



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov) | 518-474-6717

# Contract Award Notification Update

## Subject: Contract Expiring Effective June 30, 2023

**DATE:** June 16, 2023 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 - June 30, 2023

**CONTACT:** Stacie Craft | 518-473-4271 | [stacie.craft@ogs.ny.gov](mailto:stacie.craft@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

### Contract Expiration Date for Authorized Users Other Than New York City Department of Education (NYCDOE)

Please be advised the above-referenced contract with Staples Contract & Commercial LLC will expire on June 30, 2023, and no additional extensions are available. OGS Procurement Services is currently developing a new bid solicitation for a replacement contract; however, the solicitation process and requisite approvals won't be completed by the expiration of the current contract and there will be a lapse. Please be assured it is OGS' goal to minimize any lapse in coverage to the maximum extent possible.

Upon contract expiration, authorized users are advised it will be necessary to procure needed products on the open market or through other procurement alternatives once the contract expires, including through other OGS contracts where product overlap exists. All such procurements should be made in accordance with applicable guidelines and statutory requirements. Authorized users should consult their legal staff regarding the ability to use other governmental or cooperative contracts.

### Contract Expiration for NYCDOE

Pursuant to section 3.4 of the contract, because a replacement contract will not be in place by July 1, 2023, the Contract shall continue and remain in full force and effect for purchases of office supplies by the New York City Department of Education **only** and shall be thereafter referred to as the "NYCDOE Contract." The NYCDOE Contract shall terminate after 180 days or upon the execution and approval of a NYCDOE Sub-Agreement with the company awarded the next OGS Statewide Office Supplies contract, whichever comes first.

### Contract Notifications

NYS OGS Contract Notifications:

If you would like to receive contract notifications and updates for the Miscellaneous Office Supplies Contract (or any other NYS OGS Centralized Contracts), you can register on the NYS OGS Online Purchaser Registration at: NYS OGS - Purchaser Notification Service (PNS). Be certain to select the Product and/or Services Classification Codes that fit your interests when registering. The Classification Code(s) for Miscellaneous Office Supplies are: 14 & 44.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: 2023 Pricelist Revision Effective May 4, 2023

**DATE:** May 4, 2023 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – June 30, 2023

**CONTACT:** Stacie Craft | 518-473-4271 | [stacie.craft@ogs.ny.gov](mailto:stacie.craft@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a pricelist revision for the following contractor:

<u>Contractor</u>	<u>Name of Document</u>
Staples Contract & Commercial, LLC	23000022790PL_Staples040323rv

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: 2023 Pricelist Update Effective April 3, 2023

**DATE:** April 3, 2023 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – June 30, 2023

**CONTACT:** Stacie Craft | 518-473-4271 | [stacie.craft@ogs.ny.gov](mailto:stacie.craft@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a pricelist update for the following contractor:

<u>Contractor</u>	<u>Name of Document</u>
Staples Contract & Commercial, LLC	23000022790PL_Staples040323

When purchasing from the contract, please reference the current pricelist, with an **issue date of April 3, 2023**.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: Contract Expiring Effective June 30, 2023

**DATE:** March 31, 2023      **AWARD #:** [22790](#)      **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 - June 30, 2023

**CONTACT:** Stacie Craft | 518-473-4271 | [stacie.craft@ogs.ny.gov](mailto:stacie.craft@ogs.ny.gov)

**CONTRACT NO.:** PC67296      **CONTRACTOR:** Staples Contract & Commercial, LLC

### Contract Expiration Date for Authorized Users Other Than NYCDOE

Please be advised the above-referenced contract with Staples Contract & Commercial LLC. will expire on June 30, 2023, and no additional extensions are available. OGS Procurement Services is currently developing a new bid solicitation for a replacement contract; however, there is the potential the solicitation process and requisite approvals won't be completed by the expiration of the current contract. Please be assured it is OGS' goal to minimize any lapse in coverage to the maximum extent possible.

Upon contract expiration, if the replacement contract is not yet in place, authorized users are advised it will be necessary to procure needed products in accordance with applicable statutory requirements and purchasing guidelines.

### New York City Department of Education

Pursuant to section 3.4 of the contract, if a replacement contract is not yet in place by July 1, 2023, the Contract shall continue and remain in full force and effect for purchases of office supplies by the New York City Department of Education **only** and shall be thereafter referred to as the "NYCDOE Contract." The NYCDOE Contract shall terminate after 180 days or upon the execution and approval of a NYCDOE Sub-Agreement with the company awarded the next OGS Statewide Office Supplies contract, whichever comes first.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: Short-Term Extension & New Contract Manager

**DATE:** December 21, 2022      **AWARD #:** [22790](#)      **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 - June 30, 2023

**CONTACT:** Stacie Craft | 518-473-4271 | [stacie.craft@ogs.ny.gov](mailto:stacie.craft@ogs.ny.gov)

**CONTRACT NO.:** PC67296      **CONTRACTOR:** Staples Contract & Commercial, LLC

### Short-Term Extension:

In accordance with the Short-Term Extension clause, this Contract Award has been extended for three (3) additional months until June 30, 2023, or until a replacement contract has been issued, whichever occurs first.

### Contract Manager Update:

The new contact is Stacie Craft. Please see new contact information above.

The above-referenced changes have been incorporated into the Contract Award Notification that are being issued with this update.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: 2022 Pricelist Revision

**DATE:** October 21, 2022 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Danielle Hayes | 518-473-9769 | [danielle.hayes@ogs.ny.gov](mailto:danielle.hayes@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a pricelist revision for the following contractor:

<u>Contractor</u>	<u>Name of Document</u>
Staples Contract & Commercial, LLC	2300022790PL_Staples032622_Revised

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: 2022 Pricelist Update Effective March 26, 2022

**DATE:** March 25, 2022 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a pricelist update for the following contractor:

**Contractor**

Staples Contract & Commercial, LLC

**Name of Document**

2300022790PL\_Staples032622

When purchasing from the contract, please reference the current pricelist, with an **issue date of March 26, 2022**.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: Contract Extension

**DATE:** March 14, 2022 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2023

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

The above referenced contract with Staples Contract & Commercial, LLC has been extended one additional year to March 31, 2023, in accordance with contract terms.

The contract now includes an overall goal of 3% for Service-Disabled Veteran Owned Business (SDVOB) participation.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.





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# Contract Award Notification Update

## Subject: Reseller Directory Update

**DATE:** March 4, 2022

**AWARD #:** [22790](#)

**GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296

**CONTRACTOR:** Staples Contract & Commercial, LLC

Staples Contract & Commercial, LLC has updated the Reseller Directory. The new information is indicated in red font in the table below.

### New Information

Reseller	
<b>Company Name:</b>	Guy Brown Management LLC, DBA Guy Brown
<b>Address:</b>	7111 Commerce Way Brentwood, TN 37027
<b>Federal ID #:</b>	56-2074389
<b>NYS Vendor ID #:</b>	1100005988
<b>Customer Service:</b>	Telephone Number: 888-281-2368 Email: <a href="mailto:supportNYS@guybrown.com">supportNYS@guybrown.com</a>
<b>Contact Person #1/Title :</b>	<a href="#">Andrea Moore/Regional Sales Manager</a>
<b>E-mail:</b>	<a href="mailto:andrea.moore@guybrown.com">andrea.moore@guybrown.com</a>
<b>Telephone Number:</b>	<a href="tel:615-970-1846">615-970-1846</a>
<b>Contact Person #2/Title :</b>	<a href="#">Paul Pedersen/SVP, Sales &amp; Business Strategy</a>
<b>E-mail:</b>	<a href="mailto:paul.pedersen@guybrown.com">paul.pedersen@guybrown.com</a>
<b>Telephone Number:</b>	<a href="tel:615-928-1605">615-928-1605</a>
<b>Fax Number:</b>	615-777-1501
<b>MWBE Certification:</b>	<input type="checkbox"/> Women owned <input checked="" type="checkbox"/> Minority owned <input type="checkbox"/> Both
<b>SDVOB Certification:</b>	<input type="checkbox"/> Certified Service Disabled Veteran Owned Business
<b>SBE:</b>	<input type="checkbox"/> NYS Small Business Enterprise (self-identified)
<b>Reseller is Authorized to:</b>	<input checked="" type="checkbox"/> Take Orders <input type="checkbox"/> Ship Direct <input checked="" type="checkbox"/> Receive Payment

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: Contract Extension

**DATE:** January 31, 2022

**AWARD #:** [22790](#)

**GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services is in the process of extending the term for the Miscellaneous Office Supplies award until March 31, 2023, in accordance with the contract terms.

Procurement Services will issue a Contract Award Notification Update once the extension process is complete. A lapse in coverage is not anticipated.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

## Subject: Contractor Information Summary Update

**DATE:** November 29, 2021 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Staples Contract & Commercial, LLC has updated contact information. The new information is indicated in **red font** in the table below.

Old Information	New Information
<p><b><u>New Account Registration for Staples, MWBE, SDVOB, or SBE Resellers:</u></b> Mr. Keven Herren Tel: (585) 486-8736 Fax: (585) 334-7075 Email: <a href="mailto:keven.herren@staples.com">keven.herren@staples.com</a> or Mr. Gregory Anstett Tel: (716) 799-1720 Fax: (716) 691-0269 E-mail: <a href="mailto:gregory.anstett@staples.com">gregory.anstett@staples.com</a></p>	<p><b><u>New Account Registration for Staples or MWBE, SDVOB, or SBE Resellers:</u></b> Mr. Keven Herren Tel: (585) 486-8736 Fax: (585) 334-7075 Email: <a href="mailto:keven.herren@staples.com">keven.herren@staples.com</a> or <b>Mr. Gregg Schneider</b> <b>Tel: (585) 944-9531</b> <b>E-mail: <a href="mailto:gregg.schneider@staples.com">gregg.schneider@staples.com</a></b></p>

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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## Subject: 2021 Pricelist Update - Revised

**DATE:** June 18, 2021 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a revised pricelist update for the following contractor:

<u>Contractor</u>	<u>Name of Document</u>
Staples Contract & Commercial, LLC	2300022790PL_Staples060921_revised

When purchasing from the contract, please reference the current pricelist, with an **issue date of June 9, 2021\_revised**.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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**Subject:** 2021 Pricelist Update

**DATE:** June 9, 2021

**AWARD #:** [22790](#)

**GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296

**CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a revised pricelist update for the following contractor:

**Contractor**

Staples Contract & Commercial, LLC

**Name of Document**

2300022790PL\_Staples060921

When purchasing from the contract, please reference the current pricelist, with an **issue date of June 9, 2021**.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

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**Subject: 2020 Pricelist Update - Revised**

**DATE:** November 20, 2020 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

Procurement Services has approved a revised pricelist update for the following contractor:

**Contractor**

Staples Contract & Commercial, LLC

**Name of Document**

2300022790PL\_Staples081320\_revised

When purchasing from the contract, please reference the current pricelist, with an **issue date of August 13, 2020\_revised**.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

## Subject: 2020 Pricelist Update

DATE: August 13, 2020

AWARD #: [22790](#)

GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2022

CONTACT: Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

CONTRACT NO.: PC67296

CONTRACTOR: Staples Contract & Commercial, LLC

Procurement Services has approved a pricelist update for the following contractor:

### Contractor

Staples Contract & Commercial, LLC

### Name of Document

2300022790PL\_Staples081320

When purchasing from the contract, please reference the current pricelist, with an **issue date of August 13, 2020**.

### AUTHORIZED USERS ARE REMINDED OF THE FOLLOWING:

1. **Only products on the approved OGS pricelist can be purchased through this contract.**

The 2020 Staples Advantage Catalog is available online for account holders of the following:

- Staples Advantage
- Guy Brown management LLC, DBA Guy Brown
- MJL Enterprises, LLC
- Proftech LLC
- S&B Computer and Office Products, Inc.

Authorized users interested in online ordering from Staples Advantage or one of the four Resellers on this contract will need to have an individual account set up for each. Please see contact information located on the Contractor Information page for contact information.

2. **Authorized Users are reminded that Preferred Source Products from the New York State Preferred Source Program for People who are Blind (NYSPSP) are offered under this contract.**

Under New York State Finance Law, Authorized Users, including, but not limited to, State Agencies, political subdivisions, and public benefit corporations (including most public authorities) are required to purchase Preferred Source Products when the Products meet the "form, function, and utility" requirements of the Authorized User.

Authorized users purchasing online will find a list of the Preferred Source Core List Products and the Preferred Source Supplemental Products under, YOUR LISTS, YOUR SHARED LISTS, Preferred Source List, for each online account.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



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# Contract Award Notification Update

## Subject: New Contract Manager

**DATE:** April 7, 2020 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

The Contract Award Notification page has been updated as following:

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Mark Helling Title : Contract Management Specialist Phone : 518-473-3253 E-mail : <a href="mailto:mark.helling@ogs.ny.gov">mark.helling@ogs.ny.gov</a>	Procurement Services Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a>

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>





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# Contract Award Notification Update

## Subject: Updated Reseller Information

**DATE:** October 1, 2019

**AWARD #:** [22790](#)

**GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Mark Helling | 518-473-3253 | [mark.helling@ogs.ny.gov](mailto:mark.helling@ogs.ny.gov)

**CONTRACT NO.:** PC67296

**CONTRACTOR:** Staples Contract & Commercial, LLC

Please be advised that Staples Contract & Commercial, LLC has added an SDVOB Reseller:

Reseller	
<b>Company Name:</b>	MJL Enterprises, LLC
<b>Address:</b>	2748 Sonic Drive
	Virginia Beach, VA 23453
<b>Federal ID #:</b>	20-4741885
<b>NYS Vendor ID #:</b>	1100006696
<b>Customer Service:</b>	Telephone Number: 800-684-0710 Email: <a href="mailto:mjlmys@ediversitynetwork.com">mjlmys@ediversitynetwork.com</a>
<b>Contact Person/Title:</b>	Scott Bishop/Vice President, Sales
<b>Telephone Number:</b>	757-963-8740 x227
<b>Fax Number:</b>	757-301-6404
<b>E-mail:</b>	<a href="mailto:sbishop@mjl-enterprises.com">sbishop@mjl-enterprises.com</a>
<b>MWBE Certification:</b>	<input type="checkbox"/> Women owned <input type="checkbox"/> Minority owned <input type="checkbox"/> Both
<b>SDVOB Certification:</b>	<input checked="" type="checkbox"/> Certified Service Disabled Veteran Owned Business
<b>SBE:</b>	<input type="checkbox"/> NYS Small Business Enterprise (self-identified)
<b>Reseller is Authorized to:</b>	<input checked="" type="checkbox"/> Take Orders <input type="checkbox"/> Ship Direct <input checked="" type="checkbox"/> Receive Payment

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.service@ogs.ny.gov](mailto:customer.service@ogs.ny.gov) | 518-474-6717

# Contract Award Notification Update

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## Subject: 2019 Pricelist Revisions

**DATE:** June 14, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Jeremy Kondrat | 518-473-5575 | [jeremy.kondrat@ogs.ny.gov](mailto:jeremy.kondrat@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial LLC

Procurement Services has revised the 2019 Staples Advantage Catalog and Online Marketplace pricelist. When purchasing from the contract, please reference the current pricelist, which has a **revised issue date of June 14, 2019**.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



## Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | [customer.service@ogs.ny.gov](mailto:customer.service@ogs.ny.gov) | 518-474-6717

# Contract Award Notification Update

## Subject: Update of Contract Contact Information

**DATE:** May 10, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Jeremy Kondrat | 518-473-5575 | [jeremy.kondrat@ogs.ny.gov](mailto:jeremy.kondrat@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

- Please be advised that Staples Contract & Commercial, LLC has updated its contact information. The new information is as follows in red:

Contract #	Contractor & Address	Contact Information
PC67296	Staples Contract & Commercial, LLC 21A Railroad Avenue Albany, NY 12205	<b><u>Customer Service Assistance:</u></b> For general customer service and questions about currently placed orders or pricing:  Tel: 877-285-8852 <a href="mailto:nys@cs.staples.com">nys@cs.staples.com</a>  Please see the list of MWBE Resellers for customer service contact information or questions pertaining to orders placed through the MWBE Resellers.  <b><u>New Account Registration for Staples or MWBE Resellers:</u></b> Mr. Keven Herren Tel: (585) 486-8736 Fax: (585) 334-7075 Email: <a href="mailto:keven.herren@staples.com">keven.herren@staples.com</a> or Mr. Gregory Anstett Tel: (716) 799-1720 Fax: (716) 691-0269 E-mail: <a href="mailto:gregory.anstett@staples.com">gregory.anstett@staples.com</a>

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>



# Contract Award Notification Update

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## Subject: Contract Extension

**DATE:** March 29, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2022

**CONTACT:** Jeremy Kondrat | 518-473-5575 | [jeremy.kondrat@ogs.ny.gov](mailto:jeremy.kondrat@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial, LLC

The above referenced contract with Staples Contract & Commercial, LLC has been extended three additional years to March 31, 2022 in accordance with contract terms.

- The Core List of frequently purchased products has been revised to more accurately reflect current spending patterns and includes an improved discount structure.
- Staples' 2019 commercial catalog is being issued simultaneous with the extension. The 2019 contract pricelist can be viewed on the Contractor Information page found at: <https://online.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ContractorInfo.pdf>

### Contractor

Staples Contract & Commercial, LLC

### Pricelist

2300022790PL\_Staples040119

- The original goal of 20% Minority-Owned and Women-Owned Business Enterprise (MWBE) participation [10% Minority-Owned Business Enterprises (MBE) / 10% Women-Owned Business Enterprises (WBE)] has increased to 30% MWBE participation (15% MBE / 15% WBE) for the extension. The MWBEs utilized by the Contractor to fulfill the MWBE goals are identified on the Contractor Information page found at: <https://online.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ContractorInfo.pdf>
- New York State Industries for the Disabled, Inc. (NYSID) will not be offering products under this Extension at this time.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://online.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

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## Subject: Contractor Name Change and Contract Extension

**DATE:** February 8, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Jeremy Kondrat | 518-473-5575 | [jeremy.kondrat@ogs.ny.gov](mailto:jeremy.kondrat@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc.  
D/B/A Staples Advantage

- Staples Contract & Commercial Inc. D/B/A Staples Advantage has changed its name to Staples Contract & Commercial, LLC. There is no change to either the company Federal Tax Identification Number or NYS Vendor Identification Number.
- OGS Procurement Services intends to extend contract PC67296 until March 31, 2022 in accordance with the contract terms; however, there are still pending necessary approvals. OGS will issue a Contract Award Notification Update at such time the extension has been approved. It is anticipated the extension will be in place prior to the current expiration date of March 31, 2019.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

## Subject: Update of Contract Contact Information

**DATE:** February 5, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Jeremy Kondrat | 518-473-5575 | [jeremy.kondrat@ogs.ny.gov](mailto:jeremy.kondrat@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc.  
D/B/A Staples Advantage

- Please be advised that Staples Contract & Commercial Inc. D/B/A Staples Advantage has updated its contact information. The new information is as follows in red:

Contract #	Contractor & Address	Contact Information	Federal ID NYS Vendor ID
PC67296	Staples Contract & Commercial Inc. D/B/A Staples Advantage 21A Railroad Avenue Albany, NY 12205	Mr. Keven Herren Tel: (585) 486-8736 Fax: (585) 334-7075 Email: <a href="mailto:keven.herren@staples.com">keven.herren@staples.com</a>  Mr. Gregory Anstett Tel: (716) 799-1720 Fax: (716) 691-0269 E-mail: <a href="mailto:gregory.anstett@Staples.com">gregory.anstett@Staples.com</a>	Federal ID 04-3390816  NYS Vendor ID 1000005286

- Also, the Miscellaneous Office Supplies contract has a new Contract Manager, Jeremy Kondrat. His contact information is listed above.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

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## Subject: Office Supplies Available in the eMarketplace

**DATE:** January 15, 2019 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

Miscellaneous Office Supplies are now available on the eMarketplace thru the following contractor:

Staples Contract & Commercial Inc. d/b/a Staples Advantage

For information about the NYS eMarketplace please click the following link:

<https://nyspro.ogs.ny.gov/content/nys-emarketplace-1>.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users are encouraged to view the most current Contract Award Notification and associated documents at: <https://www.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

## Subject: Additions to 2018 Pricelist (Calendars and Toner)

DATE: December 19, 2018 AWARD #: [22790](#) GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2019

CONTACT: Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

CONTRACT NO.: PC67296 CONTRACTOR: Staples Contract & Commercial Inc. d/b/a Staples Advantage

Procurement Services has added to the 2018 Staples Advantage Catalog and Online Marketplace. Please reference the current pricelist, which has a **revised issue date of December 18, 2018**.

The following additional 2019 Calendars have been added to the **Office Supplies Tab**:

Staples Number	Item Description	Net Price
2732550	2019 AAG MNTH FLORALDESK 22X17	\$6.82
24329986	RY19 AAG BADGE FLORAL 22X17	\$4.71
24328227	RY19 E.LEY GOLD FLORAL 22X17	\$4.60
24324708	RY19 E.LEY GOLD FLORAL 15X12	\$5.55
24324707	RY19 E.LEY HAPPY STRIPE 15X12	\$5.71
24324688	RY19 E.LEY STRIPED WKLY 9X11	\$8.66
24324618	NETCARBON 22X17 DESKPAD	\$2.94
24324613	BCA 17X11 DESK PAD	\$4.27
24324610	BCA 22X17 DESK PAD	\$5.99
24323545	FILOFAX 11X8.5 WEEKLY BLACK	\$7.21
24319077	12M WEEKLY LARGE BLK HARD	\$4.98

Staples Number	Item Description	Net Price
24319021	2019 ATAGLNC LOOKFWD 22X28	\$10.43
24319014	2019 ATAGLNC MTH DESKPAD 22X17	\$4.66
24318994	2019 CAMBRIDGE MINA WKLY 8X11	\$6.80
24318983	2019 AAG WEEKLY LACEY 8X11	\$8.13
24318979	2019 ATAGLNC WKLY ACTION 8X11	\$11.26
24318972	2019 ATAGLNC CONTMP PURP 22X17	\$4.60
24318952	2019 ATAGLNC MNTH PLUS DSK 6X9	\$9.46
24318939	2019 ATAGLNC YRLY ERAS 18X24	\$7.07
24295442	2019 AAG BADGE FLORAL WK 8X11	\$8.79
24295388	2019 CAMBRIDGE MINA FLORAL 5X8	\$5.49

The following toner cartridges have been added to the **Preferred Source Core List Tab**:

Staples Number	Item Description	Net Price
24373069	PAGEMAX TONER CARTRIDGE M806, M830X, HP PRO 800.	\$275.00
24373064	HP PRO 400 M401, M425 LASER TONER CARTRIDGE.	\$168.00
24373065	HP M4555, M601, M602, M603 LASER TONER CARTRIDGE.	\$275.00
24373071	PAGEMAX TONER CARTRIDGE HP P2015 / BLACK.	\$256.00
24373068	PAGEMAX TONER CARTRIDGE HP P4014, P4015, P4515 / BLACK.	\$275.00
24373070	PAGEMAX TONER CARTRIDGE HP 1012,1018,1020,1022,3050,3055, M1319f - / BLACK.	\$105.00
24373073	PAGEMAX TONER CARTRIDGE HP 4250, 4350 / BLACK.	\$309.00
24373066	LASER TONER CARTRIDGE. Pagemax Toner Cartridge E260, E262 - Black, LEXMARK COMPATIBLE.	\$130.00
24373067	PAGEMAX TONER CARTRIDGE E360, E362, E460, E462, X463mfp, X464mfp, X466mfp - EACH / BLACK.	\$231.00

Authorized Users should refer to the OGS website to access the latest Contract information.  
<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.

All changes are effective immediately. All other terms and conditions remain the same.





# Contract Award Notification Update

## Subject: Updated Reseller Information

**DATE:** October 29, 2018 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)  
**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc.  
D/B/A Staples Advantage

Please be advised of the address change for the following Reseller:

Old Address	New Address
Proftech LLC 200 Clearbrook Rd. Elmsford, NY 10523	Proftech LLC PO Box 785256 Philadelphia, PA 19178-5256

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.

All other terms and conditions remain the same.



# Contract Award Notification Update

## Subject: Updated Contractor Information

**DATE:** September 24, 2018      **AWARD #:** [22790](#)      **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296      **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

Please be advised that the contractors Remit All Payments To has changed.

Old Remit All Payments To	New Remit All Payments To
Staples Contract & Commercial Inc. Dept. ROC PO Box 415256 Boston, MA 02241-5256	Staples Contract & Commercial Inc. PO Box 70242 Philadelphia, PA 19176-0242

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.

All changes are effective immediately.

All other terms and conditions remain the same.



# Contract Award Notification Update

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## Subject: Update to 2018 Pricelist

**DATE:** June 5, 2018 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

The Office of General Services, Procurement Services, has revised the 2018 Staples Advantage Catalog and Online Marketplace pricelist to correct rounding in the Net Price columns. When purchasing from the contract, please reference the current pricelist, which lists a **revised issue date of June 5, 2018**.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.

All changes are effective immediately.

All other terms and conditions remain the same.



# Contract Award Notification Update

## Subject: 2018 Pricelist Update

DATE: April 10, 2018 AWARD #: [22790](#) GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2019

CONTACT: Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

CONTRACT NO.: PC67296 CONTRACTOR: Staples Contract & Commercial Inc. d/b/a Staples Advantage

The Office of General Services, Procurement Services, has approved the 2018 Staples Advantage Catalog and Online Marketplace pricelist. When purchasing from the contract, please reference the current copy of the pricelist which lists a revised issue date of April 9, 2018.

### AUTHORIZED USERS ARE REMINDED OF THE FOLLOWING:

1. **Only products on the approved OGS pricelist can be purchased through this contract.** The 2018 Staples Advantage Catalog and Online Marketplace pricelist is available online for Staples Advantage, Proftech, Guy Brown, and S&B account holders. Authorized Users who would like to use one of these online accounts should contact Staples Advantage to have an account set up.

**NOTE:** If you would like to order online from Staples Advantage or one of its three Resellers on this contract, you will need to have an account set up for each vendor you would like to order from. Please see contact information located on the *Contractor Information* page for contact information. Online account holders may find a list of the Preferred Source Core List Products and the Preferred Source Supplemental Products under, *YOUR LISTS, YOUR SHARED LISTS, Preferred Source List*, for each online account.

2. **Authorized Users are reminded that Preferred Source Products from the New York State Preferred Source Program for People who are Blind (NYSPSP) and the New York State Industries for the Disabled (NYSID) are offered under this contract.** Under New York State Finance Law, Authorized Users, including, but not limited to, State Agencies, political subdivisions, and public benefit corporations (including most public authorities) are required to purchase Preferred Source Products when the Products meet the "form, function, and utility" requirements of the Authorized User.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:

<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

## Subject: November 2017 Pricelist Update and Authorized User Reminders

DATE: November 15, 2017 AWARD #: [22790-E\\*-EE-RA-RM](#) GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2019

CONTACT: Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

CONTRACT NO.: PC67296 CONTRACTOR: Staples Contract & Commercial Inc. d/b/a Staples Advantage

The Office of General Services, Procurement Services, has approved the addition of some new products to the 2017 Staples Advantage Catalog and Online Marketplace pricelist. When purchasing from the contract, please reference the current copy of the pricelist which lists a revised issue date of November 15, 2017. A copy of the current pricelist can be found on the Contractor Information page located on the OGS Website at: <https://www.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ContractorInfo.pdf>.

### **AUTHORIZED USERS ARE REMINDED OF THE FOLLOWING:**

1. **Only products on the approved OGS pricelist can be purchased through this contract.** The 2017 Staples Advantage Catalog and Online Marketplace pricelist is available online for Staples Advantage, Proftech, Guy Brown, and S&B account holders as well as on the OGS website using the link above. Authorized Users who would like to use one of these online accounts should contact Staples Advantage to have an account set up.

**NOTE:** If you would like to order online from Staples Advantage or one of its three Resellers on this contract, you will need to have an account set up for each vendor you would like to order from. Please see contact information located on the *Contractor Information* page for contact information. Online account holders may find a list of the Preferred Source Core List Products and the Preferred Source Supplemental Products under, *YOUR LISTS, YOUR SHARED LISTS, Preferred Source List*, for each online account.

2. **Authorized Users are reminded that Preferred Source Products from the New York State Preferred Source Program for People who are Blind (NYSPSP) and the New York State Industries for the Disabled (NYSID) are offered under this contract.** Under New York State Finance Law, Authorized Users, including, but not limited to, State Agencies, political subdivisions and public benefit corporations (including most public authorities) are required to purchase Preferred Source Products when the Products meet the "form, function and utility" requirements of the Authorized User.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://www.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

## Subject: 2017 Pricelist Update and Authorized User Reminders

DATE: August 16, 2017 AWARD #: [22790-E\\*-EE-RA-RM](#) GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2019

CONTACT: Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

CONTRACT NO.: PC67296 CONTRACTOR: Staples Contract & Commercial Inc.  
d/b/a Staples Advantage

The Office of General Services, Procurement Services, has approved some discount increases and the addition of some new products to the 2017 Staples Advantage Catalog and Online Marketplace pricelist. When purchasing from the contract, please reference the current copy of the pricelist which lists a revised issue date of August 16, 2017. A copy of the current pricelist can be found on the Contractor Information page located on the OGS Website at:  
<https://www.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ContractorInfo.pdf>.

### **AUTHORIZED USERS ARE REMINDED OF THE FOLLOWING:**

1. **Only products on the approved OGS pricelist can be purchased through this contract.** The 2017 Staples Advantage Catalog and Online Marketplace pricelist is available online for Staples Advantage, Proftech, Guy Brown, and S&B account holders as well as on the OGS website using the link above. Authorized Users who would like to use one of these online accounts should contact Staples Advantage to have an account set up.

**NOTE:** If you would like to order online from Staples Advantage or one of its three Resellers on this contract, you will need to have an account set up for each vendor you would like to order from. Please see contact information located on the *Contractor Information* page for contact information. Online account holders may find a list of the Preferred Source Core List Products and the Preferred Source Supplemental Products under, *YOUR LISTS, YOUR SHARED LISTS, Preferred Source List*, for each online account.

2. **Authorized Users are reminded that Preferred Source Products from the New York State Preferred Source Program for People who are Blind (NYSPSP) and the New York State Industries for the Disabled (NYSID) are offered under this contract.** Under New York State Finance Law, Authorized Users, including, but not limited to, State Agencies, political subdivisions and public benefit corporations (including most public authorities) are required to purchase Preferred Source Products when the Products meet the "form, function and utility" requirements of the Authorized User.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<https://www.ogs.ny.gov/purchase/spg/awards/2300022790Can.htm>.



# Contract Award Notification Update

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## Subject: Updated Reseller Information

**DATE:** July 25, 2017 **AWARD #:** [22790](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

The Reseller Directory for Staples Contract & Commercial Inc. d/b/a Staples Advantage has been updated for Guy Brown. Kevin Dole has been added as an additional contact and the address for Carol Russell has been updated.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

## Subject: 2017 Pricelist Update and Authorized User Reminders

DATE: June 15, 2017 AWARD #: [22790](#) GROUP #: 23000

AWARD DESCRIPTION: Miscellaneous Office Supplies (Statewide)

CONTRACT PERIOD: April 1, 2016 – March 31, 2019

CONTACT: Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

CONTRACT NO.: PC67296 CONTRACTOR: Staples Contract & Commercial Inc.  
d/b/a Staples Advantage

The Office of General Services, Procurement Services, has approved the 2017 Staples Advantage Catalog and Online Marketplace pricelist. When purchasing from the contract, please reference the current copy of the pricelist which lists a revised issue date of June 15, 2017. A copy of the current pricelist can be found on the *Contractor Information* page located on the OGS Website at: <https://www.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ContractorInfo.pdf>.

A copy of the 2017 Staples Advantage Catalog can be requested by contacting Staples Advantage. Please see contact information located on the *Contractor Information* page for contact information.

### **AUTHORIZED USERS ARE REMINDED OF THE FOLLOWING:**

1. **Only products on the approved OGS pricelist can be purchased through this contract.** The 2017 Staples Advantage Catalog and Online Marketplace pricelist is available online for Staples Advantage, Profftech, Guy Brown, and S&B account holders as well as on the OGS website using the link above. Authorized Users who would like to use one of these online accounts should contact Staples Advantage to have an account set up.

**NOTE:** If you would like to order online from Staples Advantage or one of its three Resellers on this contract, you will need to have an account set up for each vendor you would like to order from. Online account holders may find a list of the Preferred Source Core List Products and the Preferred Source Supplemental Products under, *YOUR LISTS*, *YOUR SHARED LISTS*, *Preferred Source List*, for each online account.

2. **Authorized Users are reminded that Preferred Source Products from the New York State Preferred Source Program for People who are Blind (NYSPSP) and the New York State Industries for the Disabled (NYSID) are offered under this contract.** Under New York State Finance Law, Authorized Users, including, but not limited to, State Agencies, political subdivisions and public benefit corporations (including most public authorities) are required to purchase Preferred Source Products when the Products meet the "form, function and utility" requirements of the Authorized User.

All changes are effective immediately. All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information: <https://www.ogs.ny.gov/purchase/spg/pdfdocs/2300022790ra.pdf>.





# Contract Award Notification Update

## Subject: Updated Contractor Information

**DATE:** December 2, 2016      **AWARD #:** [22790-E\\*-EE-RA-RM](#)      **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296      **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

Please be advised that the contractor contacts for Staples Contract & Commercial Inc. d/b/a Staples Advantage has changed.

Old Contacts	New Contacts
Ms. Christa Sebast Tel: (877) 482 8026 Ext. 143 Tel: (518) 417-3881 Fax: (877) 482-8027 Email: <a href="mailto:christa.sebast@staples.com">christa.sebast@staples.com</a>	Ms. Sandy Wheeler Tel: (585) 486-8751 Fax: (585) 334-7075 Email: <a href="mailto:sandra.wheeler@staples.com">sandra.wheeler@staples.com</a>
Mr. David Connolly Tel: (800) 950-1257, Ext. 4619 Fax: (877) 219-3486 E-mail: <a href="mailto:david.connolly@staples.com">david.connolly@staples.com</a>	Mr. David Connolly Tel: (800) 950-1257, Ext. 4619 Fax: (877) 219-3486 E-mail: <a href="mailto:david.connolly@staples.com">david.connolly@staples.com</a>

Please contact Sandy Wheeler or Mr. David Connolly for new account registrations and to initiate registration process for ordering from MWBE Resellers.

Please see updated Contractor Information page.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://www.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

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## Subject: Updated Reseller Information

**DATE:** September 7, 2016      **AWARD #:** [22790](#)      **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296      **CONTRACTOR:** Staples Contract & Commercial Inc.  
d/b/a Staples Advantage

The Reseller Directory for Staples Contract & Commercial Inc. d/b/a Staples Advantage has been updated to indicate that Guy Brown Management, LLC, d/b/a Guy Brown Products LLC is dual M/WBE reseller.

In addition, Guy Brown Management, LLC, d/b/a Guy Brown Products LLC and S&B Computer and Office Products, Inc. are now established to receive orders and accept payment. Authorized Users will need to contact Christa Sebast or David Connolly to initiate the registration process for ordering from these M/WBE Resellers.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://www.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.



# Contract Award Notification Update

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**Subject:** **Revised Award, Updated Contractor Information, and Contract Manager**

**DATE:** August 2, 2016 **AWARD #:** [22790 E\\*-EE-RA-RM](#) **GROUP #:** 23000

**AWARD DESCRIPTION:** Miscellaneous Office Supplies (Statewide)

**CONTRACT PERIOD:** April 1, 2016 – March 31, 2019

**CONTACT:** Lorie Teator | 518-474-0930 | [lorie.teator@ogs.ny.gov](mailto:lorie.teator@ogs.ny.gov)

**CONTRACT NO.:** PC67296 **CONTRACTOR:** Staples Contract & Commercial Inc. d/b/a Staples Advantage

The Contractor Information for Staples Contract & Commercial Inc. d/b/a Staples Advantage has been updated to include mailing address, email address, and facsimile number for submission of orders.

The Contract Manager has been changed.

All changes are effective immediately.

All other terms and conditions remain the same.

Authorized Users should refer to the OGS website to access the latest Contract information:  
<http://www.ogs.ny.gov/purchase/spg/awards/2300022790CAN.HTM>.