

**GSA AWARDED TERMS AND CONDITIONS**

**STAPLES ADVANTAGE**



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Terms and Conditions**

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!™

The internet address for GSA Advantage is: <https://www.gsaadvantage.gov>

Worldwide Federal Supply Schedule Contract for FSC

**Group 075: Office Products/Supplies and Services and New  
Products/Technology**

Contract Number: **GS-14F-0036K**

Period Covered by Contract: **August 23, 2000 – August 22, 2020**

**Contractor:**

**Staples, Inc.**

**DUNS Number:** 942-603-358

**Cage #:** 07EH5

**Federal Tax ID #:** 04-339-0816

**Address associated with contract:**

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)

**Internal Contact:**

Chad Paliotta

Government Compliance and Pricing Manager

Phone: 1-800-999-9077 x3356

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

**Contract Administration:**

Chad Paliotta

Government Compliance and Pricing Manager

Phone: 1-800-999-9077 x3356

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

**BUSINESS SIZE:** Other than small

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

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

**SIN 75-200 Office Products**

**SIN 75-210 Office Services**

**See Schedule GS-14F-0036K at [www.gsaadvantage.gov](http://www.gsaadvantage.gov)**

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

**N/A for all pricing please refer to:**

**Schedule GS-14F-0036K at [www.gsaadvantage.gov](http://www.gsaadvantage.gov)**

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

2. Maximum Order: **\$150,000.00**

3. Minimum Orders: **\$25.00**

4. Geographic coverage (delivery area)

**The 48 Contiguous States and the District of Columbia, APO/FPO Location, OCONUS**

**25% Delivery Surcharge to Scheduled Pricing for OCONUS deliveries**

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

**Staples Fulfillment Centers (USA)**

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

**Basic discount ranging by product as shown in the Staples, Inc. Discount by Model Worksheet percent from the awarded commercial price list. 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 [www.gsaadvantage.gov](http://www.gsaadvantage.gov) , or [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com) or FedMall.**

7. Quantity discounts:

**For quantity discount information contact Staples Customer Service (888) 212-7219**

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

9. 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 Advantage 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 points inside the continental United States, APO/FPO Location.**

**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 (contact Staples customer service for specific situations).**
- **Truckload Drop Ship Orders – Certain Items may require longer shipping times, from one to fifteen business days (contact Staples customer service for specific situations)**
- **OCONUS Delivery – 3 to 5 Days ARO**

11b. Expedited delivery:

**If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.**

11c. Overnight and 2 day delivery:

**If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.+**

11d. Urgent Requirements:

**If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.**

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

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

13a. Ordering Address (es):

Staples Advantage  
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 custom ordering Website [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)
2. GSA Advantage!™ [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
3. FedMall
4. EDI – Contact Customer Service for Information
5. Fax: 1-888-222-8618
6. Phone: 1-888-222-7219
7. U.S. Postal:           Staples Advantage  
                                  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 Business Advantage  
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. Customer should contact contractor for a copy of the warranty.**

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): **N/A**

21. List of service and distribution points: **Staples North American Delivery Distribution Network**



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 AbilityOne 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, contact 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:

**942-603-358**

26. SAM Registration: **Staples is actively registered at [www.sam.gov](http://www.sam.gov)**  
**Federal Tax ID: 04-339-0816      Cage: 07EH5**