of this contract) has been priced lower than the NJPA ceiling prices set forth in the NJPA Master Price Agreement. The prices on the State's Core List shall be adjusted to reflect the same increase percentage effective on the date of any contract price change approved by NJPA. However, State's Core List prices (with the exception of Cut Sheet Paper, Ink and Toner Cartridges) will be firm for the first five (5) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. Subsequently, for the duration of the contract, price adjustment requests for Core List Items may be made on the first day of January and the first day of July annually with prices to be effective thirty (30) calendar days after acceptance by DAS. DAS shall review and disposition Contractors request for price adjustment within five (5) business days unless there are extenuating circumstances that require further evaluation by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the date of the price increase.

The pricing for Cut Sheet Paper, Ink and Toner Cartridges may be adjusted to reflect increases which will be in direct proportion to actual manufacturer's price adjustments to Staples. Staples agrees to provide the state with thirty (30) days notice accompanied by manufacturers' documentation prior to such price increases. Staples agrees that increases shall not exceed the applicable NJPA contract ceiling price.

All Products not included on the State's Core List shall be priced in accordance with the NJPA Master Price Agreement and shall be included on Staples' e-commerce platform, Stapleslink ("E-Commerce Platform") excluding those items identified by DAS as supplies that are to be directed to other State contracts. The Parties acknowledge that the Office Supplies Program prices may fluctuate throughout the duration of the current or any future NJPA Master Price Agreement as NJPA approves price changes.

In the event of any contract price decrease approved by NJPA, the applicable price(s) on the State's Core List shall be adjusted to reflect the same decrease percentage effective on the date of said approval. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease.

PAYMENT TERMS AND PROMPT PAYMENT DISCOUNT: Payment terms for all supplies purchased on this contract are listed in DAS Standard Contract Terms and Conditions, through the link on pages one and four of this contract titled: Terms and Conditions for Bidding, Standard Contract Terms and Conditions and Supplemental Contract Terms and Conditions Section III. A. and B. In addition the contractor shall provide an early payment discount of one half of one percent (0.5%) for payments made within ten (10) days of the latter of the date of actual receipt of a proper invoice in the office designated to receive the invoice, or the date the goods or service is delivered and accepted in accordance with the terms of this Contract. In addition the date of the warrant issued in payment will be considered the date payment is made. Interest on late payments will be paid in accordance with Ohio Revised Code Section §126.30. This prompt payment discount will not apply to payments made with the state of Ohio Purchasing Card (P-Card).

\*Denotes the Minimum Order amount changed to \$40.00. Also removed the Order Size Discount clause due to Staples reduction in price on the top 1,000 items purchased by State Agencies. Changed by Amendment #16 effective 08/12/13.

**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:

Ryan Beers - Purchasing Standards Analyst  
DAS/GSD Office of procurement Services – State of Ohio  
4200 Surface Road, Columbus, OH 43228  
Office: (614) 466-2418  
FAX: (614) 485-1956  
E-mail: [ryan.beers@das.state.oh.us](mailto:ryan.beers@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](mailto:michael.gigliotti@staples.com)  
Web Site: [www.stapleslink.com](http://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](mailto: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](mailto:nicole.ray@staples.com)

\* Changed by Amendment #16 effective 08/12/13.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
16	08/12/13	Issued to update the Net Pricer to reflect the price decrease on the top 1,000 items State Agencies purchase. The amendment is also issued to reflect a \$40.00 minimum order amount and to remove the Order Size Discount clause on page 6.
15	07/26/13	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users.
14	01/18/13	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users.
13	10/10/12	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users. Also issued to update the Schedule II list of Remanufactured Toner Cartridges.
12	07/27/12	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users and additionally to adjust prices by approximately 4.4% for 1,143 selected toner, copy paper and other items.
11	07/02/12	Issued to update the link on page #7 of this contract to a revised Schedule II – Mandatory Purchase Items – Remanufactured Toner Items and to publish a revised Net Pricer effective 07/02/12.
10	05/01/12	Issued to update the <u>CONTRACTOR QUARTERLY SALES REPORT, USAGE REPORTS</u> and <u>REVENUE SHARE</u> contract clauses on pages 5 and 8 of the contract to reflect procedural changes in those clauses and to update DAS contract contact information on page 9 of the contract.
9	04/13/12	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users.
8	01/26/2012	Issued to update the item Net Pricer to coincide with the NJPA quarterly contract item update to account for discontinued items, items which have replaced discontinued items, NJPA price reductions and increases, items which have been added to the contract by NJPA with DAS permission and items which have been added to the contract at the request of DAS for the account of state of Ohio users.
7	10/17/11	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.
6	09/26/11	Issued to update the item net pricer with items added and/or deleted from the contract through the 09/30/11 and to correct prices on selected items.
5	09/02/11	Issued to update the item net pricer with the addition of 2012 calendars, planners and other dated goods.
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.

SUMMARY OF AMENDMENTS (continued)

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