

GSA AWARDED TERMS AND CONDITIONS STAPLES, INC.



General Services 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
33721P	Furniture & Furnishings	Packaged Office Furniture	7110
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 #: GS-28F-018AA

Contract Period: February 13, 2018 - February 12, 2023

Contractor: Staples, Inc.

UEI: FGFCWE45JBW4

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):**

MAS SIN	Large Category	SIN Title
33721P	Furniture & Furnishings	Packaged Office Furniture
OLM	Miscellaneous - Complementary Special Item Numbers (SINs)	Order-Level Materials

For all pricing, please refer to GS-28F-018AA at [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 refer to GS-28F-018AA at [GSA Advantage!™](#)

2. Maximum Order: \$5,000,000

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic United States (CONUS)

5. Points of Production:

Supplier	Production Points
The HON Company	Muscatine, IA; Cedartown, GA; Florence, AL; Orleans, IN
Global Industries, Inc.	Marlton, NJ
Allsteel	Muscatine, IA; Wayland, NY
FurnitureLab	Carrboro, Orange County, NC
NeutralPosture	Bryan, Brazos County, TX
SwiftSpace	Ontario, Canada
Fellowes Inc. DBA ESI Ergonomic Solutions	Mesa, AZ
Humanscale Corporation	Piscataway, NJ
Trendway Corporation	Holland, Michigan
Bush Industries, Inc.	Within United States

6. GSA Discount from List:

Supplier	GSA Contract	Website
The HON Company	GS-27F-0015S	http://www.hon.com/
Global Industries, Inc.	GS-03F-076GA	http://www.globalgovusa.com/
Allsteel	GS-28F-0001V	http://cms.allsteeloffice.com/pages/search.aspx?keywords=GSA
FurnitureLab	GS-27F-0010N	http://furniturelab.com/
NeutralPosture	GS-27F-0014Y	http://neutralposture.com/
SwiftSpace	GS-27F-001AA	http://www.swiftspaceinc.com/
Fellowes Inc. DBA ESI Ergonomic Solutions	GS-28F-0028Y	https://www.esiergo.com/
Humanscale Corporation	GS-29F-0001N	https://www.humanscale.com/
Trendway Corporation	GS-28F-0003V	https://trendway.com/
Bush Industries, Inc.	GS-28F-0040V	https://bushfurniture.com/bush-business-furniture/

7. **Quantity Discounts:** Predicated on Suppliers contracts (see #6).
8. **Prompt Payment Terms:** Predicated on Suppliers contracts (see #6).
9. **Government Credit Card:** Accepted
10. **Foreign Items:** Predicated on Suppliers contracts (see #6).
- 11a. **Time of Delivery:** 60-90 days ARO, predicated on Suppliers contracts (see #6).
- 11b. **Expedited Delivery:** Predicated on Suppliers contracts (see #6).
- 11c. **Overnight and 2-day Delivery:** Predicated on Suppliers contracts (see #6).
- 11d. **Urgent Requirements:** Predicated on Suppliers contracts (see #6).
12. **F.O.B. Points:** According to above-listed schedules (see #6).
- 13a. **Ordering Address:**
Staples, Inc.
45 Cedar Lane
Englewood, NJ 07631-4802
- 13b. **Ordering Procedures:** Please contact Staples Customer Service at (888) 212-7219.
For additional ordering information, visit www.staples4government.com.
14. **Payment Address:**
Staples
P.O. Box 70242
Philadelphia, PA 19176-0242
15. **Warranty:** According to above-listed schedules (see #6).
16. **Export Packaging Charges:** Not applicable
17. **Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):** Government purchase cards accepted for all orders.
18. **Terms & Conditions for Maintenance & Repair:** Contact Staples, Inc.
19. **Terms & Conditions of Installation:**
 - a. **Installation:** We do not charge more than 15% of project price for these services on projects of \$500 or less based on standard business hours and non-union labor requirements. After hours and union labor to be negotiated per each task request. These percentage caps apply to the value of the services when measured against the total value of the project, including the value of the product supplied, for projects of \$500 or less. For orders under \$5,000 sell, the Installation table below will be used to calculate installation for all service eligible areas. Any orders under \$5,000 sell, outside of our service eligible areas, will follow the rules above.

(\$0.00 - \$4,999.99) Enhanced Delivery Rate Table				
Order Size (@ sell)	Table 1 (Internal/External Blend)	Sell	Cost	
\$ 0.01 - \$500.99		\$39.00	\$ -	
\$501.00 - \$999.99		\$59.00	\$ -	
\$1000.00 - \$1499.99		\$79.00	\$ -	
\$1500.00 - \$2999.99		\$99.00	\$ -	
\$3000.00 - \$4999.99		\$149.00	\$ -	

- b. Staging:** We do not charge more than 10% of project price for these services on projects of \$500 or less. These percentage caps apply to the value of the services when measured against the total value of the project, including the value of the product supplied, for projects of \$500 or less. For orders above \$500 the Staging charges will be determined based on the scope of the task order project.
 - c. Warehousing:** We do not charge more than 15% of project price for these services on projects of \$500 or less. These percentage caps apply to the value of the services when measured against the total value of the project, including the value of the product supplied, for projects of \$500 or less. For orders above \$500 the Storage/Warehousing charges will be determined based on the scope of the task order project.
 - d. Site Preparation:** We do not charge more than 5% of project price for these services on projects of \$500 or less. These percentage caps apply to the value of the services when measured against the total value of the project, including the value of the product supplied, for projects of \$500 or less. For orders above \$500 the Site Preparation charges will be determined based on the scope of the task order project.
 - e. Ancillary Services:** We do not charge more than 10% of project price for these services on projects of \$500 or less. These percentage caps apply to the value of the services when measured against the total value of the project, including the value of the product supplied, for projects of \$500 or less. For orders above \$500 the Ancillary Services charges will be determined based on the scope of the task order project.
- 20. Terms & Conditions for Repair Parts:** Contact Staples, Inc.
- 20a. Other Services:** Design and layout services are predicated on supplier's contract.
- 21. Service & Distribution Points:** Not applicable
- 22. List of Participating Dealers:** Not applicable
- 23. Preventative Maintenance:** Not applicable
- 24a. Special Attributes:**
Environmental Attributes: According to above-listed schedules (see #6).
- 24b. Section 508:** Not Applicable
- 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