

**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
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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