

## **M0052 Staples Office Supplies and Equipment**

**Contract number: 74337**

### **"Advanced Draft Copy" Notice of Award and Method of Operation State Agencies**

#### **1.0 Purpose and Intent**

The State of New Jersey has joined the National Joint Powers Alliance (NJPA) in order to benefit from the publically advertised and bid contract awarded to Staples Advantage, providing State Agencies and Cooperative Purchasing Partners with a simple mechanism to purchase office supplies and a selection of office equipment Staples has created a NJ State specific website (Stapleslink) to make access of all contract items faster and easier.

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 Distribution and Support 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 publically bid RFP.

### **3.0 Staples Benefits**

- **Online ordering and control.** The Staples website features the latest technology, including access to more than 15,000 products and real-time inventory updates. All returns can be made on-line – for timesaving convenience.
- **Low prices.** Deep discounted pricing for office supplies. No delivery charges on all orders that meet a minimum of \$35.
- **Dedicated Program Account Manager** as a single point of contact. Questions on order status, delivery information, stock checks, etc. For fastest service, have the account number available.  
**Contact Customer Service at 1-888-212-7219 or fax 1-888-222-8618.**

### **4.0 State Agencies Method of Operation**

#### **4.1 General Method of Operation**

This contract is comprised of approximately 1,000 deeply discounted core items. The balance of the New Jersey catalog, available on-line, consists of approximately 25,000 strongly discounted items and excludes any items currently available under other State contracts.

To make ordering easier, Staples has created a NJ-specific online shopping cart website (Stapleslink) that 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.

In order to avoid shipping charges,, the **Minimum order size is \$35**. Staples will alert you if you attempt to place an order under the threshold.

**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 may be added in the future.*

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

#### **4.2 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 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 Cooperative Agencies Method of Operation**

The Method of Operation for the Cooperative Agencies will be located on the Division of Purchase and Property Notice Of Award webpage.