

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: July 26, 2012

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-1912
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CONTRACT PERIOD: May 15, 2008 -
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
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CONTRACTOR(S)/

CONTRACT NO(S):	Office Depot, Inc.	PC63827
	Office Max Inc.	PC63828
	Staples Business Advantage	PC63830
	World Class Business Prod.	PC63831

SUBJECT: ADDITIONAL PRICE REDUCTIONS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

As part of the Governor Cuomo's Procurement Transformation, the Office of General Services undertook a voluntary Price Reduction Exercise with the all current contractors for miscellaneous office supplies.

The above four (4) Contractors have chosen to participate in the Price Reduction Exercise by lowering their prices on items that are purchased frequently by NYS agencies.

Pages 2 through 11 of this memorandum contain a list of 171 frequently purchased items that at least one (1) of the four (4) contractors has offered reduced pricing on. The table shows the current price from all participating Contractors and highlights the lowest price from participating Contractors in the voluntary Price Reduction Exercise. For your convenience an excel file of these items is located at the following address:
<http://www.ogs.ny.gov/purchase/spg/awards/2300021030CAN.HTM>

This file will allow you to filter and search for items by item description and manufacturer rather than looking through the ten pages below.

In addition, two (2) contractors, Office Max Inc. and Staples Business Advantage, have offered additional savings on 472 and 281 additional items (respectively) on their OGS contract websites. Their catalog pricing has been updated to reflect this additional price reduction. Links to all contractor websites are located at the following address:
<http://www.ogs.ny.gov/purchase/spg/awards/2300021030CAN.HTM>

Section 162 of the State Finance Law requires that agencies afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled (and others as determined by law) when such products/services meet the form, function and utility of the agency. Some products/services in the table below may be available from one or more preferred sources.

All other terms and conditions of this award remain the same.

Item Description	Manufacturer	Manufacturer Number	Office Depot (All Districts)	Staples (All Districts)	Office Max (All Districts)	World Class (Districts C & D)
			Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price
3M SCOTCH; COMMERCIAL-GRADE MASKING TAPE, .94" X 60 YARDS, 1/RL	3M OFFICE SUPPLY DIVISION	MMM20201ABK	N/A	\$1.49	N/A	N/A
3M POST-IT; SUPER STICKY NOTES, BLANK, CANARY YELLOW, 3" X 3", 12/PK	3M OFFICE SUPPLY DIVISION	MMM65412SSCY	\$9.64	\$8.95	\$9.95	\$10.59
3M SCOTCH MAGIC; TAPE REFILLS, 1" CORE, CLEAR, 3/4" X 1,000", 10/PK	3M OFFICE SUPPLY DIVISION	MMM810P10K	N/A	\$13.95	\$17.95	\$18.22
3M SCOTCH MAGIC; TAPE MULTIPACK, 1" CORE, CLEAR, 3/4" X 1,000", 16/PK	3M OFFICE SUPPLY DIVISION	MMM810K16	\$21.47	\$21.25	\$25.29	\$29.27
3M SCOTCH; TRANSPARENT TAPE, 1" CORE, CLEAR, 3/4" X 1,000", 12/PK	3M OFFICE SUPPLY DIVISION	MMM600K12	N/A	\$14.33	\$17.66	\$18.42
3M POST-IT; POP-UP NOTES, BLANK, ASSORTED PASTEL COLORS, 3" X 3", 12/PK	3M OFFICE SUPPLY DIVISION	MMMR33012AP	\$10.26	\$8.96	\$9.69	\$11.26
3M TRANSPARENCY FILM FOR PLAIN-PAPER COPIERS, 8 1/2" X 11", CLEAR, 100/BX	3M OFFICE SUPPLY DIVISION	MMMPP2500	N/A	\$14.49	\$14.72	\$22.71
3M SCOTCH TRANSPARENT TAPE, 1" CORE, 3/4" X 1,296", 12/PK	3M OFFICE SUPPLY DIVISION	MMM60012PK	N/A	\$19.46	N/A	N/A
3M POST-IT; SUPER STICKY TABLETOP EASEL PAD, 20 SHEETS, UNRULED, WHITE, 20"H X 23"W	3M OFFICE SUPPLY DIVISION	MMM563	\$14.76	\$12.06	\$11.95	\$16.20
3M POST-IT; OFFICE PACK NOTES, BLANK, ASSORTED COLORS, 3" X 3", 24/PK	3M OFFICE SUPPLY DIVISION	MMM654CYP24VA	\$27.75	\$17.75	\$21.40	\$22.74
3M TRANSPARENCY FILM FOR PLAIN-PAPER COPIERS WITH HIGH FUSER TEMPS, 8 1/2" X 11", CLEAR, 100/BX	3M OFFICE SUPPLY DIVISION	MMMPP2950	N/A	\$20.11	\$19.95	\$28.28
3M POST-IT; EASEL PAD, 30 SHEETS, 1" QUADRILLE RULED, WHITE, 30"H X 25"W, 2/CT	3M OFFICE SUPPLY DIVISION	MMM560	N/A	\$25.83	\$24.95	\$48.60
3M SCOTCH; TAPE DISPENSER WITH TRANSPARENT TAPE, BLACK	3M OFFICE SUPPLY DIVISION	MMM600KC60	\$21.00	\$16.57	N/A	\$21.30
TAPE, MASKING 1X60 YD, RL	3M OFFICE SUPPLY DIVISION	A8260024A	N/A	N/A	\$1.04	N/A
SCOTCH TAPE, 3/4" x 100", 3/PK	3M OFFICE SUPPLY DIVISION	A8600K3	N/A	N/A	\$4.85	N/A
REMOVABLE NOTE, 3X3 YELLOW, 18 PK	3M OFFICE SUPPLY DIVISION	A20M99172	\$3.24	N/A	\$4.00	\$17.17
3M POST-IT; EASEL PADS, 30 SHEETS, UNRULED, WHITE, 30 1/2"H X 25"W, 4/CT	3M OFFICE SUPPLY DIVISION	MMM559VAD4PK	N/A	\$62.32	\$78.79	\$83.72

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ACME WESTCOTT KLEENEARTH STRAIGHT SCISSORS, BLACK, 8"	ACME UNITED CORP	ACM41418	N/A	\$1.65	\$1.55	\$5.18
ACME WESTCOTT; TITANIUM BONDED; STRAIGHT SCISSORS, 8", 2/PK	ACME UNITED CORP	ACM13901	\$7.67	\$5.72	\$6.99	\$14.53
ALLIANCE STERLING; RUBBER BANDS, #117B, 7" X 1/8", 250/BX	ALLIANCE	ALL25405	N/A	\$3.95	N/A	\$5.63
AVERY EASY PEEL; LASER ADDRESS LABELS, 30 LABELS PER SHEET, WHITE, 1"H X 2 5/8"W, 3,000 LABELS/BX	AVERY DENNISON OFFICE	AVE5160	\$16.04	\$15.95	\$15.50	\$22.28
AVERY DURABLE EZ-TURN; RING BINDER, BLACK, 375-SHEET CAPACITY, 1 1/2" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE27350	N/A	\$2.43	N/A	\$3.77
AVERY SLANT-D; VIEW RING BINDERS, BLACK, 725-SHEET CAPACITY, 4" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE09800	N/A	\$8.66	N/A	\$11.03
AVERY SLANT-D; VIEW RING BINDERS, BLACK, 950-SHEET CAPACITY, 5" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE09900	N/A	\$18.28	N/A	\$23.50
AVERY DURABLE EZ-TURN; RING BINDER, BLACK, 500-SHEET CAPACITY, 2" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE27550	N/A	\$2.54	N/A	\$5.02
AVERY DURABLE EZ-TURN; RING VIEW BINDER, WHITE, 375-SHEET CAPACITY, 1 1/2" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE17022	N/A	\$3.30	N/A	\$5.92
AVERY DURABLE EZ-TURN; RING VIEW BINDER, BLACK, 600-SHEET CAPACITY, 3" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE17041	N/A	\$4.95	N/A	\$10.99
AVERY HEAVY-DUTY ONETOUCH RING VIEW BINDER WITH LABEL HOLDER, BLACK, 780-SHEET CAPACITY, 4" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE79994	\$9.89	\$8.52	N/A	\$15.04
AVERY DURABLE EZ-TURN; RING VIEW PRESENTATION BINDER, WHITE, 600-SHEET CAPACITY, 3" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE17042	N/A	\$4.95	N/A	\$9.16
AVERY HEAVY-DUTY ONETOUCH; RING VIEW BINDER, BLACK, 1050-SHEET CAPACITY, 5" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE79606	N/A	\$18.73	N/A	\$28.10
AVERY PERMANENT GLUE STICS, CLEAR, SMALL, .26 OZ., 18/PK	AVERY DENNISON OFFICE	AVE98001	N/A	\$5.38	N/A	N/A
AVERY DURABLE EZ-TURN; RING VIEW BINDER, WHITE, 200-SHEET CAPACITY, 1" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE17012	N/A	\$2.87	N/A	\$4.65
AVERY DURABLE SLANT RING VIEW BINDER, WHITE, 220-SHEET CAPACITY, 1" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE09301	\$2.68	\$2.55	N/A	\$4.01

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AVERY PERMANENT TRUEBLOCK; LASER AND INKJET FILE FOLDER LABELS, 30 LABELS PER SHEET, WHITE, 2/3" X 3 7/16", 1,500/BX	AVERY DENNISON OFFICE	AVE5366	N/A	\$14.45	\$14.02	\$22.50
AVERY EXTRA-WIDE HEAVY-DUTY EZD; REFERENCE VIEW BINDER, WHITE, 670-SHEET CAPACITY, 3" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE01321	\$6.14	\$8.87	N/A	\$12.86
AVERY NON-STICK TOP-LOADING PRESENTATION SHEET PROTECTORS, HEAVYWEIGHT, DIAMOND CLEAR, 3.0 MIL, 8 1/2" X 11", 100/BX	AVERY DENNISON OFFICE	AVE74100	N/A	\$6.38	N/A	\$10.91
AVERY NON-STICK TOP-LOADING SHEET PROTECTORS, HEAVYWEIGHT, NON-GLARE, 3.0 MIL, 8 1/2" X 11", 200/BX	AVERY DENNISON OFFICE	AVE74401	N/A	\$11.24	N/A	\$19.23
AVERY HEAVY DUTY BADGE HOLDERS, VERTICAL BADGE, 4" X 3", 25/PK	AVERY DENNISON OFFICE	AVE74472	\$9.13	\$8.25	N/A	\$11.72
AVERY NONSTICK HEAVY DUTY, SLANT-D; RING VIEW BINDER, WHITE, 375-SHEET CAPACITY, 1 1/2" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE05404	N/A	\$4.79	N/A	\$7.00
AVERY FLEXIBLE ROUND RING BINDER, BLUE, 175-SHEET CAPACITY, 1" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE17685	\$5.76	\$2.39	\$2.25	\$3.49
AVERY NAME BADGE KITS INCLUDE LABELS & HOLDERS, HANGING CORD-STYLE, TOP-LOADING-FLEXIBLE, 3" X 4", 50/BX	AVERY DENNISON OFFICE	AVE74520	\$5.27	\$11.06	\$10.99	\$23.23
EASY PEEL, LABEL, 1"x2-5/8", 3,000/BOX	AVERY DENNISON OFFICE	AVE5160	\$16.04	\$15.95	\$15.50	\$22.28
FILE FOLDER LABEL, WHT, 2/3" x 3-7/16", 750/PK	AVERY DENNISON OFFICE	AVE8366	\$9.70	\$8.54	\$12.73	\$12.38
AVERY NAME BADGE KITS INCLUDE LABELS & HOLDERS, CLIP STYLE, TOP-LOADING, FLEXIBLE, 3" X 4", 40/BX	AVERY DENNISON OFFICE	AVE5384	N/A	\$20.89	\$19.99	\$33.69
AVERY DURABLE EASY INSERT RING VIEW BINDER, BLACK, 780-SHEET CAPACITY, 4" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE79604	N/A	\$9.52	N/A	\$17.00
AVERY HEAVY-DUTY ONETOUCH; RING VIEW BINDER, WHITE, 780-SHEET CAPACITY, 4" (RING DIAMETER)	AVERY DENNISON OFFICE	AVE79104	N/A	\$9.52	N/A	\$17.00
AVERY INDEX MAKER; CLEAR LABEL DIVIDERS WITH WHITE TABS FOR LASER AND INKJET PRINTERS, 5-TAB, 8 1/2" X 11", 25/BX	AVERY DENNISON OFFICE	AVE11446	N/A	\$40.66	\$39.50	\$67.77
AVERY NAME BADGE LABELS FOR LASER AND INKJET PRINTERS, 8 LABELS PER SHEET, BLUE BORDER, 2 1/3" X 3 3/8", 400/BX	AVERY DENNISON OFFICE	AVE5895	\$17.81	\$21.50	\$20.75	\$30.72

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AVERY INDEX MAKER; CLEAR LABEL DIVIDERS WITH WHITE TABS FOR LASER AND INKJET PRINTERS, 8-TAB, 8 1/2" X 11", 25/BX	AVERY DENNISON OFFICE	AVE11447	N/A	\$46.59	\$45.98	\$69.89
BIC ULTRA ROUND STIC GRIP; BALLPOINT PENS, MEDIUM POINT, 1.2 MM, BLACK INK/TRANSLUCENT BARREL, 12/PK	BIC CORPORATION	BIC13726	N/A	\$1.09	\$1.52	\$2.40
BIC WITE-OUT; BRAND QUICK DRY CORRECTION FLUID, WHITE, 20 ML	BIC CORPORATION	BIC50605	\$3.84	\$0.75	\$0.98	\$13.74
BIC ULTRA ROUND STIC GRIP; BALLPOINT PENS, MEDIUM POINT, 1.2 MM, BLUE INK/TRANSLUCENT BARREL, 12/PK	BIC CORPORATION	BIC13725	N/A	\$1.19	\$1.50	\$2.40
BIC; STICK BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLACK INK/CLEAR BARREL, 12/PK	BIC CORPORATION	BIC10127	N/A	\$1.49	\$1.50	\$2.72
BIC; ULTRA ROUND STIC GRIP; BALLPOINT PENS, FINE POINT, 0.8 MM, BLACK INK/TRANSLUCENT BARREL, 12/PK	BIC CORPORATION	BIC13902	N/A	\$1.19	\$1.50	\$2.20
BIC; STICK BALLPOINT PENS, MEDIUM POINT, 1.0MM, BLUE INK/CLEAR BARREL, 12/PK	BIC CORPORATION	BIC10126	N/A	\$1.49	\$1.50	\$2.72
BIC; STIC BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLACK INK/BLACK BARREL, 12/PK	BIC CORPORATION	BIC13102	\$3.56		\$2.45	\$5.25
BIC WITE-OUT; BRAND EXACT LINER; CORRECTION TAPE, WHITE, 1/5" X 236", 2/PK	BIC CORPORATION	BIC50744	\$2.82	\$3.13	N/A	\$4.24
BIC WITE-OUT; EZ CORRECT; CORRECTION TAPE, WHITE, 1/6" X 472", 10/PK	BIC CORPORATION	BIC50790	N/A	\$9.25	\$14.83	\$14.06
BIC VELOCITY; GEL RETRACTABLE PENS, MEDIUM POINT, 0.7MM, BLACK INK/BLACK BARREL, 12/PK	BIC CORPORATION	BIC31563	N/A	\$4.74	\$5.93	\$8.45
WITE-OUT CORRECTION TAPE, 1/6" x 473" 10PK	BIC CORPORATION	A9W0TAP10	N/A	\$9.25	\$14.83	\$14.06
BINNEY & SMITH CRAYOLA; CRAYONS, ASSORTED 8-COLORS SET	BINNEY & SMITH	BIN520008	N/A	\$0.48	\$0.59	N/A
BINNEY & SMITH CRAYOLA; COLORED PENCILS, ASSORTED, 12/BX	BINNEY & SMITH	BIN684012	\$1.08	\$1.32	\$1.32	\$1.73
BINNEY & SMITH CRAYOLA; CRAYONS, ASSORTED 24-COLOR SET	BINNEY & SMITH	BIN523024	\$1.08	\$1.15	\$1.39	\$1.41
BINNEY & SMITH CRAYOLA; CLASSPACK COLORED PENCILS, 240 PENCILS/SET, 12 COLORS	BINNEY & SMITH	BIN688024	\$25.79	\$24.95	\$31.50	\$31.92
100% RECYCL. PAPER, ASPEN 100, 8 1/2" x 11", RM	BOISE CASCADE CORP	P1054922	N/A	N/A	\$4.60	N/A
100% RECYCL. PAPER, ASPEN 100, 8 1/2" x 11", CT	BOISE CASCADE CORP	P1054922CTN	\$49.77	N/A	\$38.75	\$76.68

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PAPER, ASPEN 30% RECYL, 20#, 8.5" x 11", RM	BOISE CASCADE CORP	P1054901	N/A	N/A	\$4.05	N/A
PAPER, ASPEN 30% RECYL, 20#, 8.5" x 11", CTN	BOISE CASCADE CORP	P1054901CTN	N/A	N/A	\$36.75	\$60.48
PAPER, X-9, 20#, 8.5" x 11", RM	BOISE CASCADE CORP	P10X9001	\$36.18	N/A	\$3.77	\$55.50
PAPER, COLORED, 20#, 8 1/2" x 11" CANARY	BOISE CASCADE CORP	P1MP2201CY	N/A	N/A	\$3.70	\$6.94
PAPER, COLORED, 20#, 8 1/2" x 11" BLUE	BOISE CASCADE CORP	P1MP2201BE	N/A	N/A	\$3.70	\$6.94
PAPER, XEROX. 30% RECYCL, 20#, 11" x 17", CTN	BOISE CASCADE CORP	P1054907CTN	N/A	N/A	\$42.95	\$64.94
PAPER,PASTEL 20#, 8.5" x 11", PINK, RM	BOISE CASCADE CORP	P1MP2201PK	N/A	N/A	\$3.70	\$6.94
PAPER, X-9, 8.5" x 11" 2500/SHTS	BOISE CASCADE CORP	P10X9001JR	\$14.24	N/A	\$19.99	N/A
FAX THERMAL PRINTING CTG	BROTHER INTERN'L CORP.	PC201	N/A	\$19.25	\$20.73	\$17.81
CARDINAL, CLEARVUE, XTRALIFE; SLANT-D RING BINDER, WHITE, 540-SHEET CAPACITY, 2" (RING DIAMETER)	CARDINAL	CRD26320	\$4.38	\$4.44	\$5.01	\$7.31
CARDINAL, CLEARVUE; LOCKING D-RING BINDER, WHITE, 775-SHEET CAPACITY, 4" (RING DIAMETER)	CARDINAL	CRD10340	N/A	\$9.96	N/A	\$19.18
CASIO FX260SOLAR 10-DIGIT SCIENTIFIC CALCULATOR	CASIO	CSOFX260SOLAR	\$8.16	\$6.95	N/A	\$8.63
CLOROX DISINFECTING WIPES, FRESH SCENT, 75 WIPES	CLOROX	CLO15949	\$4.77	\$3.95	N/A	N/A
COLGATE-PALMOLIVE; ULTRA LIQUID DISH SOAP, ORIGINAL SCENT, 28 OZ.	COLGATE-PALMOLIVE	CPC320181	\$3.05	\$2.75	N/A	N/A
DAB 'N SEAL; ENVELOPE MOISTENERS WITH ADHESIVE, 50 ML, 4/PK	DAB 'N SEAL	DNS56766	\$0.88	\$3.28	N/A	N/A
DIXON TICONDEROGA; PENCILS, #2, SOFT, 12/PK	DIXON TICONDEROGA INC	DIX13882	N/A	\$1.29	N/A	\$2.20

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DIXON TICONDEROGA; PRESHARPENED PENCILS, #2, 12/PK	DIXON TICONDEROGA INC	DIX13806	\$1.85	\$1.39	N/A	\$2.41
DIXON GOLF PENCILS, #2 - SOFT, 144/BX	DIXON TICONDEROGA INC	DIX14998	\$3.46	\$3.75	N/A	\$2.41
DIXON TICONDEROGA; PINK CARNATION; ERASERS, MEDIUM, 12/PK	DIXON TICONDEROGA INC	DIX38900	\$2.34	\$2.49	N/A	N/A
LEAD,PENCIL,SOFT #2,DZ, TICONDEROGA	DIXON TICONDEROGA INC	DIX13806	\$1.85	\$1.39	N/A	\$2.41
DUCK HP260 HIGH-PERFORMANCE PACKAGING TAPE, CLEAR, 1.88" X 60 YARDS, 8/PK	DUCK	DUC1067839	N/A	\$12.75	N/A	N/A
DURACELL 3 VOLT PHOTO LITHIUM BATTERY	DURACELL	DURDL123ABPK	N/A	\$3.75	\$4.19	\$5.39
DYMO, LABELWRITER, ADDRESS 1-1/8" x 3-1/2", 350/RL	DYMO	A530252	\$13.44	\$12.75	\$13.20	\$15.23
ELMER'S WHITE POSTER BOARD, 22"H X 28"W, 50/CARTON	ELMER'S	EPI750173	N/A	\$29.22	N/A	\$35.37
ENERGIZER ULTIMATE AA LITHIUM BATTERIES, 8/PK	ENERGIZER	EVEL918P8	N/A	\$13.21	N/A	\$14.75
ESSELTE OXFORD; COMPOSITION BOOK, BLACK MARBLE, WIDE RULED, 9 3/4" X 7 1/2", 120 SHEETS	ESSELTE CORP	ESS096120	\$0.57	\$2.84	N/A	N/A
ESSELTE OXFORD; 100% RECYCLED TWIN-POCKET PORTFOLIOS, BLUE, 8 1/2" X 11", 10/PK	ESSELTE CORP	ESS00571	N/A	\$2.51	N/A	N/A
ESSELTE PENDAFLEX; CUTLESS; FILE FOLDERS, 3-TAB, MANILA, LETTER-SIZE HOLDS 8 1/2" X 11", 100/BX	ESSELTE CORP	ESS48420	N/A	\$5.75	N/A	\$14.49
ESSELTE PENDAFLEX; SLIDING COVER EXPANDING WALLET, LETTER-SIZE, 13 POCKETS WITH LABELS, BLACK	ESSELTE CORP	ESS02327	\$15.56	\$5.19	N/A	\$8.65
ESSELTE PENDAFLEX; SPEEDFRAME, STEEL, SILVER, LETTER-SIZE/LEGAL-SIZE, HOLDS 8 1/2"H X 14"W	ESSELTE CORP	ESS450	N/A	\$9.16	\$11.10	\$10.38
PENDAFLEX, FILE,MICRGRD LTR, MANILA, 1/3, 100BX	ESSELTE CORP	F162702	N/A	N/A	\$12.95	\$12.95
FELLOWES BANKERS BOX; RECYCLED R-KIVE; STORAGE BOXES, LETTER/LEGAL, STACKING STRENGTH 800 LB., 10"H X 12"W X 15"D, 12/CT	FELLOWES	FEL12775	\$36.27	\$33.49	\$33.95	\$51.52
FELLOWES CLEAR LAMINATING POUCHES, LEGAL SIZE, 9" X 14 1/2", 50/PK	FELLOWES	FEL52226	\$25.70	\$21.50	N/A	\$23.75
GEORGIA-PACIFIC ANGEL SOFT; FLAT BOX FACIAL TISSUES, 2-PLY, WHITE, 7 3/5" X 8 4/5", 100 SHEETS/BX, 30 BOXES/CT	GEORGIA-PACIFIC	GEP48580	\$32.18	\$33.49	N/A	\$39.71

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GOJO PURELL; INSTANT HAND SANITIZER WITH ALOE, PUMP, 12 OZ.	GOJO	GOJ963912	\$2.91	\$4.19	N/A	\$4.30
GOJO PURELL; INSTANT HAND SANITIZER, ORIGINAL, 2 LITER	GOJO	GOJ962504	N/A	\$18.25	\$19.75	\$18.52
INK CARTRIDGE,96,BLACK,HP	HEWLETT PACKARD	HEWC8767WN#140	\$27.17	\$28.25	\$28.25	\$26.50
HP INK CARTRIDGE, #98, BK, CTG	HEWLETT PACKARD	S1C9364WN140	\$20.57	\$19.78	\$19.25	\$18.63
HP INK CARTRIDGE, #96, BK	HEWLETT PACKARD	S1C8767WN140	\$27.17	\$26.75	\$28.25	\$26.50
HP INK CARTRIDGE, #97, TRICOLOR	HEWLETT PACKARD	S1C9363WN140	\$30.72	\$29.95	\$29.94	\$29.96
HP ULTRIUM RW DATA CARTRIDGE, YELLOW, 800 GB	HEWLETT PACKARD	HEWC7973A	N/A	\$25.07	\$16.49	N/A
PAPER,HAMMERMILL,TIDAL, 8 1/2" X 11",20#,WHITE	INTERNATIONAL PAPER	HAM162008	\$33.86	\$43.38	N/A	\$39.88
JOHNSON & JOHNSON BAND-AID; SHEER ADHESIVE STRIP, 3/4" X 3", 100/BX	JOHNSON & JOHNSON	JDJ4634	N/A	\$3.98	\$3.82	\$3.50
JOHNSON & JOHNSON BAND-AID; SHEER/WET FLEX VARIETY PACK, 280/BX	JOHNSON & JOHNSON	JDJ4711	N/A	\$9.45	\$9.13	\$8.36
KIMBERLY-CLARK KIMTECH SCIENCE; KIMWIPES DELICATE TASK WIPERS, 16 3/5"H X 14 7/10"W, 140 WIPES/BX	KIMBERLY-CLARK PROFESSIONAL	KCI34256	\$4.27	\$4.25	\$4.99	\$8.39
KIMBERLY-CLARK KLEENEX; FLAT BOX FACIAL TISSUES, 2-PLY, 125 SHEETS/BOX, 12 BOXES/CT	KIMBERLY-CLARK PROFESSIONAL	KCI03076	N/A	\$16.76	N/A	\$21.29
MICROSOFT COMFORT OPTICAL MOUSE 3000, BLACK	MICROSOFT	MICS9J00001	N/A	\$15.75	\$14.33	N/A
MMF INDUSTRIES REPLACEMENT SECURITY PEN, MEDIUM POINT, BLACK INK/BLACK BARREL	MMF INDUSTRIES	MMF28704	\$2.05	\$0.95	N/A	\$1.27
MMF INDUSTRIES STICK-ON COUNTER SECURE-A-PEN WITH BASE, MEDIUM POINT, BLACK INK/BLACK BARREL	MMF INDUSTRIES	MMF28904	\$3.13	\$1.69	N/A	\$2.32
OIC HARDBOARD CLIPBOARDS, LETTER, BROWN, 9" X 12 1/2", 3/PK	OFFICEMATE	OIC83505	\$1.63	\$2.45	N/A	N/A
OIC TRANSLUCENT PUSHPINS, ASSORTED COLORS, PLASTIC, 200/PK	OFFICEMATE	OIC35710	N/A	\$1.19	N/A	N/A
OIC 1 LB. HEAVY-DUTY BOOKENDS, BLACK, 10"H X 6 3/4"W X 8"D	OFFICEMATE	OIC93142	\$9.16	\$9.96	\$10.31	N/A

Item Description	Manufacturer	Manufacturer Number	Office Depot (All Districts)	Staples (All Districts)	Office Max (All Districts)	World Class (Districts C & D)
			Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price
PACON TRU-RAY CONSTRUCTION PAPER, 76 LB., ASSORTED STANDARD COLORS, 18"H X 12"W, 50 SHEETS/PK	PACON	PAC103063	\$2.34	\$2.55	\$2.75	\$3.29
PACON SUNWORKS HEAVYWEIGHT CONSTRUCTION PAPER, ASSORTED COLORS, 9" X 12", 300 SHEETS/PK	PACON	PAC6525	N/A	\$5.75	N/A	N/A
PEN, BALL POINT, MEDIUM STICK , 1.0MM BLACK	PAPER MATE	PAP33311	\$0.83	N/A	\$0.97	N/A
PEN, BALL POINT, MEDIUM STICK , 1.0MM BLUE	PAPER MATE	PAP33111	\$0.83	N/A	\$0.97	N/A
PEN, FLAIR, MED., BK, DOZ	PAPER MATE	N28430152	N/A	N/A	\$11.16	\$11.64
PEN,BALLPOINT, FLEXGRIP, MEDIUM, BLACK, DZ	PAPER MATE	N19630131	N/A	N/A	\$8.31	\$8.91
PENTEL WOW RETRACTABLE BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLACK INK/BLACK BARREL, 12/PK	PENTEL	PENBK440A	\$10.17	\$2.75	\$3.48	\$3.73
PILOT G2 GEL-INK RETRACTABLE ROLLERBALL PENS, FINE POINT, 0.7 MM, BLACK INK/CLEAR BARREL, 12/PK	PILOT	PIL31020	N/A	\$8.94	\$8.80	\$11.56
PILOT G2 GEL-INK RETRACTABLE ROLLERBALL PENS, FINE POINT, 0.7 MM, BLUE INK/CLEAR BARREL, 12/PK	PILOT	PIL31021	N/A	\$8.94	\$6.76	\$11.56
PILOT G2 GEL-INK RETRACTABLE ROLLERBALL PENS, BOLD POINT, 1.0 MM, BLACK INK/CLEAR BARREL, 12/PK	PILOT	PIL31256	N/A	\$10.77	\$11.99	\$11.56
PILOT PRECISE; RETRACTABLE GEL-INK ROLLERBALL PENS, FINE POINT, 0.7 MM, BLACK INK/CLEAR BARREL, 12/PK	PILOT	PIL15001	\$11.82	\$7.95	\$11.80	\$11.34
QUARTET GHOSTDUSTER; MARKER BARD ERASER, 1 1/2"H X 5 1/2"W X 2"D	QUARTET	QRT920332	N/A	\$3.99	N/A	\$6.99
QUARTET CORK MESSAGE BAR, ALUMINUM, 1"W X 48"L	QUARTET	QRT2006	N/A	\$9.47	N/A	\$12.39
QUARTET CORKBOARD WITH ALUMINUM FRAME, STANDARD, 3' X 2'	QUARTET	QRT2303	N/A	\$16.53	N/A	\$27.48
QUARTET CORK BULLETIN BOARD WITH FINISHED OAK FRAME, STANDARD, 4' X 3'	QUARTET	QRT304	N/A	\$31.19	N/A	\$50.48
QUARTET CORK BULLETIN BOARD, ALUMINUM FRAME, STANDARD, 4' X 3'	QUARTET	QRT2304	N/A	\$29.85	N/A	\$48.48
RECKITT BENCKISER LYSOL; DISINFECTING SANITIZING WIPES, LEMON AND LIME BLOSSOM SCENT, 110 WIPES	RECKITT BENCKISER	REC78849	N/A	\$7.09	N/A	N/A
REDIFORM NATIONAL BRAND COMPOSITION BOOK, BLACK MARBLE, COLLEGE/MARGIN RULED, 10" X 7 7/8", 80 SHEETS	REDIFORM	RED43461	N/A	\$2.25	N/A	\$2.59

Item Description	Manufacturer	Manufacturer Number	Office Depot (All Districts)	Staples (All Districts)	Office Max (All Districts)	World Class (Districts C & D)
			Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price
SANDISK CRUZER; USB FLASH DRIVE, 4GB, BLACK	SANDISK	SDSSDCZ36004GA11	N/A	\$6.95	N/A	\$7.55
SANFORD EXPO; ORIGINAL DRY-ERASE MARKERS, BULLET TIP, ASSORTED COLORS, 4/PK	SANFORD LP	SAN88074	N/A	\$2.86	N/A	\$3.68
SANFORD SHARPIE; PERMANENT MARKERS, FINE TIP, BLACK INK, 12/PK	SANFORD LP	SAN30001	N/A	\$5.79	\$5.69	\$7.40
SANFORD EXPO; ORIGINAL DRY-ERASE MARKERS, CHISEL TIP, BLACK INK, 12/PK	SANFORD LP	SAN83001	N/A	\$8.56	\$8.25	\$11.07
SANFORD EXPO; VIS-A-VIS; WET-ERASE MARKERS, FINE TIP, ASSORTED COLORS, 4/PK	SANFORD LP	SAN16074	N/A	\$2.12	\$1.99	\$3.13
SANFORD SHARPIE INDUSTRIAL FINE POINT PERMANENT MARKERS, FINE POINT, BLACK INK, 12/PK	SANFORD LP	SAN13601	\$6.69	\$5.96	\$5.50	\$7.61
SANFORD SUPER-SIZE SHARPIE; PERMANENT MARKERS, FINE TIP, BLACK INK, 12/PK	SANFORD LP	SAN33001	\$5.20	\$9.38	\$9.20	\$11.99
SANFORD SHARPIE; ACCENT; TANK HIGHLIGHTERS, CHISEL TIP, YELLOW INK, 12/PK	SANFORD LP	SAN25005	\$4.40	\$4.49	\$4.93	\$5.83
SANFORD UNI-BALL GEL-INK PENS, MEDIUM POINT, 0.7 MM, BLUE INK/BLACK BARREL, 12/PK	SANFORD LP	SAN33951	N/A	\$10.24	\$10.10	\$13.12
SANFORD SHARPIE; RETRACTABLE PERMANENT MARKERS, ULTRA FINE TIP, BLACK INK, 12/PK	SANFORD LP	SAN1735790	\$14.39	\$12.95	\$16.70	\$1.41
SANFORD EXPO; VIS-A-VIS; WET-ERASE MARKERS, FINE TIP, BLACK INK, 12/PK	SANFORD LP	SAN16001	N/A	\$6.99	\$7.07	\$11.66
DYMO, LABEL, ADDRESS, 130/ROLL,WHITE	SANFORD LP	DYM30251	N/A	N/A	\$5.74	\$6.91
CORRECTION FILM, 1/5" x 473", WHITE	SANFORD LP	A987813	N/A	N/A	\$4.24	N/A
MARKER,DRYERASE CHSL BK	SANFORD LP	N280001	N/A	N/A	\$10.52	\$10.53
SHARP EL1197PIII 12-DIGIT PRINTING CALCULATOR	SHARP	SHREL1197PIII	N/A	\$38.50	\$44.50	\$45.00
SMEAD 100% RECYCLED MANILA ACID-FREE TOP TAB FILE FOLDERS, 1/3 CUT, LETTER-SIZE HOLDS 8 1/2" X 11", 100/BX	SMEAD MFG CO	SMD10339	\$8.33	\$8.95	N/A	\$14.14
SMEAD TUFF; POCKET; TOP-TAB FILE POCKETS, LEGAL, 5 1/4" EXPANSION, 10/BX	SMEAD MFG CO	SMD74390	\$3.20	\$16.71	N/A	\$27.85
FOLDER,LTR,1/3CUT,100BX,MANILA	SMEAD MFG CO	SMD10330	\$6.54	N/A	N/A	\$13.07
SMEAD END-TAB MANILA CLASSIFICATION FOLDERS, 4 PARTS/1 DIVIDER, LETTER-SIZE HOLDS 8 1/2" X 11", 10/BX	SMEAD MFG CO	SMD26825	N/A	\$23.67	N/A	\$29.05
SOUTHWORTH CERTIFICATE JACKET, NAVY W/GOLD FOIL BORDER, 9 1/2" X 12", 5/PK	SOUTHWORTH	SOUPF6	N/A	\$6.98	N/A	N/A

Item Description	Manufacturer	Manufacturer Number	Office Depot (All Districts)	Staples (All Districts)	Office Max (All Districts)	World Class (Districts C & D)
			Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price	Reduced NYS Net Price
SOUTHWORTH CERTIFICATE HOLDER, NAVY, 9 1/2" X 12", 10/PK	SOUTHWORTH	SOUPF8	N/A	\$3.49	\$4.94	\$5.81
SOUTHWORTH PARCHMENT CERTIFICATE WITH BORDER, 24-LB., IVORY/BLUE, 8 1/2" X 11", 25/PK	SOUTHWORTH	SOUCT3R	N/A	\$3.22	N/A	\$4.83
STANLEY BOSTITCH B440 DELUXE FULL-STRIP STAPLER, FASTENING CAPACITY 20 SHEETS/20 LB., BLACK	STANLEY BOSTITCH	BOSB440BLK	N/A	\$7.75	N/A	\$6.84
STANLEY BOSTITCH PREMIUM IMPULSE DRIVE ELECTRIC STAPLER, FASTENING CAPACITY 20 SHEETS/20 LB., BLACK	STANLEY BOSTITCH	BOS02210	N/A	\$26.71	\$30.80	\$43.05
SWINGLINE PREMIUM SPEEDPOINT CHISEL STAPLES, 1/4", 5,000/BX	SWINGLINE	SWI35450	\$1.46	\$1.22	\$1.19	\$1.99
SWINGLINE LIGHT-DUTY FULL STRIP DESK STAPLER, FASTENING CAPACITY 20 SHEETS/20 LB., BLACK	SWINGLINE	SWI40501	N/A	\$3.95	N/A	\$4.60
SWINGLINE COMMERCIAL DESKTOP STAPLER, FASTENING CAPACITY 20 SHEETS/20 LB., BLACK	SWINGLINE	SWI44401	N/A	\$3.95	\$4.25	\$7.58
SWINGLINE STAPLER, DESKTOP BLACK	SWINGLINE	H164601	N/A	\$5.49	\$6.84	\$10.53
SWINGLINE COMMERCIAL ELECTRIC 3-HOLE PUNCH, 28 SHEET/20 LB., PLATINUM	SWINGLINE	SWI74535	N/A	\$79.11	\$78.75	\$121.50
TYVEK; CD/DVD SLEEVES, WHITE, 4 7/8" X 5", 100/BX	TYVEK	QUAR7050	\$25.39	\$16.95	\$16.50	\$29.64
VELCRO; BRAND STICKY BACK; COIN FASTENERS, BEIGE, 3/4" ROUND, 200 COUNT	VELCRO	VEK90140	N/A	\$8.75	N/A	\$14.57
VELCRO; BRAND STICKY BACK; FASTENERS, HOOK AND LOOP SET WHITE, 15' X 3/4"	VELCRO	VEK90082	\$7.82	\$7.49	\$9.30	\$12.15
VELCRO; BRAND STICKY BACK; FASTENERS, HOOK AND LOOP SET BLACK, 15' X 3/4"	VELCRO	VEK90081	\$7.82	\$7.49	\$9.30	\$13.50
PAPER, COPY, 20#, 8.5X11,10/CT	XEROX CORP	XER3R2047	\$34.71	\$37.25	\$38.95	\$52.93
ZEBRA Z-GRIP; RETRACTABLE BALLPOINT PENS, MEDIUM POINT, 1.0 MM, BLACK INK/CLEAR BARREL, 12/PK	ZEBRA	ZEB22210	\$2.83	\$2.95	\$3.50	\$3.54

New York State Office Of General Services
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<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: May 9, 2012

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-1912
dan.deberardinis@ogs.ny.gov

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826

SUBJECT: PRICING LINK SUSPENSION/REQUEST FOR PERFORMANCE REPORTS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that OGS is exercising its right to cancel the above referenced contract for convenience. This cancelation shall be effective July 9, 2012.

Authorized users should reference the current copy of the contract, which lists a revised issue date of March 9, 2012 for a listing of current Contractor's information.

The revised contract award is now available at: <http://www.ogs.ny.gov/purchase/spg/awards/2300021030Can.htm>.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: March 9, 2012

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-1912
dan.deberardinis@ogs.ny.gov

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826

SUBJECT: PRICING LINK SUSPENSION/REQUEST FOR PERFORMANCE REPORTS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that effective immediately, OGS has suspended the pricing link to ESCO's NYS Contract website due to ongoing issues with contractor performance. OGS is advising that end users attempt to reconcile any outstanding orders/credits and utilize other approved contractors going forward until such time as the issues are resolved. If your credit card has been charged for product not received, and a credit has not yet been issued by the contractor, please utilize your credit card "charge back" feature to obtain a refund.

Should you have any outstanding issues with the above referenced contractor, please submit the "Contract Performance Report" found on the last page of the award to OGS.

Authorized users should reference the current copy of the contract, which lists a revised issue date of March 9, 2012. The revised contract award is now available at: <http://www.ogs.ny.gov/purchase/spg/awards/2300021030Can.htm>.

For contractors' current information, please refer to the link labeled "Contractor Information."

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 21, 2011

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-1912
dan.deberardinis@ogs.ny.gov

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

**CONTRACTOR(S)/
CONTRACT NO(S):** Staples Business Advantage/
PC63830

SUBJECT: NEW AUTHORIZED DEALER FOR STAPLES BUSINESS ADVANTAGE

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

NEW AUTHORIZED DEALER FOR STAPLES BUSINESS ADVANTAGE:

Please be advised that effective immediately the following authorized dealer has been approved under Staples' Business Advantage's NYS Contract PC63830. Purchase Orders and Remittances may be directed to this Authorized Dealer.

MBE PROFTECH, LLC
200 CLEARBROOK RD
ELMSFORD, NY 10523

Tel: (855) 273-1628 FEIN: 13-3978457
Fax: (877) 285-8850 NYS VENDOR ID: 1000006511
proftechdiversity@staples.com
<http://www.staplesadvantage.com/nysproftech>

Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of October 21, 2011. The revised contract award is now available at:
<http://www.ogs.ny.gov/purchase/spg/awards/2300021030Can.htm>.

For contractors' current information, please refer to the link labeled "Contractor Information."

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030 - E*-EE-RA-RM](#)

DATE: March 14, 2011

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-5535
dan.deberardinis@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/

CONTRACT NO(S): Office Depot Inc. PC63827
OfficeMax Incorporated PC63828

**SUBJECT: ISSUANCE OF 2011 CATALOG FOR OFFICE DEPOT
NEW AUTHORIZED DEALER FOR OFFICEMAX INCORPORATED**

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

EXCLUSIONS/ADDITIONS:

Please be advised that the Office Depot 2011 catalog has been issued under the award. The Exclusions/Additions for the 2011 catalog are listed below; this information can also be found on page 13 of the revised contract award.

Catalog
2011 Office Depot

Excluded Pages
Pages 568-679, 683-731

NEW AUTHORIZED DEALER FOR OFFICEMAX INCORPORATED:

Please be advised that effective immediately the following authorized dealer has been approved under OfficeMax Incorporated's NYS Contract PC63828. Purchase Orders and Remittances may directed to this Authorized Dealer.

MBE	Guy Brown Management LLC D/B/A Guy Brown Products LLC 9003 Overlook Blvd Brentwood, TN 37027	Tel: (800) 564-8008 Fax: (888) 562-0400 customerservice@guybrownproducts.com http://www.omxsolves.com/nys/guybrown/index.cfm username: nys password: guybrown	FEIN: 562074389
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Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of March 14, 2011. The revised contract award is now available at:

<http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.

For contractors' current information, please refer to the link labeled "Contractor Information."

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: February 17, 2011

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-5535
dan.deberardinis@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

CONTRACTOR: Staples Contract & Commercial, Inc.,
d/b/a Staples Business Advantage

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACT NO: PC63830

SUBJECT: BUY ONE/GET ONE FREE PROMOTION FROM STAPLES

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately Staples Business Advantage (PC63830) is offering a limited time offer of "Buy-One-Get-One-Free Promotion" on select products until 4/2/11. Please contact Staples Business Advantage directly for additional details.

All other terms and conditions of the original Award remain the same.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: January 11, 2011

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-5535
dan.deberardinis@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR(S)/ Eaton Office Supply Co., Inc. PC64674

customer.services@ogs.state.ny.us

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826

Office Depot Inc. PC63827

OfficeMax Incorporated PC63828

S&B Computer & Office Products, Inc. PC63829

Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830

The Weeks Lerman Group, LLC PC64675

World Class Business Products PC63831

SUBJECT: ISSUANCE OF 2011 CATALOGS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that the 2011 catalogs have been issued by the various contractors under the award. The Exclusions/Additions for the 2011 catalogs are listed below; this information can also be found on page 13 of the revised contract award.

EXCLUSIONS/ADDITIONS:

The State reserves the right to delete or add products before or after award. Please refer to "PREFERRED SOURCE ITEMS" and "OVERLAPPING CONTRACT ITEMS" clauses. Specific catalog exclusions follow:

<u>Catalog</u>	<u>Excluded Pages</u>	
2010 Office Depot (July-December)	Pages 530-643, 648-694	(Please note 2010 Catalog)
2011 OfficeMax	Pages 486-602, 604-656	
2011 Staples Business Advantage	Pages 362-398, 402-426, 428-436, 438-456, 821-823	
2011 United Stationers Supply	Pages 4-178, 189-226, 232-267, 270-273	

Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of January 11, 2011. The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>. For the contractors' current information, please refer to the link labeled "Contractor Information."

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PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 14, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Dan DeBerardinis
Purchasing Officer I
(518) 474-5535
dan.deberardinis@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/ Office Depot Inc.
CONTRACT NO: PC63827

SUBJECT: INCREASED DISCOUNT OFFERING BY OFFICE DEPOT

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately Office Depot Inc. (PC63827) is offering increased discounts on various items. Please contact Office Depot Inc. directly for additional details.

All other terms and conditions of the original Award remain the same.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: July 14, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/

CONTRACT NO(S): Eaton Office Supply Co., Inc. PC64674
ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
The Weeks Lerman Group, LLC PC64675
World Class Business Products PC63831

SUBJECT: REVISED CONTRACT AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

A revised contract award incorporating recent updates to the contract is now available at:

<http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.

For the contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of July 14, 2010.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: March 24, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

**CONTRACTOR/
CONTRACT NO.:** The Weeks Lerman Group, LLC
PC64675

SUBJECT: USER NAME AND PASSWORD INFORMATION

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that The Weeks Lerman Group, LLC has added a User Name and Password to their website. Please utilize the new information to access the contractor's pricing information.

For your convenience, below you will find the new information in **bold** or for current up-to-date contractor information, please refer to our website at <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm> and click on the link labeled "**Contractor Information.**"

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64675	THE WEEKS LERMAN GROUP, LLC. 58-38 Page Place. Maspeth, NY 11378-2278	800/544-5959 718/803-4924 Cindy Ciaccio Fax No.:718/803-4795	113297099

Web Site: <http://opdev2.bmiusa.com/weeksNYState.htm>
User Name: NYState **Password: TWLGNYS**

All other terms and conditions of the original Award remain the same.

* * * * *

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: January 27, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

**CONTRACTOR/
CONTRACT NO.:** OfficeMax Incorporated PC63828

SUBJECT: NEW OFFICEMAX WEBSITE

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that Office Max Incorporated has changed their website address. The updated contractor information is below.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63828	OFFICE MAX INC. 1999 Mt. Read Blvd. Rochester, NY 14615 Disc.: 1% - 15 Days	866-466-5514 585-370-4102 Al Schum Fax No.: 800-572-6473	820100960

Web Site: <http://www.omxsolves.com/nys/>

User Name: newyorkstate Password: PC63828

The current contract award is now available at:
<http://www.ogs.state.ny.us/purchase/spg/awards/2300021030CAN.HTM>. For contractors' current information, please refer to the link labeled "Contractor Information"

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: January 8, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR(S)/ Eaton Office Supply Co., Inc. PC64674 customer.services@ogs.state.ny.us

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
The Weeks Lerman Group, LLC PC64675
World Class Business Products PC63831

SUBJECT: ISSUANCE OF 2010 CATALOGS

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that the 2010 catalogs have been issued by the various contractors under the award. The Exclusions/Additions for the 2010 catalogs are listed below; this information can also be found on page 13 of the revised contract award.

EXCLUSIONS/ADDITIONS:

The State reserves the right to delete or add products before or after award. Please refer to "PREFERRED SOURCE ITEMS" and "OVERLAPPING CONTRACT ITEMS" clauses. Specific catalog exclusions follow:

<u>Catalog</u>	<u>Excluded Pages</u>
2010 Office Depot	Pages 530-643, 648-694
2010 OfficeMax	Pages 459-599, 602-632
2010 Staples Business Advantage	Pages 364-454, 825-827
2010 United Stationers Supply	Pages 4-178, 189-228, 234-269

Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of January 8, 2010. The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>. For the contractors' current information, please refer to the link labeled "Contractor Information."

New York State Office Of General Services
Procurement Services Group
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<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: January 7, 2010

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR(S)/ Eaton Office Supply Co., Inc. PC64674 customer.services@ogs.state.ny.us

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
The Weeks Lerman Group, LLC PC64675
World Class Business Products PC63831

SUBJECT: REVISED CONTRACT AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.
For the contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of January 7, 2010.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: December 14, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR

CONTRACT NO.: ESCO Stationery Co., Inc. PC63826

SUBJECT: INCREASED DISCOUNT OFFERING BY ESCO STATIONERY CO., INC.

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately ESCO Stationery Co., Inc. (PC63826) is offering an additional 2% discount on all Hewlett Packard toner and ink purchases. This offer expires on December 31, 2009.

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: November 6, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/
CONTRACT NO(S): Office Depot, Inc. PC63827

SUBJECT: OFFICE DEPOT ADDRESS CHANGE
REVISED CONTRACT AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that Office Depot, Inc. has changed their address as noted below.

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.
For contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of November 2, 2009.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63827	OFFICE DEPOT, INC. 6600 N. Military Trail Suite C407E Boca Raton, FL 33496	800/269-3555, Ext. 142 585/350-1049 Deborah L. Deaton Fax No.: 800/973-3376 585/350-1030	592663954

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 9, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/

CONTRACT NO(S): Eaton Office Supply Co., Inc. PC64674
ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
The Weeks Lerman Group, LLC PC64675
World Class Business Products PC63831

**SUBJECT: INCREASED DISCOUNT OFFERING BY ESCO STATIONERY CO., INC.
NEW WEBSITE AND CATALOG FOR OFFICE DEPOT
REVISED CONTRACT AWARD**

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

In response to a request for voluntary price reductions through the Price Reduction Program, effective immediately ESCO Stationery Co., Inc. (PC63826) is offering increased discounts on various items. Please contact ESCO directly for additional details.

Office Depot Inc. (PC63827) has a new website: <https://odams.officedepot.com/stateofny>

Office Depot has also published an updated version of their 2009 Office Depot Catalog (July 2009/December 2009). The exclusions for the catalog are as follows:

Pages 552-629, 638-640, 645-660, 668-707,
Page 663 exclude items B-D
Page 664 exclude items H-O
Page 665 exclude items D-F

Please be advised that these changes as well as other recent updates to the contract have been incorporated into the quarterly update for the contract. Authorized users are advised to ensure that they have a current copy of the Contract Award Notification, which lists a revised issue date of **October 9, 2009** before purchasing from the contract. A current copy of the Contract Award Notification may be obtained at the following URL address:
<http://www.ogs.state.ny.us/purchase/spg/awards/2300021030CAN.HTM>

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: July 31, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

**CONTRACTOR/
CONTRACT NO.:** Eaton Office Supply Co., Inc. PC64674

SUBJECT: CORRECTED FEDERAL IDENTIFICATION NUMBER

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Eaton Office Supply Co., Inc. (PC64674) Federal Identification Number has been corrected. Please refer to the information below:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64674 SB	EATON OFFICE SUPPLY CO., INC. 180 John Glen Dr. Amherst, NY 14228	800/365-3237 716/691-6100 Customer Service Fax No.: 800/756-4011 716/691-0074	160417340

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM
CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: July 21, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/

CONTRACT NO(S): Eaton Office Supply Co., Inc. PC64674
ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
The Weeks Lerman Group, LLC PC64675
World Class Business Products PC63831

**SUBJECT: ADDITION OF CONTRACTORS TO DISTRICTS A-D
REVISED CONTRACT AWARD**

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Eaton Office Supply Co., Inc. (PC64674) has been added as a contractor for Districts A&B, S&B Computer & Office Products, Inc. (PC63829) has been added as a contractor for District C and The Weeks Lerman Group, LLC (PC64675) has been added as a contractor for District D.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64674 SB	EATON OFFICE SUPPLY CO., INC. 180 John Glen Dr. Amherst, NY 14228	800/365-3237 716/691-6100 Customer Service Fax No.: 800/756-4011 716/691-6074	161417340
PC63829 SB M/WBE	S&B COMPUTER & OFFICE PRODUCTS, INC. 1 Fairchild Square Clifton Park, NY 12065	800/254-8089 518/877-9500 Customer Service Fax No.: 800/808-8569 518/877-3800	141752798
PC64675	THE WEEKS LERMAN GROUP, LLC 58-38 Page Pl. Maspeth, NY 11378-2278	800/544-5959 718/803-4924 Cindy Ciaccio Fax No.: 718/803-4795	113297099

(Cont'd)

PURCHASING MEMORANDUM

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>. For the contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of **July 21, 2009**.

Additionally, please be reminded that the Miscellaneous Office Supplies contract is a multiple award contract. When utilizing multiple award contracts, authorized users should consider all contract options and select the most practical and economic alternative. Contract users should refer to the Authorized Users clause on page 4 of the Revised Contract Award.

All other terms and conditions of the original Award remain the same.

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New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: February 4, 2009

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR/ Staples Contract & Commercial, Inc. customer.services@ogs.state.ny.us
CONTRACT NO.: d/b/a Staples Business Advantage PC63830

SUBJECT: UPDATED CONTRACTOR WEBSITE

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the new website for Staples Contract & Commercial, Inc. d/b/a Staples Business Advantage. Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of January 2, 2009. The revised contract award is available at:

<http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htn>.

For contractors' current information, please refer to the link labeled "Contractor Information."

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>
PC63830	STAPLES CONTRACT & COMMERCIAL, INC. d/b/a STAPLES BUSINESS ADVANTAGE NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623

<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
<u>FOR ORDERS,</u> <u>ORDER STATUS, CREDITS &</u> <u>PRODUCT QUESTIONS:</u> 877/285-8852 FAX NO.: 877/285-8850	FEIN: 043390816

FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC.)
Districts A-D

Website: <http://staplesadvantage.com/nys>

Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 415256
Boston, MA 02241-5256

Ann Marie Conklin
877/482-8026, Ext. 155
FAX NO.: 877/482-8027
E-MAIL: annmarie.conklin@staples.com
District D
David Connolly
800/950-1257, Ext. 4619
FAX NO.: 877/219-3486
E-MAIL: david.connolly@staples.com

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: January 2, 2009

GROUP: 23000 - MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR(S)/

CONTRACT NO(S): ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
World Class Business Products PC63831

SUBJECT: REVISED CONTRACT AWARD

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.
For the contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of January 2, 2009.

New York State Office Of General Services
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<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: December 17, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/

CONTRACT NO.: Corporate Express Office Products, Inc. PC63825

SUBJECT: CONTRACT CANCELLATION

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that effective close of business, Wednesday, December 31, 2008, the above referenced contract with Corporate Express Office Products, Inc. PC63825 is hereby cancelled. No additional purchases may be made from this contract thereafter. Any questions should be directed to Lori Bahan at 518/474-5535.

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: November 3, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

CONTRACTORS/

CONTRACT NOS.: Corporate Express Office Products, Inc. PC63825
ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
World Class Business Products PC63831

SUBJECT: DISCRETIONARY BULLETIN ISSUED BY THE PROCUREMENT COUNCIL

TO ALL STATE AGENCIES:

State Agencies are reminded that the New York State Finance Law specifically addresses discretionary purchases and the procedures State Agencies must follow before exercising discretionary purchasing authority granted under the New York State Finance Law. Please refer to the attached Discretionary Bulletin issued by the Procurement Council, which provides guidelines to State Agencies in the use of discretionary purchasing authority granted under the New York State Finance Law.

<http://www.ogs.state.ny.us/procurecounc/pdfdoc/DiscretionaryPurchasingGuidelines.pdf>

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 30, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR/ Staples Contract & Commercial, Inc. customer.services@ogs.state.ny.us
CONTRACT NO.: d/b/a Staples Business Advantage PC63830

SUBJECT: REMINDER TO INCLUDE REMITTANCE ADDRESS ON ALL INVOICES

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that when submitting invoices for payment, the remit to address below **MUST** be on the invoice. The complete contractor information is as follows:

CONTRACT # **CONTRACTOR & ADDRESS**
PC63830 STAPLES CONTRACT & COMMERCIAL, INC.
 d/b/a STAPLES BUSINESS ADVANTAGE
 NYS Customer Service Dept.
 125 Mushroom Blvd.
 Rochester, NY 14623

TELEPHONE # **FED.IDENT.#**
FOR ORDERS, **FEIN: 043390816**
ORDER STATUS, CREDITS &
PRODUCT QUESTIONS:
877/285-8852
FAX NO.: 877/285-8850

**Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 415256
Boston, MA 02241-5256**

**FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC.)**
Districts A-D
Ann Marie Conklin
877/482-8026, Ext. 155
FAX NO.: 877/482-8027
E-MAIL: annmarie.conklin@staples.com
District D
David Connolly
800/950-1257, Ext. 4619
FAX NO.: 877/219-3486
E-MAIL: david.connolly@staples.com

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 24, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR/ Staples Contract & Commercial, Inc. customer.services@ogs.state.ny.us
CONTRACT NO.: d/b/a Staples Business Advantage PC63830

SUBJECT: UPDATED CONTRACTOR INFORMATION

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>.
For contractors' current information, please refer to the link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of October 24, 2008.

Please note the updated PO Box for remittance of payments. The updated contractor information is as follows:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63830	STAPLES CONTRACT & COMMERCIAL, INC. d/b/a STAPLES BUSINESS ADVANTAGE NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623	<u>FOR ORDERS,</u> <u>ORDER STATUS, CREDITS &</u> <u>PRODUCT QUESTIONS:</u> 877/285-8852 FAX NO.: 877/285-8850	FEIN: 043390816

**Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 415256
Boston, MA 02241-5256**

**FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC.)**

Districts A-D

Ann Marie Conklin
877/482-8026, Ext. 155
FAX NO.: 877/482-8027

E-MAIL: annmarie.conklin@staples.com

District D

David Connolly
800/950-1257, Ext. 4619
FAX NO.: 877/219-3486

E-MAIL: david.connolly@staples.com

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: October 20, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR/ Staples Contract & Commercial, Inc.

customer.services@ogs.state.ny.us

CONTRACT NO.: d/b/a Staples Business Advantage PC63830

SUBJECT: UPDATED CONTRACTOR INFORMATION

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the updated address for remittance of payments. The updated contractor information is as follows:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63830	STAPLES CONTRACT & COMMERCIAL, INC. d/b/a STAPLES BUSINESS ADVANTAGE NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623	<u>FOR ORDERS, ORDER STATUS, CREDITS & PRODUCT QUESTIONS:</u> 877/285-8852 FAX NO.: 877/285-8850	FEIN: 043390816

Note: Contractor's website
<http://www.staplescentral.com/contract/nys/>
User Name: stateofny
Password: PC63830

**FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC.)**

Districts A-D
Ann Marie Conklin
877/482-8026, Ext. 155
FAX NO.: 877/482-8027
E-MAIL: annmarie.conklin@staples.com
District D
David Connolly
800/950-1257, Ext. 4619
FAX NO.: 877/219-3486
E-MAIL: david.connolly@staples.com

**Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 41526
Boston, MA 02241-5256**

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: September 30, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTORS/

CONTRACT NOS.: Corporate Express Office Products, Inc. PC63825
ESCO Stationery Co., Inc. PC63826
Office Depot Inc. PC63827
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage PC63830
World Class Business Products PC63831

SUBJECT: REVISED CONTRACT AWARD

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The revised contract award is now available at: <http://www.ogs.state.ny.us/purchase/spg/awards/2300021030Can.htm>. For contractors' current information, please refer to the new link labeled "Contractor Information." Before purchasing from the contract, authorized users should reference the current copy of the contract, which lists a revised issue date of September 30, 2008.

Please be advised on September 26, 2008 Office Depot Inc. PC63827 was issued a contract for Miscellaneous Office Supplies. Office Depot, Inc. has until October 27, 2008 to establish their designated NYS Contract Website. All requests for contract information will be forwarded at that time.

Additionally, please note the updated contractor address for Staples Contract & Commercial, Inc., d/b/a Staples Business Advantage:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63830	Staples Contract & Commercial, Inc. d/b/a Staples Business Advantage NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623	<u>FOR ORDERS,</u> <u>ORDER STATUS, CREDITS &</u> <u>PRODUCT QUESTIONS:</u> 877/285-8852 FAX NO.: 877/285-8850	043390816

All terms and conditions of the original Award remain the same.

21030p08.doc/T01mls

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: September 5, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717

CONTRACTOR/ Staples Contract & Commercial, Inc. customer.services@ogs.state.ny.us
CONTRACT NO.: d/b/a Staples Business Advantage PC63830

SUBJECT: UPDATED CONTRACTOR INFORMATION

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please note the addition of Staples Contract & Commercial, Inc. to the contractor's name to more accurately reflect their actual legal business name. The updated contractor information is as follows:

PC63830 STAPLES CONTRACT & COMMERCIAL, INC.
d/b/a STAPLES BUSINESS ADVANTAGE
NYS Customer Service Dept.
PO Box 23500
125 Mushroom Blvd.
Rochester, NY 14692-3500

FOR ORDERS, FEIN: 043390816
ORDER STATUS, CREDITS &
PRODUCT QUESTIONS:
877/285-8852
FAX NO.: 877/285-8850

Note: Contractor's website
<http://www.staplescentral.com/contract/nys/>
User Name: stateofny
Password: PC63830

FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC.)
Districts A-D
Ann Marie Conklin
877/482-8026, Ext. 155
FAX NO.: 877/482-8027
E-MAIL: annmarie.conklin@staples.com
District D
David Connolly
800/950-1257, Ext. 4619
FAX NO.: 877/219-3486
E-MAIL: david.connolly@staples.com

Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 30851
Hartford, CT 06150

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: August 26, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

**CONTRACTOR/
CONTRACT NO.:** Staples Business Advantage PC63830

SUBJECT: CONTRACT REINSTATEMENT

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that the contract with Staples Business Advantage (PC63830) has been reinstated and that payments are to be made in the name of Staples Inc., and Subsidiaries as noted below.

PC63830 STAPLES BUSINESS ADVANTAGE
NYS Customer Service Dept.
PO Box 23500
125 Mushroom Blvd.
Rochester, NY 14692-3500

FOR ORDERS, FEIN: 043390816
ORDER STATUS, CREDITS &
PRODUCT QUESTIONS:
877/285-8852
FAX NO.: 877/285-8850

Note: Contractor's website
<http://www.staplescentral.com/contract/nys/>
User Name: stateofny
Password: PC63830

**FOR INQUIRIES (CUSTOMER
SET-UP, POLICIES, ORDERING, ETC)**
Districts A-D
Ann Marie Conklin
877-482-8026, Ext. 155
FAX NO.: 877-482-8027
E-MAIL: annmarie.conklin@staples.com
District D
David Connolly
800-950-1257, Ext. 4619
FAX NO.: 877-219-3486
E-MAIL: david.connolly@staples.com

**Please remit all payments to:
Staples Inc., and Subsidiaries
Dept. Roc
PO Box 30851
Hartford, CT 06150**

All other terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: August 20, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTORS/

CONTRACT NOS.: Staples Business Advantage PC63830

SUBJECT: CONTRACTOR SUSPENSION

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Effective immediately, the contract for Staples Business Advantage PC63830 has been suspended pending resolution of invoicing concerns.

Any questions should be addressed to Lori Bahan at 518/474-5535.

All terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: August 6, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTOR/

CONTRACT NO.:

Contractor

Contract Number

Federal Employer ID Number
(FEIN#)

Corporate Express Office Products, Inc.	PC63825	84-1248716
Staples Business Advantage	PC63830	04-3390816

SUBJECT: CONTRACTOR STATUS UPDATE

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Contract No. PC63830 was awarded to Staples Business Advantage, a Division of Staples Contract and Commercial, Inc. This entity operates under FEIN #04-3390816.

On July 17, 2008, Staples, Inc. (FEIN #04-2896127) announced that it has purchased the shares of Corporate Express Office Products, Inc. (PC63825). Staples, Inc. is not a contractor on this Award.

Corporate Express Office Products, Inc. continues to be a legal business entity operating under FEIN #84-1248716 and continues under Contract No. PC63825.

Until further notice, Staples Business Advantage and Corporate Express Office Products will continue to offer their respective catalog items under separate contract numbers.

Authorized users should ensure that invoices paid to Corporate Express or Staples Business Advantage contain the correct FEIN number for each respective contractor as listed above.

All terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: July 8, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTORS/

CONTRACT NOS.: Corporate Express Office Products, Inc. PC63825
ESCO Stationery Co., Inc. PC63826
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Business Advantage PC63830
World Class Business Products PC63831

SUBJECT: REVISED CONTRACT AWARD

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that ESCO Stationery Co., Inc. (PC63826) and Staples Business Advantage (PC63830) have updated their information.

Also, Staples will no longer offer walk-in purchasing at retail stores.

The revised contract award is now available at: www.ogs.state.ny.us. Authorized users should reference the current copy of the contract, which lists a revised issue date of July 8, 2008 before purchasing from the contract.

All terms and conditions of the original Award remain the same.

New York State Office Of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [21030-E*-EE-RA-RM](#)

DATE: May 15, 2008

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS

Lori L. Bahan
Purchasing Officer I
(518) 474-5535
lori.bahan@ogs.state.ny.us

CONTRACT PERIOD: May 15, 2008
May 14, 2013

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.state.ny.us

CONTRACTORS/

CONTRACT NOS.: Corporate Express Office Products, Inc. PC63825
ESCO Stationery Co., Inc. PC63826
OfficeMax Incorporated PC63828
S&B Computer & Office Products, Inc. PC63829
Staples Business Advantage PC63830
World Class Business Products PC63831

SUBJECT: NEW CONTRACTS AWARDED BY DISTRICT

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that the Office of General Services has issued a new contract award for Miscellaneous Office Supplies.

In addition, the existing Contract Award 18141 will remain in effect until June 15, 2008 in order to provide for sufficient overlap for the start-up of the new contract.

Please review the new contract award and register with a contractor awarded in your district.

The following contractors were awarded Districts **A, B, C & D:**

Corporate Express Office Products, Inc. PC63825
ESCO Stationery CO., Inc. PC63826
OfficeMax, Inc. PC63828
Staples Business Advantage PC63830

The following contractor was awarded Districts **A & B:**

S&B Computer & Office Products PC63829

The following contractor was awarded Districts **C & D:**

World Class Business Products PC63831

The contract award is now available at: www.ogs.state.ny.us.

State of New York Executive Department
Office Of General Services
Procurement Services Group
Corning Tower Building - 38th Floor
Empire State Plaza
Albany, New York 12242
<http://www.ogs.state.ny.us>

CONTRACT AWARD NOTIFICATION

Title	:	Group 23000 – MISCELLANEOUS OFFICE SUPPLIES (Statewide)
		Classification Codes: 14 & 44
Award Number	:	<u>21030 - E*-EE-RA-RM</u> (Replaces Award 18141)
Contract Period	:	May 15, 2008 to May 14, 2013
Bid Opening Date	:	November 14, 2007
Date of Issue	:	May 15, 2008
Specification Reference	:	As Incorporated In The Invitation for Bids and Purchasing Memorandum dated October 30, 2007
Contractor Information	:	Appears on Pages 2 & 3 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Lori L. Bahan Title : Purchasing Officer I Phone : 518-474-5535 Fax : 518-474-5052 E-mail : lori.bahan@ogs.state.ny.us	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

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

Description

This contract covers over 20,000 miscellaneous office supplies available from the Corporate Express, OfficeMax, Staples Business Advantage and United Stationers Supply Catalogs.

PR #21030

(continued)

NOTE: See individual contract items to determine actual awardees.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63825	CORPORATE EXPRESS OFFICE PRODUCTS, INC. 303 West 10th Street New York, NY 10014 DISC: 1% - 15 Days	888/238-6329 518/391-0438 Valerie Reside Fax No.: 888/664-3311 518/693-7335 E-mail: valerie.reside@cexp.com Website: http://www.corporateexpress.com/state/ny/	841248716
PC63826 SB	ESCO STATIONERY CO., INC. 255 West 36th Street New York, NY 10018	888/480-3726 212/763-0401 Brett Ackerman Fax No.: 877/372-6190 212/967-6151 E-mail: BrettA@escostationery.com Website: http://www.escostationery.com/	130684142
PC63828	OFFICEMAX INCORPORATED 1999 Mt. Read Blvd. Rochester, NY 14615 DISC: 1% - 15 Days	800/472-6473 585/719-2100, Ext. 3223 Jon Spiegelhoff Fax No.: 800/572-6473 585/719-2130 E-mail: jonspiegelhoff@officemax.com	820100960
	Note: Contractor's website http://solutioncenter.officemax.com/customer/state_of_ny		
PC63829 SB M/WBE	S&B COMPUTER & OFFICE PRODUCTS, INC. 1 Fairchild Square Clifton Park, NY 12065	800/254-8089 518/877-9500 Customer Service Fax No.: 800/808-8569 518/877-3800 E-mail: nick@sbcomputers-office.com Note: Contractor's website http://www.sbcomputers-office.com/ http://www.sbcomputers-office.com/ User Name: ogsprices Password: lookup	141752798

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63830	STAPLES BUSINESS ADVANTAGE A DIVISION OF STAPLES CONTRACT & COMMERCIAL 21A Railroad Ave. Albany, NY 12205	877/482-8026, Ext. 155 518/482-8662, Ext. 155 Anne Marie Conklin Fax No.: 877/482-8027 E-mail: annemarieconklin@staples.com Note: Contractor's website http://www.staplescentral.com/contract/nys/ User Name: stateofny Password: PC63830	043390816
PC63831 SB	WORLD CLASS BUSINESS PRODUCTS 48-49 35th Street Long Island City, NY 11101-2511	800/374-2240, Ext. 7330 718/472-7330 John Krusinski Fax No.: 718/482-0535 E-mail: jkrusinski@wcbus.com Website: http://www.wcbus.com/	113278509

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP 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 THE PROCUREMENT SERVICES GROUP.

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:

The Procurement Services Group 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

(continued)

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:

Prices include all customs duties and charges and is net, F.O.B. destination any point in New York State as designated by the ordering agency, including tailgate delivery.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

If an authorized user requires inside delivery, such as to an upper floor, it must clearly indicate on purchase order that inside delivery is required and the specific location where inside delivery is required to be made. (Authorized users should use terminology such as "INSIDE DELIVERY TO ROOM _____ LOCATED ON _____ FLOOR," etc., when inside delivery is required.) An authorized user may be charged additional inside delivery costs when inside delivery is required; authorized user will not be charged for delivery to building location since price is FOB destination; authorized user must be informed of the additional cost prior to delivery and agree to the additional charge. NOTE: If it is determined the contractor is charging excessive amounts for inside delivery, the State may seek reimbursement for such amounts, may deem the contractor non-responsible, and may cancel the contract.

Price increases or decreases per item will be allowed quarterly, based on the manufacturers' list pricing published quarterly in the United Stationers Supply (USS) Pocket Pricing Guide, but percentage discounts reflected in net pricing must remain the same or better for the entire contract period. Percentage discounts must be based on the manufacturers' list prices in the quarterly published USS Pocket Pricing Guide. This applies to all of the referenced catalogs: Corporate Express, OfficeMax, Staples Business Advantage and United Stationers Supply. Price revisions for manufacturers' list prices not included in the USS Pocket Pricing Guide will be based on the nationally published quarterly pricing guides issued by Corporate Express, OfficeMax and Staples Business Advantage.

(continued)

TABLE OF CONTENTS

LIST OF CONTRACTORS 2 & 3
NOTE TO AUTHORIZED USERS4
PRICE.....4
HOW TO USE THIS CONTRACT6
DISTRICTS.....6
CONTRACTORS7
 CORPORATE EXPRESS OFFICE PRODUCTS, INC..7
 ESCO STATIONERY CO., INC.7
 OFFICEMAX, INC.8
 S&B COMPUTER & OFFICE PRODUCTS, INC.8
 STAPLES BUSINESS ADVANTAGE.....8
 WORLD CLASS BUSINESS PRODUCTS9
REQUEST FOR CHANGE.....9
CONTRACT PAYMENTS9
ELECTRONIC PAYMENTS.....10
NOTE TO CONTRACTOR10
OVERLAPPING CONTRACT ITEMS10
PSG's DISPUTE RESOLUTION POLICY10
PROCUREMENT LOBBYING TERMINATION10
SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING10
MERCURY-ADDED CONSUMER PRODUCTS10
DIESEL EMISSION REDUCTION ACT OF 2006 (New Requirement of Law).....11
NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS11
EXTENSION OF USE11
MINIMUM ORDER11
METHOD OF AWARD.....11
VOLUME DISCOUNTS.....12
DELIVERY12
METHOD OF DELIVERY12
ESTIMATED QUANTITIES13
CONTRACT PERIOD & RENEWALS13
CANCELLATION FOR CONVENIENCE13
SHORT TERM EXTENSION.....13
ADDITION OF PRODUCTS.....13
EXCLUSIONS/ADDITIONS13
PREFERRED SOURCE PRODUCTS & SERVICES14
"OGS OR LESS"14
PERFORMANCE REQUIREMENTS 14-16
CONTRACT PERFORMANCE REPORT17

(continued)

HOW TO USE THIS CONTRACT:

You have the flexibility of choosing the contractor or contractors (listed below) offering the pricing and services that best meet your agency's needs. Only the catalog and the contractor's net price list, both available upon request, are required to place your order. In addition, electronic access ordering is available from all contractors. (See "Performance Requirements" for more details on contract use.) Please bear in mind that pricing listed is based on the specified minimum order for each contractor (\$50 or lower), and better pricing for larger volume orders may be available at the individual contractor's option. Walk-in purchasing is available at retail stores operated by Staples. Please note that pre-registration is required by Staples in order to do business with their 100 retail stores located throughout New York State. Contact persons for each contractor are listed on pages 2 and 3.

SUMMARY OF CONTRACTORS BY DISTRICT

DISTRICTS A & B	DISTRICTS C & D
Corporate Express Office Products, Inc.	Corporate Express Office Products, Inc.
ESCO Stationery Co., Inc.	ESCO Stationery Co., Inc.
OfficeMax, Inc.	OfficeMax, Inc.
S&B Computer & Office Products Inc.	Staples Business Advantage
Staples Business Advantage	World Class Business Products

DISTRICTS:

Districts are grouped by counties as follows:

<u>DISTRICT A</u>	<u>DISTRICT B</u>	<u>DISTRICT C</u>	<u>DISTRICT D</u>
Allegany	*Broome	*Albany	*Bronx
Cattaraugus	*Cayuga	Clinton	*Dutchess
*Chautauqua	Chenango	Columbia	*Kings
*Chemung	Cortland	Essex	*Nassau
*Erie	Delaware	Franklin	*New York
*Genesee	Fulton	Greene	*Orange
*Livingston	Hamilton	*Rensselaer	*Putnam
*Monroe	*Herkimer	*Saratoga	*Queens
*Niagara	Jefferson	*Schenectady	*Richmond
*Ontario	Lewis	*Warren	*Rockland
*Orleans	*Madison	*Washington	*Suffolk
Schuyler	*Montgomery		Sullivan
Seneca	*Oneida		Ulster
Steuben	*Onondaga		*Westchester
*Wayne	*Oswego		
Wyoming	Otsego		
Yates	St. Lawrence		
	*Schoharie		
	*Tioga		
	Tompkins		

*24 to 48 hour delivery required. See "DELIVERY" clause.

(continued)

CONTRACTORS FOR DISTRICTS A, B, C AND D

CORPORATE EXPRESS OFFICE PRODUCTS, INC.

Catalog: CEXP, Sourcebook 2008 (See "Exclusions/Additions" clause Page 13)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in all districts

Guaranteed Delivery where 24-48 hour delivery is not required: 3 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 10-30 Days A/R/O

Restocking Charge: None

Minimum Order: No minimum order

Accepts New York State Purchasing Card for orders up to \$2,500.00

ESCO STATIONERY CO., INC.

Catalog: United Stationers Supply (USS) 2008 (See "Exclusions/Additions" clause Page 13)

Discount: 45%

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hrs. A/R/O to all asterisked counties in all districts

Guaranteed Delivery where 24 to 48 hours is not required: 5 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 30 Days A/R/O

Restocking Charge: 10 percent

Minimum Order: No minimum order

Accepts New York State Purchasing Card for orders up to \$15,000.00

Volume discounts may be negotiated

(continued)

CONTRACTOR FOR DISTRICTS A, B, C AND D

OFFICEMAX, INC.

Catalog: OfficeMax General Line 2008 Catalog (See "Exclusions/Additions" clause Page 13)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hrs. A/R/O to all asterisked counties in all districts at no additional charge

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in Districts A, B C & D upon request at no additional charge

Guaranteed Delivery where 24-48 hour delivery is not required: 2 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 2-21 Days A/R/O

Restocking Charge: None

Minimum Order: \$50.00

Will honor orders under \$50.00 for an additional charge

Accepts New York State Purchasing Card for orders up to \$15,000.00

Retail Store Hours (100 stores statewide): 7:00 am to 9:00 pm – **pre-registration is required**

STAPLES BUSINESS ADVANTAGE

Catalog: Staples Full Line Catalog 2008 (See "Exclusions/Additions" clause Page 13)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hrs. A/R/O to all asterisked counties in all districts at no additional charge

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in Districts A, B C & D upon request at no additional charge

Guaranteed Delivery where 24-48 hour delivery is not required: 5 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 10 to 30 Days A/R/O

Restocking Charge: None

Minimum Order: \$40.00

Accepts New York State Purchasing Card for orders up to \$15,000.00

Minimum Order for use of New York State Purchasing Card: \$40.00

Retail Store Hours (130 stores statewide): 7:00 am to 9:00 pm – **pre-registration is required**

CONTRACTOR FOR DISTRICTS A & B

S&B COMPUTER & OFFICE PRODUCTS INC.

Catalog: United Stationers Supply (USS) 2008 (See "Exclusions/Additions" clause Page 13)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in Districts A & B

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in Districts A & B upon request at no additional charge

Guaranteed Delivery where 24 to 48 hours is not required: 2 to 5 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 10 to 20 Days A/R/O

Restocking Charge: 10 percent

Minimum Order: \$50.00

Will honor orders under \$50.00 for a \$5.00 charge per order

Accepts New York State Purchasing Card for orders up to \$15,000.00

Volume discounts may be negotiated

(continued)

CONTRACTOR FOR DISTRICTS C AND D

WORLD CLASS BUSINESS PRODUCTS

Catalog: United Stationers Supply (USS) 2008 (See "Exclusions/Additions" clause page 13)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in Districts C & D

Guaranteed Delivery where 24 to 48 hours is not required: 3 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 29 Days A/R/O

Restocking Charge: 10%

Minimum Order: \$50.00

Will honor orders under \$50.00 for an additional charge

Accepts New York State Purchasing Card for orders up to \$15,000.00

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings" in Appendix B, OGS General Specifications.

(continued)

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York State contracts. Agencies should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for the selection.

PSG's DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.state.ny.us).

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING:

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information:
<http://www.dec.state.ny.us/website/dshm/redrecy/c145home.html>.

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DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (www.ogs.state.ny.us). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

EXTENSION OF USE:

These contracts may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is \$50.00 dollars. Contractor may choose to offer a lower minimum order, but may not offer a minimum order exceeding \$50.00 dollars. Contractor may offer a different minimum order, not to exceed \$50.00 dollars, for use with the State Purchasing Card. See "NEW YORK STATE PROCUREMENT CARD" clause in Appendix B, OGS General Specifications.

METHOD OF AWARD:

The State reserves the right to maintain up to six contractors per district for the duration of the contract period, if it is in the best interest of the State. The State reserves the right to add additional contracts from the November 14, 2007 bid opening to maintain up to six contractors per district.

(continued)

VOLUME DISCOUNTS:

Contractors may negotiate better pricing with customers either on an individual, district, or statewide basis at any time throughout the contract period.

DELIVERY:

Delivery must be completed within 24 to 48 hours to 5 business days after receipt of order, with the exception of custom and large volume orders which must be delivered within 10 to 30 business days after receipt of order. Twenty-four to 48 hour delivery must be provided **at no additional cost** to all requesting customers located in the counties designated by an asterisk in the "DISTRICTS" clause. Delivery to remaining areas within five business days shall be acceptable. At the bidder's option, 24 to 48 hour delivery may be offered to other locations either at no additional cost or at an additional price. The State reserves the right to negotiate or to make no award on optional 24 to 48 hour delivery or to negotiate or to reject any bid offering excessive pricing for 24 to 48 hour delivery.

Contractor shall be required to deliver in accordance with customer agencies' security rules.

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

METHOD OF DELIVERY:

The contractor offers (1) tailgate delivery, (2) inside storeroom delivery, and (3) inside desk delivery. Pricing offered must reflect unloaded on dock delivery pricing. The State reserves the right to negotiate or to make no award or to reject a bidder charging excessive amounts for inside delivery. See "METHOD OF AWARD" and "DELIVERY" clauses.

ESTIMATED QUANTITIES:

Each contract shall be for the quantities or dollar values actually ordered during the contract period. Agencies will be encouraged to purchase from contractors who offer the supplies, services, and pricing that best meet their needs in the most practical and economical manner.

CONTRACT PERIOD AND RENEWALS:

It is the intention of the State to enter into a contract for a term of five years as stated herein.

Discounts are firm for the entire period of the contract. Discount reduction will not be allowed and is specifically excluded from the terms and conditions of this contract award. Price decreases or discount increases are permitted at any time. Customer agencies will be encouraged to negotiate additional discounts, where possible.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

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ADDITION OF PRODUCTS:

Subsequent to award, consideration may be given to the addition of products to a contract as a part of the price list if such products are:

- Needed by a client agency;
- Similar to those already awarded, or are of the same product line;
- Priced commensurately with other products already awarded.

EXCLUSIONS/ADDITIONS:

The State reserves the right to delete or add products before or after award. Please refer to "PREFERRED SOURCE ITEMS" and "OVERLAPPING CONTRACT ITEMS" clauses. Specific catalog exclusions follow:

<u>Catalog</u>	<u>Excluded Pages</u>
2008 Corporate Express	Pages 92 - exclude F, 210 - exclude B & C, 403, 474-591 614 - exclude A, 685 - exclude A-D, 848
2008 OfficeMax	Pages 2-116, 118-156, 162-163, 618, 154, 892-893
2008 Staples Business Advantage	Pages 678-679, 682-711, 714-743, 749-755, 757-759, 760, 762-768
2008 United Stationers Supply	Pages 4-180, 190-224, 225 - exclude A&B, 226 - exclude B&G SEN-053421, 227 - exclude items A-E, 228-242 - exclude items A&H, 243 - exclude A&B, 224-273, 276-279

PREFERRED SOURCE PRODUCTS:

Section 162 of the State Finance Law requires that agencies afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, and others determined by law, when such products/services meet the form, function and utility of the agency.

Contractors will be required to prominently display the following language on all price lists and contract updates to agencies relative to the award:

Agencies Note: Some products/services in this contract may be available from one or more preferred sources. Agencies are reminded to comply with the statutory requirements under Section 162 of the State Finance Law and the guidelines issued by the State Procurement Council to afford first priority to products/services available from preferred sources which meet your form, function and utility.

Contractors are also required to identify products available from preferred sources by placing a letter code in a column next to the item on the contractor's net price list (hard copy and electronic media) distributed to customers. The letter "B" will represent Industries for the Blind of New York State; "C" will represent Correctional Services, Corcraft; and "D" will represent New York State Industries for the Disabled. The required information will be provided electronically to the contractors by the OGS Procurement Services Group upon issuance of a contract.

In addition, contractors will be encouraged to consider stocking and processing of orders for preferred source products. This is an optional requirement and would require the agreement of both the contractor and the preferred source.

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"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

PERFORMANCE REQUIREMENTS:

1. **NEW ACCOUNTS** - Contractors may ask State agencies and other authorized contract users to provide information such as documentation of eligibility to use New York State contracts, agency code, name, address, and contact person in order to facilitate the opening of a customer account. Customer agencies shall not be required to provide credit references.
2. **ORDERS** – Orders shall be accepted by the contractor between the hours of 8:00 a.m. through 5:00 p.m. EST, Monday through Friday, except legal holidays. Contractor shall be capable of accepting orders manually, via facsimile, and electronically via a personal computer web based system. Contractors offering electronic access ordering systems must have the on-line computer capability of receiving supply orders from locations throughout the district bid. The order entry system shall allow agencies to enter orders and shall have full order inquiring capabilities. All orders (manual, fax, electronic) shall reference contract number, requisition and/or purchase order number as required. Electronic access ordering systems shall acknowledge receipt of customers' orders. See No. 22, "Contractor Fill Rate." "The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order."
3. **WEB BASED ORDERING SYSTEM** - Information required in the net price list shall also be included on the web based ordering system. The web based ordering system shall be capable of processing, controlling, documenting, and reporting on the following minimum data elements:
 - Vendor Name and Address
 - Agency/Facility/Political Subdivision, etc.
 - Contract Number
 - Purchase Order/Requisition Numbers
 - Contact (individual placing order)
 - Stock Number, Manufacturer, Description, Unit Cost, Unit of Measure
 - Extended and Total AmountsOnly approved contract items are part of this contract. Non-contract items cannot be sold nor ordered under this contract.
4. **AGENCY ACCESS TO WEB BASED ORDERING SYSTEM** - Each participating agency/facility/political subdivision, etc., will be responsible for obtaining the appropriate communication software, phone or cable lines, and/or modems necessary to access the web based ordering system.
5. **CUSTOMER SUPPORT** - The contractor shall provide toll-free telephone support/assistance at no extra charge to all customer agencies interested in ordering electronically.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

6. TOLL-FREE NUMBERS - The contractor must provide toll-free telephone and fax numbers within the district for the State's procurement usage. If bidder does not currently maintain toll-free numbers, the bidder must be willing to establish toll-free telephone and fax numbers within 15 calendar days of notification, if awarded a contract.
7. CUSTOMER SERVICE - The contractor shall provide a sufficient number of employees for each district who are knowledgeable and responsive to customer needs and who can effectively service the contract. The contractor shall also designate a customer service representative for State contract customers.
8. PRICE LISTS AND CATALOGS - The contractor shall provide at no charge, within 30 calendar days of request during the first 30 calendar days of the contract period, sufficient price lists and catalogs to service all customers within each district. After the initial 30 calendar days of the contract, additional price lists and catalogs, as requested, shall be provided within 10 calendar days. Customer net price lists shall include the information listed under the "PRICE LIST" and "BID SUBMITTAL" clauses and must identify the period covered. Contractors shall not be required to provide the quarterly pricing guides to customer agencies. In the interest of solid waste management, and to reduce costs, customer agencies will be encouraged to request net price lists electronically (e.g., web, CDs) or by e-mail in Excel spreadsheet. HOWEVER, contractors shall be required to provide hard copy net price lists to all customers who request them. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
9. PRICE REVISIONS - Price revisions shall be allowed quarterly, based on the manufacturers' list pricing as published in the United Stationers Supply (USS) Pocket Pricing Guide and, if applicable, the nationally published quarterly pricing guide for OfficeMax, Corporate Express or Staples Business Advantage. Price increases per item shall be allowed, but must continue to reflect the contractor's original discounts or better. See "PRICE LIST" and "METHOD OF AWARD" clauses. Two hard copies and two copies on electronic media of the revised net price lists, along with one copy of the nationally published USS quarterly Pocket Pricing Guide and, if applicable, one copy of the nationally published quarterly pricing guide for Office Max Contract Inc., Corporate Express or Staples Business Advantage, must be submitted to the Office of General Services, Procurement Services Group, for review and approval, on a timely basis, two weeks before the planned distribution date to customers. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
10. PRICING FOR NEW ITEMS - In instances where new items are added to the contract, discounts must be in line or better than that offered for similar products in the manufacturer's product lines. Discounts for new items must be equal to or better than the lowest discount offered for a specific manufacturer's products. If there are no similar products in the manufacturer's product line, discounts must be in line or better than that offered for comparable items in other manufacturers' product lines. Contractors will be required, upon request, to provide justification for pricing of new products.
11. SALE FLYERS - At the contractor's option, sale catalogs and flyers based on the awarded catalog, that offer further price reductions and/or new products, may be offered to customers. Prior approval by OGS will be required. Also, at the contractor's option, catalogs/price lists developed for a specific customer's specialized requirements may be offered. Again, prior approval by OGS will be required.
12. MINIMUM ORDER AND PACKAGING - All orders shall be FOB destination, freight included for minimum orders of \$50.00. See "METHOD OF DELIVERY" clause. All orders shall be labeled and packaged adequately to assure safe handling and proper delivery. Orders must be packaged as directed by the customer agency. Customer agencies shall be advised to combine orders to meet the minimum order. Contractors shall not be required to identify and combine multiple orders received from various departments within a single agency in order to meet the minimum. Contractors may choose to waive delivery fees if multiple orders, under the minimum, are delivered on the same day to the same agency.
13. DELIVERY POINTS - Delivery points shall be designated by the ordering agency and may be the specific order desk, storeroom, or dock. Contractors shall be required to deliver in accordance with customer agencies' security rules.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

14. **DISCREPANCIES** - The contractor shall resolve all order and invoice discrepancies (e.g., shortages, breakages, etc.) within five business days from notification.
15. **PRODUCT RETURNS, PROBLEM PRODUCT** - Products returned because of quality problems, duplicated shipments, outdated product, damage, etc., shall be picked up by the contractor within ten business days after notification, with no restocking charge, and shall be replaced with specified products, or the agency shall be credited/refunded for the full purchase price. If a defect is not identified within 30 calendar days after delivery, the customer may be required to contact the manufacturer directly. Contractor shall provide customer agencies with the manufacturer's contact number.
16. **PRODUCT RETURNS, AGENCY ERROR** - Products ordered in error by agencies must be returned for credit within fifteen business days of receipt. Standard stock products must be in resalable condition (original container, unused). The contractor may charge a restocking fee--not to exceed ten percent--for product returns due to agency error.
17. **SUBSTITUTIONS** - Unauthorized substitutions are not acceptable. Substitutions shall require prior approval by the ordering agency. Authorized substitutions are permitted. only from approved contract items. Contractor shall not be obligated to provide substitutions for discontinued catalog items.
18. **BILLING/ORDERING SYSTEMS** - Cost centers or branch offices within an agency may require separate invoicing as specified by each agency. The contractor's billing system shall be flexible enough to meet the needs of varying ordering systems in use by different agencies.
19. **AGENCY SALES REPORTS** - The contractor shall furnish to EACH participating requesting agency, on a monthly basis, a report listing items purchased and total dollar volume of purchases. Contractor shall report approved contract items purchased under this contract.. Non-contract items cannot be included in sales reports under this contract.
20. **CONTRACTOR FILL RATE** - Within 30 calendar days after the contract commences, each contractor shall maintain a monthly overall average fill rate of 90 percent. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Orders not filled and partials shall be indicated on the packing list. The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order. Failure to maintain a 90 percent fill rate may result in contract cancellation. Contractors shall be prepared, upon request, to provide documentation of fill rate to Office of General Services, Procurement Services Group.
21. **OGS PROCUREMENT SERVICES GROUP REPORTS** - The contractor shall submit a monthly comprehensive report, by district, and by individual customer, listing total sales by the full list catalog pricing and total sales by the net sales pricing to the Office of General Services, Procurement Services Group, on or before the fifteenth of the month following each month of the contract period. Contractor must also be willing to provide sales by item on electronic media upon request. Data shall include manufacturer, description, catalog stock number, list price, net price, and quantity sold. Additional related information may be required and must be supplied upon request. Failure to submit reports on a timely basis may result in contract cancellation and designation of contractor as non-responsible.
22. **PERFORMANCE SURVEYS** - Contractors shall be required, upon request, to provide performance surveys to customer agencies. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledgeableability, and overall performance. The information reported on the surveys will be used to assess contractor's performance and may, if necessary, be used to determine continuation or cancellation of award.

(continued)

**State of New York
Office of General Services
PROCUREMENT SERVICES GROUP
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.: _____ **Contractor:** _____

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 & return by FAX to 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
 Customer Services, 37th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

* * * * *

(continued)

SUPPLEMENTAL CONTRACT AWARD NOTIFICATION

Title	:	Group 23000 – MISCELLANEOUS OFFICE SUPPLIES (Statewide) Classification Codes: 14 & 44
Award Number	:	<u>21030 - E*-EE-RA-RM</u> (Replaces Award 18141)
Contract Period	:	May 15, 2008 to May 14, 2013
Bid Opening Date	:	November 14, 2007
Date of Issue	:	September 26, 2008
Specification Reference	:	As Incorporated In The Invitation for Bids and Purchasing Memorandum dated October 30, 2007
Contractor Information	:	Appears on Page 19 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Lori L. Bahan Title : Purchasing Officer I Phone : 518-474-5535 Fax : 518-474-5052 E-mail : lori.bahan@ogs.state.ny.us	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

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

Description

This Supplemental Award adds Office Depot to the Miscellaneous Office Supplies Award.
This contract covers over 20,000 miscellaneous office supplies available from the Corporate Express, Office Depot, OfficeMax, Staples Business Advantage and United Stationers Supply Catalogs.

PR #21030

(continued)

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC63827	OFFICE DEPOT, INC. 2200 Old Germantown Rd. Delray Beach, FL 33445	800/269-3555, Ext. 142 585/350-1049 Deborah L. Deaton Fax No.: 800/973-3376 585/350-1030 E-mail: nyscontract@officedepot.com Note: Contractor's website https://bsd.officedepot.com User Name: NYSCONTRACT Password: PASSWORD	592663954

Cash Discount, If Shown, Should be Given Special Attention.
INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP 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 THE PROCUREMENT SERVICES GROUP.

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:

The Procurement Services Group 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.

(continued)

NOTE TO AUTHORIZED USERS: (Cont'd)

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:

Prices include all customs duties and charges and is net, F.O.B. destination any point in New York State as designated by the ordering agency, including tailgate delivery.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

If an authorized user requires inside delivery, such as to an upper floor, it must clearly indicate on purchase order that inside delivery is required and the specific location where inside delivery is required to be made. (Authorized users should use terminology such as "INSIDE DELIVERY TO ROOM_____LOCATED ON _____FLOOR," etc., when inside delivery is required.) An authorized user may be charged additional inside delivery costs when inside delivery is required; authorized user will not be charged for delivery to building location since price is FOB destination; authorized user must be informed of the additional cost prior to delivery and agree to the additional charge. NOTE: If it is determined the contractor is charging excessive amounts for inside delivery, the State may seek reimbursement for such amounts, may deem the contractor non-responsible, and may cancel the contract.

Price increases or decreases per item will be allowed quarterly, based on the manufacturers' list pricing published quarterly in the United Stationers Supply (USS) Pocket Pricing Guide, but percentage discounts reflected in net pricing must remain the same or better for the entire contract period. Percentage discounts must be based on the manufacturers' list prices in the quarterly published USS Pocket Pricing Guide. This applies to all of the referenced catalogs: Corporate Express, OfficeMax, Staples Business Advantage and United Stationers Supply. Price revisions for manufacturers' list prices not included in the USS Pocket Pricing Guide will be based on the nationally published quarterly pricing guides issued by Corporate Express, OfficeMax and Staples Business Advantage.

(continued)

TABLE OF CONTENTS

LIST OF CONTRACTORS19
NOTE TO AUTHORIZED USERS 19-20
PRICE.....20
HOW TO USE THIS CONTRACT21
DISTRICTS.....22
CONTRACTORS23
 OFFICE DEPOT, INC.....23
REQUEST FOR CHANGE.....23
CONTRACT PAYMENTS23
ELECTRONIC PAYMENTS.....23
NOTE TO CONTRACTOR23
OVERLAPPING CONTRACT ITEMS23
PSG's DISPUTE RESOLUTION POLICY23
PROCUREMENT LOBBYING TERMINATION24
SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING24
MERCURY-ADDED CONSUMER PRODUCTS24
DIESEL EMISSION REDUCTION ACT OF 2006 (New Requirement of Law).....25
NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS25
EXTENSION OF USE25
MINIMUM ORDER25
METHOD OF AWARD25
VOLUME DISCOUNTS.....26
DELIVERY26
METHOD OF DELIVERY26
ESTIMATED QUANTITIES26
CONTRACT PERIOD & RENEWALS26
CANCELLATION FOR CONVENIENCE26
SHORT TERM EXTENSION.....26
ADDITION OF PRODUCTS.....27
EXCLUSIONS/ADDITIONS27
PREFERRED SOURCE PRODUCTS & SERVICES27
"OGS OR LESS"28
PERFORMANCE REQUIREMENTS 28-30
CONTRACT PERFORMANCE REPORT32

(continued)

HOW TO USE THIS CONTRACT:

You have the flexibility of choosing the contractor or contractors (listed below) offering the pricing and services that best meet your agency's needs. Only the catalog and the contractor's net price list, both available upon request, are required to place your order. In addition, electronic access ordering is available from all contractors. (See "Performance Requirements" for more details on contract use.) Please bear in mind that pricing listed is based on the specified minimum order for each contractor (\$50 or lower), and better pricing for larger volume orders may be available at the individual contractor's option. Contact persons for each contractor are listed on pages 2 and 3.

SUMMARY OF CONTRACTORS BY DISTRICT

DISTRICTS A,B,C &D
Office Depot, Inc.

DISTRICTS:

Districts are grouped by counties as follows:

<u>DISTRICT A</u>	<u>DISTRICT B</u>	<u>DISTRICT C</u>	<u>DISTRICT D</u>
Allegany	*Broome	*Albany	*Bronx
Cattaraugus	*Cayuga	Clinton	*Dutchess
*Chautauqua	Chenango	Columbia	*Kings
*Chemung	Cortland	Essex	*Nassau
*Erie	Delaware	Franklin	*New York
*Genesee	Fulton	Greene	*Orange
*Livingston	Hamilton	*Rensselaer	*Putnam
*Monroe	*Herkimer	*Saratoga	*Queens
*Niagara	Jefferson	*Schenectady	*Richmond
*Ontario	Lewis	*Warren	*Rockland
*Orleans	*Madison	*Washington	*Suffolk
Schuyler	*Montgomery		Sullivan
Seneca	*Oneida		Ulster
Steuben	*Onondaga		*Westchester
*Wayne	*Oswego		
Wyoming	Otsego		
Yates	St. Lawrence		
	*Schoharie		
	*Tioga		
	Tompkins		

*24 to 48 hour delivery required. See "DELIVERY" clause.

(continued)

CONTRACTORS FOR DISTRICTS A, B, C AND D

OFFICE DEPOT, INC.

Catalog: Office Depot (See "Exclusions/Additions")

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in all districts

Guaranteed Delivery where 24 to 48 hour delivery is not required: 2 Days A/R/O at no additional charge

Guaranteed Delivery for Custom and Large Volume Orders: 10-30 Days A/R/O

Restocking Charge: No charge for Office Depot stocked merchandise

Minimum Order: \$50.00

Will honor orders under \$50.00 for an additional charge

Accepts New York State Purchasing Card for orders up to \$15,000.00

Retail Store Hours: Monday-Friday 8:00 am to 9:00 p m / Saturday 9:00 am to 9:00 pm / Sunday 10:00 am to 6:00 pm

Office Depot, Inc., is a combined check vendor and direct deposit vendor

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings" in Appendix B, OGS General Specifications.

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York State contracts. Agencies should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for the selection.

(continued)

PSG's DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.state.ny.us).

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING:

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information:

<http://www.dec.state.ny.us/website/dshm/redrecy/c145home.html>.

(continued)

DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the "Law"). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law ("NYECL") it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology ("BART") and ultra low sulfur diesel fuel ("ULSD"). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors "on behalf of" State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (www.ogs.state.ny.us). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

EXTENSION OF USE:

These contracts may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is \$50.00 dollars. Contractor may choose to offer a lower minimum order, but may not offer a minimum order exceeding \$50.00 dollars. Contractor may offer a different minimum order, not to exceed \$50.00 dollars, for use with the State Purchasing Card. See "NEW YORK STATE PROCUREMENT CARD" clause in Appendix B, OGS General Specifications.

METHOD OF AWARD:

The State reserves the right to maintain up to six contractors per district for the duration of the contract period, if it is in the best interest of the State. The State reserves the right to add additional contracts from the November 14, 2007 bid opening to maintain up to six contractors per district.

(continued)

VOLUME DISCOUNTS:

Contractors may negotiate better pricing with customers either on an individual, district, or statewide basis at any time throughout the contract period.

DELIVERY:

Delivery must be completed within 24 to 48 hours to 5 business days after receipt of order, with the exception of custom and large volume orders which must be delivered within 10 to 30 business days after receipt of order. Twenty-four to 48 hour delivery must be provided **at no additional cost** to all requesting customers located in the counties designated by an asterisk in the "DISTRICTS" clause. Delivery to remaining areas within five business days shall be acceptable. At the bidder's option, 24 to 48 hour delivery may be offered to other locations either at no additional cost or at an additional price. The State reserves the right to negotiate or to make no award on optional 24 to 48 hour delivery or to negotiate or to reject any bid offering excessive pricing for 24 to 48 hour delivery.

Contractor shall be required to deliver in accordance with customer agencies' security rules.

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

METHOD OF DELIVERY:

The contractor offers (1) tailgate delivery, (2) inside storeroom delivery, and (3) inside desk delivery. Pricing offered must reflect unloaded on dock delivery pricing. The State reserves the right to negotiate or to make no award or to reject a bidder charging excessive amounts for inside delivery. See "METHOD OF AWARD" and "DELIVERY" clauses.

ESTIMATED QUANTITIES:

Each contract shall be for the quantities or dollar values actually ordered during the contract period. Agencies will be encouraged to purchase from contractors who offer the supplies, services, and pricing that best meet their needs in the most practical and economical manner.

CONTRACT PERIOD AND RENEWALS:

It is the intention of the State to enter into a contract for a term of five years as stated herein.

Discounts are firm for the entire period of the contract. Discount reduction will not be allowed and is specifically excluded from the terms and conditions of this contract award. Price decreases or discount increases are permitted at any time. Customer agencies will be encouraged to negotiate additional discounts, where possible.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

(continued)

ADDITION OF PRODUCTS:

Subsequent to award, consideration may be given to the addition of products to a contract as a part of the price list if such products are:

- Needed by a client agency;
- Similar to those already awarded, or are of the same product line;
- Priced commensurately with other products already awarded.

EXCLUSIONS/ADDITIONS:

The State reserves the right to delete or add products before or after award. Please refer to "PREFERRED SOURCE ITEMS" and "OVERLAPPING CONTRACT ITEMS" clauses. Specific catalog exclusions follow:

<u>Catalog</u>	<u>Excluded Pages</u>
2008 Office Depot July 2008 - December 2008	Pages 564-631, 639-664, 667 exclude A-D, 668 exclude C-I, 669 exclude M-O, 670-715

PREFERRED SOURCE PRODUCTS:

Section 162 of the State Finance Law requires that agencies afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, and others determined by law, when such products/services meet the form, function and utility of the agency.

Contractors will be required to prominently display the following language on all price lists and contract updates to agencies relative to the award:

Agencies Note: Some products/services in this contract may be available from one or more preferred sources. Agencies are reminded to comply with the statutory requirements under Section 162 of the State Finance Law and the guidelines issued by the State Procurement Council to afford first priority to products/services available from preferred sources which meet your form, function and utility.

Contractors are also required to identify products available from preferred sources by placing a letter code in a column next to the item on the contractor's net price list (hard copy and electronic media) distributed to customers. The letter "B" will represent Industries for the Blind of New York State; "C" will represent Correctional Services, Corcraft; and "D" will represent New York State Industries for the Disabled. The required information will be provided electronically to the contractors by the OGS Procurement Services Group upon issuance of a contract.

In addition, contractors will be encouraged to consider stocking and processing of orders for preferred source products. This is an optional requirement and would require the agreement of both the contractor and the preferred source.

(continued)

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

PERFORMANCE REQUIREMENTS:

1. **NEW ACCOUNTS** - Contractors may ask State agencies and other authorized contract users to provide information such as documentation of eligibility to use New York State contracts, agency code, name, address, and contact person in order to facilitate the opening of a customer account. Customer agencies shall not be required to provide credit references.
2. **ORDERS** – Orders shall be accepted by the contractor between the hours of 8:00 a.m. through 5:00 p.m. EST, Monday through Friday, except legal holidays. Contractor shall be capable of accepting orders manually, via facsimile, and electronically via a personal computer web based system. Contractors offering electronic access ordering systems must have the on-line computer capability of receiving supply orders from locations throughout the district bid. The order entry system shall allow agencies to enter orders and shall have full order inquiring capabilities. All orders (manual, fax, electronic) shall reference contract number, requisition and/or purchase order number as required. Electronic access ordering systems shall acknowledge receipt of customers' orders. See No. 22, "Contractor Fill Rate." "The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order."
3. **WEB BASED ORDERING SYSTEM** - Information required in the net price list shall also be included on the web based ordering system. The web based ordering system shall be capable of processing, controlling, documenting, and reporting on the following minimum data elements:
 - Vendor Name and Address
 - Agency/Facility/Political Subdivision, etc.
 - Contract Number
 - Purchase Order/Requisition Numbers
 - Contact (individual placing order)
 - Stock Number, Manufacturer, Description, Unit Cost, Unit of Measure
 - Extended and Total AmountsOnly approved contract items are part of this contract. Non-contract items cannot be sold nor ordered under this contract.
4. **AGENCY ACCESS TO WEB BASED ORDERING SYSTEM** - Each participating agency/facility/political subdivision, etc., will be responsible for obtaining the appropriate communication software, phone or cable lines, and/or modems necessary to access the web based ordering system.
5. **CUSTOMER SUPPORT** - The contractor shall provide toll-free telephone support/assistance at no extra charge to all customer agencies interested in ordering electronically.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

6. **TOLL-FREE NUMBERS** - The contractor must provide toll-free telephone and fax numbers within the district for the State's procurement usage. If bidder does not currently maintain toll-free numbers, the bidder must be willing to establish toll-free telephone and fax numbers within 15 calendar days of notification, if awarded a contract.
7. **CUSTOMER SERVICE** - The contractor shall provide a sufficient number of employees for each district who are knowledgeable and responsive to customer needs and who can effectively service the contract. The contractor shall also designate a customer service representative for State contract customers.
8. **PRICE LISTS AND CATALOGS** - The contractor shall provide at no charge, within 30 calendar days of request during the first 30 calendar days of the contract period, sufficient price lists and catalogs to service all customers within each district. After the initial 30 calendar days of the contract, additional price lists and catalogs, as requested, shall be provided within 10 calendar days. Customer net price lists shall include the information listed under the "PRICE LIST" and "BID SUBMITTAL" clauses and must identify the period covered. Contractors shall not be required to provide the quarterly pricing guides to customer agencies. In the interest of solid waste management, and to reduce costs, customer agencies will be encouraged to request net price lists electronically (e.g., web, CDs) or by e-mail in Excel spreadsheet. HOWEVER, contractors shall be required to provide hard copy net price lists to all customers who request them. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
9. **PRICE REVISIONS** - Price revisions shall be allowed quarterly, based on the manufacturers' list pricing as published in the United Stationers Supply (USS) Pocket Pricing Guide and, if applicable, the nationally published quarterly pricing guide for OfficeMax, Corporate Express or Staples Business Advantage. Price increases per item shall be allowed, but must continue to reflect the contractor's original discounts or better. See "PRICE LIST" and "METHOD OF AWARD" clauses. Two hard copies and two copies on electronic media of the revised net price lists, along with one copy of the nationally published USS quarterly Pocket Pricing Guide and, if applicable, one copy of the nationally published quarterly pricing guide for Office Max Contract Inc., Corporate Express or Staples Business Advantage, must be submitted to the Office of General Services, Procurement Services Group, for review and approval, on a timely basis, two weeks before the planned distribution date to customers. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
10. **PRICING FOR NEW ITEMS** - In instances where new items are added to the contract, discounts must be in line or better than that offered for similar products in the manufacturer's product lines. Discounts for new items must be equal to or better than the lowest discount offered for a specific manufacturer's products. If there are no similar products in the manufacturer's product line, discounts must be in line or better than that offered for comparable items in other manufacturers' product lines. Contractors will be required, upon request, to provide justification for pricing of new products.
11. **SALE FLYERS** - At the contractor's option, sale catalogs and flyers based on the awarded catalog, that offer further price reductions and/or new products, may be offered to customers. Prior approval by OGS will be required. Also, at the contractor's option, catalogs/price lists developed for a specific customer's specialized requirements may be offered. Again, prior approval by OGS will be required.
12. **MINIMUM ORDER AND PACKAGING** - All orders shall be FOB destination, freight included for minimum orders of \$50.00. See "METHOD OF DELIVERY" clause. All orders shall be labeled and packaged adequately to assure safe handling and proper delivery. Orders must be packaged as directed by the customer agency. Customer agencies shall be advised to combine orders to meet the minimum order. Contractors shall not be required to identify and combine multiple orders received from various departments within a single agency in order to meet the minimum. Contractors may choose to waive delivery fees if multiple orders, under the minimum, are delivered on the same day to the same agency.
13. **DELIVERY POINTS** - Delivery points shall be designated by the ordering agency and may be the specific order desk, storeroom, or dock. Contractors shall be required to deliver in accordance with customer agencies' security rules.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

14. DISCREPANCIES - The contractor shall resolve all order and invoice discrepancies (e.g., shortages, breakages, etc.) within five business days from notification.
15. PRODUCT RETURNS, PROBLEM PRODUCT - Products returned because of quality problems, duplicated shipments, outdated product, damage, etc., shall be picked up by the contractor within ten business days after notification, with no restocking charge, and shall be replaced with specified products, or the agency shall be credited/refunded for the full purchase price. If a defect is not identified within 30 calendar days after delivery, the customer may be required to contact the manufacturer directly. Contractor shall provide customer agencies with the manufacturer's contact number.
16. PRODUCT RETURNS, AGENCY ERROR - Products ordered in error by agencies must be returned for credit within fifteen business days of receipt. Standard stock products must be in resalable condition (original container, unused). The contractor may charge a restocking fee--not to exceed ten percent--for product returns due to agency error.
17. SUBSTITUTIONS - Unauthorized substitutions are not acceptable. Substitutions shall require prior approval by the ordering agency. Authorized substitutions are permitted. only from approved contract items. Contractor shall not be obligated to provide substitutions for discontinued catalog items.
18. BILLING/ORDERING SYSTEMS - Cost centers or branch offices within an agency may require separate invoicing as specified by each agency. The contractor's billing system shall be flexible enough to meet the needs of varying ordering systems in use by different agencies.
19. AGENCY SALES REPORTS - The contractor shall furnish to EACH participating requesting agency, on a monthly basis, a report listing items purchased and total dollar volume of purchases. Contractor shall report approved contract items purchased under this contract.. Non-contract items cannot be included in sales reports under this contract.
20. CONTRACTOR FILL RATE - Within 30 calendar days after the contract commences, each contractor shall maintain a monthly overall average fill rate of 90 percent. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Orders not filled and partials shall be indicated on the packing list. The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order. Failure to maintain a 90 percent fill rate may result in contract cancellation. Contractors shall be prepared, upon request, to provide documentation of fill rate to Office of General Services, Procurement Services Group.
21. OGS PROCUREMENT SERVICES GROUP REPORTS - The contractor shall submit a monthly comprehensive report, by district, and by individual customer, listing total sales by the full list catalog pricing and total sales by the net sales pricing to the Office of General Services, Procurement Services Group, on or before the fifteenth of the month following each month of the contract period. Contractor must also be willing to provide sales by item on electronic media upon request. Data shall include manufacturer, description, catalog stock number, list price, net price, and quantity sold. Additional related information may be required and must be supplied upon request. Failure to submit reports on a timely basis may result in contract cancellation and designation of contractor as non-responsible.
22. PERFORMANCE SURVEYS - Contractors shall be required, upon request, to provide performance surveys to customer agencies. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledgeableability, and overall performance. The information reported on the surveys will be used to assess contractor's performance and may, if necessary, be used to determine continuation or cancellation of award.

(continued)

**State of New York
Office of General Services
PROCUREMENT SERVICES GROUP
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.: _____ **Contractor:** _____

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 & return by FAX to 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
 Customer Services, 37th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

* * * * *

(continued)

2nd SUPPLEMENTAL CONTRACT AWARD NOTIFICATION

Title	:	Group 23000 – MISCELLANEOUS OFFICE SUPPLIES (Statewide) Classification Codes: 14 & 44
Award Number	:	<u>21030 - E*-EE-RA-RM</u> (Replaces Award 18141)
Contract Period	:	May 15, 2008 to May 14, 2013
Bid Opening Date	:	November 14, 2007
Date of Issue	:	July 16, 2009
Specification Reference	:	As Incorporated In The Invitation for Bids and Purchasing Memorandum dated October 30, 2007
Contractor Information	:	Appears on Page 47 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Lori L. Bahan Title : Purchasing Officer I Phone : 518-474-5535 Fax : 518-474-5052 E-mail : lori.bahan@ogs.state.ny.us	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.state.ny.us

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

Description

This Supplemental Award adds Eaton Office Supply Co., Inc. to Districts A&B, S&B Computer & Office Products, Inc. to District C and The Weeks Lerman Group, LLC to District D to the Miscellaneous Office Supplies Award.

This contract covers over 20,000 miscellaneous office supplies available from Office Depot., OfficeMax, Staples Business Advantage and United Stationers Supply Catalogs.

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.#</u>
PC64674 SB	EATON OFFICE SUPPLY CO., INC. 180 John Glenn Dr. Amherst, NY 14228	800/365-3237 716/691-6100 Customer Service Fax No.: 800/756-4011 716/691-6074	161417340
PC63829 SB M/WBE	S&B COMPUTER & OFFICE PRODUCTS, INC. 1 Fairchild Square Clifton Park, NY 12065	800/254-8089 518/877-9500 Customer Service Fax No.: 800/808-8569 518/877-3800	141752798
PC64675	THE WEEKS LERMAN GROUP, LLC 58-38 Page Pl. Maspeth, NY 11378-2278	800/544-5959 718/803-4924 Cindy Ciaccio Fax No.: 718/803-4795	113297099

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

INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY THE PROCUREMENT SERVICES GROUP 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 THE PROCUREMENT SERVICES GROUP.

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:

The Procurement Services Group 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.

(continued)

NOTE TO AUTHORIZED USERS: (Cont'd)

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:

Prices include all customs duties and charges and is net, F.O.B. destination any point in New York State as designated by the ordering agency, including tailgate delivery.

In addition, upon mutual agreement, delivery locations may be expanded per the "Extension of Use" clause.

If an authorized user requires inside delivery, such as to an upper floor, it must clearly indicate on purchase order that inside delivery is required and the specific location where inside delivery is required to be made. (Authorized users should use terminology such as "INSIDE DELIVERY TO ROOM _____ LOCATED ON _____ FLOOR," etc., when inside delivery is required.) An authorized user may be charged additional inside delivery costs when inside delivery is required; authorized user will not be charged for delivery to building location since price is FOB destination; authorized user must be informed of the additional cost prior to delivery and agree to the additional charge. **NOTE:** If it is determined the contractor is charging excessive amounts for inside delivery, the State may seek reimbursement for such amounts, may deem the contractor non-responsible, and may cancel the contract.

Price increases or decreases per item will be allowed quarterly, based on the manufacturers' list pricing published quarterly in the United Stationers Supply (USS) Pocket Pricing Guide, but percentage discounts reflected in net pricing must remain the same or better for the entire contract period. Percentage discounts must be based on the manufacturers' list prices in the quarterly published USS Pocket Pricing Guide. This applies to all of the referenced catalogs: Corporate Express, Office Depot, OfficeMax, Staples Business Advantage and United Stationers Supply. Price revisions for manufacturers' list prices not included in the USS Pocket Pricing Guide will be based on the nationally published quarterly pricing guides issued by Corporate Express, OfficeMax and Staples Business Advantage.

(continued)

TABLE OF CONTENTS

LIST OF CONTRACTORS47
SMALL, MINORITY AND WOMEN-OWNED BUSINESSES47
RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS.....47
NOTE TO AUTHORIZED USERS 47-48
PRICE.....48
HOW TO USE THIS CONTRACT50
DISTRICTS.....50
CONTRACTORS
 EATON OFFICE SUPPLY CO., INC.....51
 S&B COMPUTER & OFFICE PRODUCTS, INC..51
 THE WEEKS LERMAN GROUP.....51
REQUEST FOR CHANGE.....52
CONTRACT PAYMENTS52
ELECTRONIC PAYMENTS.....52
NOTE TO CONTRACTOR52
OVERLAPPING CONTRACT ITEMS52
PSG's DISPUTE RESOLUTION POLICY52
PROCUREMENT LOBBYING TERMINATION52
SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING53
MERCURY-ADDED CONSUMER PRODUCTS53
DIESEL EMISSION REDUCTION ACT OF 2006 (New Requirement of Law).....53
NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS54
EXTENSION OF USE54
MINIMUM ORDER54
METHOD OF AWARD.....54
VOLUME DISCOUNTS.....54
DELIVERY54
METHOD OF DELIVERY55
ESTIMATED QUANTITIES55
CONTRACT PERIOD & RENEWALS55
CANCELLATION FOR CONVENIENCE55
SHORT TERM EXTENSION.....55
ADDITION OF PRODUCTS.....55
EXCLUSIONS/ADDITIONS55
PREFERRED SOURCE PRODUCTS & SERVICES56
"OGS OR LESS"56
PERFORMANCE REQUIREMENTS..... 57-59
CONTRACT PERFORMANCE REPORT60

(continued)

HOW TO USE THIS CONTRACT:

You have the flexibility of choosing the contractor or contractors (listed below) offering the pricing and services that best meet your agency's needs. Only the catalog and the contractor's net price list, both available upon request, are required to place your order. In addition, electronic access ordering is available from all contractors. (See "Performance Requirements" for more details on contract use.) Please bear in mind that pricing listed is based on the specified minimum order for each contractor (\$50 or lower), and better pricing for larger volume orders may be available at the individual contractor's option. Contact persons for each contractor are listed on pages 33.

SUMMARY OF CONTRACTORS BY DISTRICT

DISTRICTS A & B
Eaton Office Supply Co., Inc.
DISTRICTS A, B & C
S&B Computer & Office Products, Inc.
DISTRICT D
The Weeks Lerman Group, LLC

DISTRICTS:

Districts are grouped by counties as follows:

<u>DISTRICT A</u>	<u>DISTRICT B</u>	<u>DISTRICT C</u>	<u>DISTRICT D</u>
Allegany	*Broome	*Albany	*Bronx
Cattaraugus	*Cayuga	Clinton	*Dutchess
*Chautauqua	Chenango	Columbia	*Kings
*Chemung	Cortland	Essex	*Nassau
*Erie	Delaware	Franklin	*New York
*Genesee	Fulton	Greene	*Orange
*Livingston	Hamilton	*Rensselaer	*Putnam
*Monroe	*Herkimer	*Saratoga	*Queens
*Niagara	Jefferson	*Schenectady	*Richmond
*Ontario	Lewis	*Warren	*Rockland
*Orleans	*Madison	*Washington	*Suffolk
Schuyler	*Montgomery		Sullivan
Seneca	*Oneida		Ulster
Steuben	*Onondaga		*Westchester
*Wayne	*Oswego		
Wyoming	Otsego		
Yates	St. Lawrence		
	*Schoharie		
	*Tioga		
	Tompkins		

*24 to 48 hour delivery required. See "DELIVERY" clause.

(continued)

CONTRACTOR FOR DISTRICTS A & B

EATON OFFICE SUPPLY CO., INC. - SB

Catalog: United Stationers Supply (USS) 2009 (See "Exclusions/Additions" clause Page 55)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in Districts A & B

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in Districts A & B upon request at no additional charge

Guaranteed Delivery where 24 to 48 hours is not required: 5 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 30 Days A/R/O

Restocking Charge: None

Minimum Order: \$50.00

Will honor orders under \$50.00 for an additional charge

Electronic Access Ordering is available. Contact contractor for details.

Accepts New York State Purchasing Card for orders up to \$15,000.00

CONTRACTORS FOR DISTRICTS A, B and C

S&B COMPUTER & OFFICE PRODUCTS INC. - SB, M/WBE

Catalog: United Stationers Supply (USS) 2009 (See "Exclusions/Additions" clause Page 55)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in Districts A, B and C

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in Districts A, B and C upon request at no additional charge

Guaranteed Delivery where 24 to 48 hours is not required: 2 to 5 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 10 to 20 Days A/R/O

Restocking Charge: 10 percent

Minimum Order: \$50.00

Will honor orders under \$50.00 for a \$5.00 charge per order

Accepts New York State Purchasing Card for orders up to \$15,000.00

Volume discounts may be negotiated

CONTRACTOR FOR DISTRICT D

THE WEEKS LERMAN GROUP, LLC

Catalog: United Stationers Supply (USS) 2009 (See "Exclusions/Additions" clause Page 55)

Discount: Various

Inside Storeroom Delivery: No Charge

Inside Desk Delivery: No Charge

Guaranteed Delivery: 24 to 48 hours A/R/O to all asterisked counties in District D

Contractor will provide 24 to 48 hour A/R/O to non-asterisked counties in District D upon request at no additional charge

Guaranteed Delivery where 24 to 48 hours is not required: 2 Days A/R/O

Guaranteed Delivery for Custom and Large Volume Orders: 14 Days A/R/O

Restocking Charge: 10 percent

Minimum Order: \$50.00

Will honor orders under \$50.00 for an additional charge

Electronic Access Ordering is available. Contact contractor for details.

Accepts New York State Purchasing Card for orders up to \$10,000.00

(continued)

REQUEST FOR CHANGE:

Any request by the agency or contractor regarding changes in any part of the contract must be made in writing to the Office of General Services, Procurement Services Group, prior to effectuation.

CONTRACT PAYMENTS:

Payments cannot be processed by State facilities until the contract products have been delivered in satisfactory condition or services have been satisfactorily performed. Payment will be based on any invoice used in the supplier's normal course of business. However, such invoice must contain sufficient data including but not limited to contract number, description of product or service, quantity, unit and price per unit as well as federal identification number.

State facilities are required to forward properly completed vouchers to the Office of the State Comptroller for audit and payment. All facilities are urged to process every completed voucher expeditiously giving particular attention to those involving cash discounts for prompt payment.

If the contract terms indicate political subdivisions and others authorized by law are allowed to participate, those entities are required to make payments directly to the contractor. Prior to processing such payment, the contractor may be required to complete the ordering non-State agency's own voucher form.

See "Contract Billings" in Appendix B, OGS General Specifications.

ELECTRONIC PAYMENTS:

The Office of the State Comptroller (OSC) offers an "electronic payment" option in lieu of issuing checks. To obtain an electronic payment authorization form visit the OSC website at www.osc.state.ny.us or contact them by e-mail at epunit@osc.state.ny.us or by phone at 518-474-4032.

NOTE TO CONTRACTOR:

This Contract Award Notification is not an order. Do not take any action under this contract except on the basis of purchase order(s) from the agency or agencies.

OVERLAPPING CONTRACT ITEMS:

Products/services available in this contract may also be available from other New York State contracts. Agencies should select the most cost effective procurement alternative that meets their program requirements and maintain a procurement record documenting the basis for the selection.

PSG's DISPUTE RESOLUTION POLICY:

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website (www.ogs.state.ny.us).

PROCUREMENT LOBBYING TERMINATION:

OGS reserves the right to terminate this contract in the event it is found that the certification filed by the Offerer/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, OGS may exercise its termination right by providing written notification to the Offerer/bidder in accordance with the written notification terms of this contract.

(continued)

SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING:

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between OGS and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by OGS and, if applicable, the Office of the State Comptroller (“restricted period”) to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3) (a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. OGS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Offerer/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the Offerer/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the OGS website:

<http://www.ogs.state.ny.us/aboutOgs/regulations/defaultAdvisoryCouncil.html>

MERCURY-ADDED CONSUMER PRODUCTS:

Offerers are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerers are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8705 or the Bureau of Hazardous Waste Regulation at 1-800-462-6553 for questions relating to the law. Offerers may also visit the Department's web site for additional information:

<http://www.dec.state.ny.us/website/dshm/redrecy/c145home.html>.

DIESEL EMISSION REDUCTION ACT OF 2006 (NEW REQUIREMENT OF LAW):

On February 12, 2007 the Diesel Emissions Reduction Act took effect as law (the “Law”). Pursuant to new §19-0323 of the N.Y. Environmental Conservation Law (“NYECL”) it is now a requirement that heavy duty diesel vehicles in excess of 8,500 pounds use the best available retrofit technology (“BART”) and ultra low sulfur diesel fuel (“ULSD”). The requirement of the Law applies to all vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities. They need to be operated exclusively on ULSD by February 12, 2007. It also requires that such vehicles owned, operated by or on behalf of, or leased by State agencies and State or regional public authorities with more than half of its governing body appointed by the Governor utilize BART.

As a contract vendor the Law may be applicable to vehicles used by contract vendors “on behalf of” State agencies and public authorities. Thirty-three percent (33%) of affected vehicles must have BART by December 31, 2008, sixty-six percent (66%) by December 31, 2009 and one-hundred percent (100%) by December 31, 2010. The Law provides a list of exempted vehicles. Regulations currently being drafted will provide further guidance as to the effects of the Law on contract vendors using heavy duty diesel vehicles on behalf of the State. The Law also permits waivers of ULSD and BART under limited circumstances at the discretion of the Commissioner of Environmental Conservation. The Law will also require reporting from State agencies and from contract vendors in affected contracts.

Therefore, the bidder hereby certifies and warrants that all heavy duty vehicles, as defined in NYECL §19-0323, to be used under this contract, will comply with the specifications and provisions of NYECL §19-0323, and any regulations promulgated pursuant thereto, which requires the use of BART and ULSD, unless specifically waived by NYSDEC. Qualification and application for a waiver under this Law will be the responsibility of the bidder.

(continued)

NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (www.ogs.state.ny.us). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

EXTENSION OF USE:

These contracts may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

MINIMUM ORDER:

Minimum order is \$50.00 dollars. Contractor may choose to offer a lower minimum order, but may not offer a minimum order exceeding \$50.00 dollars. Contractor may offer a different minimum order, not to exceed \$50.00 dollars, for use with the State Purchasing Card. See "NEW YORK STATE PROCUREMENT CARD" clause in Appendix B, OGS General Specifications.

METHOD OF AWARD:

The State reserves the right to maintain up to six contractors per district for the duration of the contract period, if it is in the best interest of the State. The State reserves the right to add additional contracts from the November 14, 2007 bid opening to maintain up to six contractors per district.

VOLUME DISCOUNTS:

Contractors may negotiate better pricing with customers either on an individual, district, or statewide basis at any time throughout the contract period.

DELIVERY:

Delivery must be completed within 24 to 48 hours to 5 business days after receipt of order, with the exception of custom and large volume orders which must be delivered within 10 to 30 business days after receipt of order. Twenty-four to 48 hour delivery must be provided **at no additional cost** to all requesting customers located in the counties designated by an asterisk in the "DISTRICTS" clause. Delivery to remaining areas within five business days shall be acceptable. At the bidder's option, 24 to 48 hour delivery may be offered to other locations either at no additional cost or at an additional price. The State reserves the right to negotiate or to make no award on optional 24 to 48 hour delivery or to negotiate or to reject any bid offering excessive pricing for 24 to 48 hour delivery.

Contractor shall be required to deliver in accordance with customer agencies' security rules.

Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order.

Delivery shall be made in accordance with instructions on Purchase Order from each agency. If there is a discrepancy between the purchase order and what is listed on the contract, it is the contractor's obligation to seek clarification from the ordering agency and, if applicable, from the Office of General Services, Procurement Services Group.

(continued)

METHOD OF DELIVERY:

The contractor offers (1) tailgate delivery, (2) inside storeroom delivery, and (3) inside desk delivery. Pricing offered must reflect unloaded on dock delivery pricing. The State reserves the right to negotiate or to make no award or to reject a bidder charging excessive amounts for inside delivery. See "METHOD OF AWARD" and "DELIVERY" clauses.

ESTIMATED QUANTITIES:

Each contract shall be for the quantities or dollar values actually ordered during the contract period. Agencies will be encouraged to purchase from contractors who offer the supplies, services, and pricing that best meet their needs in the most practical and economical manner.

CONTRACT PERIOD AND RENEWALS:

It is the intention of the State to enter into a contract for a term of five years as stated herein. Discounts are firm for the entire period of the contract. Discount reduction will not be allowed and is specifically excluded from the terms and conditions of this contract award. Price decreases or discount increases are permitted at any time. Customer agencies will be encouraged to negotiate additional discounts, where possible.

CANCELLATION FOR CONVENIENCE:

The State of New York retains the right to cancel this contract, in whole or in part without reason provided that the Contractor is given at least sixty (60) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 60 day discretionary cancellation or cancellation for cause by the respective user Agencies.

SHORT TERM EXTENSION:

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the State, may be extended unilaterally by the State for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirements. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

ADDITION OF PRODUCTS:

Subsequent to award, consideration may be given to the addition of products to a contract as a part of the price list if such products are:

- Needed by a client agency;
- Similar to those already awarded, or are of the same product line;
- Priced commensurately with other products already awarded.

EXCLUSIONS/ADDITIONS:

The State reserves the right to delete or add products before or after award. Please refer to "PREFERRED SOURCE ITEMS" and "OVERLAPPING CONTRACT ITEMS" clauses. Specific catalog exclusions follow:

Catalog
2009 United Stationers Supply

Excluded Pages
Pages 4-183, 194-228, 229-exclude A, 230 exclude A, B
& SEN-053421, 231, 236-271, 276-277, 848 Exclude The Long
Term Solution

(continued)

PREFERRED SOURCE PRODUCTS:

Section 162 of the State Finance Law requires that agencies afford first priority to the products/services of preferred source suppliers such as Correctional Industries (Corcraft), Industries for the Blind of NYS, and NYS Industries for the Disabled, and others determined by law, when such products/services meet the form, function and utility of the agency.

Contractors will be required to prominently display the following language on all price lists and contract updates to agencies relative to the award:

Agencies Note: Some products/services in this contract may be available from one or more preferred sources. Agencies are reminded to comply with the statutory requirements under Section 162 of the State Finance Law and the guidelines issued by the State Procurement Council to afford first priority to products/services available from preferred sources which meet your form, function and utility.

Contractors are also required to identify products available from preferred sources by placing a letter code in a column next to the item on the contractor's net price list (hard copy and electronic media) distributed to customers. The letter "B" will represent Industries for the Blind of New York State; "C" will represent Correctional Services, Corcraft; and "D" will represent New York State Industries for the Disabled. The required information will be provided electronically to the contractors by the OGS Procurement Services Group upon issuance of a contract.

In addition, contractors will be encouraged to consider stocking and processing of orders for preferred source products. This is an optional requirement and would require the agreement of both the contractor and the preferred source.

"OGS OR LESS" GUIDELINES APPLY TO THIS CONTRACT:

Purchases of the products included in the Invitation For Bids and related Contract Award Notification are subject to the "OGS or Less" provisions of Section 163.3.a.v., Article XI, of the New York State Finance Law. This means that State agencies can purchase products from sources other than the contractor provided that such products are substantially similar in form, function or utility to the products herein and are:

1. lower in price
-and/or-
2. available under terms which are more economically efficient to the State agency (e.g. delivery terms, warranty terms, etc.).

Agencies are reminded that they must provide the State contractor an opportunity to match the non-contract savings at least two business days prior to purchase. In addition, purchases made under "OGS or Less" flexibility must meet all requirements of law including, but not limited to, advertising in the New York State Contract Reporter, prior approval of the Comptroller's Office and competitive bidding of requirements exceeding the discretionary bid limit. State agencies should refer to Procurement Council Bulletin "OGS or Less Purchases" for complete procedural and reporting requirements.

(continued)

PERFORMANCE REQUIREMENTS:

1. NEW ACCOUNTS - Contractors may ask State agencies and other authorized contract users to provide information such as documentation of eligibility to use New York State contracts, agency code, name, address, and contact person in order to facilitate the opening of a customer account. Customer agencies shall not be required to provide credit references.
2. ORDERS – Orders shall be accepted by the contractor between the hours of 8:00 a m. through 5:00 p m. EST, Monday through Friday, except legal holidays. Contractor shall be capable of accepting orders manually, via facsimile, and electronically via a personal computer web based system. Contractors offering electronic access ordering systems must have the on-line computer capability of receiving supply orders from locations throughout the district bid. The order entry system shall allow agencies to enter orders and shall have full order inquiring capabilities. All orders (manual, fax, electronic) shall reference contract number, requisition and/or purchase order number as required. Electronic access ordering systems shall acknowledge receipt of customers' orders. See No. 22, "Contractor Fill Rate." "The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order."
3. WEB BASED ORDERING SYSTEM - Information required in the net price list shall also be included on the web based ordering system. The web based ordering system shall be capable of processing, controlling, documenting, and reporting on the following minimum data elements:
 - Vendor Name and Address
 - Agency/Facility/Political Subdivision, etc.
 - Contract Number
 - Purchase Order/Requisition Numbers
 - Contact (individual placing order)
 - Stock Number, Manufacturer, Description, Unit Cost, Unit of Measure
 - Extended and Total AmountsOnly approved contract items are part of this contract. Non-contract items cannot be sold nor ordered under this contract.
4. AGENCY ACCESS TO WEB BASED ORDERING SYSTEM - Each participating agency/facility/political subdivision, etc., will be responsible for obtaining the appropriate communication software, phone or cable lines, and/or modems necessary to access the web based ordering system.
5. CUSTOMER SUPPORT - The contractor shall provide toll-free telephone support/assistance at no extra charge to all customer agencies interested in ordering electronically.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

6. TOLL-FREE NUMBERS - The contractor must provide toll-free telephone and fax numbers within the district for the State's procurement usage. If bidder does not currently maintain toll-free numbers, the bidder must be willing to establish toll-free telephone and fax numbers within 15 calendar days of notification, if awarded a contract.
7. CUSTOMER SERVICE - The contractor shall provide a sufficient number of employees for each district who are knowledgeable and responsive to customer needs and who can effectively service the contract. The contractor shall also designate a customer service representative for State contract customers.
8. PRICE LISTS AND CATALOGS - The contractor shall provide at no charge, within 30 calendar days of request during the first 30 calendar days of the contract period, sufficient price lists and catalogs to service all customers within each district. After the initial 30 calendar days of the contract, additional price lists and catalogs, as requested, shall be provided within 10 calendar days. Customer net price lists shall include the information listed under the "PRICE LIST" and "BID SUBMITTAL" clauses and must identify the period covered. Contractors shall not be required to provide the quarterly pricing guides to customer agencies. In the interest of solid waste management, and to reduce costs, customer agencies will be encouraged to request net price lists electronically (e.g., web, CDs) or by e-mail in Excel spreadsheet. HOWEVER, contractors shall be required to provide hard copy net price lists to all customers who request them. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
9. PRICE REVISIONS - Price revisions shall be allowed quarterly, based on the manufacturers' list pricing as published in the United Stationers Supply (USS) Pocket Pricing Guide and, if applicable, the nationally published quarterly pricing guide for OfficeMax, Corporate Express or Staples Business Advantage. Price increases per item shall be allowed, but must continue to reflect the contractor's original discounts or better. See "PRICE LIST" and "METHOD OF AWARD" clauses. Two hard copies and two copies on electronic media of the revised net price lists, along with one copy of the nationally published USS quarterly Pocket Pricing Guide and, if applicable, one copy of the nationally published quarterly pricing guide for Office Max Contract Inc., Corporate Express or Staples Business Advantage, must be submitted to the Office of General Services, Procurement Services Group, for review and approval, on a timely basis, two weeks before the planned distribution date to customers. Failure to submit accurate, timely net price lists may result in contract cancellation and disqualification of contractor for future contracts.
10. PRICING FOR NEW ITEMS - In instances where new items are added to the contract, discounts must be in line or better than that offered for similar products in the manufacturer's product lines. Discounts for new items must be equal to or better than the lowest discount offered for a specific manufacturer's products. If there are no similar products in the manufacturer's product line, discounts must be in line or better than that offered for comparable items in other manufacturers' product lines. Contractors will be required, upon request, to provide justification for pricing of new products.
11. SALE FLYERS - At the contractor's option, sale catalogs and flyers based on the awarded catalog, that offer further price reductions and/or new products, may be offered to customers. Prior approval by OGS will be required. Also, at the contractor's option, catalogs/price lists developed for a specific customer's specialized requirements may be offered. Again, prior approval by OGS will be required.
12. MINIMUM ORDER AND PACKAGING - All orders shall be FOB destination, freight included for minimum orders of \$50.00. See "METHOD OF DELIVERY" clause. All orders shall be labeled and packaged adequately to assure safe handling and proper delivery. Orders must be packaged as directed by the customer agency. Customer agencies shall be advised to combine orders to meet the minimum order. Contractors shall not be required to identify and combine multiple orders received from various departments within a single agency in order to meet the minimum. Contractors may choose to waive delivery fees if multiple orders, under the minimum, are delivered on the same day to the same agency.
13. DELIVERY POINTS - Delivery points shall be designated by the ordering agency and may be the specific order desk, storeroom, or dock. Contractors shall be required to deliver in accordance with customer agencies' security rules.

(continued)

PERFORMANCE REQUIREMENTS: (Cont'd)

14. **DISCREPANCIES** - The contractor shall resolve all order and invoice discrepancies (e.g., shortages, breakages, etc.) within five business days from notification.
15. **PRODUCT RETURNS, PROBLEM PRODUCT** - Products returned because of quality problems, duplicated shipments, outdated product, damage, etc., shall be picked up by the contractor within ten business days after notification, with no restocking charge, and shall be replaced with specified products, or the agency shall be credited/refunded for the full purchase price. If a defect is not identified within 30 calendar days after delivery, the customer may be required to contact the manufacturer directly. Contractor shall provide customer agencies with the manufacturer's contact number.
16. **PRODUCT RETURNS, AGENCY ERROR** - Products ordered in error by agencies must be returned for credit within fifteen business days of receipt. Standard stock products must be in resalable condition (original container, unused). The contractor may charge a restocking fee--not to exceed ten percent--for product returns due to agency error.
17. **SUBSTITUTIONS** - Unauthorized substitutions are not acceptable. Substitutions shall require prior approval by the ordering agency. Authorized substitutions are permitted, only from approved contract items. Contractor shall not be obligated to provide substitutions for discontinued catalog items.
18. **BILLING/ORDERING SYSTEMS** - Cost centers or branch offices within an agency may require separate invoicing as specified by each agency. The contractor's billing system shall be flexible enough to meet the needs of varying ordering systems in use by different agencies.
19. **AGENCY SALES REPORTS** - The contractor shall furnish to EACH participating requesting agency, on a monthly basis, a report listing items purchased and total dollar volume of purchases. Contractor shall report approved contract items purchased under this contract.. Non-contract items cannot be included in sales reports under this contract.
20. **CONTRACTOR FILL RATE** - Within 30 calendar days after the contract commences, each contractor shall maintain a monthly overall average fill rate of 90 percent. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Orders not filled and partials shall be indicated on the packing list. The contractor shall inform agencies of the availability date of non-filled and partial orders within 24 to 36 hours after receipt of order. Failure to maintain a 90 percent fill rate may result in contract cancellation. Contractors shall be prepared, upon request, to provide documentation of fill rate to Office of General Services, Procurement Services Group.
21. **OGS PROCUREMENT SERVICES GROUP REPORTS** - The contractor shall submit a monthly comprehensive report, by district, and by individual customer, listing total sales by the full list catalog pricing and total sales by the net sales pricing to the Office of General Services, Procurement Services Group, on or before the fifteenth of the month following each month of the contract period. Contractor must also be willing to provide sales by item on electronic media upon request. Data shall include manufacturer, description, catalog stock number, list price, net price, and quantity sold. Additional related information may be required and must be supplied upon request. Failure to submit reports on a timely basis may result in contract cancellation and designation of contractor as non-responsible.
22. **PERFORMANCE SURVEYS** - Contractors shall be required, upon request, to provide performance surveys to customer agencies. Contract performance measures may include, but not be limited to, the following: delivery time, fill rate, response time to inquiries, resolution of problems, employee courtesy, staff knowledgeable, and overall performance. The information reported on the surveys will be used to assess contractor's performance and may, if necessary, be used to determine continuation or cancellation of award.

(continued)

**State of New York
Office of General Services
PROCUREMENT SERVICES GROUP
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.: _____ **Contractor:** _____

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 & return by FAX to 518/474-2437 or mail to:

OGS PROCUREMENT SERVICES GROUP
Customer Services, 37th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242

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