

# 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.

**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](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 (201) 308-9726  
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                 |
|---------|-------------------------|---------------------------|
| 33721P  | Furniture & Furnishings | Packaged Office Furniture |

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  |
| Affordable Interior Systems | Hudson, MA   |
| The Gunlocke Company        | Wayland, NY  |
| Global Industries, Inc.     | Marlton, NJ  |
| Peter Pepper Products       | Compton, CA; Grand Rapids, MI; Lithia Springs, GA; Falconer, NY; Reading, PA; and Toronto, Canada                |
| National Office Furniture   | Multiple Locations; Contact National Furniture Government Customer Service at 800-482-1213 for more information. |
| Allsteel                    | Muscatine, IA; Wayland, NY   |
| Transwall Office Systems    | West Chester, PA   |
| FurnitureLab                | Carrboro, Orange County, NC  |
| NeutralPosture              | Bryan, Brazos County, TX   |
| SwiftSpace                  | Ontario, Canada  |
| Workrite Ergonomics         | Petaluma, Sonoma County, CA  |

6. **GSA Discount from List:**

| Supplier                    | GSA Contract | Website   |
|-----------------------------|--------------|---|
| The HON Company             | GS-27F-0015S | <a href="http://www.hon.com/">http://www.hon.com/</a>   |
| Affordable Interior Systems | GS-29F-0006K | <a href="http://www.ais-inc.com/GSA/">http://www.ais-inc.com/GSA/</a>   |
| The Gunlocke Company        | GS-28F-0021Y | <a href="https://www.gunlockeadvantage.com/PC/Government/Pages/Government.aspx">https://www.gunlockeadvantage.com/PC/Government/Pages/Government.aspx</a>   |
| Global Industries, Inc.     | GS-03F-076GA | <a href="http://www.globalgovusa.com/">http://www.globalgovusa.com/</a>   |
| Peter Pepper Products       | GS-28F-2062D | <a href="http://www.peterpepper.com/main/cgi-bin/ppbrowse.taf?viewobj=mcpg&amp;pgfocus=con-gsa&amp;pfocus=contracts">http://www.peterpepper.com/main/cgi-bin/ppbrowse.taf?viewobj=mcpg&amp;pgfocus=con-gsa&amp;pfocus=contracts</a> |
|                             | GS-28F-0017X |   |
|                             | GS-07F-0323N |   |
| National Office Furniture   | GS-27F-0034X | <a href="http://www.nationalofficefurniture.com/app/static/government.aspx">http://www.nationalofficefurniture.com/app/static/government.aspx</a>   |
| Allsteel                    | GS-28F-0001V | <a href="http://cms.allsteeloffice.com/pages/search.aspx?keywords=GSA">http://cms.allsteeloffice.com/pages/search.aspx?keywords=GSA</a>   |
| Transwall Office Systems    | GS-28F-0029S | <a href="http://www.transwall.com/">http://www.transwall.com/</a>   |
| FurnitureLab                | GS-27F-0010N | <a href="http://furniturelab.com/">http://furniturelab.com/</a>   |
| NeutralPosture              | GS-27F-0014Y | <a href="http://neutralposture.com/">http://neutralposture.com/</a>   |
| SwiftSpace                  | GS-27F-001AA | <a href="http://www.swiftspaceinc.com/">http://www.swiftspaceinc.com/</a>   |
| Workrite Ergonomics         | GS-28F-0030S | <a href="http://workriteergo.com/">http://workriteergo.com/</a>   |

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](http://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.

| <b>(\$0.00 - \$4,999.99) Enhanced Delivery Rate Table</b> |  |             |             |
|---|--|-------------|-------------|
| <b>Order Size (@ sell)</b>                                | <b>Table 1<br/>(Internal/External Blend)</b> | <b>Sell</b> | <b>Cost</b> |
| \$ 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](http://www.sam.gov)  
**Federal Tax ID:** 04-339-0816  
**Cage:** 07EH5