

M0052: Staples Office Supplies and Equipment

Contract number: 74337

Notice of Award and Method of Operation

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Users of this document should be sure to review section 5.0 and 6.0 as appropriate to their organization, as a State Agency or a Cooperative Purchasing Agency.

1.0 Purpose and Intent

The State of New Jersey has joined the National Joint Powers Alliance (NJPA) in order to benefit from the NJPA publicly advertised and competitively bid contract awarded to Staples Advantage, providing State Agencies and Cooperative Purchasing Partners with a convenient and low cost way to purchase office supplies and a selection of office equipment. Staples has created a NJ State-specific website (StaplesLink) providing fast and easy access to all contract items.

This contract replaces term contracts T0052 Stationery & Office Supplies and T0038 Paper – Bond, Copy and Stock Continuous Forms. This contract will also replace all office supplies that were being delivered through the State’s Distribution and Shared Services (DSS) warehouse.

2.0 Contract Number and Term

The State of New Jersey awarded contract number is 74337, Term Contract M0052. The current expiration date is July 31, 2010, with an option to renew if Staples is awarded a contract from the next National Joint Powers Alliance publicly bid RFP.

3.0 Contract Benefits

- **Online ordering and control.** The StaplesLink website provides online access to more than 12,000 products and real-time inventory updates.
- **Low prices.** Deeply discounted pricing on over 650 items and a \$35 minimum order size. All remaining products are competitively priced and all prices include delivery.
- **Customer Service Team.** Staples Customer Service is available to answer questions on product availability, order status, delivery information, stock checks and returns. For fastest service, users should have the State contract number (74337) available when they contact **Customer Service at 1-888-212-7219 or fax 1-888-222-8618.**
- **Dedicated Program Account Manager.** Staples has provided a single point of contact for questions on special orders, for issues that Customer Service is unable to resolve and other support needs. Account Manager Mike Fitzgerald can be reached **at 877-428-2573, x366 or Michael.fitzgerald@staples.com.**

4.0 General Method of Operation

This contract is comprised of approximately 650 deeply discounted core items. The balance of the New Jersey catalog, available on-line, consists of approximately 12,000 strongly discounted items and excludes any items currently available under other State contracts.

In-order to avoid shipping charges, the State has agreed to a **Minimum order size of \$35.** StaplesLink will alert you if you attempt to place an order under the threshold.

Please note: all items not permitted to be ordered under this contract will be excluded from the NJ StaplesLink online shopping cart website.

4.1 Delivery

If the items are in stock and your order is placed by 5 PM EST, those items will be delivered to your designated shipping location next business day. Depending on the remoteness of the ship-to location, the items will either be delivered either via a Staples approved courier or via United Parcel Service (UPS). If the ordered

items are not in stock, Staples will contact you about the expected delivery date. Item availability can be checked online at the StaplesLink website.

4.3 Returns

Staples will accept all returns for up to 30 days from delivery at no charge. All items must be returned in the original packaging with a copy of the packing slip indicating which items are being returned. Returns must be in saleable condition.

To arrange for a no-charge courier to pick up a return, please call the customer service number at **1-888-212-7219**.

4.4 Pricing

The State has a “core list” of products which is posted with the Notice of Award on the Division of Purchase and Property website for reference and with the original NJPA Participating Addendum. The core list contains the most commonly ordered items, as determined from past sales history. These items because of their substantial discounts represent the best value.

5.0 State Agency Specific Provisions

To make ordering easier, the NJ-specific online shopping cart website (StaplesLink) can be accessed through the standard punch-out procedures in the NJ eCatalog system. This website will provide using agencies with all contract-approved items. All State agencies shall follow standard contract ordering processes when using this contract.

DSS Customers: A shopping list of all commonly purchased DSS office and paper supplies cross referenced to the comparable Staples product will be placed on the Staples website. *Please note: Other shopping lists of commonly used items may be added in the future.*

6.0 Cooperative Purchasing Partner Provisions

6.1 General Information

Cooperative Purchasing Partners may use the Staples contract, but must procure products/services in accordance with their existing contracting procedures, i.e. the Local Public Contracts Law or Public School Contracts Law, and pursuant to the direction provided herein.

Special Note: For the period from September 1, 2009 through November 30, 2009, Cooperative Purchasing Partners have the option to use, in addition to Staples, the current suppliers listed under Contracts T0052 and T0038.

6.2 Signing-up for an Account

Before you can place your first order and/or gain access to the StaplesLink.com site, you will need to set-up with a Staples Advantage account number. To do so, click here [Account Set-up](#) and register. Staples will then contact you to help you get started with participating in this program.

6.3 Placing Orders at StaplesLink.com

Cooperative Purchasing Partners may place orders using their Internet browser access StaplesLink.com at www.Stapleslink.com with the following information:

Contract Number: **74337**

User ID: Buyer's Last Name

Password: **Staples** (You will be prompted to change this the first time you log on.)

StaplesLink.com should be used to place all orders. StaplesLink.com allows you to place orders 24 hours a day, check availability and review pricing. If you have site issues or technical problems, contact Staples.Link.com support at 800-633-6080.

6.4 Returns

Returns may be processed through the "Order Management" tab or directly from the "Returns Link" on the Home Page. An automated form will be populated for you. Simply print a copy of that page and include a copy in each box being returned to Staples.

All returns are shipped with no fees.

Should you have any questions or difficulty registering, please contact:

District Sales Manager – Business Development

Louis Bramante at 877-428-2573 x569 or Louis.Bramante@Staples.com

