

**GSA AWARDED TERMS AND CONDITIONS  
STAPLES, INC.**



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

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!™](https://www.gsa.gov/advantage)

**Multiple Award Schedule**

| MAS SIN   | Large Category  | SIN Title   | PSC  |
|-----------|---|---|------|
| 339940OS4 | Office Management   | OS4 Office Products and Supplies  | 7510 |
| 33721P    | Furniture & Furnishings                                   | Packaged Office Furniture   | 7110 |
| OLM       | Miscellaneous - Complementary Special Item Numbers (SINs) | Order-Level Materials   |      |
| 332215T   | Facilities  | Cooking Utensils  | 7340 |
| 325611    | Industrial Products and Services                          | Cleaning Products   | 7930 |
| 333318F   | Facilities  | Floor Care Cleaning and Equipment                                       | 7930 |
| 339994    | Facilities  | Hand Floor Cleaning Equipment   | 7920 |
| 325612    | Industrial Products and Services                          | Disinfectants, Sterilants and Deodorizers                               | 7930 |
| 325320    | Industrial Products and Services                          | Pest and Animal Control Products  | 6840 |
| 333241    | Facilities  | Food Preparation Equipment  | 7320 |
| 314120    | Industrial Products and Services                          | Lodging and Hospitality Supplies and Services                           | 7230 |
| 326199    | Facilities  | Waste and Recycling Containers and Receptacles - Outdoor and Indoor Use | 7240 |
| 336999    | Facilities  | Food Center Concepts  | 7310 |
| 811310MR  | Facilities  | Machine and Equipment Maintenance Repair                                | 7310 |
| 325998    | Industrial Products and Services                          | Chemical Additives  | 6850 |

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

**Contract Number:** 47QSEA19D008T

**Period Covered by Contract:** July 3, 2019 – July 2, 2024

**Contractor:** Staples Inc.  
**UEID:** FGFCWE45JBW4  
**Cage Code:** 07EH5  
**Federal Tax ID:** 04-3390816  
**Address:** 500 Staples Drive, Framingham, MA 01702-4474  
**Phone:** 1 (888) 212-7219  
**Fax:** 1 (888) 222-8618  
**Email:** [governmentteam@staples.com](mailto:governmentteam@staples.com)  
**Informational Website:** [www.staples4government.com](http://www.staples4government.com)  
**Ordering Website:** [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)

**Contract Administration:** Chad Paliotta  
 Sr. Mgr. Govt. Pricing & Compliance  
 Phone: 1 (888) 212-7219  
 Email: [chad.paliotta@staples.com](mailto: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)**

| MAS SIN   | Large Category  | SIN Title   |
|-----------|---|---|
| 339940OS4 | Office Management   | OS4 Office Products and Supplies  |
| 33721P    | Furniture & Furnishings                                   | Packaged Office Furniture   |
| OLM       | Miscellaneous - Complementary Special Item Numbers (SINs) | Order-Level Materials   |
| 332215T   | Facilities  | Cooking Utensils  |
| 325611    | Industrial Products and Services                          | Cleaning Products   |
| 333318F   | Facilities  | Floor Care Cleaning and Equipment                                       |
| 339994    | Facilities  | Hand Floor Cleaning Equipment   |
| 325612    | Industrial Products and Services                          | Disinfectants, Sterilants and Deodorizers                               |
| 325320    | Industrial Products and Services                          | Pest and Animal Control Products  |
| 333241    | Facilities  | Food Preparation Equipment  |
| 314120    | Industrial Products and Services                          | Lodging and Hospitality Supplies and Services                           |
| 326199    | Facilities  | Waste and Recycling Containers and Receptacles - Outdoor and Indoor Use |
| 336999    | Facilities  | Food Center Concepts  |
| 811310MR  | Facilities  | Machine and Equipment Maintenance Repair                                |
| 325998    | Industrial Products and Services                          | Chemical Additives  |

For all pricing, please refer to [GSA Advantage!™](#)

**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 see [GSA Advantage!™](#)

**1c. Hourly rates:**

**339940OS4:** Not applicable.

**33721P/OLM:** Staples will charge no more than \$65 per hour for standard delivery and installation during regular business hours. See item 19 for additional terms and conditions.

**2. Maximum Order:** Varies by SIN

**3. Minimum Order:** Varies by SIN

**4. Geographic coverage (delivery area)**

**339940OS4:** CONUS – The 48 Contiguous States and the District of Columbia as well as APO/FPO Locations. If delivery is required for orders outside the specified geographic coverage area of this contract, the incremental delivery cost is negotiated between Staples and the Ordering Agency. Please contact Staples Customer Service at (888) 212-7219 for a freight quote.

**33721P/OLM:** Domestic United States (CONUS)

**5. Point(s) of production (city, country and State or foreign country):**

**339940OS4:** Staples Fulfillment Centers (please see location list in response to item 21).

**33721P/OLM:** Refer to Suppliers' contracts on [GSA Advantage!™](#).

**6. Discount from list prices or statement of net price:**

**339940OS4:** 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](#).

**33721P/OLM:** Refer to Suppliers' contracts on [GSA Advantage!™](#).

**7. Quantity discounts:**

**339940OS4:** For quantity discount information please contact Staples Customer Service at (888) 212-7219.

**33721P/OLM:** Refer to Suppliers' contracts on [GSA Advantage!™](#).

**8. Prompt Payment Terms:**

**339940OS4:** Net 30

**33721P/OLM:** Predicated on Suppliers' contracts.

**9a. 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 (list items by country of origin):**

**339940OS4:** Staples' Federal Government office supply schedule only offers items which are made in TAA compliant countries.

**33721P/OLM:** Predicated on Suppliers' contracts.

**11a. Time of delivery:**

**339940OS4:** 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 office products for the 48 Contiguous States and the District of Columbia as well as APO/FPO Locations.

Expected Delivery Times:

- Standard Office Products – Next Business Day Delivery
- Furniture – Certain furniture items may require longer shipping times (from one to fifteen business days) so please contact Staples Customer Service at (888) 212-7219 for specific details.
- Truckload Drop Ship Orders – Certain Items may require longer shipping times (from one to fifteen business days) so please contact Staples Customer Service at 888-2127219 for specific details.

**33721P/OLM:** 60-90 days ARO, predicated on Suppliers' contracts.

**11b. Expedited delivery:**

**339940OS4:** If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at (888) 212-7219.

**33721P/OLM:** Predicated on Suppliers' contracts.

**11c. Overnight and 2-day delivery:**

**339940OS4:** If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at (888) 212-7219.

**33721P/OLM:** Predicated on Suppliers' contracts.

**11d. Urgent Requirements:**

**339940OS4:** If delivery is required sooner than next-business day, rush delivery time and incremental cost is negotiated between Staples and the Ordering Agency. Please contact us for an expedited delivery quote at (888) 212-7219.

**33721P/OLM:** Predicated on Suppliers' contracts.

**12. F.O.B. point(s):**

**339940OS4:** Destination from Staples Fulfillment Centers (see list in item 21, below).

**33721P/OLM:** Predicated on Suppliers' contracts.

**13a. Ordering Address(es):**

Staples  
Attn: Federal Government Sales  
500 Staples Drive  
Framingham, MA 01702-4474

**13b Ordering procedures for supplies and services:**

**339940OS4:** Orders may be placed via:

1. Staples: [www.StaplesAdvantage.com](http://www.StaplesAdvantage.com)
2. GSA Advantage!™: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)
3. FedMall: [www.FedMall.mil](http://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  
500 Staples Drive  
Framingham, MA 01702-4474

**33721P/OLM:** Please contact Staples Customer Service at (888) 212-7219.

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

**14. Payment Address:**

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

**15. Warranty Provision:**

**339940OS4:** All products carried by Staples are subject to warranties covered by the product manufacturer.

**33721P/OLM:** Predicated on Suppliers' contracts.

**16. Export packing charges:**

Not applicable or as negotiated per 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 of rental, maintenance and repair (if applicable):**

**339940OS4:** Not applicable.

**33721P/OLM:** Contact Staples, Inc.

**19. Terms and conditions of installation (if applicable):**

**339940OS4:** Not applicable.

**33721P/OLM:** All service-related charges subject to the specific requirements and market of any given project. Non-standard delivery will be quoted on a case-by-case basis. Non-standard delivery includes, but is not limited to:

- Stair carries
- Union labor
- Holiday, weekend, or after-hours installation
- Knocked Down/Ready to Assemble (KD/RTA) case goods
- Conference tables larger than eight feet
- Systems furniture (panels/cubicles, free-standing workstations, etc.)
- Electrical
- Wall mounting of any product
- Moving and/or disposal of existing furniture
- Split deliveries
- Re-delivery of previously schedule orders

**20. Terms and conditions of repair parts including date of parts, price lists and any discounts from list prices (if applicable):**

**339940OS4:** Not applicable.

**33721P/OLM:** Contact Staples, Inc.

**20a. Terms and conditions for any other services (if applicable):**

**339940OS4:**

- Desktop Delivery 5%
- Secure Desktop Delivery 5%
- Convenience Fee \$7.50

**33721P/OLM:** Design and layout services are predicated on Suppliers' contracts.

**21. List of service and 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 (if applicable):** Not applicable.

**23. Preventative Maintenance (if applicable):** Not applicable.

**24a. Special attribute such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):**

**3399400S4:** Recycled products and their content are included and identified. Additionally, Staples identifies JWOD 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](http://www.StaplesAdvantage.com). For more information on socio-economic purchasing programs with Staples please contact Staples Customer Service at (888) 212-7219.

**33721P/OLM:** Refer to Suppliers' contracts on [GSA Advantage!™](#).

**24b. If applicable, indicate the Section 508 compliance information available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other locations)**

**3399400S4:** 508 Compliance information available at:

<http://www.staples.com/sbd/cre/resources/accessibility/index.html>. Detailed 508 information will be supplied upon request.

**33721P/OLM:** Not applicable.

**25. Data Universal Number System (DUNS) number:**

942-60-3358

**26. SAM Registration:**

Staples, Inc. is actively registered at [www.SAM.gov](http://www.SAM.gov).

Federal Tax ID: 04-3390816

Cage: 07EH5

**Current List of Manufacturers for Packaged Office Furniture SIN 33721P**

| Supplier                | GSA Contract | Production Points                                       |
|-------------------------|--------------|---|
| The HON Company         | GS-27F-0015S | Muscatine, IA; Cedartown, GA; Florence, AL; Orleans, IN |
| Global Industries, Inc. | GS-03F-076GA | Marlton, NJ   |
| Allsteel                | GS-28F-0001V | Muscatine, IA; Wayland, NY                              |
| SwiftSpace              | GS-27F-001AA | Ontario, Canada   |
| Humanscale Corporation  | GS-29F-0001N | Piscataway, NJ  |
| Trendway Corporation    | GS-28F-0003V | Holland, Michigan                                       |
| Bush Industries, Inc.   | GS-28F-0040V | Within United States                                    |

**MICRO-PURCHASE  
NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) SECTION 889 REPRESENTATION**

*For additional information see: [https://www.acquisition.gov/FAR-Case-2019-009/889\\_Part\\_B](https://www.acquisition.gov/FAR-Case-2019-009/889_Part_B)*

1.  Merchant has an active registration in SAM ([www.sam.gov](http://www.sam.gov)) **and** FAR 52.204-26 is dated Oct 2020 (or later)  
 Merchant is not registered in SAM ([www.sam.gov](http://www.sam.gov)) **or** is registered, but FAR 52.204-26 is dated earlier than Oct 2020

|   |         |   |             |
|---|---------|---|-------------|
| 2. Company Name / Merchant (Offeror)          |         | 3. Date   |             |
| 4. Company Street Address                     | 5. City | 6. State  | 7. Zip Code |
| 8. Owner or Designated Representative Name    |         | 9. E-mail   |             |
|   |         | 10. Telephone Number  |             |
| 11. Unique Entity ID ( <i>if applicable</i> ) |         | 12. Cage Code Number ( <i>if applicable</i> )                 |             |
|   |         | 13. SAM Registration Expiration Date ( <i>if applicable</i> ) |             |
|   |         |   |             |

14. Complete the following [FAR 52.204-26](#) Representation:

**COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (OCT 2020)**

- (a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
- (b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".
- (c)(1) *Representation.* The Offeror represents that it  does,  does not provide covered telecommunications equipment or services as a part of its offered products or to the Government in the performance of any contract, subcontract, or other contractual instrument.
- (2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it  does,  does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services

Signature of Owner or Designated Representative  
identified in Block 8 above.

***This representation expires on the date in block 13 or one year from the date in block 3, whichever is soonest. Forward any representation modifications/changes to the sender within 30 days.***

**Additional Disclosure Instructions to Merchant/Offeror (*if applicable*)**

- (a) If the Offeror represents in (c)(1) above that, "it *does* provide covered telecommunications equipment [...]", then the Offeror should go to FAR 52.204-24 -- Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, paragraph (e)(1) *Disclosures* ([https://www.acquisition.gov/far/part-52#FAR\\_52\\_204\\_24](https://www.acquisition.gov/far/part-52#FAR_52_204_24)) to identify the additional documentation that should accompany this representation when sending it back to the sender.
- (b) If the Offeror represents in (c)(2) above that, "it *does* use covered telecommunications equipment [...]", then the Offeror should go to FAR 52.204-24 -- Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment, paragraph (e)(2) *Disclosures* ([https://www.acquisition.gov/far/part-52#FAR\\_52\\_204\\_24](https://www.acquisition.gov/far/part-52#FAR_52_204_24)) to identify the additional documentation that should accompany this representation when sending it back to the sender.



## PURPOSE

To obtain 889 Representation from a vendor providing supplies and/or services to the US Government who does not have an updated FAR 52.204-26 (Oct 2020) in the System for Award Management (SAM).

An 889 Representation is **not required** for SF-182 training purchases, intra-governmental/ inter-governmental purchases, or purchases against a contract (including BPAs). For these purchases, the 889 annotation is: **889 Payment**. See instructions below.

An 889 Representation is **not required** from any merchant who has an active SAM Registration with an updated FAR 52.204-26 (Oct 2020). Cardholders may verify the SAM Registration by using either the Robotic Process Automation (RPA) or verifying at [www.sam.gov](http://www.sam.gov) directly:

- a. To use the RPA, send an email to [info@section889request.com](mailto:info@section889request.com) with a valid UEI or CAGE Code number in the subject line and no text in the body of the email. The system should send a response within 5 minutes. For further instructions, see *Instructions for Robotic Process Automation Capability for Confirming Section 889 Prospective Offeror Responses in the System for Award Management*.
- b. To verify in SAM directly, go to: [www.sam.gov](http://www.sam.gov). You MUST sign in to use SAM. Locate the merchant using the Search link [CAGE Codes do not contain the letter O; only zero (0)]. Click the Merchant Name. Click the **Reps & Certs** link on the left side of the screen. Scroll down to **FAR 52.204-26**. Press the link (**FAR 52.204-26**) to open the representation. Verify the date of the clause: COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES REPRESENTATION (**Oct 2020**).

## INSTRUCTIONS

An 889 annotation is required in Access Online for every purchase. For GFEBs orders, cardholders must manually type the 889 annotation in the *Transaction Management – Comments* box. For manual orders created in Access Online, cardholders must manually type the annotation in the *889 Designation* box. See the appropriate US Bank 889 instruction documents for further guidance on the specific locations of these boxes, if needed.

1. Verify the 889 Representation by using one of the two methods listed under paragraphs a or b above. Send the 889 Representation to any merchant providing supplies and/or services to the government who does not have or appear to have an active registration in SAM with the appropriate Oct 2020 clause listed in b above.
2. Refer to the e-mail provided by RPA or the blocks checked under FAR 52.204-26(c)(2) either from the 889 Representation provided by merchant or the merchant information in SAM to determine the appropriate 889 annotation

| <b>889 Annotation</b>   | <b>Merchant (Offeror) Representation noted in FAR 52.204-26(c)(2):</b>  |
|-------------------------|---|
| <b>889 Merchant Rep</b> | Merchant provided a “does not” response. Cardholder relied upon the merchant representation.  |
| <b>889 Agency</b>       | Merchant provided a “does” response. Cardholder, in conjunction with written support and approval from the supporting contracting office, determined a FAR 4.2104 approved Executive Agency waiver exception applies. Cardholder relied upon the agency waiver. |
| <b>889 Exception</b>    | Merchant provided a “does” response. Cardholder, in conjunction with written support and approval from the supporting contracting office, determined a FAR 52.204-25 (c) exception applies. Cardholder relied upon the exception.                               |

3. Upload the RPA e-mail or 889 Representation along with all other supporting documents into Transaction Management in Access Online for the respective transaction.