



# Contract Award Notification

|                                |   |
|--------------------------------|---|
| <b>Title</b>                   | : <b>Group 23000 – Miscellaneous Office Supplies (Statewide)</b><br>Classification Code(s): 14 & 44 |
| <b>Award Number</b>            | : <b><u>23273</u> – E* - EE - RA - RM (Replaces Award 22790)</b>                                    |
| <b>Contract Period</b>         | : <b>July 26, 2024 – July 25, 2027</b>  |
| <b>Bid Opening Date</b>        | : <b>December 12, 2023</b>  |
| <b>Date of Issue</b>           | : <b>July 29, 2024</b>  |
| <b>Specification Reference</b> | : <b>As Incorporated In The Phased Solicitation</b>   |
| <b>Contractor Information</b>  | : <b>Appears on Page 2 of this Award</b>  |

### Address Inquiries To:

| State Agencies & Vendors  | Political Subdivisions & Others  |
|---|--|
| Name : Stacie Craft   | <b>Procurement Services</b><br><b>Customer Services</b><br>Phone : 518-474-6717<br>E-mail : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a> |
| Title : Contract Management Specialist 1                                      |  |
| Phone : 518-473-4271  |  |
| E-mail : <a href="mailto:Stacie.Craft@ogs.ny.gov">Stacie.Craft@ogs.ny.gov</a> |  |

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

The purpose of this Phased Solicitation and resultant Contract is to provide Authorized Users with a means of acquiring Miscellaneous Office Supplies (Statewide) on a statewide basis.

The following Product categories are within the scope of the Contract:

1. Paper;
2. Ink & Toner Cartridges;
3. Office Supplies;
4. Janitorial and Sanitation Supplies;
5. Technology/Electronics and Accessories; and
6. Breakroom Supplies.

OGS has established a 3% Service-Disabled Veteran Owned Business (SDVOB) goal and an overall goal of 30% for MWBE participation, comprised of a 15% Minority-Owned Business Enterprises ("MBE") goal and 15% Woman-Owned Business Enterprises ("WBE") goal, for this Contract.

|   |   |                                 |                                   |
|---|---|---------------------------------|-----------------------------------|
| <b>CONTRACT #</b><br>PC70429                  | <b>CONTRACTOR</b><br>Staples Contract and Commercial LLC<br>500 Staples Drive<br>Framingham, MA 01720 | <b>FED. TAX #</b><br>04-3390816 | <b>NYS VENDOR #</b><br>1000005286 |
| <b>Prompt Payment Discount: 1% 10, Net 30</b> |   |                                 |                                   |

Cash Discount, If Shown, Should be Given Special Attention.

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

|            |                           |
|------------|---------------------------|
| RS, RP, RA | Recycled                  |
| RM         | Remanufactured            |
| SW         | Solid Waste Impact        |
| EE         | Energy Efficient          |
| E*         | EPA Energy Star           |
| ES         | Environmentally Sensitive |

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- The reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

**PRICE:**

Price shall include all customs duties and charges and be net, F.O.B. destination any point in New York State as designated by the Authorized User including delivery within three (3) Business Days after receipt of order to either an inside storeroom, inside desk, or a single dock based upon the needs of the Authorized User, which must be provided at no additional cost to all Authorized Users. In addition, upon mutual

agreement of the Contractor and OGS, delivery locations may be expanded per the "Extension of Use" clause.

**ORDERING:**

Contractor (and any approved Resellers) shall be capable of accepting, and shall accept, orders verbally via toll-free number; manually, via facsimile; and electronically via the Internet through both e-mail and a webbased ordering system on a dedicated NYS website. Purchase Orders shall be made in accordance with the terms set forth in Appendix B, Purchase Orders. Authorized Users may submit orders over the phone, and, if available, may submit orders electronically via web-based ordering, e-mail, or facsimile. Orders submitted shall be deemed received by Contractor (and any approved Resellers) on the date submitted. All orders shall reference the Contract number, requisition, and/or Purchase Order number (if applicable). Upon Contractor's receipt of an order, confirmation is to be provided to the Authorized User electronically or via facsimile. Order confirmation should be sufficiently detailed, and include, at a minimum, Net Price, date of order, delivery information (if applicable), Authorized User name, and sales representative (if applicable). For all orders that cannot be fully delivered in compliance with the terms of Section titled, Product Delivery, the Contractor (and any approved Resellers) shall inform the ordering Authorized User, within 48 hours (excluding Saturday, Sunday and NYS legal holidays) after receipt of the order(s), of the date when such order(s) will be fully delivered.

**DEDICATED NYS WEBSITE/WEB-BASED ORDERING:**

The State requires that the Contractor (and any approved Resellers) establish and maintain a dedicated NYS website specifically for the resulting Contract that has a web-based ordering system with the capability of receiving electronic orders from over 5,000 Authorized Users via the internet. The web-based ordering system shall have full order inquiry capabilities and shall acknowledge receipt of an Authorized User's order. The website shall also contain an electronic version of the Contractor's Printed Catalog (if applicable), and the Online Marketplace with Contract Net Prices reflected. The Contractor (and any approved Resellers) shall be required to post a copy of Contract Pricelist in both Excel and PDF formats on the website. The website link(s) will be listed under the Contractor information on the OGS website. The Contractor's (and any approved Resellers) website will be the responsibility of the Contractor (and any approved Resellers) to maintain and keep updated. The Contractor's website shall be operational and able to accept orders within 30 calendar days of Contract execution. The State reserves the right to request demonstrations of the Contractor's website. The web-based ordering system must be capable of controlling, documenting and reporting on the following minimum data elements:

- Contract Number
- Ordering Agency/Facility/Political Subdivision, etc. and Address
- Purchase Order/Requisition Numbers
- Contact (individual placing order) • Delivery Location
- Delivery Instructions
- Stock Number
- Manufacturer
- Description
- Unit of Measure
- List Price (unit)
- Net Price (unit)

In the event the Contractor utilizes Resellers under the resulting Contract, Contractor must provide on the landing page of its dedicated NYS website, a link to each Reseller's website. All Resellers must provide a dedicated NYS website that mirrors that of the Contractor as set forth above.

**MINIMUM ORDER:**

The minimum order for this Contract is \$50.00 dollars.

**State of New York  
Office of General Services  
Procurement Services  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one Contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

**Contract No.:** PC70429      **Contractor:** Staples Contract and Commercial LLC

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

|   | Excellent | Good | Acceptable | Unacceptable |
|---|-----------|------|------------|--------------|
| • Product meets your needs              |           |      |            |              |
| • Product meets contract specifications |           |      |            |              |
| • Pricing                               |           |      |            |              |

**CONTRACTOR**

|                                     | Excellent | Good | Acceptable | Unacceptable |
|-------------------------------------|-----------|------|------------|--------------|
| • Timeliness of delivery            |           |      |            |              |
| • Completeness of order (fill rate) |           |      |            |              |
| • Responsiveness to inquiries       |           |      |            |              |
| • Employee courtesy                 |           |      |            |              |
| • Problem resolution                |           |      |            |              |

Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & returned to:**

OGS Procurement Services  
 Customer Services, 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
 customer.service@ogs.ny.gov  
 \* \* \* \* \*