

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  
[dan.deberardinis@ogs.ny.gov](mailto: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](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR(S)/**

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

**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

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
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

Item Description	Manufacturer	Manufacturer Number	Office Depot (All Districts) Reduced NYS Net Price	Staples (All Districts) Reduced NYS Net Price	Office Max (All Districts) Reduced NYS Net Price	World Class (Districts C & D) Reduced NYS Net Price
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

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
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

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
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

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
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

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
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  
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:** 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](mailto: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](mailto: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>.

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:** 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](mailto: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](mailto: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."

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:** 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](mailto: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](mailto: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](mailto: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."

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 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](mailto: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](mailto: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 <a href="mailto:customerservice@guybrownproducts.com">customerservice@guybrownproducts.com</a> <a href="http://www.omxsolves.com/nys/guybrown/index.cfm">http://www.omxsolves.com/nys/guybrown/index.cfm</a> username: nys password: guybrown	FEIN: 562074389
-----	---	--	-----------------

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."

21030p29.docx/T01dd

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 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](mailto: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](mailto: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.

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 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](mailto: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](mailto: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."

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 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](mailto: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](mailto: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.

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 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](mailto: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](mailto: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](mailto: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](mailto: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.**"

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
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](mailto: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](mailto: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.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
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](mailto: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](mailto: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  
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 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
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](mailto: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](mailto: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](mailto: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](mailto: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:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
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	<b>160417340</b>

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](mailto: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](mailto: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.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
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.

\* \* \* \* \*

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](mailto: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](mailto: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 &amp; 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 &amp;</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](mailto:annmarie.conklin@staples.com)  
District D  
David Connolly  
800/950-1257, Ext. 4619  
FAX NO.: 877/219-3486  
E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto: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  
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 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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:

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

<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
<b><u>FOR ORDERS,</u></b>	FEIN: 043390816
<b><u>ORDER STATUS, CREDITS &amp;</u></b>	
<b><u>PRODUCT QUESTIONS:</u></b>	
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](mailto:annmarie.conklin@staples.com)

**District D**  
David Connolly  
800/950-1257, Ext. 4619  
FAX NO.: 877/219-3486  
E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto: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:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC63830	STAPLES CONTRACT & COMMERCIAL, INC. d/b/a STAPLES BUSINESS ADVANTAGE NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623	<b><u>FOR ORDERS,</u></b> <b><u>ORDER STATUS, CREDITS &amp;</u></b> <b><u>PRODUCT QUESTIONS:</u></b> 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](mailto:annmarie.conklin@staples.com)

**District D**

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

E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto: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:

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC63830	STAPLES CONTRACT & COMMERCIAL, INC. d/b/a STAPLES BUSINESS ADVANTAGE NYS Customer Service Dept. 125 Mushroom Blvd. Rochester, NY 14623	<b><u>FOR ORDERS, ORDER STATUS, CREDITS &amp; PRODUCT QUESTIONS:</u></b> 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](mailto:annmarie.conklin@staples.com)  
**District D**  
David Connolly  
800/950-1257, Ext. 4619  
FAX NO.: 877/219-3486  
E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto: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:

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

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:** 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](mailto: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](mailto: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](mailto:annmarie.conklin@staples.com)  
**District D**  
David Connolly  
800/950-1257, Ext. 4619  
FAX NO.: 877/219-3486  
E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto: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](mailto:annmarie.conklin@staples.com)  
**District D**  
David Connolly  
800-950-1257, Ext. 4619  
FAX NO.: 877-219-3486  
E-MAIL: [david.connolly@staples.com](mailto: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](mailto: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](mailto:customer.services@ogs.state.ny.us)

**CONTRACTORS/**

**CONTRACT NOS.:** Staples Business Advantage PC63830

**SUBJECT: CONTRACT 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](mailto: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](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto: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](http://www.ogs.state.ny.us).