

GSA AWARDED TERMS AND CONDITIONS STAPLES BUSINESS ADVANTAGE



General Service 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>

Multiple Award Schedule 073 – Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services

FSC Groups: FSC 68 – Chemicals; FSC 72 – Recycling & Waste Containers;
FSC 73 – Food Service Equipment; FSC 79 – Cleaning Equipment, Supplies & Services;
FSC 85 – Hospitality

Contract #: GS-07F-035BA

Contract Period: November 12, 2013 – November 11, 2018

FSSI BPA Contract #: GS-07F-BA401

Contract Period: July 17, 2014 – July 16, 2018

JanSan Category 4 – Motorized Floor Cleaning Equipment & accessories

Contractor:

Staples, Inc.

DUNS Number: 942-603-358

Cage #: 07EH5

Federal Tax ID #: 04-3390816

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

Informational Website: www.staples4government.com

Ordering Website: www.StaplesAdvantage.com

Internal Contact:

Chad Paliotta

Government Compliance and Pricing Manager

Phone: 1-800-999-9077 x3356

Email: chad.paliotta@staples.com

Contract Administration:

Chad Paliotta

Government Compliance and Pricing Manager

Phone: 1-800-999-9077 x3356

Email: 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):

Category	Description
302-20	Food Preparation Equipment
302-28	Food Service Carts and Holding and Transport Equipment
302-3	Cooking Equipment
302-30	Food Serving and Merchandising Equipment
302-36	Food and Beverage Dispensing Equipment
302-40	Food Preparation and Storage Smallwares
302-41	Food Service Items
302-74	Tableware
375-100	Vacuum Cleaner, Canister Type
375-103	Vacuum Cleaner, Upright Type
375-107	Vacuum Cleaner Portable Hand Type
375-117	Carpet Cleaner, including Shampooer, Extractor, Liquid or Powder
375-129	Floor Machine Scrubber, Striper, Polisher, Burnisher
375-135	Accessories and Attachments
375-139	Parts, Repair and Replacement, Miscellaneous for Cleaning Equipment
375-200	Mops, Buckets, Wringers, Squeegees, Brooms, Brushes, Sponges, Scouring Pads, Wiping Rags, Cleaning Cloths, Chamois, Polishing Pads, Cleaning Products, and Related Items
375-321	Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives
375-323	Laundry Cleaner, Powdered and Liquid, and Dry Cleaning Chemicals
375-341	Floor and Carpet Chemical Products
375-351	Sorbents Non-Marine Usage Type I for Non-hazardous & Non-toxic Organic Spill
375-361	Biodegradable Cleaner/Degreaser (Water Based) Non-Phenolic and Non-Petroleum
375-363	Cleaners/Degreasers (Water and/or Solvent Based Detergent)
375-364	Cleaner/Degreasers and Polishes
375-368	Gloves, Cleaning, Rubber
375-371	Cleaning Chemical Dispensing Equipment and Systems
375-372	Cleaning Chemicals used with Dispensing Systems
375-391	Auto Cleaners/Polishers, Air Fresheners, and Windshield Care
384-2	Office Recycling Containers and Waste Receptacles
384-4	Outdoor Recycling Containers and Waste Receptacles
384-9	Industrial Trash Storage Containers
476-12	Sterilants, Surgical Scrubs, and Related Products
476-13	Disinfectants
507-2	Permanent/Disposable dispenser housing and refills for the control of general institutional airborne odors, smoke and sanitizing surfaces
507-4	Toilet Bowl Cleaner, liquid, powder, and/or gel and product
507-9	Insect Repellent
681-1	Road Stabilization/Ice Melting Chemicals or Chemical Formulations and Aircraft Deicers
852-1	Toiletries
852-3	Lodging and Hospitality Supplies and Services

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-07F-035BA at www.gsaadvantage.com

2. Maximum Order: None

3. Minimum Order: \$75.00

4. Geographic Coverage: Domestic United States (CONUS)

5. Points of Production: Staples Fulfillment Centers (USA)

6. GSA Discount from List: 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, 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. Government Purchase Cards: 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: Staples, Inc. only offers items to government customers 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 products for points inside the continental United States, APO/FPO Location.

Expected Delivery Times:

- Standard 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. Points: Destination from Staples Fulfillment Centers (see map in #21 below)

13a. Ordering Address:

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

13b. Orders may be placed via:

1. Staples custom ordering Website www.StaplesAdvantage.com
2. GSA Advantage!™ 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 Business Advantage
 Attn: Federal Government Sales
 45 Cedar Lane
 Englewood, NJ 07631-4802

For additional ordering information visit: www.staples4government.com

14. Payment Address: Staples Business Advantage
 P.O. Box 70242
 Philadelphia, PA 19176-0242

15. Warranty: 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 Packaging Charges: Not applicable or as negotiated over 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 for Rental, Maintenance & Repair: Not Applicable

19. Installation: Not Applicable

20a. Terms & Conditions for Repair Parts: Not Applicable

20b. Terms & Conditions for Any Other Services: Not Applicable

21. Service & Distribution Points: Staples Advantage distribution network map:



22. List of Participating Dealers:

MYOFFICEPRODUCTS, LLC

320 TECH PARK DR STE 100

LA VERGNE, TN 37086-3647

877-696-7266

eric.reilly@myofficeproducts.com

23. Preventative Maintenance: Not Applicable

24a. Special Attributes:

- 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 For more information on socio-economic purchasing programs with Staples, contact 888-212-7219.

24b. 508 Compliance information available at

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

Detailed 508 information will be supplied upon request

25. DUNS: 942-603-358

26. CCR/SAM Registration: Staples is actively registered at www.sam.gov

Federal Tax ID #: 04-339-0816 **Cage:** 07EH5