

GSA AWARDED TERMS AND CONDITIONS STAPLES, INC.



General Service Administration Federal Supply Service Authorized Federal Supply Schedule Terms and Conditions

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through [GSA Advantage!™](#)

Multiple Award Schedule

MAS SIN	Large Category	SIN Title	PSC
326199	Facilities	All Other Plastics Product Manufacturing	7240
333241	Facilities	Food Product Machinery Manufacturing	7320
333241	Facilities	Food Product Machinery Manufacturing	7310
333241	Facilities	Food Product Machinery Manufacturing	7195
333241	Facilities	Food Product Machinery Manufacturing	7125
336999	Facilities	Food carts on wheels manufacturing	7310
339994	Facilities	Broom, Brush, and Mop Manufacturing	7920
332215T	Facilities	Cooking utensils, fabricated metal, manufacturing	7340
333318F	Facilities	Other Commercial and Service Industry Machinery Manufacturing	7910
333318F	Facilities	Other Commercial and Service Industry Machinery Manufacturing	7930
339113G	Facilities	Gloves, rubber (e.g., electrician's, examination, household-type, surgeon's), manufacturing	8465
314120	Industrial Products and Services	Curtain and Linen Mills	7230
325320	Industrial Products and Services	Pesticide and Other Agricultural Chemical Manufacturing	6840
325611	Industrial Products and Services	Soap and Other Detergent Manufacturing	7930
325612	Industrial Products and Services	Polish and Other Sanitation Good Manufacturing	7930
325612	Industrial Products and Services	Polish and Other Sanitation Good Manufacturing	6840
325998	Industrial Products and Services	All Other Miscellaneous Chemical Product and Preparation Manufacturing	6850
811310MR	Industrial Products and Services	Commercial and Industrial Machinery and Equipment Repair and Maintenance	7310
OLM	Miscellaneous - Complementary Special Item Numbers (SINs)	Order-Level Materials	

For more information on ordering from Federal Supply Schedules click on FSS Schedules button on <http://www.fss.gsa.gov>.

Contract Number: GS-07F-035BA
Contract Period: November 12, 2018 – November 11, 2023
Contractor: Staples, Inc.
DUNS Number: 942-60-3358
Cage Code: 07EH5
Federal Tax ID: 04-3390816
Address: 45 Cedar Lane, Englewood, NJ 07631-4802
Phone: 1-888-212-7219
Fax: 1-888-222-8618
Email: governmentteam@staples.com
Informational Website: www.staples4government.com
Ordering Website: www.StaplesAdvantage.com

Contract Administration: Chad Paliotta
 Sr. Mgr. Govt. Pricing & Compliance
 Phone: 1 (201) 308-9726
 Email: chad.paliotta@staples.com

BUSINESS SIZE: Other than small

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):

For all pricing, please refer to GS-07F-035BA at [GSA Advantage!™](#)

MAS SIN	Large Category	SIN Title
326199	Facilities	All Other Plastics Product Manufacturing
333241	Facilities	Food Product Machinery Manufacturing
336999	Facilities	Food carts on wheels manufacturing
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314120	Industrial Products and Services	Curtain and Linen Mills
325320	Industrial Products and Services	Pesticide and Other Agricultural Chemical Manufacturing
325611	Industrial Products and Services	Soap and Other Detergent Manufacturing
325612	Industrial Products and Services	Polish and Other Sanitation Good Manufacturing
325998	Industrial Products and Services	All Other Miscellaneous Chemical Product and Preparation Manufacturing
811310MR	Industrial Products and Services	Commercial and Industrial Machinery and Equipment Repair and Maintenance

1b. Identification of the lowest priced model number and lowest price for that model each special item number awarded in the contract:

For all pricing, please refer to GS-07F-035BA at [GSA Advantage!™](#)

2. **Maximum Order:** Varies by SIN
3. **Minimum Order:** \$75.00
4. **Geographic Coverage:** Domestic United States (CONUS)
5. **Points of Production:** Staples Fulfillment Centers (USA)
6. **GSA Discount from List:** Basic discount ranging by product as shown in the Staples, Inc. Discount by Model Worksheet percent from the awarded commercial price list. The prices in the Staples catalog are the manufacturers' suggested list prices at the time of publication and are subject to change at any time. List prices do not reflect your exclusive Federal Government discount. For your specific prices, please see your net pricing guide at [GSA Advantage!™](#), [FedMall](#), or [StaplesAdvantage.com](#).
7. **Quantity Discounts:** For quantity discount information contact Staples Customer Service (888) 212-7219
8. **Prompt Payment Terms:** Net 30
- 9a. **Government Purchase Cards: Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Government purchase cards are accepted for all orders.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards are accepted for all orders.
10. **Foreign Items:** Staples' Federal Government schedule only offers items which are made in TAA compliant countries.
- 11a. **Time of Delivery:** Orders received by 5:00 pm local time are processed the same day. We ask that you place your order as early in the day as possible to assist with next business day delivery.

Staples offers FREE delivery, FOB destination for products for points inside the continental United States, APO/FPO Location.

Expected delivery times:

- **Standard Products** – Next Business Day Delivery
 - **Furniture** – Certain furniture items may require longer shipping times from one to fifteen business days (contact Staples customer service for specific situations).
 - **Truckload Drop Ship Orders** – Certain Items may require longer shipping times, from one to fifteen business days (contact Staples customer service for specific situations)
- 11b. **Expedited Delivery:** If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.
 - 11c. **Overnight and 2-day delivery:** If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.

11d. Urgent Requirements: If delivery is required sooner than next-business day, rush delivery time is negotiated between Staples and Ordering Agency.

12. F.O.B. Points: Destination from Staples Fulfillment Centers (see list in #21)

13a. Ordering Address:

Staples
Attn: Federal Government Sales
45 Cedar Lane
Englewood, NJ 07631-4802

13b. Orders may be placed via:

1. Staples: www.StaplesAdvantage.com
2. GSA Advantage!™: www.GSAAdvantage.gov
3. FedMall: www.FedMall.mil
4. EDI: Contact Customer Service for information
5. Phone: 1-888-212-7219
6. Fax: 1-888-222-8618
7. U.S. Postal: Staples
Attn: Federal Government Sales
45 Cedar Lane
Englewood, NJ 07631-4802

For additional ordering information, visit www.staples4government.com.

14. Payment Address:

Staples
P.O. Box 70242
Philadelphia, PA 19176-0242

15. Warranty: All products carried by Staples are subject to warranties covered by the product manufacturer. Customer should contact contractor for a copy of the warranty.

16. Export Packaging Charges: Not applicable or as negotiated over standard commercial policies.

17. Terms & Conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level): Government purchase cards are accepted for all orders.

18. Terms & Conditions for Rental, Maintenance & Repair: Not Applicable

19. Installation: Not Applicable

20a. Terms & Conditions for Repair Parts: Not Applicable

20b. Terms & Conditions for Any Other Services: Not Applicable

21. Service & Distribution Points:**Staples North American Delivery Distribution Network**

Location	Address
Anchorage	4831 Old Seward Highway, Suite 100, Anchorage, AK 99503
Arden Hills	1233 West County Road E, Arden Hills, MN 55112
Atlanta	7701 Staples Drive, Lithia Springs, GA 30122
Auburn	4510 Frontage Road NW, Suite 102, Auburn, WA 98001
Beloit	3140 East Colley Road, Beloit, WI 53511
Chambersburg	1550 South Main Street, Chambersburg, PA 17201
Charlotte	13327 Carowinds Boulevard, Charlotte, NC 28273
Coppell	440 South Royal Lane, Coppell, TX 75019
Dallas	201 South Northpoint Drive, Coppell, TX 75019
Denver	200 Bromley Business Parkway, Brighton, CO 80603
Hanover	77021 Dorsey Road, Hanover, MD 21076
Henderson	1133 Poplar Creek Road, Henderson, NC 27537
Houston	6400 Hollister Road, Houston, TX 77040
Idaho Falls	3900 South American Way, Idaho Falls, ID 83404
Kansas City	1400 North Cambridge Avenue, Kansas City, MO 64120
La Mirada	16501 Trojan Way, La Mirada, CA 90638
London	500 East High Street, London, OH 43140
Memphis	4575 Pleasant Hill Road, Memphis, TN 38118
Montgomery	105 Bracken Road, Montgomery, NY 12549
Orlando	10701 Central Port Drive, Orlando, FL 32824
Phoenix	8602 West Buckeye Road, Building 4, Tolleson, AZ 85353
Plainfield	70 Community Avenue, Plainfield, CT 06374
Portland	19499 NE Riverside Parkway, Gresham, OR 97230
Putnam	15 Ridge Road, Putnam, CT 06260
Rochester	125 Mushroom Boulevard, Rochester, NY 14623
Secaucus	600 Jefferson Avenue, Secaucus, NJ 07094
Southern California	1500 South Dupont Avenue, Ontario, CA 91761
Stockton	4510 Alitalia Avenue, Stockton, CA 95206
Sudbury	33 Union Avenue, Sudbury, MA 01776
Wilsonville	10000 SW Commerce Circle Drive, Wilsonville, OR 97070

- 22. List of Participating Dealers:** Not Applicable
- 23. Preventative Maintenance:** Not Applicable
- 24a. Special Attributes:** Recycled products and their content are included and identified. Additionally, Staples identifies AbilityOne products as well as products manufactured by Small Business Enterprises, Women-Owned Business Enterprises, Minority-Owned Business Enterprises and Physically Challenged Business Enterprises in its catalog and on www.StaplesAdvantage.com For more information on socio-economic purchasing programs with Staples, contact 888-212-7219.
- 24b. 508 Compliance information available at**
<http://www.staples.com/sbd/cre/resources/accessibility/index.html>
Detailed 508 information will be supplied upon request
- 25. DUNS:** 942-60-3358
- 26. CCR/SAM Registration:** Staples is actively registered at www.sam.gov
Federal Tax ID: 04-339-0816
Cage: 07EH5