GSA AWARDED TERMS AND CONDITIONS
STAPLES BUSINESS ADVANTAGE

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!™

The internet address for GSA Advantage is: https://www.gsaadvantage.gov

Multiple Award Schedule 073 – Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services

FSC Groups: FSC 68 – Chemicals; FSC 72 – Recycling & Waste Containers; FSC 73 – Food Service Equipment; FSC 79 – Cleaning Equipment, Supplies & Services; FSC 85 – Hospitality

Contract #: GS-07F-035BA
Contract Period: November 12, 2013 – November 11, 2018

FSSI BPA Contract #: GS-07F-BA401
Contract Period: July 17, 2014 – July 16, 2018
  JanSan Category 4 – Motorized Floor Cleaning Equipment & accessories

Contractor:
  Staples, Inc.
  DUNS Number: 942-603-358
  Cage #: 07EH5
  Federal Tax ID #: 04-3390816

Address associated with contract:
  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
Internal Contact: Chad Paliotta
  Government Compliance and Pricing Manager
  Phone: 1-800-999-9077 x3356
  Email: chad.paliotta@staples.com

Contract Administration: Chad Paliotta
  Government Compliance and Pricing Manager
  Phone: 1-800-999-9077 x3356
  Email: chad.paliotta@staples.com
Customer Information:

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>302-20</td>
<td>Food Preparation Equipment</td>
</tr>
<tr>
<td>302-28</td>
<td>Food Service Carts and Holding and Transport Equipment</td>
</tr>
<tr>
<td>302-3</td>
<td>Cooking Equipment</td>
</tr>
<tr>
<td>302-30</td>
<td>Food Serving and Merchandising Equipment</td>
</tr>
<tr>
<td>302-36</td>
<td>Food and Beverage Dispensing Equipment</td>
</tr>
<tr>
<td>302-40</td>
<td>Food Preparation and Storage Smallwares</td>
</tr>
<tr>
<td>302-41</td>
<td>Food Service Items</td>
</tr>
<tr>
<td>302-74</td>
<td>Tableware</td>
</tr>
<tr>
<td>375-100</td>
<td>Vacuum Cleaner, Canister Type</td>
</tr>
<tr>
<td>375-103</td>
<td>Vacuum Cleaner, Upright Type</td>
</tr>
<tr>
<td>375-107</td>
<td>Vacuum Cleaner Portable Hand Type</td>
</tr>
<tr>
<td>375-117</td>
<td>Carpet Cleaner, including Shampooer, Extractor, Liquid or Powder</td>
</tr>
<tr>
<td>375-129</td>
<td>Floor Machine Scrubber, Stripper, Polisher, Burnisher</td>
</tr>
<tr>
<td>375-135</td>
<td>Accessories and Attachments</td>
</tr>
<tr>
<td>375-139</td>
<td>Parts, Repair and Replacement, Miscellaneous for Cleaning Equipment</td>
</tr>
<tr>
<td>375-200</td>
<td>Mops, Buckets, Wringers, Squeegees, Brooms, Brushes, Sponges, Scouring Pads, Wiping Rags, Cleaning Cloths, Chamois, Polishing Pads, Cleaning Products, and Related Items</td>
</tr>
<tr>
<td>375-321</td>
<td>Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives</td>
</tr>
<tr>
<td>375-323</td>
<td>Laundry Cleaner, Powdered and Liquid, and Dry Cleaning Chemicals</td>
</tr>
<tr>
<td>375-341</td>
<td>Floor and Carpet Chemical Products</td>
</tr>
<tr>
<td>375-351</td>
<td>Sorbents Non-Marine Usage Type I for Non-hazardous &amp; Non-toxic Organic Spill</td>
</tr>
<tr>
<td>375-361</td>
<td>Biodegradable Cleaner/Degreaser (Water Based) Non-Phenolic and Non-Petroleum</td>
</tr>
<tr>
<td>375-363</td>
<td>Cleaners/Degreasers (Water and/or Solvent Based Detergent)</td>
</tr>
<tr>
<td>375-364</td>
<td>Cleaner/Degreasers and Polishes</td>
</tr>
<tr>
<td>375-368</td>
<td>Gloves, Cleaning, Rubber</td>
</tr>
<tr>
<td>375-371</td>
<td>Cleaning Chemical Dispensing Equipment and Systems</td>
</tr>
<tr>
<td>375-372</td>
<td>Cleaning Chemicals used with Dispensing Systems</td>
</tr>
<tr>
<td>375-391</td>
<td>Auto Cleaners/Polishers, Air Fresheners, and Windshield Care</td>
</tr>
<tr>
<td>384-2</td>
<td>Office Recycling Containers and Waste Receptacles</td>
</tr>
<tr>
<td>384-4</td>
<td>Outdoor Recycling Containers and Waste Receptacles</td>
</tr>
<tr>
<td>384-9</td>
<td>Industrial Trash Storage Containers</td>
</tr>
<tr>
<td>476-12</td>
<td>Sterilants, Surgical Scrubs, and Related Products</td>
</tr>
<tr>
<td>476-13</td>
<td>Disinfectants</td>
</tr>
<tr>
<td>507-2</td>
<td>Permanent/Disposable dispenser housing and refills for the control of general institutional airborne odors, smoke and sanitizing surfaces</td>
</tr>
<tr>
<td>507-4</td>
<td>Toilet Bowl Cleaner, liquid, powder, and/or gel and product</td>
</tr>
<tr>
<td>507-9</td>
<td>Insect Repellent</td>
</tr>
<tr>
<td>681-1</td>
<td>Road Stabilization/Ice Melting Chemicals or Chemical Formulations and Aircraft Deicers</td>
</tr>
<tr>
<td>852-1</td>
<td>Toiletries</td>
</tr>
<tr>
<td>852-3</td>
<td>Lodging and Hospitality Supplies and Services</td>
</tr>
</tbody>
</table>
1b. Identification of the lowest priced model number and lowest price for that model each special item number awarded in the contract: **N/A for all pricing please** refer to Schedule GS-07F-035BA at www.gsaadvantage.com

2. Maximum Order: None

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 www.gsaadvantage.gov, www.StaplesAdvantage.com or FedMall.

7. **Quantity Discounts:** For quantity discount information contact Staples Customer Service (888) 212-7219

8. **Prompt Payment Terms:** Net 30

9. **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, Inc. only offers items to government customers 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 map in #21 below)

13a. **Ordering Address**:
   Staples Advantage  
   Attn: Federal Government Sales  
   45 Cedar Lane  
   Englewood, NJ 07631-4802

13b. **Orders may be placed via**:
   1. Staples custom ordering Website [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)
   2. GSA Advantage!™ [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
   3. FedMall
   4. EDI – Contact Customer Service for Information
   5. Fax: 1-888-222-8618
   6. Phone: 1-888-222-7219
   7. U.S. Postal: Staples Business Advantage  
      Attn: Federal Government Sales  
      45 Cedar Lane  
      Englewood, NJ 07631-4802

   *For additional ordering information visit: [www.staples4government.com](http://www.staples4government.com)*

14. **Payment Address**: Staples Business Advantage  
    P.O. Box 70242  
    Philadelphia, PA 19176-0242

15. **Warranty**: All products carried by Staples are subject to warrantees 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 and Conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level)**:
   • Government purchase cards are accepted for all orders.

18. **Terms and 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 Advantage distribution network map:

22. List of Participating Dealers:
MYOFFICEPRODUCTS, LLC
320 TECH PARK DR STE 100
LA VERGNE, TN 37086-3647
877-696-7266
eric.reilly@myofficeproducts.com

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
Detailed 508 information will be supplied upon request

25. DUNS: 942-603-358

26. CCR/SAM Registration: Staples is actively registered at www.sam.gov
Federal Tax ID #: 04-339-0816 Cage: 07EH5