

# 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 Contract and Commercial, Inc.**  
d.b.a. **Staples Advantage**  
**Government Sales**  
**45 Cedar Lane**  
**Englewood, NJ 07631**  
**Phone: (888) 212-7219**  
**Fax: (888) 222-8618**

Informational Website: [www.Staples4Government.com](http://www.Staples4Government.com)

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

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

Internal Contacts: **Chad Paliotta**  
**Government Compliance and Pricing Manager**  
**Phone: 800-999-9077 x3356**  
**Email – [chad.paliotta@staples.com](mailto:chad.paliotta@staples.com)**

Contract Administration: **Chad Paliotta**  
**Government Compliance and Pricing Manager**  
**Phone: 800-999-9077 x3356**  
**Email – [chad.paliotta@staples.com](mailto:chad.paliotta@staples.com)**

Business Size: **Other than small DUNS: 942603358**

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**

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:

**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.gsadvantage.gov](http://www.gsadvantage.gov), [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com) or DoD Email**

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)**

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  
Federal Government Sales  
45 Cedar Lane  
Englewood, NJ 07631**

13b Ordering procedures for supplies and services:

**Orders may be placed via:**

1. Staples custom ordering Web site [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)
2. GSA Advantage!™ [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
3. DoD Email
4. Air Force Advantage [www.afadvantage.gov](http://www.afadvantage.gov)
5. EDI — Contact Customer Service for information
6. Fax: 1-888-222-8618
7. Phone: 1-888-222-7219
8. U.S. Postal:  
**Staples Advantage  
Attn: Federal Government Sales  
45 Cedar Lane  
Englewood, NJ 07631**

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

14. Payment Address:

**Staples Advantage  
Dept SNA  
PO Box 415256  
Boston, MA 02241-5256**

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): **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 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, contact (866)488-9242.**

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. CCR/SAM Registration: **Staples is actively registered at [www.sam.gov](http://www.sam.gov)**  
**Federal Tax ID: 043390816      Cage: 07EH5**