

# GSA AWARDED TERMS AND CONDITIONS STAPLES, INC.



## General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through [GSA Advantage!™](#)

### Multiple Award Schedule

| MAS SIN   | Large Category    | SIN Title                        | PSC  |
|-----------|-------------------|----------------------------------|------|
| 339940OS4 | Office Management | OS4 Office Products and Supplies | 7510 |

For more information on ordering from Federal Supply Schedules click on FSS Schedules button on <http://www.fss.gsa.gov>.

**Contract Number:** 47QSEA19D008T

**Period Covered by Contract:** July 3, 2019 – July 2, 2024

**Contractor:** Staples, Inc.

**DUNS Number:** 942-60-3358

**Cage Code:** 07EH5

**Federal Tax ID:** 04-3390816

**Address:** 45 Cedar Lane, Englewood, NJ 07631-4802

**Phone:** 1-888-212-7219

**Fax:** 1-888-222-8618

**Email:** [governmentteam@staples.com](mailto:governmentteam@staples.com)

**Informational Website:** [www.staples4government.com](http://www.staples4government.com)

**Ordering Website:** [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)

**Contract Administration:** Chad Paliotta

Sr. Mgr. Govt. Pricing & Compliance

Phone: 1 (201) 3080-9726

Email: [chad.paliotta@staples.com](mailto:chad.paliotta@staples.com)

**BUSINESS SIZE:** Other than small

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s)

**MAS SIN 339940OS4 OS4 Office Products and Supplies  
See Schedule at GSA Advantage!™**

- 1b. Identification of the lowest priced model number and lowest price for that model each special item number awarded in the contract.

**For all pricing, please see Schedule at [GSA Advantage!™](#)**

- 1c. Hourly rates: **N/A**

2. Maximum Order: **\$250,000.00**

3. Minimum Order: **\$50.00**

4. Geographic coverage (delivery area)

**CONUS: The 48 Contiguous States and the District of Columbia as well as APO/FPO Locations.**

**If delivery is required for orders outside the specified geographic coverage area of this contract, the incremental delivery cost is negotiated between Staples and the Ordering Agency. Please contact Staples Customer Service at 888-212-7219 for a freight quote.**

5. Point(s) of production (city, country and State or foreign country):

**Staples Fulfillment Centers (please see location list in response to item 21.)**

6. Discount from list prices or statement of net price:

**The prices in the Staples catalog are the manufacturers' suggested list prices at the time of publication and are subject to change at any time. List prices do not reflect your exclusive Federal government discount. For your specific prices, please see your net pricing guide at [GSA Advantage!™](#), [FedMall](#), or [StaplesAdvantage.com](#).**

7. Quantity discounts:

**For quantity discount information please contact Staples Customer Service at 888-212-7219.**

8. Prompt Payment Terms: **Net 30**

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:

**Government purchase cards are accepted for all orders.**

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

**Government purchase cards are accepted for all orders.**

10. Foreign items (list items by country of origin):

**Staples' Federal Government office supply schedule only offers items which are made in TAA compliant countries.**

- 11a. Time of delivery:

**Orders received by 5:00 pm local time are processed the same day. We ask that you place your order as early in the day as possible to assist with next business day delivery.**

**Staples offers FREE delivery, FOB destination for office products for the 48 Contiguous States and the District of Columbia as well as APO/FPO Locations.**

**Expected Delivery Times:**

- **Standard Office Products – Next Business Day Delivery**
- **Furniture – Certain furniture items may require longer shipping times (from one to fifteen business days) so please contact Staples Customer Service at 888-212-7219 for specific details.**
- **Truckload Drop Ship Orders – Certain Items may require longer shipping times (from one to fifteen business days) so please contact Staples Customer Service at 888-2127219 for specific details.**

11b. Expedited delivery:

**If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at 888-212-7219.**

11c. Overnight and 2-day delivery:

**If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at 888-212-7219.**

11d. Urgent Requirements:

**If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at 888-212-7219.**

12. F.O.B. point(s):

**Destination from Staples Fulfillment Centers (see list in #21 below)**

13a. Ordering Address(es):

**Staples  
Attn: Federal Government Sales  
45 Cedar Lane  
Englewood, NJ 07631-4802**

13b Ordering procedures for supplies and services:

**Orders may be placed via:**

1. Staples: [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)
2. GSA Advantage!™: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)
3. FedMall: [www.FedMall.mil](http://www.FedMall.mil)
4. EDI: **Contact Customer Service for information**
5. Phone: **1-888-212-7219**
6. Fax: **1-888-222-8618**
7. U.S. Postal: **Staples  
Attn: Federal Government Sales  
45 Cedar Lane  
Englewood, NJ 07631-4802**

*For additional ordering information visit: [www.staples4government.com](http://www.staples4government.com)*

14. Payment Address:

**Staples  
P.O. Box 70242  
Philadelphia, PA 19176-0242**

15. Warranty Provision:

**All products carried by Staples are subject to warranties covered by the product manufacturer.**

16. Export packing charges:

**Not applicable or as negotiated per standard commercial policies.**

17. Terms and conditions of Government Purchase card acceptance (any thresholds above the micro-purchase level):

**Government Purchase cards are accepted for all orders.**

18. Terms and conditions of rental, maintenance and repair (if applicable): **N/A**

19. Terms and conditions of installation (if applicable): **N/A**

20. Terms and conditions of repair parts including date of parts, price lists and any discounts from list prices (if applicable): **N/A**

20a. Terms and conditions for any other services (if applicable):

| Service                 | Fee    |
|-------------------------|--------|
| Desktop Delivery        | 5%     |
| Secure Desktop Delivery | 5%     |
| Convenience Fee         | \$7.50 |

21. List of service and distribution points:

### Staples North American Delivery Distribution Network

| Location            | Address   |
|---------------------|---|
| Anchorage           | 4831 Old Seward Highway, Suite 100, Anchorage, AK 99503 |
| Arden Hills         | 1233 West County Road E, Arden Hills, MN 55112          |
| Atlanta             | 7701 Staples Drive, Lithia Springs, GA 30122            |
| Auburn              | 4510 Frontage Road NW, Suite 102, Auburn, WA 98001      |
| Beloit              | 3140 East Colley Road, Beloit, WI 53511                 |
| Chambersburg        | 1550 South Main Street, Chambersburg, PA 17201          |
| Charlotte           | 13327 Carowinds Boulevard, Charlotte, NC 28273          |
| Coppell             | 440 South Royal Lane, Coppell, TX 75019                 |
| Dallas              | 201 South Northpoint Drive, Coppell, TX 75019           |
| Denver              | 200 Bromley Business Parkway, Brighton, CO 80603        |
| Hanover             | 77021 Dorsey Road, Hanover, MD 21076                    |
| Henderson           | 1133 Poplar Creek Road, Henderson, NC 27537             |
| Houston             | 6400 Hollister Road, Houston, TX 77040                  |
| Idaho Falls         | 3900 South American Way, Idaho Falls, ID 83404          |
| Kansas City         | 1400 North Cambridge Avenue, Kansas City, MO 64120      |
| La Mirada           | 16501 Trojan Way, La Mirada, CA 90638                   |
| London              | 500 East High Street, London, OH 43140                  |
| Memphis             | 4575 Pleasant Hill Road, Memphis, TN 38118              |
| Montgomery          | 105 Bracken Road, Montgomery, NY 12549                  |
| Orlando             | 10701 Central Port Drive, Orlando, FL 32824             |
| Phoenix             | 8602 West Buckeye Road, Building 4, Tolleson, AZ 85353  |
| Plainfield          | 70 Community Avenue, Plainfield, CT 06374               |
| Portland            | 19499 NE Riverside Parkway, Gresham, OR 97230           |
| Putnam              | 15 Ridge Road, Putnam, CT 06260                         |
| Rochester           | 125 Mushroom Boulevard, Rochester, NY 14623             |
| Secaucus            | 600 Jefferson Avenue, Secaucus, NJ 07094                |
| Southern California | 1500 South Dupont Avenue, Ontario, CA 91761             |
| Stockton            | 4510 Alitalia Avenue, Stockton, CA 95206                |
| Sudbury             | 33 Union Avenue, Sudbury, MA 01776                      |
| Wilsonville         | 10000 SW Commerce Circle Drive, Wilsonville, OR 97070   |

22. List of participating dealers (if applicable): **N/A**

23. Preventative Maintenance (if applicable): **N/A**

24a. Special attribute such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):

**Recycled products and their content are included and identified. Additionally, Staples identifies JWOD products as well as products manufactured by Small Business Enterprises, Women-Owned Business Enterprises, Minority-Owned Business Enterprises and Physically Challenged Business Enterprises in its catalog and on [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com). For more information on socio-economic purchasing programs with Staples please contact Staples Customer Service at 888-212-7219.**

24b. If applicable, indicate the Section 508 compliance information available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other locations)

**508 Compliance information available at:**

**<http://www.staples.com/sbd/cre/resources/accessibility/index.html>**

**Detailed 508 information will be supplied upon request.**

25. Data Universal Number System (DUNS) number:

**942-60-3358**

26. SAM Registration:

**Staples, Inc. is actively registered at [www.SAM.gov](http://www.SAM.gov).**

**Federal Tax ID: 04-3390816**

**Cage: 07EH5**