

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

REQUIREMENTS CONTRACT: OFFICE SUPPLIES

CONTRACT No.: SR900810

EFFECTIVE DATES: 04/01/10 to 08/01/10

The Department of Administrative Services has agreed to participate in a multi-user contract for Office Supplies with Staples Contract & Commercial, Inc., operating as Staples Advantage ("Staples") under the National Joint Powers Alliance (NJPA). The National Joint Powers Alliance is a service cooperative organized under the Minnesota Statute 123A.21 and is as such authorized to provide cooperative purchasing services to its members. The state of Ohio is a member of NJPA and has accepted prices as a result of NJPA IFB #072005 which opened on July 20, 2005. The bidder listed herein has been determined to be the lowest responsive and responsible bidder and has been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the any volume of supplies and/or services.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

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

Walter Schneider  
[walter.schneider@das.state.oh.us](mailto:walter.schneider@das.state.oh.us)

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



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

Signed: \_\_\_\_\_  
Hugh Quill, Director

\_\_\_\_\_ Date

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STATE OF OHIO  
PROGRAM ADDENDUM  
FOR  
OFFICE SUPPLIES

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 Invitation for Bid \(IFB\) #072005 Information\*\*](#)

[\*\*NJPA Acceptance of Bid and Award IFB #072005\*\*](#)

[\*\*NJPA Renewal of Agreement IFB #072005 Extension 08/01/2009\*\*](#)

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

[\*\*Calendar Year 2010 Office Supplies Contract Net Prices\*\*](#)

State of Ohio Contract SR900810

SCOPE:

To provide Office Supplies as described in the National Joint Powers Alliance (NJPA) Office Supplies Program Master Agreement with the exception of the exclusions set forth in the ITEMS EXCLUDED FROM THIS CONTRACT clause on page 8 of this contract. This is a mandatory requirements contract. This Addendum shall apply to the state of Ohio and may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CHANGES: This Contract will become effective 04/01/10 for the state of Ohio and will follow the expiration dates and renewals as set forth in the Contract.

STATE OF OHIO TERMS AND CONDITIONS: The awarded Contractor shall abide by all Terms and Conditions set forth in this Contract and in the case of contradiction between the NJPA Invitation For Bid (IFB) 072005 and the state of Ohio Terms and Conditions, the state of Ohio shall supersede.

[Link to Agreed State of Ohio Contract Terms and Conditions](#)

CONTRACT TERM: The term of this contract shall commence on April 1, 2010 and end on August 1, 2010 at the expiration of National Joint Powers Alliance (NJPA) IFB Bid Award # 072005. In the event that NJPA posts a bid and Staples Contract & Commercial, Inc., operating as Staples Advantage ("Staples") is awarded a subsequent contract for office supplies under the jurisdiction of NJPA, the state of Ohio DAS agrees to adopt such contract provided the state of Ohio DAS and Staples can come to agreement on terms and conditions, supplemental terms and conditions, special terms and conditions and pricing substantially similar those delineated in this contract.

CONTRACT RENEWAL: Renewal of this contract is limited to renewals authorized by NJPA IFB Bid Award # 072005 or that of any subsequent NJPA contracting instrument awarded to Staples Contract & Commercial, Inc., operating as Staples Advantage ("Staples"). Any subsequent renewal must be mutually agreed upon by the parties to this contract.

COOPERATIVE PURCHASING CONTRACT. This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR QUARTERLY SALES REPORT. The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services  
General Services Division, Term Contract Program  
4200 Surface Road  
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

CONTRACTOR REVENUE SHARE. The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within forty-five (45) days after the end of the quarterly sales reporting period. The revenue share equals .75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the following information with the payment:

Applicable State Term Contract Number, report amount(s) and the reporting period covered.

The Contractor should make the check payable to: Ohio Treasurer Kevin L. Boyce and forward the check to the following address:

Department of Administrative Services  
General Services Division – Term Contract Program  
4200 Surface Road  
Columbus, OH 43228-1395

If the full amount of the revenue share is not paid within forty-five (45) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share. If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate or cancel this Contract.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within 1 - 3 days after receipt of order for orders received by 5:00 PM on regular business days and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS except for special order products or products which are backordered. In the event that a product is backordered or a shipment is delayed for any reason, Buyer will be notified of such delay and Contractor shall use commercially reasonable efforts to deliver the delayed product as promptly as commercially practicable. Contractor will treat any such delayed order as active unless Buyer contacts Contractor and provides other instructions. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

**MINIMUM ORDERS:** The minimum order for FOB delivered freight prepaid is fifty dollars (\$ 50.00). Orders for supplies totaling less than fifty dollars (\$ 50.00) will be subject to a minimum order surcharge of five dollars (\$ 5.00). The minimum order surcharge will be added to the contractor's invoice.

**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.

**ORDER SIZE DISCOUNT:** Staples will provide a discount of 2% on all original orders of at least \$300.00. This discount will be applied at the time of order submission. This discount will not apply to purchases made at Staples Retail Stores.

**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 four (4) 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 the State 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 the State's 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).

**PAYMENT:** State of Ohio agency orders totaling \$ 2,500.00 or less for materials and supplies subject to this contract may be paid for by state of Ohio Purchasing Card (P-Card) or Electronic Funds Transfer or issuance of state warrant. State of Ohio agency orders totaling greater than \$ 2,500.00 will be paid by issuance of state warrant or Electronic Funds Transfer. This clause applies for state of Ohio agencies only.

**ORDER PLACEMENT:** With the exception of provisions for retail outlet purchases provided by the **RETAIL OUTLETS** clause on page 8 of this contract, all state of Ohio agency orders will be placed only via the contractors' electronic online web-based catalog (StaplesLink). State of Ohio agencies will no longer place orders for supplies covered by this contract by phone, FAX, mail or other means. The period between April 1, 2010 and May 31, 2010 is a transition period during which state of Ohio agencies who do not have access to the contractors' electronic online web-based ordering catalog must work with each contractor to obtain access, sign on and passwords to the contractors' electronic online web-based catalog (StaplesLink). Effective June 1, 2010 contractors will no longer accept orders from state of Ohio agencies via phone, FAX, or other means. This clause applies for state of Ohio agencies only. This clause does not apply for orders placed by or for state of Ohio boards, commissions, deputy registrar locations or for DAS Cooperative Purchasing Program Members.

**CONTRACTORS SUGGESTION OF SUBSTANTIALLY SIMILAR LOWER COST ITEMS:** For orders placed by all persons using this contract and ordering by the contractors' electronic online web-based catalog (StaplesLink.com), contractor party to the contract shall on their electronic online web-based catalog provide purchasers the option to purchase lower cost items which are on this contract and which are substantially similar to the item or items the purchaser has selected. A substantially similar item is defined as an item which meets the same form, fit and function and which has the same or similar specifications, packaging and/or unit of measure as the item ordered by the purchaser but which has a lower sales price or cost to the ordering agency. State of Ohio purchasers will be informed by online message that a substantially similar item exists on the contract at a lower price point than the item they have selected, provided the description and pricing information on the substantially similar lower cost item and offered the option to purchase the substantially similar lower cost item in lieu of the item initially selected. This functionality applies for all items covered by this contract.

**PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS (CRP):** Certain supplies listed in this contract (Schedules I and II - Mandatory Purchase Items) are provided by CRP's that employ Ohioans with work-limiting disabilities. These supplies, as well as other products and services, are available to all state agencies through the Office of Procurement from Community Rehabilitation Programs (OPCRP) (established in Ohio Revised Code Sections 4115.31 through 4115.35 and 125.60 through 125.6012) or their agents. It is the intent of the Department of Administrative Services (DAS) to use this contract and the awarded contractor to direct and guide state of Ohio agencies in compliance with their responsibility in accordance with the above Ohio Revised Code provisions. The awarded contractor agrees to work with DAS to identify items offered by the contractor on this contract which correspond to Schedules I and II – Mandatory Purchase Items – Office Supplies and Mandatory Purchase Items – Remanufactured Toner Items. The contractor agrees to restrict those items from purchase by state of Ohio agencies. In addition the awarded contractor agrees to establish an online message to inform state agencies of the appropriate method of purchase in accordance with the agency's responsibilities under the Ohio Revised Code provisions above. The contractor is prohibited from offering, to state agencies, products from other sources that are substantially similar to products offered by the Community Rehabilitation Programs or their agents. This prohibition does not apply for state of Ohio Boards or Commissions, offices of elected officials or members of DAS' cooperative purchasing program. This provision will not apply to purchases made at Staples retail stores. Annually during the months of July and August the contractor and DAS will review and update the list of Schedule I and II – Mandatory Purchase items. Below are links to Schedules I and II – Mandatory Purchase Items (Office Supplies and Remanufactured Toner Items):

[\*\*Schedule I – Mandatory Purchase Items - Office Supplies\*\*](#)

[\*\*Schedule II – Mandatory Purchase Items – Remanufactured Toner Items\*\*](#)

**PROCUREMENT FROM OPI, OSS, AND RSC/BE:** (State Agencies Only) In accordance with the Ohio Revised Code Sections 5147.07; 5119.16; 4115.31 through 4115.36 and 125.60 through 125.6012; and 3304.28 through 3304.33 state agencies are required to purchase certain items through Ohio Penal Industries (OPI); Department of Mental Health (DMH) Office of Support Services (Central Warehouse and Pharmacy Services); State Use Program/Office of Procurement from Community Rehabilitation Programs (OPCRP) or their agents; and Rehabilitation Services Commission (RSC). State agencies must obtain a waiver from OPI, DMH Central Warehouse or Pharmacy Services, and/or RSC to procure items that are available from these sources, from this contract.

**CONTRACTOR'S DUTY TO PROVIDE INFORMATION:** At any time during and within forty-five (45) days after the expiration or cancellation of this contract, Contractor agrees to provide information regarding the activities, operation and execution of this contract at the written request of the state of Ohio Department of Administrative Services, State Purchasing. Said information may include but is not limited to names, addresses, contact information, shipment and volume information for agencies, institutions, state boards or commissions, political subdivisions and/or any other entity which is or has ordered supplies using this contract. Contractor agrees to provide such information as requested within a reasonable amount of time, but not to exceed seven (7) calendar days.

**ITEMS EXCLUDED FROM THIS CONTRACT:** The following items or groups of items are specifically excluded from this contract and are not to be offered to contract users by the contractor under this contract. This clause does not apply for purchases made at Staples retail stores. Excluded items include, but are not necessarily limited to the following:

Any item or group of items for which a current state of Ohio term contract exists including but not limited to the following:

1. Batteries and Flashlights which are provided by state of Ohio contract Index Number GDC048.
2. Computers, personal computers, computer or PC hardware, peripherals, all software
3. Printers, copiers, scanners and single or multi-function printing devices
4. Telecommunications equipment including phones, cellular phones, headsets and other telecommunications equipment.
5. Record storage boxes
6. Office panels or paneling systems
7. Office furniture, including conference, folding, outdoor, occasional, computer, coffee, other type tables; lateral Files, vertical files, multi-purpose files, pedestals, filing cabinets, computer workstations, freestanding and wall mounted coat racks, desk chairs, guest and side chairs, stools, stackable chairs, desks, credenzas and hutches.
8. Paper products consisting of the following or similar items; toilet tissue, paper towels, paper napkins, paper or plastic plates cups, tableware
9. Food and/or coffee service items of any kind
10. Cleaning, janitorial and housekeeping supplies

With the exception of Schedules I and II – Mandatory Purchase items, the contractor shall take necessary action to prohibit the offering and ordering of any types of item(s) listed above to contract users. Failure to implement shall be considered a contract violation. For Schedules I and II – Mandatory Purchase Items – Office Supplies and Remanufactured Toner Items, the contractor agrees to comply with the terms of the PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS (CRP) clause above. This clause does not apply for purchases made at Staples retail stores.

**USAGE REPORTS:** Every three (3) months, in conjunction with the quarterly sales report above, the contractor must submit a report (written or on disk or via email in Excel format) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walter Schneider; [walter.schneider@das.state.oh.us](mailto:walter.schneider@das.state.oh.us).

**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 may desire to purchase items on this contract at any of the contractor's retail outlets within the state of Ohio. This contract allows for those party to the contract to make purchases at the Contractor's retail outlets under the following conditions. Purchases made at retail outlets must be paid for by a state of Ohio Purchasing Card or a purchasing card of the appropriate jurisdiction or entity. Said Purchasing Card must be registered with the contractor (Staples Contract & Commercial, Inc., operating as Staples Business Advantage ("Staples") in order to identify the purchase as a "Contract Purchase". In order to register a Purchasing Card with Staples for use at a retail outlet, the Purchasing Card holder must contact Ms. Karie Rosshirt, Account Manager, Staples Advantage 2228 Citygate Drive, Columbus, OH 43219 - 614 472 2006, FAX 614 472 2001 [karie.rosshirt@staples.com](mailto:karie.rosshirt@staples.com) and follow Staples' process to register the Purchasing Card prior to making the purchase. Contractor agrees to protect contract pricing for items covered by this contract which are purchased at retail outlets by authorized users in accordance with the above.

**RETAIL OUTLET LIMITATIONS:** The state of Ohio 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:

The primary participating entity contact for this participating addendum is:

Walter Schneider - Purchasing Standards Analyst  
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](mailto:walter.schneider@das.state.oh.us)

The primary Contractor contact for this participating addendum is:

Name: Michael Gigliotti – District Sales Manager  
Contractor Name and OAKS Vendor ID: Staples Business Advantage “Staples” 0000001881  
Contractor 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/National Joint Powers Alliance Staples Program Addendum](#)**

**[Calendar Year 2010 Office Supplies Contract Net Prices](#)**

UNSPSC Codes : 44100000, 44120000, 14110000

Account Set-Up

Jessica Botti  
Project Manager/Customer Set-up  
Customer Support Systems (CSS)  
(800) 999 9077 ext 3319  
[jessica.botti@staples.com](mailto:jessica.botti@staples.com)

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

OAKS Vendor ID: 000176739

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

BID CONTRACT NO.: SR900810 -1 (08/01/10)

DELIVERY: 1-3 days ARO

PAYMENT TERMS: .5% - 10 Days, Net 30 (applies only for payments made by state warrant or EFT)

PAYMENT TERMS: Net 30 (applies for payments made with state of Ohio Purchasing Card (P-Card))

CONTRACTOR'S CONTACT: Michael Gigliotti  
District Sales Manager

Office: (330) 523 3010  
Mobile: (330) 631 3690  
Fax: (330) 523 3003  
E-mail: [michael.gigliotti@staples.com](mailto:michael.gigliotti@staples.com)

Jack Rottenberger  
Regional Sales Director

Mobile: (248) 330 2000  
Fax: (248) 465 1529  
Office: (800) 693 9900, ext 403  
E-mail: [jack.rottenberger@staples.com](mailto:jack.rottenberger@staples.com)

Customer Service

Telephone: (877) 826 7755  
Fax: (877) 609 7770  
E-mail:  
Internet Address: [www.stapleslink.com](http://www.stapleslink.com)

Account Set Up:  
Jessica Botti  
Project Mgr Customer Setup

(800) 999 9077 ext 3319  
[jessica.botti@staples.com](mailto:jessica.botti@staples.com)

Systems/Technical Support:  
Timothy Perry  
Manager, EC Sales

(800) 693 9900 ext 411  
(248) 465 1529 (fax)  
(517) 230 7050 (mobile)  
[timothy.perry@staples.com](mailto:timothy.perry@staples.com)

OAKS Item Identification Number: 17670; Freight charges as applicable

OAKS Item Identification Number: 17671; Minimum Order Surcharge as applicable

REMITTANCE ADDRESS:

Staples Advantage  
Dept : DET  
P.O. Box 83689  
Chicago, IL 60690-3689