

DAS State Purchasing Has Initiated a New Contract for Office Supplies

Effective April 1, 2010, the state of Ohio will incept a new contract; SR900810, GPC005, for Office Supplies. The contractor is Staples Contract & Commercial dba Staples Advantage "Staples". DAS has joined a competitively bid national contract under the authority of the National Joint Powers Alliance, a service cooperative organized under the laws of the state of Minnesota which pools the purchasing power of multiple public entities to gain greater purchasing power and leverage for its members. The new contract is available to all state agencies, state institutions of higher education and all registered members of DAS Cooperative Purchasing Program.

The contract consolidates three current contracts into a single contract: MAC043 - Office Supplies, MAC064 - Toner and GDC080 - copy paper, all which expire on March 31, 2010. Agencies and contract users will be able to purchase all three types of supplies using a single contract and purchase order if they desire to do so. The contract contains over 9,200 items which comprise the vast majority of state users needs for office supply items. Items have been removed from the new contract which on the previous contract caused confusion because of conflicts with other state mandatory contracts.

Some of the features of the new contract are:

1. Overall reduced costs of approximately 5% based upon the state's traditional market basket of office supply items.
2. The contract contains high quality remanufactured "green/sustainable" toner cartridges which will provide up to a 40% cost savings over the original equipment manufacturer cartridges offered on the previous toner contract. However users who choose to do so may continue to purchase the higher cost non-sustainable OEM toner cartridges.
3. The contract offers reduced prices for private label (Staples Brand) virgin bond and 30% recycled copy papers compared to private label on the current contract. "Mill brand" and specialty papers are also available on the contract at a higher cost.
4. The new contract provides a large order discount of 2% off the order amount deducted directly from the invoice for orders of three hundred dollars (\$300) or greater.
5. There is however a five dollar (\$5) surcharge for orders totaling less than fifty dollars (\$50).
6. The new contract offers prompt pay discount terms of .5% 10 days, net 30 for all orders paid by EDI, EFT or state warrant within the terms.
7. The contract prices include Inside and Desktop delivery as required.
8. The contract provides for delivery of 1 – 3 days for orders received by 5:00 PM on regular business days.
9. The contract provides for a robust web-based online ordering catalog (Stapleslink.com) which among its features, will at order placement suggest substantially similar items to those ordered which are available at a lower cost; and offer the person ordering the opportunity to select the lower cost item in lieu of the item ordered.
10. The contract and Staples web-based online ordering catalog (Stapleslink.com) provides an improved method to aid contract users in meeting their legal responsibilities with regard to the purchase state mandatory sourced Community Rehabilitation Program (CRP) items.

The new contract will be posted on DAS State Procurement's website by March 22, 2010. It will be effective April 1, 2010.

Our primary task during the next several weeks and prior to April 1, 2010 is to get as many state users as possible set up to use this new contract. This will entail the set up of a Staples account number and the establishment of access to Staples web-based online ordering catalog (Stapleslink.com) for each user (purchaser).

AT YOUR EARLIEST CONVENIENCE....Please instruct each contract user (purchaser/person who orders office supplies, toner and/or paper) at your agency, board, commission or office go to the link below and input the information requested. Staples customer contact/set up team will subsequently contact registrants to verify and obtain any additional information needed. Each contract user (Purchaser) will then receive by email a logon and password access to StaplesLink.com (the state of Ohio online ordering website).

TO REGISTER, CLICK ON THE FOLLOWING: <http://linkregistration.stapleslink.com/c/s?RegFormId=821654>

If you have any questions, please contact Walt Schneider 614 644 5151 or walter.schneider@das.state.oh.us