



STATE OF MICHIGAN PROCUREMENT
DTMB Central Procurement Services
320 S. Walnut, 2nd Floor North
Lansing, MI 48933

NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **240000000363**
between
THE STATE OF MICHIGAN
and

CONTRACTOR	Staples Contract and Commercial LLC
	500 Staples Drive
	Framingham, MA 01702
	Janel Miller
	248-225-5175
	janel.miller@staples.com
	CV0000932

STATE	Program Manager	Varies by Agency	Varies
	Contract Administrator	Jordana Sager	DTMB
		517-896-1903	
		sagerj2@michigan.gov	

CONTRACT SUMMARY			
DESCRIPTION: OFFICE SUPPLIES AND OFFICE RELATED PRODUCTS			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
March 1, 2024	May 31, 2027	Three One-Year	May, 31, 2027
PAYMENT TERMS		DELIVERY TIMEFRAME	
Net 45		1 day Lower Peninsula, 2 days Upper Peninsula	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input checked="" type="checkbox"/> P-card <input checked="" type="checkbox"/> Payment Request (PRC) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
Minimum order for free delivery is \$35.00			
MISCELLANEOUS INFORMATION			
THIS IS NOT AN ORDER. This Contract Agreement is awarded on the basis of the State's inquiry bearing the solicitation number RFP 240000000014. Orders for Delivery will be issued directly by the Departments by placing purchase requests on the Contractors online purchasing platform, through the issuance of a Delivery Order (DO) or purchases may be made at retail locations if users have registered to do so in advance.			
ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION			\$20,000,000.00

CONTRACT NO. 240000000363

FOR THE CONTRACTOR:

Staples Contract and Commercial LLC

Company Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Chelsea Lugibihl, Services and Commodities Director

Name & Title

State of Michigan, DTMB Central Procurement Services

Agency

Date

STANDARD CONTRACT TERMS

MASTER AGREEMENT 240000000363

This STANDARD CONTRACT (“**Contract**”) is agreed to between the State of Michigan (the “**State**”) and Staples Contract & Commercial LLC (“**Contractor**”), a Delaware limited liability company. This Contract is effective on March 1, 2024 (“**Effective Date**”), and unless terminated, will expire on May 31, 2027 (the “**Term**”).

This Contract may be renewed for up to three (3) additional one-year option period(s). Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

- 1. Duties of Contractor.** Contractor must perform the services and provide the deliverables (the “**Contract Activities**”) described in a Statement of Work, the initial Statement of Work is attached as Schedule A – Statement of Work. An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities unless otherwise specified in a Statement of Work.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State’s operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State’s quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (i) comply with all applicable State physical and IT security policies and standards which will be made available upon request; and (j) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

- 2. Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail

without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to State:	If to Contractor:
See Contract Administrator information shown below.	Chris Newhouse 82 E. North Canyon Road Bountiful, UT 84010 chris.newhouse@staples.com (801)543-9867

3. **Contract Administrator.** The Contract Administrator, or the individual duly authorized for each party, is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a “**Contract Administrator**”):

State:	Contractor:
Jordana Sager DTMB Central Procurement Services 320 S. Walnut Street, 2 nd Flr North Lansing, MI 48933 sagerj2@michigan.gov 517-896-1903	Chris Newhouse 82 E. North Canyon Road Bountiful, UT 84010 chris.newhouse@staples.com (801)543-9867

4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a “**Program Manager**”):

State:	Contractor:
Varies by Agency To be Provided to the Contractor	Janel Miller 28849 Edward Ave. Madison Heights, MI 48071 janel.miller@staples.com (248)225-5175

5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in a Statement of Work) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** See Schedule C
7. **Administrative Fee and Reporting.** In addition to the fees imposed by National Purchasing partners Government Division (NPPGov) in a separate Vendor Administration Agreement entered into between NPPGov and the Contractor, the Contractor must pay an administrative fee on all Net Sales made to the State and MiDEAL members under this contract. As used herein, “Net Sales” means the gross sales price of the products sold under this contract, less any rebates actually paid, discounts and allowances actually taken, rejections and returns to the extent credit is given or paid, and also excluding sales made at (1) Contractor’s retail website, or (ii)

any Contractor retail channel if the sale is completed without a convenience and/or registered procurement card.

The administrative fee and reporting is as follows:

A. To the State:

- 1) For sales made to the State, the Administrative fee equals one percent (1%) of the total Net Sales
- 2) For sales made to MiDEAL members pursuant to Section 8., the administrative fee is divided equally between the State and the MiDEAL member. The administrative fee to the State equals a half percent (.5%) of the total MiDEAL Members Net Sales.
- 3) The Contractor must remit all applicable administrative fee payments owed to the State online by check or credit card at:
<https://www.thepayplace.com/mi/dtmb/adminfee>, or via physical check mailed to: DTMB, Cashiering, P.O. Box 30681, Lansing, MI 48909-8181.

B. To the MiDEAL Members:

- 1) For all sales made to MiDEAL Members, the administrative fee remitted to the MiDEAL Members equal a half percent (.5%) of the total MiDEAL member's Net Sales, with the exception of Net Sales of technology items available from Staples Technology Solutions division ("STS Items") For STS Items, the administrative fee remitted to MiDeal members will be equal to one-quarter percent (.25%) of Net Sales. For clarity, the parties do not contemplate any Net Sales of STS Items to the State, as STS Items will not be available to the State on the ordering platform, but the .25% administrative fee will apply to Net Sales of STS Items in the event MiDEAL members purchase any STS Items.
- 2) The Contractor must remit the applicable administrative Payment fee owed to the MiDEAL member by check payable directly to the MiDEAL Member and mailed to their provided address; however, the Contractor is not required to issue any check to a MiDEAL Member unless and until the administrative fee exceeds \$100.

- 8. Extended Purchasing Program.** This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and nonprofit hospitals. A current list of MiDEAL members is available at www.michigan.gov/mideal.

Upon written agreement between the State and Contractor, this contract may also be extended to State of Michigan employees.

If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions.

Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

- 9. Relationship of the Parties.** The relationship between the parties is that of independent contractors. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor. Neither party has authority to contract for nor bind the other party in any manner whatsoever.
- 10. Intellectual Property Rights.** If a Statement of Work requires Contractor to create any intellectual property, Contractor hereby acknowledges that the State is and will be the sole and exclusive owner of all right, title, and interest in the Contract Activities and all associated intellectual property rights, if any. Such Contract Activities are works made for hire as defined in Section 101 of the Copyright Act of 1976. To the extent any Contract Activities and related intellectual property do not qualify as works made for hire under the Copyright Act, Contractor will, and hereby does, immediately on its creation, assign, transfer and otherwise convey to the State, irrevocably and in perpetuity, throughout the universe, all right, title and interest in and to the Contract Activities, including all intellectual property rights therein.
- 11. Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
- 12. Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel providing services by providing a notice to Contractor.
- 13. Background Checks.** Pursuant to Michigan law, all agencies subject to IRS Pub. 1075 are required to ask the Michigan State Police to perform fingerprint background checks on all employees, including Contractor and Subcontractor employees, who may have access to any database of information maintained by the federal government that contains confidential or personal information, including, but not limited to, federal tax information. Further, pursuant to Michigan law, any agency described above is prohibited from providing Contractors or Subcontractors with the result of such background check. For more information, please see Michigan Public Act 427 of 2018. Upon request, or as may be specified in a Statement of Work, Contractor must perform background checks on all employees and require subcontractors to perform background checks on its employees prior to their

assignment under this Contract. As between the parties, Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.

- 14. Assignment.** Contractor may not - assign this Contract to any other party without the prior approval of the State, such approval will not be unreasonably withheld, conditioned or delayed. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Contract to any other State governmental entity. If the State determines that a novation of the Contract to another agency department or other governmental entity of the State of Michigan is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.
- 15. Change of Control.** Contractor will notify the State, within 30 days of any public announcement or otherwise once legally permitted to do so, of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

- 16. Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in a Statement of Work.
- 17. Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in a Statement of Work. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with Section 24, Termination for Cause.

Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this

Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

- 18. Delivery.** Contractor must deliver all Contract Activities F.O.B. destination, within the State premises with transportation and handling charges paid by Contractor, unless otherwise specified in a Statement of Work. All containers and packaging become the State's exclusive property upon acceptance.
- 19. Risk of Loss and Title.** Until final acceptance, title and risk of loss or damage to Contract Activities remains with Contractor. Contractor is responsible for filing, processing, and collecting all damage claims. The State will record and report to Contractor any evidence of visible damage. If the State rejects the Contract Activities, Contractor must remove them from the premises within 10 calendar days after notification of rejection. The risk of loss of rejected or non-conforming Contract Activities remains with Contractor. Rejected Contract Activities not removed by Contractor within 10 calendar days will be deemed abandoned by Contractor, and the State will have the right to dispose of it as its own property. Contractor must reimburse the State for costs and expenses incurred in storing or effecting removal or disposition of rejected Contract Activities.
- 20. Warranty Period.** The warranty period, if applicable, for Contract Activities is a fixed period commencing on the date specified in a Statement of Work. If the Contract Activities do not function as warranted during the warranty period, the State may return such non-conforming Contract Activities to the Contractor for a full refund.
- 21. Invoices and Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. For State accounts all undisputed amounts are payable within 45 days of the State's receipt. For MiDeal members or other NPPGov Participating Agencies, all undisputed invoice amounts are payable within 30 days of receipt or as negotiated. Contractor may only charge for Contract Activities provided as specified in a Statement of Work. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. Notwithstanding the foregoing, all fees are exclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes, duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

Excluding federal government charges and terms, Contractor warrants and agrees that the fees, economic and product terms and warranties in aggregate granted pursuant to this Contract are comparable to or better than the equivalent fees, economic and product terms and warranty in aggregate being offered to another customer similar to the State, with similar quantities and mix of products and services, delivery and service requirements, and purchase volume commitments, after taking into account applicable incentives, rebates and discounts offered to the State. If Contractor enters into any arrangements with another similar customer, as described above, to provide the products or services, available under this Contract, under more favorable prices, then this Contract will be deemed amended as of the date of such other arrangements to incorporate those more favorable prices, and Contractor will promptly notify the State of such fee and formally memorialize the new pricing in a change notice. Notwithstanding the foregoing, Contractor reserves the right not to sell any product below Contractor's purchase order cost.

- 22. Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in a Statement of Work. The parties understand and agree that any liquidated damages (which includes but is not limited to applicable credits) set forth in this Contract are reasonable estimates of the State's damages in accordance with applicable law. The parties acknowledge and agree that Contractor could incur liquidated damages for more than 1 event. The assessment of liquidated damages will not constitute a waiver or release of any other remedy the State may have under this Contract for Contractor's breach of this Contract, including without limitation, the State's right to terminate this Contract for cause under Section 24 and the State will be entitled in its discretion to recover actual damages caused by Contractor's failure to perform its obligations under this Contract. However, the State will reduce such actual damages by the amounts of liquidated damages received for the same events causing the actual damages. Amounts due to the State as liquidated damages will be billed to Contractor as a separate item and Contractor will promptly make payments on such bills.
- 23. Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or delivery order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.
- 24. Termination for Cause.** (a) The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (i) endangers the value,

integrity, or security of any facility, data, or personnel; (ii) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (iii) engages in any conduct that may expose the State to liability; (iv) breaches any of its material duties or obligations under this Contract; or (v) fails to cure a breach within the time stated by the State in a notice of breach, if in its sole discretion the State has chosen to provide a time to cure. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

(b) If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (i) cease performance immediately. Contractor must submit all invoices for Contract Activities accepted by the State within 30 days of the date of termination. Failure to submit an invoice within that timeframe will constitute a waiver by Contractor for any amounts due to Contractor for Contract Activities accepted by the State under this Contract or (ii) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 25, Termination for Convenience.

The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination. Contractor must promptly reimburse to the State any fees prepaid by the State prorated to the date of such termination, including any prepaid fees. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and up to 50% of costs the State incurs to procure the Contract Activities from other sources.

25. Termination for Convenience. The State may immediately terminate this Contract in whole or in part without penalty and for any reason or no reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately. Contractor must submit all invoices for Contract Activities accepted by the State within 30 days of the date of termination. Failure to submit an invoice within that timeframe will constitute a waiver by Contractor for any amounts due Contractor for Contract Activities accepted by the State under this Contract, or (b) continue to perform the Contract Activities in accordance with Section 26, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities to the extent the funds are available.

26. Transition Responsibilities. Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 90 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the

established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (d) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.

27. Return of State Property. Upon termination or expiration of this Contract for any reason, Contractor must take all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to the Contractor by any entity, agent, vendor, or employee of the State.

28. Indemnification. Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all third-party actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense, at its own cost and expense, if the State deems necessary. Contractor will not, without the State's prior written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

The State is constitutionally prohibited from indemnifying Contractor or any third parties.

29. Infringement Remedies. If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it. Contractor's obligations set forth in this Section 29 shall not apply to any potential or actual infringement claims resulting from: (d) Contractor's use of any materials or property provided by the State; or (e) specifications provided by the State.

30. Limitation of Liability and Disclaimer of Damages.

Neither the Contractor nor the State is liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.

IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY TO THE OTHER UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.

THE LIMITATIONS OF LIABILITY SET FORTH IN THIS SECTION DO NOT APPLY TO CONTRACTOR'S CONTRACTUAL OBLIGATIONS RELATED TO STATE DATA, INFRINGEMENT, AND/OR INDEMNIFICATION; NOR WILL ANY SUCH LIMITATION OF LIABILITY APPLY TO ANY ACTS OF GROSS NEGLIGENCE, AND/OR WILLFUL MISCONDUCT OF CONTRACTOR (TO INCLUDE ANY EMPLOYEE, SUBCONTRACTOR OR AGENT THEREOF).

31. Disclosure of Litigation, or Other Proceeding. Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding of an individual; (b) a parole or probation Proceeding of an individual; (c) a Proceeding under the Sarbanes-Oxley Act; or (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (3) any complaint filed in a legal or administrative proceeding alleging the Contractor or its subcontractors discriminated against its employees, subcontractors, vendors, or suppliers during the term of this Contract; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.

32. State Data. All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("**State Data**"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the

State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing or commercial purposes.

33. Reserved.

34. Non-Disclosure of Confidential Information. The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties.

- a. Meaning of Confidential Information.** For the purposes of this Contract, the term “**Confidential Information**” means all information and documentation of a party that: (a) has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning; or, (c) should reasonably be recognized as confidential information of the disclosing party. The term “Confidential Information” does not include any information or documentation that was or is: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
- b. Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor’s responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State’s Confidential Information in confidence. At the State’s request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
- c. Cooperation to Prevent Disclosure of Confidential Information.** Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting

the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

- d. Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination.** Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party's possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

35. Reserved.

36. Payment Card Industry Data Security Standard.

- a. Undertaking by Contractor.** Contractors that process, transmit, store or affect the security of credit/debit cardholder data, must adhere to the Payment Card Industry Data Security Standard (PCI DSS). The Contractor is responsible for the security of cardholder data in its possession. The data may only be used to assist the State or for other uses specifically authorized by law.
- b. Cooperation to Notify of Breach.** The Contractor must notify the State's Contract Administrator, within 48 hours of discovery, of any breaches in security where cardholder data has been compromised. In that event, the Contractor must provide full cooperation to the card associations (e.g., Visa, MasterCard, Discover, and American Express) and state acquirer representative(s), or a PCI approved third party, to conduct a thorough security review. The review must validate compliance with the PCI Data Security Standard for protecting cardholder data. The Contractor must provide, at the request of the State, the results of such third-party security review. At the State's sole discretion and expense, the State may perform its own security review, either by itself or through a PCI approved third party. Such review must not be an excessive burden on Contractor, must not

interfere with ongoing breach investigation, and must not risk other customers' confidential information.

- c. **Responsibilities for Costs Incurred.** The Contractor is responsible for all costs incurred as the result of the breach. Costs may include, but are not limited to, fines/fees for non-compliance and any costs for notices or remediations required by law, rule, or regulation. Without limiting Contractor's obligations of indemnification as further described in this Contract, Contractor must indemnify, defend, and hold harmless the State for any and all third-party claims, including reasonable attorneys' fees, costs, and incidental expenses, which may be suffered by, accrued against, charged to, or recoverable from the State in connection with the breach.
- d. **Disposing of Cardholder Data.** The Contractor must dispose of cardholder data when it is no longer needed in compliance with the PCI security standard. The Contractor must continue to treat cardholder data as confidential upon contract termination.
- e. **Audit by Contractor.** The Contractor must provide the State's Contract Administrator with an annual Service Provider Attestation of Compliance (AOC) or a Report on Compliance (ROC) showing the contractor is in compliance with the PCI Data Security Standard. The Contractor must notify the State's Contract Administrator of all failures to comply with the PCI Data Security Standard.

37. Reserved.

- 38. **Records Maintenance, Inspection, Examination, and Audit.** Pursuant to MCL 18.1470, the State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain and provide to the State or its designee and the auditor general upon request, all records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

Within 30 calendar days of providing notice, the State and its authorized representatives or designees have the right to access Contractor's corporate offices, during normal business hours, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract. Nothing in this section shall limit the constitutional or statutory authority of the auditor general.

- 39. **Representations and Warranties.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or

develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities (excluding any materials, property, or specifications provided by the State in connection with Proprietary Products, as described in the Statement of Work) will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; (h) all information furnished and representations made in connection with the award of this Contract is, to the best of Contractor's knowledge, true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and that (i) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 24, Termination for Cause.

- 40. Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.
- 41. Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.
- 42. Prevailing Wage.** Contractor must comply with prevailing wage requirements, to the extent applicable to this Contract.
- 43. Reserved.**
- 44. Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and [Executive Directive 2019-09](#). Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic

information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Contract.

- 45. Unfair Labor Practice.** Under MCL 423.324, the State may void this Contract if the name of the Contractor, or the name of a subcontractor, manufacturer, or supplier of the Contractor, subsequently appears on the Unfair Labor Practice register compiled under MCL 423.322.
- 46. Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in the Michigan Court of Claims. Contractor waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint an agent in Michigan to receive service of process.
- 47. Non-Exclusivity.** Nothing contained in this Contract is intended nor is to be construed as creating any requirements contract with Contractor, nor does it provide Contractor with a right of first refusal for any future work. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
- 48. Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.
- 49. Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

 Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.
- 50. Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without the prior written approval of the State, and then only in accordance with the explicit written instructions of the State.

51. Schedules. All Schedules and Exhibits that are referenced herein and attached hereto are hereby incorporated by reference. The following Schedules are attached hereto and incorporated herein:

Document Title	Document Description
Schedule A	Statement of Work
Schedule B- Pricing	General information regarding pricing and pricing schedules and quick payment terms.
Schedule B.1. Core “Hot List” Pricing	Provides firm fixed negotiated pricing
Schedule B.2.a. Core Percentage Discount Off List	List provides Discounts for Core Items by Category
Schedule B.2.b. Discounted Core List Pricing	Provides pricing for Discount off Core items using the Percentages published in Schedule B.2.a.
Schedule B.3. Manufacturer Direct Furniture List	List provides listing of Featured and Additional Manufacturing Partners.
Schedule B.4. Special Order/Balance of Offering	Lists Technology Product Categories for products referred to a Sequoia under Staples Technology Solutions
Schedule C	Insurance Requirements

52. Entire Agreement and Order of Precedence. This Contract, which includes Statement of Work, and schedules and exhibits, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Statement of Work; (b) second, Statement of Work as of the Effective Date; and (c) third, schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR’S INVOICES, ORDERING DOCUMENTS, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE CONTRACT ACTIVITIES, OR DOCUMENTATION HEREUNDER, EVEN IF ATTACHED TO THE STATE’S DELIVERY OR PURCHASE ORDER, WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE OR ANY AUTHORIZED USER FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE AND THE AUTHORIZED USER, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.

53. Severability. If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the

severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.

- 54. Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.
- 55. Survival.** Any right, obligation or condition that, by its express terms or nature and context is intended to survive, will survive the termination or expiration of this Contract; such rights, obligations, or conditions include, but are not limited to, those related to transition responsibilities; indemnification; disclaimer of damages and limitations of liability; State Data; non-disclosure of Confidential Information; representations and warranties; insurance and bankruptcy.
- 56. Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a "**Contract Change Notice**"). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.

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SCHEDULE A – STATEMENT OF WORK

CONTRACT ACTIVITIES

Mater Agreement No. 240000000363

Office Supplies and Office Related Products

BACKGROUND

The State of Michigan (hereinafter referred to as the State), operating under a Memorandum of Understanding with National Purchasing Partners, LLC dba NPPGov (hereinafter referred to as “NPPGov”) is serving as the Lead Contracting Agency for this solicitation.

NPPGov is owned by two non-profit healthcare organizations and provides group purchasing opportunities and purchasing administrative support for governmental entities and nonprofit institutions within its membership. NPPGov’s membership includes participating public and nonprofit entities across North America. Currently, 1826 Participating Agencies use the NPPGov Office Supply co-operative contract nationwide.

SCOPE

This contract is the means by which the State of Michigan, State of Michigan Employees, its MiDeal Members, and NPPGov Participating Agencies may procure office supplies and office related products (henceforth referred to as “office supplies”), in 28 different categories at the lowest price available. The Contractor is responsible for warehousing, data collection, reporting and distribution of office supplies.

1. General Requirements

- A. This Master Agreement is established for use by the State of Michigan, State of Michigan Employees, and its MiDeal members, as well as other NPPGov Participating Agencies across the nation.
 - 1) The State of Michigan will enter into an Intergovernmental Cooperative Purchasing Agreement with other Participating Agencies (not including MiDeal Members), through NPPGov. after the Master Agreement is executed.
 - 2) Intergovernmental cooperative purchasing agreements allow Participating Agencies to make purchases at the State’s accepted proposal price, terms and conditions, provided that the Participating Agency has satisfied all its local and state cooperative procurement requirements.
 - 3) The Contractor agrees to make the same contract terms and price, exclusive of any possible rebates, incentives, freight and transportation fees, available to other Participating Agencies.
 - 4) Neither the State of Michigan nor NPPGov will incur any direct liability with respect to specifications, delivery, payment, or any other aspect of purchases by such Participating Agencies or nonprofit institutions.

- B. The Contractor will work directly and separately with the Participating Agencies concerning the placement of orders, deliveries, disputes, invoicing and payment.
- 1) Neither the State of Michigan nor NPPGov will be held liable for any costs or damages incurred by or because of the actions of the Contractor or any Participating Agency.
 - 2) The Contractor will comply with state and local laws, rules and regulations in each state and locality where the product or service is provided.
- C. This Master Agreement is extended to MiDEAL members and members of NPPGov across the nation as well as governmental units in all other States (collectively, "Participating Agencies"), **See Standard Contract Terms, Section 8 Extended Purchasing Program.**
- 1) While the terms of the Master Agreement will govern the general pricing terms, each Participating Agency may request modification of the Master Agreement in accordance with each Participating Agency's state and/or local purchasing laws, rules, regulations and procedures, provided any modifications are not material changes.
 - 2) Each Participating Agency may, at its discretion, and upon written agreement by the Participating Agency and Successful Bidder, request additional legal and procedural provisions not included herein that the successful Bidder must adhere to if it wishes to conduct business with the Participating Agency using the Master Agreement.
 - 3) Each Participating Agency may negotiate for its own "Hot List" of items that will represent its' most used items. "Hot List" item pricing may be less than, but never more than the prices established in the Master Agreement pricing.
- D. The Contractor, in addition to executing this Master Agreement with the State of Michigan will also execute a Vendor Administration Agreement with NPPGov.. NPPGov provides Contractor exposure/marketing and contract utilization support for the successful Bidder's products and service.
- E. The Contractor act will:
- 1) Pay a Contract Administration Fee as established in the NPPGov Vendor Administration Agreement. Administration fees may not be listed or charged as a separate line item to users of the contract. The value of trade-ins or rebates will not affect the amount of the administration fee paid to NPPGov and;
 - 2) In addition to the NPPGov Contract Administration Fee, the successful Bidder will pay a Contract Administration Fee to the State for sales within the State, including those sales made to MiDeal members, as outlined in **Standard Terms and Conditions Section 7. Administrative Fee and Reporting.** This fee may not be listed or charged as a separate line item to the State.
- F. Each Bidder is required to commit to:
- 1) low pricing;

- 2) and accurate and timely reporting to NPPGov pursuant to the reporting requirements identified in the NPPGov Vendor Administration Agreement.
- 3) In addition, the Contractor must commit to marketing of the Master Agreement nationwide and that the sales force will be trained, engaged and committed to offering NPPGov pricing to member government agencies nationwide, including the opportunity for NPPGov to train the Contractor's sales staff.

G. **Contract Usage.** There is no obligation for any Participating Agencies to purchase anything from the Contractor. It is the intent of this RFP and resulting Master Agreement that Participating Agencies may buy directly from Successful Bidder(s).

2. Deliverables/Products

2.1 Product Specifications

- A. The primary objective is for the Bidders to provide their organization's entire catalog of products and services as part of this contract. This will allow the State and Participating Agencies the opportunity to order a broad range of products and services, as appropriate for their needs.
 - 1) The Contract "Core" Items will be established from items for which there are SKU sets established in either the wholesaler (Essendant or SP Richards catalogs) or the Contractor's Full Line Catalog See **Schedule A, Section 5.1. Pricing** for details. Available "Core" items are expected to number around 20,000, depending on catalog SKU counts in any given year and de-duplication between Contractor and wholesaler catalogs.
 - 2) The Non-Core "Balance of Contract Items" will be those items available outside of the established Schedule B SKU Sets.
- B. All products offered must be new, unused and most current product lines, unless otherwise clearly identified as remanufactured goods.
- C. "Core" Products will be categorized into the following 21 categories.
 - 1) Participating Agencies must be allowed to restrict purchase of products, in part or in whole, as it deems necessary.
 - 2) Revisions to this list during the contract term will be mutually agreed upon by the State and Contractor:

CATEGORY #	CATEGORY
1	Facilities Breakroom
2	Facilities Sanitary/Janitorial
3	Facilities Equipment
4	Facilities Liners
5	Facilities Supplies
6	Filing & Record Storage
7	Inkjet Supplies- OEM
8	Inkjet Supplies- Remanufactured

9	Miscellaneous Office Products
10	Office Supplies
11	Packing and Shipping
12	Paper
13	Print Products
14	Technology
15	Technology- Transactional
16	Toner- OEM (Hewlett Packard Only)
17	Toner- OEM (Dell Only)
18	Toner- OEM (Except HP & Dell)
19	Toner- Remanufactured
20	Furniture- Transactional
21	Furniture- Specific Manufacturer

D. **Proprietary Items.** The contract will also include proprietary items, which are items purchase and warehoused by the Contractor specifically for use and purchase by the State. Those items are as listed herein. This list may be modified per change notice.

1) Items.

- a. 15" x 12" x 9.75" 44ECT, C Flute Kraft RSC, Glued, 1 color imprint – SOM Records Management Storage Box. Initial Estimated Annual Usage- 42,500 Each
- b. 26" x 12" x 9.75" 44ECT, C Flute Kraft RSC, Glued, 1 color imprint- SOM Records Management Storage Box. Initial Estimated Annual Usage- 110 Each

2) Initial Order. Prior to the manufacture of these proprietary items and the purchase and warehousing on the part of the Contractor, the Contractor will supply to the State proofs and/or samples of each item which will be approved by the Contract Administrator or designee prior to a full production run.

3) Inventory Levels. The State will provide to the Contractor an initial estimated annual usage for each Proprietary Item. The estimated annual usage is based on historic data and does not guarantee that this is the quantity that will be purchase on an annual basis. This estimate becomes the basis of the initial run and a forecast of the provision of the item during the first year of the contract or of when the items is added. Subsequently, the Contractor will monitor usage monthly and adjust ordering of the items to maintain the proper inventory levels.

- a. Contractor will purchase and maintain up to a 90-day supply of Proprietary Products. If the contractor elects to warehouse more than a 120-day supply of any proprietary item the contractor does so at their own risk.

- b. The State acknowledges that the manufacturer of the Proprietary Item may have a minimum production run requirement.
- 4) Prices. Pricing for Proprietary Items will conform to the schedule set forth for all negotiated “Core” items per Section 5.2. Price Term. There are no separate initial set up fees. Price changes will be per Section 5.3. Price Changes.
- 5) Changes to Proprietary Items after Initial Introduction. Should the State require changes to a Proprietary Item:
 - a. The Contractor will provide a quotation to the Contract Administrator for any costs incurred to a change in design or imprinting. The price adjustments, if any, will be made via Change Notice.
 - b. The State will supply camera-ready artwork and design specifications if required to the Contractor.
 - c. The Contractor will supply to the State proofs and/or samples of revised items which will be approved by the Contract Administrator or designee prior to a full production run.
- 6) Discontinuation. Should the State deem an inventoried Proprietary Item no longer necessary:
 - a. The State will give the Contractor a (60) sixty day written notice of its intent to discontinue.
 - b. Upon receipt of this notice, the Contractor will cease to purchase additional Proprietary Items from the manufacturer unless a last purchase is requested by the Contract Administrator.
 - c. The Contractor will provide to the State a list indicating the quantity of remaining stocked and warehoused Proprietary items.
 - d. The State will purchase and take delivery, at a location of the State’s choosing within (60) sixty days of at least the 120-day supply of remaining Proprietary Items ordered and warehoused on behalf of the State, and
 - e. The State will make payment for the Items once delivered as per the terms of this contract.
- 7) Termination. Upon expiration or termination of the contract:
 - a. The Contractor will provide to the State a list indicating the quantity of remaining stocked and warehoused Proprietary items.
 - b. The State is not obligated to purchase more than a 120-day supply of proprietary items, as determined by the average monthly usage of the previous fiscal year total usage.
 - c. The State will provide to the Contractor instructions for disposition of all remaining Proprietary Items ordered and warehoused on

behalf of the State if applicable. The State will make payment for the Items once delivered as per the terms of this contract.

E. Product Substitution. Once the product lists are established, **product substitution is not allowable unless written approval is received from the Contract Administrator.**

- 1) Auto substitution without customer written approval will be considered Breach of Contract.
- 2) Pricing for the substituted product cannot exceed the contract price for the item.
- 3) During the contract, the Contractor may offer alternate products meeting or exceeding original specifications at a similar or a lower cost to be approved by the State. A proposed alternate must clearly describe all variances from the specifications and must include descriptive literature that contains complete specifications, if available.

F. Restricted Items. The State intends to restrict the purchase of some items or categories partially or fully, as purchase of these items will be required to be made using other mandatory-use State contracts, including but not limited to such categories and items as: chemicals and cleaning supplies, can liners, computer equipment and software.

- 1) The State reserves the right to restrict purchases of any item in any category or remove restrictions as it deems necessary.
- 2) Restrictions may be revised over the course of the contract.
- 3) The Contract Administrator is the only individual with the authority to change item restriction status.
- 4) The State's restrictions on items or categories will in no way apply to Participating Agencies or MiDeal members, and pricing established in **Schedule B.2 Non-Core Discount Off List** will be the basis for establishing prices for these items.
- 5) Participating Agencies and MiDeal members may establish restrictions, if any, as they deem necessary. **See Section 2.1.C.1)** above.

2.2. Warranties

A. Any warranty with respect to the products under this contract will come from the manufacturer. Contractor will pass through to the State any applicable manufacturer warranties, to the extent transferable and provide documentation at time of delivery as well as making the documents available for viewing online.

- 1) The Contractor will pass through to the State of Michigan any applicable manufacturer OEM warranties, to the extent transferable and provide documentation upon request.
- 2) Should a State of Michigan end-user encounter a warranty/return issue, Staples will reasonably assist in coordinating returns or replacement of the product by the manufacturer. the product may be returned within the

return window referenced in **Schedule A, Section 8.3.** for full credit or replacement product, and the Contractor will handle returns to the manufacturer. Product warranties for periods longer than the Contractor's return window will be addressed directly with the manufacturer.

- B. The State may report any product or warranty issues by contacting the Contractor's Customer Service or the Contractor Representative assigned to the State. Contractor will work with the OEM to remedy the warranty claim on the State's behalf up to and including return for full credit, replacement of the defective item or repair of the defective item as dictated by the applicable warranty.
- C. Furniture Warranties. All manufacturers' warranties and recommended maintenance documentation are provided at the time of purchase.
 - 1) Warranties apply only if products are used in the manner in which they are intended and within manufacturer specifications.
 - 2) Most manufacturers warrant their products to be free from defects in material and workmanship for as long as the original purchaser owns the product.
 - 3) The manufacturer will, free of charge, repair or replace a damaged product with a comparable product (at the manufacturer's discretion). Warranties differ by manufacturer.
 - 4) Most warranties do not apply to:
 - a. Normal wear and tear over the course of ownership
 - b. Modifications or attachments to the product not approved by the manufacturer
 - c. Products not installed, used or maintained in accordance with product instructions and warnings
 - d. Products used for rental purposes.

Damage caused by the carrier in transit, which is handled under separate terms

2.3. Recall Requirements and Procedures

The Contractor will advise the State's Contract Administrator via e-mail of any product recalls within 10 calendar days of the Contractor becoming aware of any recall notifications. The Contractor will work with the State to remedy the recalled products in accordance with the OEM's recall procedures.

2.4. Quality Assurance Program

- A. The Contractor will have a customer satisfaction team responsible for measuring and improving the customer experience. Any customer satisfaction polling or surveys to State agencies or Extended Purchasing Program participants must be reviewed and approved by the Contract Administrator before they are conducted, the results of which will be made available to the Contract Administrator upon request.

- B. Comprehensive data collection and reporting on all customer shipments, which results in visibility of every order from entry through delivery, will be available to the Contract Administrator upon request.

2.5. Incentives

- A. The contractor will coordinate with Hewlett Packard in the creation, maintenance and updating of HP Big Deal and “white box” pricing Programs.
- B. Contractor may pass through any OEM special pricing, incentives, discounts, or rebates.
- C. At the Contractor’s discretion, the Contractor may offer additional incentives to individual Participating Agencies.

2.6. Transitions

- A. **Transition-In.** At the beginning of the contract the Contractor must assist the State in making the transition from the expiring contract and the incumbent Contractor (if necessary) by providing the following:
 - 1) Contractor must work with the State and its Agencies in setting up the users in their on-line website purchasing portal. Work will include but not be limited to establishing multiple agencies with multiple users, a multitude of ship to addresses and bill to accounts, and the necessary approval paths, if any, as specifically required by each Agency. Contractor may need to meet with each agency individually to facilitate this process.
 - 2) Contractor must create and work within the approved timeline (See **Schedule A, Section 10. Project Plan- Transition-In**) which will include, but is not limited to:
 - a. Setting up the web-based catalog/ purchasing platform
 - b. Training users
 - c. Creating collateral for publication/ information
 - d. Attend Meetings and showcases as necessary
 - e. Rolling “Go Live”
- B. **Transition-Out.** At the end of the contract the Contractor must assist the State in making the transition to a new Contractor by providing the following:
 - 1) Proprietary items inventoried for the State by the incumbent Contractor must be held for a period of up to six months. During which time arrangements must be made between the transitioning Contractors and the Contract Administrator, or their designee, for the delivery of the remaining inventory to the new Contractor’s facility or to the State.
 - 2) The Contractor must provide all requested user data and other records as requested by the Contract Administrator.
 - 3) Contractor will submit to the State all final billing within 45 calendar-days of the contract expiration date and provide any requested back up documentation as may be necessary to make final payment within that

same 45 calendar-day time. No additional invoicing after the 45 calendar-day period will be honored.

2.7. Funding Requirements

The Contractor is required to sign the Federal Provisions Addendum which will be housed in the Central Procurement contract files, **and which is hereby incorporated by reference into this contract.**

Relative to the Federal Provisions Addendum, Section K. Domestic Preferences for Procurements, Agencies and Participating Entities will inform the Contractor in advance of any applicable domestic preference requirements.

3. Service Requirements

3.1. Retail Locations

The Contractor has retail locations throughout Michigan and the U.S. where purchasers may physically go to make purchases.

To find retail locations, follow this link [Store Locator](#).

3.2. Extending the Contract Pricing and Discounts at the Retail Locations

The Contractor will honor the contract Core List pricing (Hot List and Discount-off List Items) or charge in-store pricing, whichever is lowest. In order to receive contract pricing at a retail location, users must register for the Retail Program. The in-store purchasing process will be as follows:

- A. Users register a unique phone number on their active StaplesAdvantage.com profile
- B. At checkout in the retail store, users will simply enter their in-store unique phone number on the register pin-pad to receive negotiated contract pricing
- C. Payment is made by major credit card (preferred) or an alternate method of payment (AR billing is not accepted)
- D. For tax exempt purchases, users must present a tax-exempt certificate at time of purchase

3.3. Online Product Catalog and Purchasing Platform

The Contractor will host a searchable, on-line, web-based custom catalog that will include a purchasing platform. This platform will be continually maintained and monitored by the Contractor to ensure its availability.

It is requested that this online presence meet the requirements of the State's following standards:

A. Acceptable Use Policy

To the extent that Contractor has access to the State's computer system, Contractor must comply with the State's Acceptable Use Policy, see [1340.00.130.02 Acceptable Use of Information Technology \(michigan.gov\)](#). All Contractor Personnel will be required, in writing, to agree to the State's Acceptable Use Policy before accessing the State's system. The State reserves

the right to terminate Contractor's access to the State's system if a violation occurs.

C. ADA Compliance

The State is required to comply with the Americans with Disabilities Act of 1990 (ADA) and has adopted standards and procedures regarding accessibility requirements for websites and software applications. The State requests that all websites, applications, software, and associated content and documentation provided by the Contractor as part of the Solution comply with Level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.0.

D. User Type and Capacity

Type of User	Access Type	Number of Users	Number of Concurrent Users
Administrators	<p>Users with Administrator privileges have top-level access to all administrative functions, second level approvals and reports. Specifically, they can:</p> <ul style="list-style-type: none"> • Create, modify and delete users • Modify user profiles to have multiple shipping locations • Set up a new shipping location for delivery • Create and modify approval workflows • Approve orders for all users • Assign a budget/cost center if needed to track order expenses • Add a PO and PO release if required for payment so orders are charged to your specifications • View and run account level reports, including user, spend, usage and order detail • Create and post content to your company-specific Message Boards • Change field names <p>Assign select administrative functions to StaplesAdvantage.com Supervisors</p>	Unlimited	Unlimited
Supervisors	Users with Supervisor privileges can approve orders and access selected administrative functions and reports.	Unlimited	Unlimited
Associates	Users with Associate privileges can place orders, change their password and add a new shipping location.	Unlimited	Unlimited

Contractor must be able to meet the expected number of concurrent Users listed above.

E. End-User Operating Environment

The SOM environment is X86 VMware, IBM Power VM, MS Azure/Hyper-V and Oracle VM, with supporting platforms, enterprise storage, monitoring and management.

Contractor must accommodate the latest browser versions (including mobile browsers) as well as some pre-existing browsers. To ensure that users with older browsers are still able to access online services, applications must, at a minimum, display and function correctly in standards-compliant browsers and the state standard browser without the use of special plugins or extensions. The rules used to base the minimum browser requirements include:

- 1) Over 2% of site traffic, measured using Sessions or Visitors (or)
- 2) The current browser identified and approved as the State of Michigan standard

This information can be found at <https://www.michigan.gov/browserstats>. Please use the most recent calendar quarter to determine browser statistics. Support is required for desktop and mobile and tablet browsers identified with over 2% of site traffic.

Contractor must support the current and future State standard environment at no additional cost to the State.

The Contractor has identified that for the best experience, the following Operating Systems and Web Browsers in their most up-to-date incarnation work best. No non-standard ports are required.:

Operating Systems:

- Windows 11
- Windows 10
- Windows 7
- Mac OS X

Web Browsers:

- Google Chrome (latest version)
- Mozilla Firefox (latest version)
- Safari (latest version)
- Microsoft Edge (latest version)

F. Migration

- 1) The awarded Contractor, being the incumbent, will be required to review and update the user accounts for each of the State's 27 agencies and all of their users. The State currently has over 3,500 users. The Contractor's online purchasing system must accommodate:

- 2) Should new accounts need to be established for the State or for any Participating Entities:
 - a. Each agency, and possibly departments within each agency may require its own approval paths.
 - b. Each user may be purchasing for multiple bill to and ship to parameters.
 - c. Each agency will require an administrator who has the ability or the authority to add/delete or modify users and their data, change parameters around user access.
 - d. Migration/implementation timeframe will be 30 – 45 days upon receipt of all necessary information from the Agency or Entity.

G. Hosting

- 1) Hosting or “**Hosted Services**” means the hosting, management and operation of the Operating Environment, (in this case the **Online Product Catalog and Purchasing Platform**), other services (including support and subcontracted services), and related resources for remote electronic access and use by the State and its Authorized Users, including any services and facilities related to disaster recovery obligations.
- 2) Contractor must maintain and operate a backup and disaster recovery plan to achieve a Recovery Point Objective (RPO) of 24 hours, and a Recovery Time Objective (RTO) of 24 hours.

H. Availability Requirement

- 1) Contractor will make the Hosted Services available, as measured over the course of each calendar month during the Term and any additional periods during which Contractor does or is required to perform any Hosted Services (each such calendar month, a “**Service Period**”), at least 99.0% of the time, excluding only the time the Hosted Services are not Available solely as a result of one or more Exceptions (the “**Availability Requirement**”).
- 2) “**Available**” means the Hosted Services are available and operable for access and use by the State and its Authorized Users over the Internet in material conformity with the Contract. “**Availability**” has a correlative meaning.
- 3) The Hosted Services are not considered Available in the event of a material performance degradation or inoperability of the Hosted Services and Software, in whole or in part.
- 4) The Availability Requirement will be calculated for the Service Period as follows: $(\text{Expected Uptime} - \text{Downtime}) \div (\text{Expected Uptime}) \times 100 = \text{Availability}$. For clarity:
 - a. Expected Uptime means Total Minutes in Service Period less any Exceptions.

- b. Downtime means Total Minutes in Service Period where Hosted Services or Software are not Available for any reason other than an Exception.
- 5) Exceptions. No period of Hosted Services degradation or inoperability will be included in calculating Availability to the extent that such downtime or degradation is due to any of the following (“Exceptions”):
 - a. Failures of the State’s or its Authorized Users’ internet connectivity.
 - b. Scheduled Downtime as set forth below:
 - 1. Scheduled Downtime may occur for the maintenance of the Contractors website/purchasing platform.
 - a) Contractor Representative will notify the State at least twenty-four (24) hours in advance of all scheduled outages of the Hosted Services or Software in whole or in part (“Scheduled Downtime”) outside of the parameters defined below.
 - b) All such scheduled outages should:
 - i. last no longer than six and a half (6.5) hours,
 - ii. be scheduled during weekends or
 - iii. if occurring during the week, between the hours of 12:00 a.m. and 6:00 a.m., Eastern Time; and

I. **Access Control**

The Contractor must limit information system access to authorized users, processes acting on behalf of authorized users, or devices (including other information systems) and to the types of transactions and functions that authorized users are permitted to exercise.

- 1) Agency administrators, must watchguard access and remove users or revise access when a staff changes job duties or leaves the employment
- 2) Authentication Process
 Authentication is the process of verifying the identity of a user. Authentication is performed by having the user enter a username and password in order to access the system.
 - a. To help protect information from unauthorized access or disclosure, users must be identified and authenticated preferably using the parameters of the table below (see 3.3.G.3) prior to accessing confidential or sensitive information, initiating transactions, or activating services.
 - b. Publicly available information such as the mother’s maiden name, birth date, and address as the sole authenticator is not a secure means of authentication and should not be used.
 - c. Automatic information (e.g. a password or PIN) must never be disclosed to another user or shared among users.

- d. The authentication process will be limited to three unsuccessful attempts and must be reinstated by the authorized personnel (preferable the Agency's Program Manager). The State's user accounts should be systematically disabled after 90 days of inactivity and must be deleted after one year of inactivity, or at a cadence established by the State.

3) **Password Requirements**

- a. The purpose of a password is to authenticate a user accessing the system and restrict use of a User ID only to the assigned user. To the extent that the functionality is supported within the technology or product, the controls listed must be implemented.
- b. These following controls or content rules (or as amended by negotiation) apply at any point where a new password value is to be chosen or assigned. These rules must be enforced automatically as part of a new password content checking process:

Password Property	
1)	Minimum Length
2)	Composition
3)	Expiration Requirement (Maximum Password Age)
4)	Revocation
5)	Temporary Passwords
6)	Change Process
7)	Login Process
8)	Encryption of passwords/PINs
9)	Compromise of password/PIN
10)	Forgotten password/PIN
11)	Current user password/PIN
12)	Audit logs
13)	Password history
14)	Privileged account access (e.g. supervisor or root)

J. Online Product Catalog.

This catalog will include all items offered by the Contractor, listed with a full description, photo of the product and the contract pricing, additionally it will include the following features:

- 1) The State's "Core List" products will always populate first when users search for similar items. From least expensive to most expensive.

- 2) The State's "Core List" products will be noted by icon or another marking system that is easily identified in any search results.
- 3) StaplesAdvantage.com allows search results to be sorted so that State's Core List items (Hot List and Discount-Off List Items) appear first, as well as the ability to sort by Price: Low to High, though not simultaneously.
- 4) If an item is selected, yet a similar item is available at a lower price, a prompt or "pop-up" will alert the user that there is a lower price alternative available and provide them a reroute to the alternative item.
- 5) Items that meet or exceed the State's recycled products parameters listed in **Section 12.1. Recycled Content and Recyclability** will be denoted with an icon or other marking system that is easily identified in any search results.
- 6) The on-line platform will have the capability to "restrict" the purchase of items as determined by the State and those items, although viewable, will be notated to make users aware that these items cannot be selected for purchase.

K. Online Catalog/Ordering System

- 1) Contractor's online catalog/ordering system will be available 24 hours a day, 7 days a week, except for scheduled maintenance.
 - a. Contractor's online catalog/ordering system will include all the Contractors available product items. The items the State has specifically requested to be "restricted" will remain viewable, however, those items will be noted as being restricted and will be unavailable for selection to purchase.
 - b. Contractor's online catalog/ordering system will identify State of Michigan "Core" items and will drive usage to these items.
 - c. Online customers can view product availability before placing orders and the online system will automatically notify online customers when less expensive alternate is available and direct them to it.
 - d. Website will allow for order tracking and order history review. Ideally, the purchasing platform will allow for users to create "frequently ordered" lists that can be used to expedite purchases.
 - e. Order acknowledgements must be provided electronically to customers.
- 2) Contractor will work closely with the State and its agencies to initiate usage of their online ordering platform by establishing authorized users, assigning accounting and shipping codes, and establishing approval paths
- 3) The Contractor will provide training to all authorized online ordering platform users throughout the terms of the contract.
 - a. Prior to go live date, in a timeline established in the transition-in, up-to-date training materials will be provided by the Contractor to

State or Participating Agency (if requested), for its use, will include but not be limited to:

1. Recorded webinars and electronic training tutorials which provide orientation to the web-catalog/ purchasing platform and aspects of order, shipping, billing and receiving.
 2. Tutorials for “administrators” regarding user and account management and reporting functionality.
 3. The Contractor will update these webinars and tutorials throughout the contract period should the on-line purchasing platform and web page change, or as requested by the state.
- b. At the time users first obtain access to the ordering system, they will be sent a welcome e-mail which provides links to tutorials and to the State’s intranet.
 - c. The Contractor will provide to the State, prior to the “Go Live” date at times and dates as requested by the Contract Administrator, in-service training to agency personnel related to on-line platform usage, products, installation, and product safety issues. This training will be extended to MiDEAL members.
 - d. The Contractor will also provide agency training jointly with the State as needed during the period covered by the Contract at no additional charge. This training will be extended to MIDEAL members.
 - e. The Contractor will provide to the State, prior to the go live date and updated as necessary, a FAQ PDF for use on the State’s Intranet as requested.
- 4) Website will allow designated customer administrators to set up, add, modify, and delete end users, with permissions and restrictions, approval paths, varying levels of authorization of purchases, etc. independently, without having to contact customer service or Contractor’s sales representative.
 - 5) The Contractor will be willing and have the capacity to work with third-party providers of Electronic Data Interchange (EDI) services which have been chosen by the State. The Contractor will be willing, at no additional charge to the State or to the EDI provider, to transmit text and image catalog information to the State’s provider of EDI services at the State’s request.
 - 6) Online Catalog Technical Support. Contractor will have sufficient help desk resources to promptly provide technical assistance to the State and MiDeal members.
 - a. Contractor will provide online Customer Service support which enables real-time, online interaction with Customer Service through:
 1. instant messaging;

2. live log-on assistance;
3. web collaboration; and
4. call-back requests.

3.4. Installation

Installation if required, will be addressed, on a case-by-case basis, specific to the product and no work will commence without an approved and signed quote, between the contractor and Participating Agency's contract administrator, as applicable.

3.5. Reporting

- A. The Contractor may be required submit the following periodic reports to the State as required.
 - 1) Usage/Transaction reports, to the Contract Administrator, including item, quantity, and dollars for State and MiDEAL members, as requested which may include but are not limited to:
 - a. Core vs Non-Core Usage
 - b. User Reports
 - c. Customer Usage Reports
 - d. Order Method
 - e. Product Category
 - f. Recycled and environmentally preferable products
 - g. Payment Method
 - 2) Purchasing metric reporting, as requested and/or available through the on-line website purchasing platform, including but not limited to:
 - a. Yearly Program / Business Review
 - b. Agency Core Compliance
 - c. Year to Year Comparisons
 - d. Minimum Order Compliance
 - 3) The Contractor must submit reports of purchasing activities to the MiDEAL program coordinator, on a quarterly basis. The Contractor will utilize the format specified by the State. Reports will include, at a minimum, an itemized listing of purchasing activities by each State of Michigan agency and MiDEAL member, with the agency name, invoice number, product description, quantity, total value of purchases for each agency, date of purchases, and a grand total of all purchases.
 - 4) The Contractor must supply electronic files for all account numbers, agency contacts (administrators all levels), ship to addresses, and authorized purchases upon request, but no more often than a quarterly basis.
 - 5) By the second Friday of every December, the Contractor must submit a report of recycled content in commodities sold in that calendar year to the Contract Administrator.

- 6) Essendant or SP Richard wholesale catalog list prices for time periods as requested by the Contract Administrator, or as requested by the State' Auditors, possibly as often as quarterly.

B. The Contractor must submit reports of purchasing activities by MiDEAL members

On a quarterly basis (Refer to Terms and Conditions Section 8, Administrative Fee and Reporting) the Contractor will submit their reports to MiDEAL

- 1) The Contractor will utilize the format specified by the MiDEAL Administrator.
- 2) Reports will include, at a minimum, an itemized listing of purchasing activities by the MiDEAL member, invoice number, product description, quantity, total value of purchases for each agency, date of purchases, and a grand total of all purchases.

- C. The State reserves the right to request other reports throughout the term of this Contract as deemed necessary.

3.6. Meetings

The Contractor must attend the following meetings:

- A. Kick-off meeting, to be attended by the Contractor Representative and other Key Personnel within 30 calendar days of the Effective Date
- B. Annual contract review as requested by the Contract Administrator
- C. The State and its Agencies or its MiDEAL members may request meetings as it deems appropriate

3.7. Emergency Preparedness/ Disaster Recovery

A. Emergency Preparedness

- 1) As a first responder, in the event of an emergency or disaster, the State will be served before other customers.
- 2) The State reserves the right to purchase from any category which the Contractor can provide during a declared emergency or disaster.
- 3) In the event of an Emergency, the Contractor's Contract Representative will be the contact and will provide to the Contract Administrator a phone number where they can be reached anytime.

B. Disaster Recovery

The Contractor must create contingency plans to account for natural disasters, pandemic, or other situations that may disrupt the normal flow of business. These plans will document Contractor process and procedures that will enable the business to continue services if problems are experienced with Contractor's computer systems, telecommunication systems, power interruptions, material sourcing or warehouse/shipping capabilities, or other potential issues arising from an emergency/disaster.

C. Resilience and Continuity

The Contractor will have in place plans to ensure continuity and performance of the contract in alignment with current industry standards which currently includes, in additions to the above-mentioned Emergency Preparedness and Disaster Recovery, Global Sourcing Resilience, Pandemic & Crisis Management, Fulfillment Center Outages, Physical Security, Asset Protection.

- A. The Contractor's plans will be maintained, reviewed and updated annually. The Contract Administrator may access the most up-to-date summary of the plan by contacting the Contractor Representative.

4. Staffing

4.1. Contractor Representative and Key Personnel

The Contractor must appoint one Contractor Representative and other Key Personnel, specifically assigned to State of Michigan accounts, who will be knowledgeable on the contractual requirements and directly responsible for the day-to-day operations of the Contract.

- A. The Contractor Representative and Key Personnel must be available for calls during the hours of 8 a.m. to 5 p.m. ET Monday through Friday.
- B. The Contractor Representative and Key Personnel must respond to the State within 8 business hours to State inquiries.
- C. The Contractor must notify the Contract Administrator at least 14 calendar days before removing or assigning a new Contractor Representative or Key Personnel or, at a minimum, one business day after the Contractor Representative or other Key Personnel themselves have been notified of their removal or reassignment due to major corporate restructuring.
- D. Prior notification is not required for reassignment for reasons beyond the Contractor's control, including illness, disability, death, leave of absence, personal emergency circumstances, resignation, or termination for cause.
- E. The Key Personnel are identified as follows:

- 1) The National Contractor Representative for this contract has been identified as:

Chris Newhouse, Strategic Account Director, SLED
Bountiful, Utah
Email address: Chris.Newhouse@Staples.com
Phone number: (801) 543-9867

Chris Newhouse, on the Government & Education Strategic Accounts Team, will be the contract administrator with responsibility of the management of this NPPGov contract. He will serve as contract administrator and main point of contact for the NPPGov program, with ongoing responsibility for the strategic direction of the program. Chris has responsibility for program implementation and management and works with Staples leadership team. Chris's responsibilities include:

- a. Administering and amending the program per the terms of the contract
- b. Communicating and training Staples internal sales team on the NPPGov program
- c. Setting program goals
- d. Providing overall program supervision and project management
- e. Conducting business reviews as needed

Chris will work with the State and NPPGov to manage and administer the Master Agreement nationally.

- 2) The Michigan Contractor Representative for this contract has been identified as:

Janel Miller, Key Account Executive, SLED
Madison Heights, MI
Email address: Janel.Miller@Staples.com
Phone number: (248) 225-5175

Janel Miller has responsibility for the strategic direction of the State's program. Her responsibilities include:

- a. Establishing guidelines and timetables for service expansions or new location implementations
- b. Analyzing spend and recommending cost-saving measures and product improvements
- c. Providing overall program supervision and project management
- d. Conducting regular business reviews

Janel will work with the State's Contract Administrator and Program Managers to develop strategies that support program goals, provide ongoing business assessment and improvement.

- 3) The Contractor's Program Manager for this contract in Michigan has been identified as:

Andrew Christiansen, Customer Success Consultant
Edgewater, New Jersey
Email address: Andrew.Christiansen@Staples.com
Phone number: (201) 308-9727

Andrew's responsibilities include but are not limited to:

- a. Working with/assisting the State's Program Managers and Contract Administrator on the account level.
- b. Conducting issue analysis to find and resolve root causes
- c. Responding to ad hoc information requests
- d. Facilitating complex implementations
- e. Identifying process improvement opportunities
- f. Serving as a backup when Janel is out of the office

4) Other Key Personnel is identified as:

Thomas Brown, Area Vice President, SLED
Jacksonville, Florida
Email: Thomas.Brown@staples.com
Phone number: (904) 588-2389

Thomas Brown is responsible for developing and implementing the Contractor's regional initiatives. Thomas works closely with Janel to ensure she has the tools and resources to provide the State with effective and customized program solutions. Thomas also assists with issue escalation if needed.

4.2. Customer Service

A. **Customer Service.** The Contractor must have a dedicated, U.S. based staff for customer service calls, who are familiar with the contract and its pricing parameters. These individuals must be available to take calls and respond to e-mails, Monday through Friday, during the hours of 8 am to 5 pm ET.

1. The State of Michigan's dedicated customer service phone number is: (800) 622-8128
2. The Customer Service Representatives will have access to all the details necessary to provide service specific to user accounts, and locations. The Customer Service team is your first line of contact for:
 - a. Login support and password resets
 - b. New user set up and adding ship-to locations
 - c. Assisting with online profile management
 - d. Aiding with account setup, expedited ordering and research
 - e. Pricing inquiries and special orders processing
 - f. Delivery and backorder tracking
 - g. Billing and tax exemption questions

4.3. Online Catalog and Technical Support. The Contractor will have dedicated staff available for online web collaboration and technical support via phone, Monday through Friday, during the hours of 8 am to 5 pm ET.

The State of Michigan's dedicated Online Catalog and Technical Support phone number is: (800) 622-8128.

4.4. Disclosure of Subcontractors

Contractors are required to identify any subcontractors servicing the State. For the sake of this contract a subcontractor is defined as an entity to which the Contractor has made arrangement or agreement for performance of any part of this work. Excluded are national delivery companies such as Fed-Ex, UPS or USPS.

- A. Any subcontractors will be bound by the terms of this contract. The State will not accept billing from nor make direct payments to any subcontractor.
- B. The Contractor will give the State 30 calendar days' notice if it intends to replace any subcontractor and provide the same information as required below.

C. If the Contractor intends to utilize subcontractors, the Contractor must disclose the following:

- 1) The legal business name; address; telephone number; a description of subcontractor's organization and the services it will provide; and information concerning subcontractor's ability to provide the Contract Activities.
- 2) The relationship of the subcontractor to the Contractor. Of the total bid, the price of the subcontractor's work. Whether the Contractor has a previous working experience with the subcontractor. If yes, provide the details of that previous relationship. For this contract if your firm intends to hire a delivery service company to make deliveries, they are considered a subcontractor.
- 3) A complete description of the Contract Activities that will be performed or provided by the subcontractor.

D. **Geographically Disadvantaged Business Enterprise Sub-Contractors:** If Contractors plan to utilize subcontractors to perform more than 20% of the deliverables under this contract, at least 20% of that subcontracted work must be awarded to Michigan-based Geographically Disadvantaged Business Enterprises (GDBE).

- 1) Contractor will submit a plan detailing all subcontractors to be used, including the percentage of the work to be done by each.
- 2) Contractor must inform the State to the name and address of the GDBE, the percentage of the work they will complete, the total amount estimated to be paid to the GDBE, and provide evidence for their qualifications as a GDBE.
- 3) If contractor cannot find GDBE subcontractors to meet this requirement they must provide reasoning and justification to receive an exemption from this requirement from the State. (Existing business relationships will not be an approved reason for this.)

GDBE definition: "Geographically-Disadvantaged Business Enterprise" means a person or entity that satisfies one or more of the following: (i) Is certified as a HUBZone Small Business Concern by the United States Small Business Administration. (ii) Has a principal place of business located within a Qualified Opportunity Zone within Michigan. (iii) More than half of its employees have a principal residence located within a Qualified Opportunity Zone within Michigan, or both.

Additional information on GDBEs can be found here:

[Michigan Qualified Opportunity Zone \(QOZ\) Map](#)

[Michigan Supplier Community \(MiSC\) Page](#)

The following Subcontractors have been identified to provide delivery services to the State of Michigan	
Delivery Company #1	
The legal business name, address, telephone number of the subcontractor(s).	Capstone Logistics, LLC 30 Technology Pkwy South, Suite 200 Peachtree Corners, GA 30092 (770) 414-1929
A description of subcontractor's organization and the services it will provide and information concerning subcontractor's ability to provide the Contract Activities.	Contractor-exclusive Courier, contracted to provide order delivery services for the areas of Lansing and Detroit, MI
The relationship of the subcontractor to the Bidder.	Third party vendor
Is the subcontractor a GDBE?	No
Identifications	Drivers are expected to wear a Staples Uniform.
Delivery Company #2	
The legal business name, address, telephone number of the subcontractor(s).	Watco Supply Chain Services, LLC 315 W 3rd St Pittsburg, KS 66762 (620) 231-2230
A description of subcontractor's organization and the services it will provide and information concerning subcontractor's ability to provide the Contract Activities.	Contractor-exclusive Courier, contracted to provide order delivery services for the areas of Flint, Saginaw and Southwestern Michigan along the southern border.
The relationship of the subcontractor to the Bidder.	Third party vendor
Is the subcontractor a GDBE?	No
Identifications	Drivers are expected to wear a Staples Uniform.
Delivery Company #3	
The legal business name, address, telephone number of the subcontractor(s).	Lasership, Inc. dba OnTrac Final Mile 8401 Greensboro Drive, 7th Floor McLean, VA 22102 (302) 246-7136 *Text messages only

The following Subcontractors have been identified to provide delivery services to the State of Michigan	
A description of subcontractor's organization and the services it will provide and information concerning subcontractor's ability to provide the Contract Activities.	Contractor-exclusive Courier, contracted to provide order delivery services for the areas of Grayling, Grand Rapids, and Southeastern Michigan along the border.
The relationship of the subcontractor to the Bidder.	Third party vendor
Is the subcontractor a GDBE?	No
Identifications	Drivers wear an OnTrac/Lasership issued uniform shirt or safety vest

4.5. Security

A. The Contractor's staff may be required to make deliveries to or enter State facilities, either at dock or to desktop. The Contractor has indicated that these drivers will be identified by uniform as listed above.

B. Delivery to Michigan Department of Corrections facilities (MDOC).

There are additional more stringent security and code of conduct requirements that the Contractor (and any of their Subcontractors) will be required to abide by when making deliveries to MDOC facilities.

- 1) No active warrants or pending charges on any staff assigned to this contract.
- 2) MDOC reserves the right to approve, decline, or remove Contractor and subcontractor staff from providing services on this Contract.
- 3) Not under investigation or under disciplinary action of the Michigan Department of Licensing and Regulatory Affairs.
- 4)
- 5) Has not engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution as defined in 42 U.S.C. 1997.
- 6) Has not been convicted of engaging in, attempting to engage in or conspiracy to engage in sexual activity facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse.
- 7) Has not been civilly or administratively adjudicated to have engaged in the activity described in number 5. above.

- 8) The MDOC may investigate the Contractor/subcontractor's personnel before they may have access to MDOC facilities and systems. The scope of the background check is at the discretion of the MDOC, and the results will be used to determine Contractor/Subcontractor's personnel eligibility for working within MDOC facilities and systems. The investigations will include Michigan State Police Background checks (ICHAT) and the Law Enforcement Information Network (LEIN) and may include the National Crime Information Center (NCIC). Proposed Contractor/subcontractor personnel may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Fingerprint Check. Any request for background checks will be initiated by the MDOC and will be reasonably related to the type of work requested.
- 9) The Contractor/subcontractor's personnel must be LEIN cleared and received written approval from the MDOC's Program Manager and Contract Manager initially and annually by MDOC prior to any work with MDOC offenders. Any Contractor/subcontractor staff with an identified felony conviction must receive approval through the MDOC Deputy Director or designee.
- 10) A completed LEIN Information Form for each staff assigned to the contract must be sent to the MDOC-PMCD-CFA-LEINS@michigan.gov and approved by MDOC prior to Contractor/subcontractor's personnel working with MDOC offenders and annually following approval. There is no cost associated with the LEIN. The LEIN form will be provided to the Contract awardee(s).
- 11) The Contractor/subcontractor must document if a Contractor/subcontractor's personnel assigned to the Contract is related to or acquainted with an offender incarcerated and under the jurisdiction of the MDOC. For Contractor/subcontractor's personnel who are related to or acquainted with an offender, the Contractor/subcontractor's staff member must complete the MDOC LEIN Information Form and submit it to the MDOC Program Manager or designee. The Contractor must ensure its personnel and subcontractor's personnel complete the form and notify the MDOC Program Manager of any changes throughout the contract term.
- 12) The Contractor/subcontractor's personnel will be required to enter State facilities. The State may require the Contractor/subcontractor's personnel to wear State-issued identification badges.
- 13) The Contractor/subcontractor's personnel must anticipate delays when visiting any correctional facility due to issues within the facility.
- 14) The Contractor/subcontractor's personnel must comply with the State's security and acceptable use policies for State IT equipment and resources. Contractor/subcontractor personnel must also agree to the State's security and acceptable use policies before the Contractor/subcontractor personnel will be accepted as a resource to perform work for the State. The Contractor must present these documents

to prospective Contractor/subcontractor personnel before the Contractor/subcontractor presents the individual to the State as a proposed resource. Contractor/subcontractor personnel must comply with all physical security procedures in place within the facilities where they are working.

- 15) The MDOC reserves the right to deny access to any correctional facility to anyone who fails to comply with any applicable State, Federal, or local law, ordinance or regulation or whose presence may compromise the security of the facility, its offenders, or staff. Weapons, alcoholic beverages, poison, and prescription drugs and controlled substances without written certification of needs from a licensed physician (does not include medical supplies for the facility), cellular devices, cameras, and audio or visual recording devices are prohibited from being brought into all MDOC correctional facilities. Tobacco products and smoking also are prohibited both inside a correctional facility and on facility grounds except as specifically authorized by MDOC policy. Wardens may prohibit other items from being brought into their respective correctional facilities.
- 16) Security is the facility's first priority and the Contractor/subcontractor and its personnel must be responsive and respectful of these needs.
- 17) The Contractor/subcontractor and its personnel must comply with and cooperate with all correctional facility rules, procedures and processes as well as State and federal laws. Contractor/subcontractor personnel must ensure that they are complying with all facility rules and regulations including, but not limited to, dress code and items allowed to be possessed.
- 18) The Contractor/subcontractor personnel must follow the facility entry, exit, manifest process, including the following:
- 19) The Contractor/subcontractor personnel will receive an orientation and training by the MDOC on security, procedures, etc., inside the correctional facility. The Contractor must maintain a copy of the Contractor/subcontractor personnel's training certificates in the appropriate file for auditing purposes.
- 20) The Contractor/subcontractor personnel must follow all MDOC rules, procedures and security processes at all times.
- 21) The Contractor must ensure that all Contractor/subcontractor personnel working in a correctional facility are familiar and in compliance with the necessary routines and increased awareness of working inside a facility. Working inside the facility requires that the Contractor/subcontractor personnel develop positive and cooperative relationships with MDOC facility staff.
- 22) The Contractor/subcontractor personnel must report any concerns, issues, or rule violations to the MDOC facility staff immediately.

23)The Contractor/subcontractor personnel must use the MDOC facility staff as a resource for questions and guidance working with prisoners and inside a correctional facility.

24)The Contractor/subcontractor personnel must defer to MDOC correctional facility staff for directions. The Contractor/subcontractor personnel must remember they are a guest in the facility and that security is the first priority of the facility.

4.6. Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. § 15601

- A. The Contractor and the Contractor Personnel shall comply with the Final Rule implementing PREA, all applicable PREA standards and the agency's policies. The Contractor and Contractor Personnel shall make itself familiar with and at all times shall observe and comply with all PREA regulations that in any manner affect the performance under this Contract. Failure to comply with the PREA standards and related policies of the MDOC will be considered a breach of contract and may result in termination of the contract.
- B. Contract Personnel who may have contact with prisoners must complete PREA training Program A - Correctional Facilities Administration (CFA) Security Regulations prior to entrance in any MDOC Facility. Upon completion, Contractor Personnel shall submit a signed memorandum to the Contract Administrator documenting completion of the training and date of completion.
- C. As is deemed necessary, the MDOC Contract Monitor or Program Manager will provide the Contractor with current copies of all PREA documents via email. Any revisions to the documents will be emailed to the Contractor throughout the Contract period, and the Contractor must comply with all documentation provided.
- D. The Contractor must report any information concerning violations of PREA as soon as made aware of the alleged occurrence to the Program Manager and Contract Monitor.

4.7. MDOC Vendor Rules and Regulations

The Contractor will require all contractual staff, including temporary and subcontractor staff, working inside an MDOC correctional facility to review and verify acceptance of the MDOC Vendor Rules and Regulations upon award of Contract. The purpose of the MDOC Vendor Rules and Regulations is to provide the Contractor with general information regarding basic requirements of providing services to the MDOC and provide notice of work rules. Any revisions to the document will be provided to the Contractor throughout the Contract period, and all contractual staff, including temporary and subcontractor staff, must comply with all documentation provided. The Contractor must maintain copies of their staff's completion certificates for auditing purposes solution.

5. Pricing

5.1. Pricing

Pricing will be as quoted and established in the Schedule B Pricing Worksheet, B.1.a Core/ "Hot List" Pricing, B.2.a Core Discount per Category and subsequently B.2.b. Core/Discount off List Pricing. Please note: ***The Contractor must also be sure to enter the total contract quoted price (as determined in the Schedule B.1. Core Pricing) on the Commodity line in the SIGMA bid response.***

Balance of Catalog Items, items not identified as "Core" as defined below, nor priced in the **Schedule B- Worksheet**, will be considered Non-Core and offered by the Contractor at market pricing. See Section 5.1.D. Below.

Products will be offered based on the following pricing structure.

- A. **Core/ "Hot List" List.** Firm, fixed, quoted and negotiated pricing on approximately 1,100 items established for the State and Participating Agencies which will be identified in **Schedule B, Pricing Worksheet B.1.** Participating Agencies may modify or amend this list per their specific requirements and usage if deemed necessary.
 - 1) Subject to change per contract terms
 - 2) "Hot List" prices will always be accurately reflected on the State of Michigan online purchasing platform.
 - 3) The Contractor will never charge more but may charge less than the quoted "Hot List" if special pricing, discounts or offers become available.
 - 4) Should a Participating Entity request to add the option for a Tier One Diversity program, the Participating entity may have a 4% upcharge for inclusion of the diversity solution. Please refer to **Schedule B.4. Special Orders-Balance of Offering** for details.
- B. **Core/ Discount off List.** Products not identified in the "Hot List", but which have SKU numbers/ list prices, will be established and published in **Schedule B.2b- Discounted Core Catalog** which will be sold in categories and have the discounts applied as identified in in **Schedule B, Worksheet B.2.a- Core Discount per Category Pricing Worksheet.** "List Price" is defined as the manufacturer's suggested list price as published by the wholesaler or by the Contractor.
 - 1) The Contractor will provide the updated published price list files to the State by June 1st for an effective date of July 1st and by December 1st for an effective date of January 1st of each calendar year.
 - 2) List prices will be held firm for the six-month price term.
 - 3) Core prices will always be accurately reflected, with the discount off- list already applied, on the SoM published online purchasing platform.
 - 4) The Contractor will never charge more, but may charge less, than the quoted Discount Off List price (defined in 2. above) for products as identified in Schedule B.2.a. **Core Discount-Off List Pricing Worksheet**

per Category which reflects the discounts to be established in the resulting contract.

- C. Non-Core Balance of Catalog.** Products not identified in in Schedule B.1. “Hot List” Pricing, nor identified in Schedule B.2.b. Discount-Off List Pricing, but are otherwise available from the Contractor’s Catalog, will be referred to as Non-Core.

- 1) Non-Core Balance of Catalog items will be priced based on StaplesAdvantage.com web pricing at time of purchase and are not subject to pricing guarantees.
- 2) Non-Core Balance of Catalog items can only be verified against StaplesAdvantage.com web pricing on the day of purchase and order confirmations.

- D. Sorting of Core Products in the online catalog/purchasing platform.**

The Contractor will have the capability to highlight and identify the core products on the on-line web purchasing platform.

- 1) In any search, the results can be sorted from least expensive to most expensive, with the expectation that “Hot List” items will be the least expensive.
- 2) Core Items, whether on the “Hot List” or Discount-off List price will be identified with an On Contract icon/badge

On Contract

- E. Lowest Available Price**

- 1) For Core contract items, the “Hot List” and Discount of List pricing will be based upon fixed price or discount off fixed list price, however, occasionally special pricing through promotion or other means may be passed on as they become available either through the contract online catalog/purchasing portal or at the retail location. These special prices are temporary.
- 2) For Non-Core Balance of Contract items, the Contractor will utilize “best price logic” as offered/identified in Schedule A, Section 5.1.C above.
- 3) The Contractor will utilize “best price logic” for purchases made in its retail stores, which would result in the State receiving the lower of the current retail store price or the current contract price for those Core items available at the retail store at the time of purchase.

- F. Special Order.**

The Contractor will be able to quote as need arises for special order office supply and office related items. Special Order items will be defined as those items which the Contractor does not stock or are not included in Schedule B.1. Core “Hot List”, Schedule B.2.a. Discount-Off List, Schedule B.3 Manufacturer Direct Furniture, or Schedule B.4. Special Order- Balance of Offering.

- 1) The State will not be required to purchase special order items if the item can be purchased at a lower price or within a better timeframe from elsewhere.
- 2) These items may not appear on the State of Michigan's online purchasing platform.

5.2. Price Term

- A. "Hot List" Pricing **Schedule B, Pricing Worksheet B.1** will be firm fixed from contract execution to June 30, 2024, (exclusive of copy paper, toner and ink) and thereafter may be adjusted every 365 days, July 1st to June 30st. (Except as noted in **Section 5.3.B.** below).
 - 1) Adjustments may be requested, in writing, by either party and price increases will take effect no earlier than the date the Contract Change Notice (CCN) is processed incorporating the adjustments and it is executed by DTMB Central Procurement Services.
 - 2) Price decreases may be offered at any time and will be applied immediately and automatically by the Contractor.
- B. The "Hot List" prices for copy paper, toner and ink will be held firm from contract execution through June 30, 2024, and then may be adjusted every 182 days (six months) with sixty days' notice (except as noted in **Schedule A, Section 5.3.B.** below).
 - 1) Adjustments may be requested, in writing, by either party and price increases will take effect no earlier than the Contract Change Notice (CCN) is processed incorporating the adjustments, is issued by DTMB Procurement Services.
 - 2) Price decreases may be offered at any time and will be applied immediately and automatically by the Contractor.
- C. Core items which are based on discounts off list prices **Schedule B.2b- Discounted Core Catalog** will be held firm from contract execution through June 30, 2024, and then may be adjusted every 182 days (six months) with sixty days' notice (except as noted in **Schedule A, Section 5.3.B.** below).
 - 1) Adjustments to list pricing may be requested, in writing, by either party and price increases will take effect no earlier than the date the Contract Change Notice (CCN) is processed incorporating the adjustments and it is executed by DTMB Central Procurement Services.
 - 2) Price decreases may be offered at any time and will be applied immediately and automatically by the Contractor.
 - 3) Core items will never be more than the established percentage off list price.
- D. Non-Core, Balance of Contract items as defined in **Schedule A, Section 5.1.C.** above, will be the prices defined in this solicitation and will appear on the ordering platform at time of order.

5.3. Price Changes

- A. Adjustments to the “Hot List” prices, will be based on changes in actual Contractor costs, but increases will not exceed 3% on total aggregate of overall the Hot List during any given adjustment period/term. See Section 5.2. A & B.
 - 1) Any request must be supported by written evidence documenting the change in costs.
 - 2) The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.
- B. Adjustments to the Core list prices will be based on changes in manufacturer or Contractor List Price that will be amended no more than every six months. “Hot List” items have their own amendment terms, see **Schedule A, Section 5.2. A & B.** above
 - 1) Any request must be supported by the published Essendant and/or Contractor List prices.
 - 2) The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.
- C. In the event of Force Majeure as described in Terms and Conditions Section 47, pricing changes may be considered, with the provision of acceptable substantiation, prior to expiration of the firm dates.
- D. In the event of unforeseen tariff changes on products resulting in price increases or decreases, the State and the Contractor may address and negotiate changes in pricing for those items independent of pricing terms defined in Section 5.1.
- E. Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response.
 - 1) If the review reveals no need for modifications, pricing will remain unchanged unless mutually agreed to by the parties.
 - 2) If the review reveals that changes are needed, both parties will negotiate such changes, for no longer than 30 days, unless extended by agreement between the Contract Administrator and the Contractor Representative.
- F. The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.
 - 1) Any changes to pricing must be implemented through an issuance of a Contract Change Notice by DTMB Central Procurement Services (which will be executed by the Parties as soon as practicable).
 - 2) All Contract Change Notices will include a new item listing (for all categories: paper, toner, general office supplies) which will replace all prior versions of the item listing.

- 3) The Change Notices will clearly describe which price categories have not changed and which categories have been modified.
- G. New pricing shall not apply to products ordered prior to the exercised Change Notice and the mutually accepted execution date even if they had not yet been shipped, received or billed.

5.4. Quick Payment Terms

The Contractor is offering a quick payment discount in the amount of 1% off the invoice if the invoice is paid within 15 days from the State's receipt of the invoice, or delivery of the items ordered, whichever is later. (See **Schedule B- Pricing, Section 2.**)

5.5. Pricing Audit

- A. **List Pricing.** The Contract Administrator may request from the Contractor on a quarterly basis list pricing as published by the wholesalers or by the Contractor for the Contractor's catalog of products. The initial list price data will be expected to be provided at contract execution and then again at contract "go live" on June 1, 2024.
- B. **Non-Core Balance of Contract Pricing.** Those items considered to be Non-Core Balance of Contract are priced at time of purchase and are not subject to audit other than verification that price presented at time of order and as confirmed, and/or contained on the packing slip, is the price being charged on the applicable invoice.
- C. **Incorrect Pricing/ Correction and Refund.** This Contract may be audited quarterly, at the State's discretion, via electronic invoicing documentation provided to the State by the Contractor. If audit findings show that incorrect prices were invoiced, the State will contact the Contractor to remedy the situation and issue refunds.
- 1) Pricing will be corrected within 24 hours
 - 2) Refunds will be issued to the State within 30 days.
- D. **Retention of Records.** See **Standard Terms and Conditions, Section 38.**
- E. The State expects Contractor to conduct audits continuously throughout the term of this Contract, or on a quarterly basis, during the months of July, October, January, and April to assure accurate pricing.

5.6. Core Lists Review

On an annual basis the "Hot List" may be reviewed and may be updated. "Hot List" pricing shall be the best pricing available and will always be less than the Core discount off list percentage pricing.

- A. The Contractor will provide a State line-item usage report for all items purchased that year which shall include the item number, product description, count of items purchased, price paid. This report shall be used in determining the next year's Hot List. Based on State usage, items may be added or removed from the Hot List, and prices negotiated/confirmed which shall be held firm per **Section 5.2.**

Price Term.

- B. The Contractor will provide to the State of Michigan a National consolidated line-item usage report for all items purchased that year including the item number, product description, count of items purchased, price paid. This report shall be used in determining the next year's Hot and Core List. Based on National Participating Agency usage, items may be added or removed from the hot and core, and prices negotiated/confirmed which shall be held firm per **Section 5.2.**

Price Term.

6. Ordering

6.1. Method of Procurement

Products must be made available for procurement through the following methods:

A. Online Catalog/Ordering System.

- 1) Contractor's online catalog/ordering system will be available 24 hours a day, 7 days a week, except for scheduled maintenance.
- 2) See **Schedule A, Section 3.3.** for complete information

B. Phone, Fax or E-mail Orders. Phone, fax or e-mail orders can only be places by authorized/registered users.

- 1) The Contractor will maintain multiple U.S. based contract customer support centers and an additional support center for retail and centralized functions.
 - a. All the Contractor's contract call centers will overlap support capabilities and have redundant data and power entry.
 - b. Contractor will reroute calls in the event of a phone outage or other emergency
- 2) If possible the Contractor is asked to offer a toll-free Customer Service/Order number dedicated to State of Michigan and MiDEAL member Accounts
- 3) The Contractor's normal business hours for receiving orders and providing customer service will be Monday through Friday, 8:00 a.m. to 5:00 p.m. (ET).
- 4) The Contractor will assign an order number, if not provided by the State, for invoicing purposes.
- 5) Orders place via phone, fax or e-mail are limited to \$2,500.00 unless written on a SIGMA generated DO.

C. Retail Network

The Contractor has a nationwide retail network.

- 1) Purchases can be made at any of the Contractor's retail locations and receive contract pricing at the register.
- 2) Contractor will provide a process by which the State can purchase products at retail locations while tying those purchase to authorized state users, to contract pricing, and the State's tax-exempt status. See **Schedule A, Section 3.2. Extending the Contract Pricing and Discounts at the Retail Locations.**

D. Employee Purchase Program

- 1) The Contractor will allow State employees to purchase from this Contract utilizing State pricing. The Contractor will supply items to State employees on a direct and individual basis. Purchases may be made in the following manner:
 - a. State employees may order from the Contractor's website for shipment directly to the employee's home.
 - b. State employees may make purchases at any one of the retail outlets, per **Schedule A, Section 3.2. Extending the Contract Pricing and Discounts at the Retail Locations.**
- 2) Any purchases made by employees through the Employee Purchase Program will be paid for by the employee using their own personal funds.
- 3) The Contractor will provide to the Contract Administrator the process/procedures/steps that are necessary for enrollment in the Employee Purchase Program for publication on the State's Employee Discount Page and for dissemination through other internal means. Should the enrollment for the Employee Purchase Program be revised by the Contractor, the Contractor will provide to the Contract Administrator new instructions for enrollment.

6.2 Order Fulfillment

A. Fill Rate

The Contractor must maintain a monthly statewide average Fill Rate of 98%, or as negotiated. If the fill rate falls below 98% for three consecutive months and the Contractor fails to provide an explanation for the reduction which is satisfactory to the State, the State may collect a Service Level credit or with contract cancellation with a 30-day written notice to the Contractor (see **Schedule A, Section 13. Service Level Agreements (SLA's)**)

B. Backorders

Customers will be notified at time of order placement of shipment delays, partial shipments and back orders.

- 1) If the Contractor is temporarily out of stock on an item, the Contractor will first notify the end user in one of the following ways:
 - a. Contractor's Internet ordering system provides in-stock/backorder status.

- b. Customers phoning in orders will be notified of a backorder at the time of order placement.
 - c. A backordered item will be annotated on a FaxBack or e-mail order confirmation, and
 - d. Annotated on the packing list that the end-user receives with the order. The packing list will automatically provide a systemically generated due date (this due date is based on average Contractor lead-time).
- 2) The Contractor will then work to fill the backorder.
- a. If the Contractor's system is unable to fill a line, the Contractor's local purchasing group will source the backordered item.
 - b. The order is then placed to ship from the nearest, quickest source. In the event the back order cannot be satisfied within 10 days, or the time required by the customer, the order may be cancelled by the State.
- 3) Backordered items will not be billed for until the item has been delivered.

C. Discontinued/ Unavailable Items

If an item is discontinued, or has an unusual lead-time:

- 1) The customer will be notified of this at the time of the order, or if the order is faxed, the Customer will be called the same day and given a choice of canceling the order/item or selecting an alternate.
- 2) If the item is a "Hot List" item, The Customer Service Representative or Contractor Representative will notify the Contractor Representative within 24 hours that the item has been discontinued and provide replacement alternatives for consideration.

D. Product Substitution

Product substitution is **not allowable unless written approval is received from the requesting agency.**

E. Special Orders

Customers may seek to purchase items that are not normally stocked.

- 1) Special order items are not identified in **Schedule B.1 or B.2. Pricing Worksheets** nor listed in the Contractor's Catalog.
- 2) These items may be quoted to meet the purchaser's request.
- 3) If the quotation meets the approval of the purchaser, special order items can be placed via phone, e-mail or fax to customer service and must include a SIGMA generated Delivery Order number.

6.3 Minimum Orders

- A. There will be a minimum order requirement for free shipping. If orders total \$35.00 or more there will be no delivery fee.

- B. Orders under \$35.00 will be accepted, however, each order will incur a delivery fee in the amount of \$7.99. This fee will remain firm and fixed until such time as it is revised via a Change Notice.

6.4. Authorizing Document

The appropriate authorizing document for the Contract will be:

- A. An order placed through the on-line purchasing portal which has gone through the State Agency's established approval process, if applicable and requested by the Agency.
- B. An order placed via, e-mail, phone, fax which must be placed by an authorized user set up in the system utilizing a SIGMA generated DO.
- C. An order placed by an authorized user at a retail locations who is set up in the system to make retail purchases in accordance with the processes and procedures which allow the purchase to be attributable to this contract.
- D. All orders placed utilizing any of these methods will be bound by the terms and conditions of this contract.

6.5. Order Verification

- A. Only authorized individuals may make purchases under this contract. The Contractor will need to verify that all orders placed via phone, fax or e-mail have been placed by user that have been established and registered as a user in the on-line purchasing platform.
- B. Orders placed by unauthorized individuals are not to be fulfilled. The Contractor will notify the party making the order request to contact their Agency's Program Manager to become an authorized purchaser.

6.6. Order Approvals

Each online purchase must undergo an internal approval process, established by the specific agency for that user's purchasers. That approval process/path/levels may look different for each user dependent upon the Agency, the department or even the office.

- A. The Contractor must work with each Agency to establish their approval process.
- B. The State will work provide the Contractor all necessary information to establish approval processes/paths/levels.
- C. Program Mangers can set up approval rules for each individual purchaser or for an entire user group within their agency. Agency can choose to route all orders for approval, or route based on cost center or ship-to location. Additionally, orders can be routed for approval when they meet certain criteria, such as:
 - 1) Order exceeds maximum value threshold
 - 2) Order does not meet minimum order threshold
 - 3) Line-item maximum is exceeded
 - 4) Order includes an item currently blocked for purchase
 - 5) Order includes a custom print product

- D. Once workflow and rules for order approvals have been determined, the Program Manager can define whom the approvals should be routed to, whether a single person or a group. Designating approval groups provides a way to approve supply orders quickly so that employees won't have to wait for their supplies.
- E. Approvers will be alerted that they have an order to approve via email.
 - 1) They can either approve or deny the order directly from their email by clicking the applicable option and hitting send.
 - 2) They can click Modify to login to the site and approve or modify the order.
 - 3) Or they can login directly into the site and approve via the dashboard.
 - 4) Approvers can also review and approve orders on the go with the Staples Advantage mobile app.

7. Delivery

7.1. Time Frames

All Contract Activities must be delivered as follows:

- A. Contractor will use commercially reasonable efforts to ship stocked products, ordered before 3:00 p.m. local time, for delivery the next business day to the Lower Peninsula after acceptance of an order, except for backordered or special-order products.
- B. Contractor will use commercially reasonable efforts to ship stocked products, ordered before 3:00 p.m. local time, for delivery within two (2) business days to the Upper Peninsula after acceptance of an order, except for backordered or special-order products.
- C. If a product is backordered, or shipment is delayed for any reason:
 - 1) The purchaser will be notified during the ordering process or immediately after the order is place via e-mail of such delay and provided with the anticipated ship date, and Contractor will use commercially reasonable efforts to deliver the delayed product as promptly as commercially practicable.
 - 2) Contractor will treat any such delayed order as active unless the purchaser contacts the Contractor and provides other instructions to cancel the order.

7.2. Delivery

- A. All deliveries will be made to the location indicated in the order and will be made during the location's standard business hours, typically between 8 am and 5 pm, although the Contractor will be required to verify delivery time requirements per location.
- B. All deliveries must be accepted/signed for. No deliveries will be made or "dropped" outside of any location in the anticipation that an employee may receive it when they arrive or see it.
- C. **Standard Delivery**
 Unless specified otherwise below, delivery is governed by Section 18, Delivery, in Standard Terms and Conditions. Prices are F.O.B. Destination, "within

Government Premises with transportation charges prepaid by the Contractor on all orders.

- 1) **Building/Loading Dock.** Delivery to a main loading dock, primarily for palletized and large bulk orders.
 - 2) **Desktop Delivery.** Delivery to specific addresses, floors and locations on those floors, as arranged with the State. The recipient signs to acknowledge receipt or other accepted proof of delivery is captured. This service is included for State Agencies, if requested. There may be additional charges associate with this service for other Participating Agencies as negotiated.
 - 3) **Secured Facilities.** Some deliveries will be made to Department of Correction facilities and drivers entering those facilities will have to have LEIN clearance prior to admittance. The clearance applications will be made available upon request. (**See Schedule A Exhibits 1A, 1B and 2**)
 - 4) **Home Deliveries.** Some State employees work from home offices around the State. Orders from these employees may be delivered to their home office (unless otherwise specified).
- D. Additional freight charges may apply for special delivery, non-standard delivery, rush delivery, or special or custom order products which will be disclosed at the time of the quote and/or the placement of the order by the purchaser.
- 1) Common delivery exceptions that require a delivery fee include:
 - a. Orders under minimum order requirement
 - b. Furniture unpacking or assembly
 - c. Expedited deliveries
 - d. Deliveries outside Staples' standard distribution area (e.g., Hawaii)
 - e. Bulky or heavy items
 - 2) Please reference Schedule B.3. Manufacturer Direct Furniture and Schedule B.4. Special Orders-Balance of Offering for additional freight terms that may apply to manufacturer-direct furniture or Balance of Offering orders.
 - 3) **SHIPPING TO ALASKA & HAWAII**
 Shipments to Alaska and Hawaii are handled as follows:
 - a. Shipments up to 159 pounds are shipped UPS 2nd Day Air.
 - b. Shipments over 159 pounds or items that cannot be shipped via UPS are shipped ocean freight.
 - c. Ocean freight shipments take an average of 14 days for delivery.
 - d. To offset the cost of freight, the Contractor reserves the right to apply a 25% surcharge and a minimum order of \$200.
 - e. Hazardous material cannot be shipped to Hawaii.
 - 4) **SHIPPING TO UNITED STATES TERRITORIES**
 - a. Shipments to Puerto Rico are handled as follows:
 1. Less than 150 pounds ship via FedEx 2nd Day (air)

2. Greater than 150 pounds ship via YRC Worldwide Freight (ocean)
3. No ORM-D goods or hazardous good can be exported here
4. Transit time is approximately 15 to 20 business days from door to door and 25 to 30 business from door to door during hurricane season (June 1st through November 30th)
5. Local taxes and duties are due when the order arrives and are collect to the customer
- b. Shipments to U.S. Virgin Islands (Saint John, Saint Croix and Saint Thomas), American Samoa, Guam and Northern Mariana Islands
 1. Ships via FedEx 2nd Day (regardless of weight)
 2. FedEx Economy Service only
 3. Transit time is approximately 3 business days
 4. No ORM-D goods or hazardous good can be exported here
 5. Local taxes and duties are due when the order arrives and are collect to the customer
- c. Regardless of U.S. Territory ship-to location, the freight cost will be charged back to the customer on a separate invoice

7.3. Packaging and Palletization

A. Packaging

- 1) Packaging must be optimized to permit the lowest freight rate costs incurred by the Contractor.
- 2) The State prefers packaging materials that:
 - a. Are made from recycled content that meets or exceeds all federal and state recycled content guidelines (currently 35% post-consumer for all corrugated cardboard);
 - b. Are “right sized” to sufficiently transport and protect items while eliminating unnecessary waste of resources.
 - c. Minimize or eliminate the use of polystyrene and other difficult to recycle materials.
 - d. Minimize or eliminate the use of packaging and containers or, in the alternative, minimize or eliminate the use of non-recyclable packaging and containers.
 - e. Provide for a return program where packaging can be returned to a specific location for recycling; and
 - f. contain materials that are easily recyclable in Michigan.

B. Palletization

Shipments must be palletized whenever possible using manufacturer's standard 4-way shipping pallets.

C. Desktop Delivery

With desktop delivery, each order is packed separately.

8. Acceptance

8.1. Acceptance, Inspection and Testing

The State will use the following criteria to determine acceptance of Products:

A. Initial Inspection

- 1) If at the time of delivery, damage is visually noted, the delivery will be rejected, and the product returned with the driver.
- 2) Within 8 business hours of delivery, the State will initially inspect to confirm that product has been delivered as ordered and that there are no signs of damage.
 - a. If this inspection reveals incorrect product or damage, the State will notify the Contractor of deficiencies immediately.
- 3) If the order passes the initial inspection, it will be conditionally accepted dependent on continued inspection as they are consumed by the business areas.

B. Continued Inspection. After the order has been conditionally accepted and the products are placed into stock, as each box is opened for use it will be inspected as to usability by the business area.

- 1) If at any time once in stock, until the products use, it is determined that a deficiency has been discovered the State will notify the Contractor within twenty-four hours to discuss the nature of the deficiency and work with the Contractor to either correct the deficiency by providing replacement stock or credit the State.

8.2. Damaged Goods, Defective Merchandise, Damaged Freight, Error in Shipment, Defective Items

- 1) The Contractor will pay and arrange for all shipping and handling charges for items returned because of freight damage, error in shipment or defective items.
- 2) Agencies will be credited the full amount of all items returned.
- 3) All credits will be made to the account codes used to purchase the returned items.
- 4) If the order had multiple account codes, the agency will instruct the Contractor as to which code or codes the credit will be assigned.
- 5) The Contractor will issue credit within seven (7) calendar days once item has been returned to Contractor's in-state distribution warehouse.

8.3. Return Policy and Process

- A. If for any reason users are not completely satisfied with a product purchased from the Contactor, they may be returned withing the applicable timeframe listed in the table below.

Return Periods by Product	
Product Category	Applicable Return Period
Office and Facilities Supplies	30 Days
Software (unopened)	30 Days
Technology and Business Machines	14 Days
Furniture	14 Days*
Custom Products	Not returnable unless damaged or defective

* Return requests will be accepted within 14 days of delivery under the following conditions: a) products are in new condition; b) products are unassembled and in original packaging. Special order, customized, manufacturer direct shipped, or assembled items are not returnable, unless such products arrive damaged or defective.

- B. The product must be returned to the Contractor with its complete and original packaging intact and undamaged including the original Universal Product Code (UPC), packaging materials, instructions, manuals, etc.). Have the packing list ready when initiating a return as the order number and a reason for the return will be required
- C. To process returns, users should use the online return process on StaplesAdvantage.com or call our Customer Service team to submit a return.
- D. The Contractor will arrange to pick up the item for exchange or credit to the user's account.
- E. Account will be credited when returned merchandise is received back into inventory.
- F. Other Return Notes and Limitations
 - 1) Non-defective dated goods such as forms, batteries, film, toner and ink cartridges are subject to approval and require a Return Authorization for credit.
 - 2) Calendars cannot be returned after January 31 of the year to which they correspond.
 - 3) For health and safety reasons, food, beverages, first aid and medical products cannot be returned.
 - 4) For similar reasons, janitorial and sanitation products (such as cleaning chemicals) can only be returned in unopened and unaltered original case quantities and packaging.
 - 5) Products purchased in bulk, including those intended to be used during a World Health Organization epidemic or pandemic alert, are subject to review prior to return.
 - 6) Partial cartons or opened containers of hazardous materials cannot be returned.

9. Invoice and Payment

9.1. Invoice Requirements

- A. All invoices submitted to the State must be submitted with a summary sheet for the invoices included during any given frequency period.

- B. At least two Agencies within the State will require consolidated or alternate invoicing. The Contractor must be willing to work with those Agency to meet their needs.
- C. Frequency: Invoices may be required to be sent biweekly or monthly depending on the State Agency's requirements.
- D. Invoices will include:
 - 1) Date;
 - 2) Master Agreement Number
 - 3) Delivery Order Number (if any- dependent on type of order) or Contractor Assigned Order Number
 - 4) Ship To and Bill To Addresses
 - 5) Name of Authorized Purchaser
 - 6) Quantity;
 - 7) Description of the Contract Activities;
 - 8) Unit price;
 - 9) Shipping cost (only allowable as a line item on Special Order quoted products); and
 - 10) Total price.

9.2. Payment Methods

The State will make payment for Contract Activities via:

- A. Electronic Funds Transfer (EFT)
- B. Procurement Card (PCard). Please note, P-Cards are an accepted form of payment at time of purchase, not for payment of invoices.

9.3. Payment Term

- A. For the State of Michigan and all MiDeal members, all undisputed invoice amounts are payable within 45 days of receipt.
- B. For Participating Agencies all undisputed invoice amounts are payable within 30 days of receipt or as negotiated

10. Project Plan- Transition-In

- A. This Contract and the Contract pricing will be effective on the Contract Effective Date.
- B. The State currently has fully implemented accounts with this Contractor. The Contractor will, within the first four months of this contract, work with State agencies to review and update existing user accounts and information.
 - 1) The State may require the Contractor to provide to the State updated information/training designed to educate users about the new contract and the Contractors' online purchasing portal.
- C. The "Go Live" date, which is the day that the State and Participating Agencies will begin making purchases under this contract, and the date on which the on-

line purchasing platform will “go live” which is anticipated as being no later than June 1, 2024.

- D. The State reserves the right to “Go Live” and begin using this contract prior to June 1, 2024, based upon the Contractor meeting its transition responsibilities which will be outlined in the final project plan.
- E. The State and those participating agencies currently utilizing the NPP Office Supply Contract may transition into utilizing this Master Agreement at any time after the Effective Contract Date and once the Intergovernmental Cooperative Purchasing Agreement has been signed and filed with NPP, as allowed by their laws, statutes or procurement procedures, and as agreed upon with the Contractor.
 - 1) Participating agencies will establish their own transition timelines and tasks.
 - 2) Contractor will provide sufficient management to guarantee implementation is completed quickly and according the Participating Agency’s exact requirements.
- F. Any new participating agencies may utilize this Master Agreement at any time after the Contract Effective Date and once the Participating Agency Endorsement and Authorization has been signed and filed with NPP, as allowed by their laws, statutes or procurement procedures, and as agreed upon with the Contractor.
 - 1) Participating agencies will establish their own transition timelines and tasks.
 - 2) Contractor will provide sufficient management to guarantee implementation is completed quickly and according the Participating Agency’s exact requirements.
 - 3) Participating Agencies may require a full-scale contract introduction campaign designed to educate users about the new contract and the Contractors’ online purchasing portal.
- G. **Final Project Plan:** Upon Contract Award A final project plan must be submitted for approval within 15-calendar days of the Effective Date. The plan must include:
 - 1) The Contractor's final organizational chart with names and title of personnel assigned to the project, which must align with the staffing stated in accepted proposals and subsequent alignment as negotiated.
 - 2) The final Project Plan building off the preliminary plan submitted with the Bidder’s solicitation response and any subsequent conversations and negotiations, to ensure that the Contractor meet or exceeds “Go Live” expectations.

11. Liquidated Damages

Unauthorized Removal of Key Personnel will interfere with the timely and proper completion of the Contract, to the loss and damage of the State, and it would be impracticable and extremely difficult to fix the actual damage sustained by the State.

Therefore, the State may assess liquidated damages against Contractor as specified below.

- A. The State is entitled to collect \$500 per individual per day, for up to 30 days for the removal of any Key Personnel without prior State notification.
- B. The State is entitled to collect \$500 per individual per day for up to 30 days for an unapproved subcontractor replacement.

Notwithstanding the foregoing, reassignment or removal of Key Personnel for reasons beyond the Contractor's control, including but not limited to illness, disability, death, leave of absence, personal emergency circumstances, resignation, or termination for cause will not be deemed "unauthorized Removal of Key Personnel" and will not entitle the State to assess liquidated damages.



12. Additional Requirements

1.1 Recycled Content and Recyclability

- A. **Deliverables in General.** Without compromising performance or quality, the State prefers Deliverable(s) containing higher percentages of recycled materials.
- B. **Paper.** To the extent available, a portion of the paper products purchased by the State must contain recycled paper if the cost of such paper products does not exceed by 10 percent the cost of non-recycled paper products.
 - 1) The statutory goals are that 50% of the paper purchased must contain 50% recycled fibers. (See MCL 18.1261b).
 - 2) During the contract, the contractor will research and offer recycled paper products as possible replacement options to assist in reaching these goals.
 - 3) DTMB requires that some paper be provided as "virgin" to process through the printers properly.

C. "Green" Solutions.

- 1) The Contractor will offer eco-responsible products and will be noted with either the Eco-ID icon or the Eco-Feature icon.


ECO-ID

ECO-FEATURE
- 2) The Contractor can offer Recycling and Waste Reduction Programs. Speak with the Contractor Representative to discuss utilizing no or low-fee recycling services:
 - a. Ink & Toner Cartridges. The Contractor provides free delivery driver pick-up and a mail-back service. Simply work with your delivery driver to pick a location for regular pick-up or print a mail-back label from StaplesAdvantage.com.
 - b. Technology. The Contractor offers low-cost options for responsible and secure technology recycling including certificate of recycling and optional serial number tracking services. You can order prepaid recycling kits, boxes and pallets for larger items through

StaplesAdvantage.com. Staples' tech recycling partner ERI Direct is e-Stewards and R2 certified at all locations for responsible e-waste management practices.

- c. Furniture. (Not applicable to the State). Talk to the Contractor Representative for details on recycling office furniture. Staples customers can trade in their old, outdated cubicle systems and furniture to Davies for a credit towards Grade A, like-new remanufactured furniture by Davies from leading brands like Knoll, Steelcase, Haworth and more.
 - d. Batteries. The Contractor offers mail-back recycling services on StaplesAdvantage.com. Simply order the right-size container, fill it with your goods and put it in the mail. Pricing is inclusive of packaging, shipping and recycling.
 - e. Other Hard-to-Recycle Items. Divert hard-to-recycle waste from landfills with [Zero Waste Boxes](#). Simply fill, close and ship — box prices include all shipping and recycling fees. Use Zero Waste Boxes to recycle coffee pods, breakroom waste, binders, safety supplies, writing instruments and more.
- 3) Sustainable Program Engagement. The Contractor can help support a drive to greener behavior. This can include This includes using available website tools like shopping lists, product substitutions and messaging, order consolidation campaigns, all the way to customized communication materials and events.
- 4) Environmental Reporting. The Contractor offers Environmental Purchases Summary reports which offer a complete picture of environmental purchasing across the organization. The reports can be provided for summary level all the way to product level. The Contractor can run analyses to identify environmental alternatives to non-green purchases.

1.2 Environmental and Energy Efficiency Product Standards

Many Participating Agencies require that the Contractor provide products that meet industry accepted environmental or energy efficiency standards. Contractor must describe how products that meet these requirements are identified or otherwise labelled in the on-line

- a. The Contractor will track the following environmental attributes for products:

1. Recycled Material	
Recycled content	Post-Consumer Recycled Content %
Total Recycled Content %	Remanufactured/Refurbished
2. Third-Party Certifications/Standards	
AP certified nontoxic	Food Alliance certified
B Corporation certified product	Forest Stewardship Council (FSC) certified
Bluesign certified clothing product	GreenGuard certified
BPI compostable	Green Seal certified
Cradle to Cradle certified	Indoor Advantage certified
EcoLogo certified	Level certified

Energy Star certified	Made Safe certified
EPA Comprehensive Procurement Guidelines	PMA non-toxic
EPA Design for Environment pesticides	Rainforest Alliance certified
EPA Safer Choice registered	Roundtable on Sustainable Palm Oil (RSPO) certified
EPA WaterSense certified	Sustainable Forestry Initiative (SFI) certified
EPEAT qualified	USDA Certified Biobased Product
Fair Trade	USDA Organic
3. Other Environmental Features	
Auto-duplexing	PVC-free plastic
Bio-based / ag waste / rapid renew content %	Rapidly renewable content (bamboo, cork, etc.)
Bio-based content (corn, sugar, potato, etc.)	Rechargeable batteries
Crop residue content (sugarcane, wheat straw, etc.)	Refillable writing Instrument / Refill
High yield ink and toner	Solar powered
Processed or Totally Chlorine Free Paper	

- b. The Contractor will identify products based on their attributes. Products with stronger environmental attributes qualify for Staples' Eco-ID icon. Items that have an environmental feature but don't qualify for Eco-ID receive a leaf badge to call out that they have an environmental attribute



ECO-ID



ECO-FEATURE

- c. Features that will qualify a product for the Eco-ID designation include:

Features that qualify for Eco-ID include the following attributes:	
bluesign®	Indoor Advantage™ Gold
BPI compostable®	level® (all tiers)
Cradle to Cradle™ (all tiers except basic)	Made Safe®
Energy Star®	Organic
EPA Design for Environment for Pesticides	Rainforest Alliance™
EPA Safer Choice	UL EcoLogo®
EPA Water Sense	UL Greenguard® Gold
EPEAT™ (all tiers)	20% to 30%+ post-consumer recycled content^
EWG verified™	30%+ agricultural residue, rapidly renewable, or bio-based content
Fair Trade™	Rechargeable batteries
Food Alliance™	Remanufactured electronics or furniture
Forest Stewardship Council®	High-yield ink and toner
Green Seal®	

12.3. Hazardous Chemical Identification

In accordance with the federal Emergency Planning and Community Right-to-Know Act, 42 USC 11001, *et seq.*, as amended, the Contractor must provide a Material Safety Data Sheet listing any hazardous chemicals as defined in 40 CFR §370.2, to be delivered. Each hazardous chemical must be properly identified, including any applicable identification number, such as a National Stock Number or Special Item Number.

The Contractor must identify any hazardous chemicals that will be provided under any resulting contract.

12.4. Mercury Content

Pursuant to MCL 18.1261d, mercury-free products must be procured when possible. The Contractor must explain if it intends to provide products containing mercury, the amount or concentration of mercury, and whether cost competitive alternatives exist. If a cost competitive alternative does exist, the Contractor must provide justification as to why the particular product is essential. All products containing mercury must be labeled as containing mercury.

12.5 Brominated Flame Retardants

The State prefers to purchase products that do not contain brominated flame retardants (BFRs) whenever possible. The Contractor encourages vendors to transition away from two classes of chemical flame retardant chemicals per their [Chemicals Policy](#) and associated [Priority Chemicals of Concern List](#). The State understands that the Contractor has limited visibility into the use or absence of these flame retardants in the products we sell, particularly national brand items.

12.6. Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)

The Contractor must confirm that the provided products do not intentionally contain PFAS. This consists of all components of the provided products, including product packaging.

13. Service-Level Agreements (SLAs)

- A. The Contractor will be held accountable to meet the requirements and the service level requirements for the State established in this Contract.

Service Level Agreements for this Contract will be as follows:

SLA Metric 1. Online Product Catalog and Purchasing Platform Up-Times	
Definition and Purpose	The State's on-line catalog/ ordering system is required to be available and operable for access and use by the State and its Authorized Users over the Internet in material conformity with the Contract.

SLA Metric 1. Online Product Catalog and Purchasing Platform Up-Times	
Acceptable Standard	<p>A. The Contractor must ensure that the State's on-line catalog/ ordering system (StaplesAdvantage.com) has 99.0% availability for Agreed Service Time. Agreed Service time excludes schedule maintenance including monthly ERP maintenance and planned, ad-hoc maintenances..</p> <p>B. Extenuating circumstances requiring scheduled maintenance to occur during normal business hours must be communicated by the Contractor to the State prior to the scheduled date and time.</p> <p>C. The Contractor will provide to the State an up-time report on a quarterly basis (or a basis as negotiated)</p> <p>The acceptable standard is 100% compliance.</p>
Credit Due for Failing to Meet the Service Level Agreements	<p>If the actual Availability of the Online Product Catalog and Purchasing platform (Hosted Service) fails to meet the negotiated and agreed upon minimum uptime standard with possible +or- variations, then the Contractor will provide to the State the following credits:</p> <ol style="list-style-type: none"> 1. Failure to meet the agreed upon uptime for three consecutive months in a contract year, the Contractor will owe the State a credit of \$1000.00. 2. Subsequent failures within that contract year, the Contractor will owe the State a credit of \$2000.00 for each additional month period. <p>At the discretion of the State, these credits may be applied toward any payable due to the Contractor or be payable directly to the State. Payments made directly to the state will be completed within 30 days of notice of assessment.</p>

SLA Metric 2. Order Fill Rate	
Definition and Purpose	Orders placed by the State must be filled and delivered accurately and completely.

SLA Metric 2. Order Fill Rate	
Acceptable Standard	<p>A. The Contractor must maintain a monthly statewide average Fill Rate of 98% (or as negotiated). For the purposes of this SLA, Contractor will measure the State's Fill Rate as the percentage of lines delivered versus lines ordered.</p> <p>B. Extenuating circumstances must be communicated by the Contractor to the Contract Administrator prior to the scheduled delivery date and time.</p> <p>C. The Contractor will provide to the State an Order Fill Rate report on a quarterly basis (or a basis as negotiated)</p> <p>The acceptable standard is 100% compliance.</p>
Credit Due for Failing to Meet the Service Level Agreements	<p>If the fill rate falls below 98% or as negotiated for three consecutive months, and the Contractor fails to provide an explanation for the reduction which is satisfactory to the State, the state may seek the following credits:</p> <ol style="list-style-type: none"> 1. Failure to meet the order fill rate for three consecutive months within a contract year, the Contractor will owe the State a credit of \$1000.00. 2. Subsequent failures within that contract year, the Contractor will owe the State a credit of \$1000.00 for each month the Order Fill rate fails to meet the average fill rate. <p>At the discretion of the State, these credits may be applied toward any payable due to the Contractor or be payable directly to the State. Payments made directly to the state will be completed within 30 days of notice of assessment.</p> <ol style="list-style-type: none"> 3. Continued failure could result in cancellation of the contractor with a 30-day written notice to the Contractor.

SCHEDULE B - PRICING

Master Agreement No. 240000000363
Office Supplies and Office Related Products

1. Included in Pricing are the pricing schedules for the Contract Activities as follow:
 - Schedule B.1. - Core “Hot List” Pricing
 - Schedule B.2.a. - Core Percentage Discount off List by Category
 - Schedule B.2.b. - Discounted Core List Pricing
 - Schedule B.3. - Manufacturer Direct Furniture List
 - Schedule B.4. - Special Order/ Balance of Offering
2. The Contractor is offering the following quick payment terms. The number of days will not include processing time for payment to be received by the Contractor's financial institution.
 - 1% 15 Days, Net 45 Days for State of Michigan and MiDeal Members
 - 1% 15 Days, Net 30 Days for NPPGov Participating Agencies. (See **Schedule A, Section 5.4. and 9.3.**)
3. **Schedule B- Pricing Schedules- General**
 - A. The State of Michigan makes no guarantee of quantities to be ordered.
 - B. Prices include all costs associated with this contract, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).

STATE OF MICHIGAN
Master Agreement 240000000363
Office Supplies and Office Related Products
SCHEDULE B.1. - Core Hot List Pricing

SPECIFIED PRODUCTS AND PRICING						
PRIMARY PRODUCT CATEGORY	STAPLES SKU #	MFG ITEM #	ITEM DESCRIPTION	SELL Unit of Measure	Quantity/Cou nt of Product per Unit	Contract Price per Each Unit (Noted Column E)
Breakroom	24382038	24382038	True Clear™ Purified Bottled Water, 16.9 fl oz Bottles, 24 Bottles/Case, 84 Cases/Pallet (TC54594PL)	PL	24/84	\$ 680.68
Breakroom	24375263	24375263	Perk™ Medium-Weight Paper Plates, 8.5", Teal/White, 125/Pack (PK54329)	PK	125	\$ 15.09
Breakroom	24285926	2550030407CT	Folgers Classic Roast Ground Coffee, Medium Roast, 6/Case (20421CT/2550030407CT)	CT	6	\$ 70.75
Breakroom	1684921	2550030407/0421	Folgers Classic Roast Ground Coffee, Medium Roast, 25.9 oz. Canister (SMU02042/2550030407)	EA	1	\$ 13.70
Breakroom	418668	12J12	Dart J Cup Hot/Cold Cups, 12 Oz., White, 1000/Case (12J12)	CT	1000	\$ 64.99
Breakroom	2759026	371114	The Original Donut Shop Regular Coffee Keurig K-Cup Pods, Medium Roast, 70/Box (371114)	BX	70	\$ 39.05
Breakroom	24431639	24431639	Perk™ Paper Hot Cups, 12 oz., White, 50/Sleeve, 10 Sleeves/Case (PK59144CT)	CT	500	\$ 43.47
Breakroom	495726	PRO22142	Folgers Classic Roast Ground Coffee, Medium Roast, Filter Packs, 40/Case (PRO22142)	CT	40	\$ 25.95
Breakroom	458110	364948	Ziploc Double Zipper Storage Bags, Gallon, 250 Bags/Case (682257)	CT	250	\$ 32.68
Breakroom	24375272	24375272	Perk™ Plastic Cold Cup, 16 Oz., Red, 50/Pack (PK54359)	PK	50	\$ 5.22
Breakroom	24377968	24377968	True Clear™ Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (TC54594)	CT	24	\$ 10.59
Breakroom	24377968	NDW05L24P/TC545	True Clear Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (TC54594)	CT	24	\$ 10.59
Breakroom	24377969	TC54595	True Clear Purified Bottled Water, 8 fl. oz. Bottles, 24/Case (TC54595)	CT	24	\$ 9.33
Breakroom	24377968	24377968	True Clear™ Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (TC54594)	CT	24	\$ 10.59
Breakroom	24377968	24377968	True Clear™ Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (TC54594)	CT	24	\$ 10.59
Breakroom	24377968	24377968	True Clear™ Purified Bottled Water, 16.9 fl. oz. Bottles, 24/Case (TC54594)	CT	24	\$ 10.59
Ink and Toner	2837119	#N/A	Ricoh Maintenance Kit A, 408107	EA	1	\$ 536.90
Ink and Toner	220173	B6Y20A	HP 771A Light Cyan Standard Yield Ink Cartridge (B6Y20A)	EA	1	\$ 358.00
Ink and Toner	220177	B6Y17A	HP 771A Magenta Standard Yield Ink Cartridge (B6Y17A)	EA	1	\$ 357.90
Ink and Toner	116851	C9731AC	HP 645AC Cyan Standard Yield Toner Cartridge (C9731AC)	EA	1	\$ 323.93
Ink and Toner	905706	CE742A	HP 307A Yellow Standard Yield Toner Cartridge (CE742A)	EA	1	\$ 285.66
Ink and Toner	2596060	CF410XD	HP 410X Black High Yield Toner Cartridge, 2/Pack (CF410XD)	PK	2	\$ 260.25
Ink and Toner	85826	B3P20A	HP 727 Magenta Standard Yield Ink Cartridge (B3P20A)	EA	1	\$ 82.51
Ink and Toner	223884	8280B001	Canon 246XL TriColor High Yield Ink Cartridge (8280B001)	EA	1	\$ 23.01
Ink and Toner	397918	CE402A	HP 507A Yellow Standard Yield Toner Cartridge (CE402A)	EA	1	\$ 187.86
Ink and Toner	397919	CE401A	HP 507A Cyan Standard Yield Toner Cartridge (CE401A)	EA	1	\$ 187.88
Ink and Toner	577251	V1620	Dell V1620 Cyan Standard Yield Toner Cartridge	EA	1	\$ 76.99
Ink and Toner	577259	R9PYX	Dell R9PYX Yellow Standard Yield Toner Cartridge	EA	1	\$ 76.43
Ink and Toner	585456	TN-350	Brother TN-350 Black Standard-Yield Toner Cartridge	EA	1	\$ 55.52
Ink and Toner	611557	#N/A	Canon 8 Magenta Standard Yield Ink Cartridge (0622B002AA)	EA	1	\$ 14.84
Ink and Toner	680882	XER113R00722	Xerox 113R00722 Black Standard Yield Toner Cartridge	EA	1	\$ 160.15
Ink and Toner	760038	CE250A	HP 504A Black Standard Yield Toner Cartridge (CE250A)	EA	1	\$ 114.70
Ink and Toner	760476	CE505A	HP 05A Black Standard Yield Toner Cartridge, print up to 2300 pages	EA	1	\$ 68.27
Ink and Toner	769946	C9370A	HP 72 Black Standard Yield Ink Cartridge (C9370A)	EA	1	\$ 85.90
Ink and Toner	867496	CC364XC	HP 64XC Black High Yield Toner Cartridge	EA	1	\$ 228.75
Ink and Toner	1244243	9183B005	Canon 1200XL Black High Yield/Cyan, Magenta, Yellow Standard Ink Cartridge, 4/Pack (9183B005)	PK	4	\$ 63.68
Ink and Toner	1546288	CF283AD	HP 83A Black Standard Yield Toner Cartridge, 2/Pack	PK	2	\$ 112.16
Ink and Toner	1878564	CF361XC	HP 508XC Cyan High Yield Toner Cartridge (CF361XC)	EA	1	\$ 242.72
Ink and Toner	1878686	CF411X	HP 410X Cyan High Yield Toner Cartridge (CF411X)	EA	1	\$ 167.77
Ink and Toner	1882555	T410XL020-S	Epson T410XL Black High Yield Ink Cartridge (T410XL020-S)	EA	1	\$ 22.04
Ink and Toner	2000628	N9K01AN#140	HP 65 Tri-Color Standard Yield Ink Cartridge (N9K01AN#140)	EA	1	\$ 17.44
Ink and Toner	2105870	5PG7P	Dell 5PG7P Magenta High Yield Toner Cartridge	EA	1	\$ 100.15
Ink and Toner	2105875	P3HJK	Dell P3HJK Cyan High Yield Toner Cartridge	EA	1	\$ 100.15
Ink and Toner	2496407	XER106R03622	Xerox 106R03622 Black High Yield Toner Cartridge	EA	1	\$ 266.44
Ink and Toner	2510174	XER106R03691	Xerox 106R03691 Magenta Extra High Yield Toner Cartridge	EA	1	\$ 188.70
Ink and Toner	2510178	XER106R03479	Xerox 106R03479 Yellow High Yield Toner Cartridge	EA	1	\$ 168.76
Ink and Toner	2622763	006R01605	Xerox 006R01605 Black Standard Yield Toner Cartridge, 2/Pack	PK	2	\$ 196.02
Ink and Toner	2637195	LC30193PKS	Brother LC30193PKS Cyan/Magenta/Yellow Extra High Yield Ink Cartridge, 3/Pack	PK	3	\$ 63.11
Ink and Toner	2698288	TN431M	Brother TN-431 Magenta Standard Yield Toner Cartridge, Print Up to 1,800 Pages (TN431M)	EA	1	\$ 59.00
Ink and Toner	2698289	TN431Y	Brother TN-431 Yellow Standard Yield Toner Cartridge, Print Up to 1,800 Pages (TN431Y)	EA	1	\$ 59.00
Ink and Toner	2758188	CF503A	HP 202A Magenta Standard Yield Toner Cartridge (CF503A), print up to 1300 pages	EA	1	\$ 68.27
Ink and Toner	2764689	ST8278B001	Staples Remanufactured Black High Yield Ink Cartridge Replacement for Canon PG-245 XL (TR8278B001/ST8278B001)	EA	1	\$ 17.87
Ink and Toner	2804139	415009-US	Ricoh 415009 Original Staples	EA	1	\$ 37.49
Ink and Toner	24301708	P2V67A	HP P2V67A Black Standard Yield Ink Cartridge	EA	1	\$ 75.41
Ink and Toner	24357756	STCF413A	Staples Remanufactured Magenta Standard Yield Toner Cartridge Replacement for HP 410A (TRCF413A/STCF413A)	EA	1	\$ 62.37
Ink and Toner	24377614	CF294X	HP 94X Black High Yield Toner Cartridge	EA	1	\$ 75.69
Ink and Toner	24506782	W1410A	HP 141A Black Standard Yield Toner Cartridge (W1410A)	EA	1	\$ 40.59
Ink and Toner	24513044	A6VK01FDGICMPT	DGI Compatible Black Standard Yield Toner Cartridge Replacement for Konica Minolta (TNP44)	EA	1	\$ 120.00

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Office Supplies and Office Related Products
SCHEDULE B.1. - Core Hot List Pricing

Ink and Toner	IM19K6770	#N/A	Xerox VersaLink C7000 Waste Toner Collector for VersaLink C7000V/DN, C7000V/N (115R00129)	EA	1	\$	27.97
Ink and Toner	69347	LC1013PKS	Brother LC1013PKS Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 3/Pack	PK	3	\$	17.61
Ink and Toner	85825	B3P21A	HP 727 Yellow Standard Yield Ink Cartridge (B3P21A)	EA	1	\$	82.51
Ink and Toner	116833	CC530AC	HP 304AC Black Standard Yield Toner Cartridge (CC530AC)	EA	1	\$	104.71
Ink and Toner	222447	8279B001	Canon 245 Black Standard Yield Ink Cartridge (8279B001)	EA	1	\$	14.10
Ink and Toner	235432	51604A	HP 51604A Black Standard Yield Ink Cartridge	EA	1	\$	15.28
Ink and Toner	392480	DR400	Brother DR-400 Drum Unit	EA	1	\$	136.44
Ink and Toner	398500	5206B001	Canon 240XL Black High Yield Ink Cartridge (5206B001)	EA	1	\$	18.56
Ink and Toner	414362	821106	Ricoh SP C430A Yellow Standard Yield Toner Cartridge (CY7646)	EA	1	\$	182.53
Ink and Toner	577261	GP3M4	Dell GP3M4 Magenta Standard Yield Toner Cartridge	EA	1	\$	74.95
Ink and Toner	577262	HD47M	Dell HD47M Black Standard Yield Toner Cartridge	EA	1	\$	64.61
Ink and Toner	577292	Q5942A	HP 42A Black Standard Toner Cartridge (Q5942A)	EA	1	\$	148.80
Ink and Toner	611559	0623B002AB	Canon 8 Yellow Standard Yield Ink Cartridge (0623B002AB)	EA	1	\$	14.84
Ink and Toner	760477	CE505X	HP 05X Black High Yield Toner Cartridge (CE505X), print up to 6500 pages	EA	1	\$	129.41
Ink and Toner	791337	STQ5949A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 49A (TRQ5949A/STQ5949A)	EA	1	\$	27.72
Ink and Toner	863061	CH562WN#140	HP 61 Tri-Color Standard Yield Ink Cartridge (CH562WN#140), print up to 150 pages	EA	1	\$	25.74
Ink and Toner	867489	Q7553XC	HP 53XC Black High Yield Toner Cartridge	EA	1	\$	137.04
Ink and Toner	867739	CE505XD	HP 05X Black High Yield Toner Cartridge, 2/Pack (CE505XD), print up to 6500 pages	PK	2	\$	248.99
Ink and Toner	1004301	STCF280X	Staples Remanufactured Black High Yield Toner Cartridge Replacement for HP 80X (TRCF280X/STCF280X)	EA	1	\$	85.43
Ink and Toner	24495429	24495429	HP 65XL/65 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (6ZD95AN)	PK	2	\$	50.89
Ink and Toner	2071338	F9J76A	HP 727 Cyan High Yield Ink Cartridge (F9J76A)	EA	1	\$	161.00
Ink and Toner	2401373	STCH564WN	Staples Remanufactured Tri-Color High Yield Ink Cartridge Replacement for HP 61XL (TRCH564WN/STCH564WN)	EA	1	\$	21.73
Ink and Toner	24337427	LC30133PKS	Brother LC30133PKS Cyan/Magenta/Yellow High Yield Ink Cartridge, 3/Pack (LC30133PKS)	PK	3	\$	27.92
Ink and Toner	24357752	STCF411A	Staples Remanufactured Cyan Standard Yield Toner Cartridge Replacement for HP 410A (TRCF411A/STCF411A)	EA	1	\$	62.37
Ink and Toner	24357754	STCF410A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 410A (TRCF410A/STCF410A)	EA	1	\$	48.31
Ink and Toner	24401674	TN6602PK	Brother TN660 Black Toner Cartridge, High Yield, Up to 2,600 Pages, 2/Pack (TN6602PK)	PK	2	\$	97.65
Ink and Toner	69096	LC101BK	Brother LC101BK Black Standard Yield Ink Cartridge	EA	1	\$	9.74
Ink and Toner	85824	B3P22A	HP 727 Black Matte Standard Yield Ink Cartridge (B3P22A)	EA	1	\$	87.67
Ink and Toner	85827	B3P19A	HP 727 Cyan Standard Yield Ink Cartridge (B3P19A)	EA	1	\$	82.50
Ink and Toner	116852	C9730AC	HP 645AC Black Standard Yield Toner Cartridge (C9730AC)	EA	1	\$	231.00
Ink and Toner	364836	CR314FN#140	HP 951 Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 3/Pack (CR314FN#140)	PK	3	\$	60.05
Ink and Toner	392466	TN430	Brother Black Standard-Yield Toner Cartridge (TN-430)	EA	1	\$	50.44
Ink and Toner	423364	#N/A	HP 12A Black Standard Yield Toner Cartridge (Q2612AG)	EA	1	\$	75.92
Ink and Toner	573985	C9363WN#140	HP 97 Tri-Color Standard Yield Ink Cartridge (C9363WN#140)	EA	1	\$	62.58
Ink and Toner	731627	CC656AN#140	HP 901 Tri-Color Standard Yield Ink Cartridge (CC656AN#140)	EA	1	\$	27.01
Ink and Toner	769855	C9371A	HP 72 Cyan Standard Yield Ink Cartridge (C9371A)	EA	1	\$	85.90
Ink and Toner	769950	C9373A	HP 72 Yellow Standard Yield Ink Cartridge (C9373A)	EA	1	\$	85.90
Ink and Toner	791204	STC4092A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 92A (TRC4092A/STC4092A)	EA	1	\$	23.93
Ink and Toner	791338	STQ5949X	Staples Remanufactured Black High Yield Toner Cartridge Replacement for HP 49X (TRQ5949X/STQ5949X)	EA	1	\$	39.31
Ink and Toner	1018448	407656	Ricoh C252 Yellow Standard Yield Toner Cartridge (407656)	EA	1	\$	129.93
Ink and Toner	1018449	407655	Ricoh C252 Magenta Standard Yield Toner Cartridge (407655)	EA	1	\$	129.93
Ink and Toner	1782042	T410XLBCS	Epson T410XL/T410 Black High Yield and Cyan/Magenta/Yellow/Photo Black Standard Yield Ink Cartridge, 5/Pack (T410XLBCS)	PK	5	\$	64.63
Ink and Toner	1974099	STCE505AJ	Staples Remanufactured Black Extra High Standard Yield Toner Cartridge Replacement for HP 05A (TRCE505AJ/STCE505AJ)	EA	1	\$	95.99
Ink and Toner	2510176	XER106R03692	Xerox 106R03692 Yellow Extra High Yield Toner Cartridge	EA	1	\$	188.70
Ink and Toner	2510179	XER106R03478	Xerox 106R03478 Magenta High Yield Toner Cartridge	EA	1	\$	172.52
Ink and Toner	2510183	XER106R03477	Xerox 106R03477 Cyan High Yield Toner Cartridge	EA	1	\$	168.76
Ink and Toner	2830486	XER106R03580	Xerox 106R03580 Black Standard Yield Toner Cartridge	EA	1	\$	180.01
Ink and Toner	24421500	STTN760	Staples Remanufactured Black High Yield Toner Cartridge Replacement for Brother TN760 (TRTN760/STTN760)	EA	1	\$	34.84
Ink and Toner	126083	CB436AC	HP 36AC Black Standard Yield Toner Cartridge	EA	1	\$	58.73
Ink and Toner	397921	CE400A	HP 507A Black Standard Yield Toner Cartridge (CE400A)	EA	1	\$	126.09
Ink and Toner	423879	CE410A	HP 305A Black Standard Yield Toner Cartridge (CE410A)	EA	1	\$	64.05
Ink and Toner	611560	0624B002AA	Canon 8 Photo Cyan Standard Yield Ink Cartridge (0624B002AA)	EA	1	\$	14.84
Ink and Toner	683795	Q2612D	HP 12A Black Standard Yield Toner Cartridge, 2/Pack (Q2612D)	PK	2	\$	129.99
Ink and Toner	769856	C9374A	HP 72 Gray Standard Yield Ink Cartridge (C9374A)	EA	1	\$	85.90
Ink and Toner	769939	C9372A	HP 72 Magenta Standard Yield Ink Cartridge	EA	1	\$	85.90
Ink and Toner	791250	STQ5942A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 42A (TRQ5942A/STQ5942A)	EA	1	\$	60.76
Ink and Toner	889092	DR420	Brother DR-420 Standard Drum Unit	EA	1	\$	67.73
Ink and Toner	902679	CR259FN#140	HP 61 Black/Tri-Color Standard Yield Ink Cartridge, 2/Pack (CR259FN#140)	PK	2	\$	43.74
Ink and Toner	1018450	407654	Ricoh 407654 Cyan Standard Yield Toner Cartridge	EA	1	\$	129.93
Ink and Toner	1611434	LOR46AN#140	HP 63 Black/Tri-Color Standard Yield Ink Cartridge, 2/Pack (LOR46AN#140)	PK	2	\$	43.74
Ink and Toner	1981039	N9H57FN#140	HP 564 Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 3/Pack (N9H57FN#140)	PK	3	\$	44.54
Ink and Toner	2071332	F9J79A	HP 727 Photo Black High Yield Ink Cartridge (F9J79A)	EA	1	\$	159.91
Ink and Toner	2071333	F9J78A	HP 727 Yellow High Yield Ink Cartridge (F9J78A)	EA	1	\$	162.31
Ink and Toner	2071334	F9J77A	HP 727 Magenta High Yield Ink Cartridge (F9J77A)	EA	1	\$	161.00
Ink and Toner	2090042	#N/A	Epson T288XL Yellow High Yield Ink Cartridge (T288XL420-S)	EA	1	\$	17.64
Ink and Toner	2510175	XER106R03690	Xerox 106R03690 Cyan Extra High Yield Toner Cartridge	EA	1	\$	188.70
Ink and Toner	2580004	STCE505D2PK	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 05A/Canon 119 (TRCE505D2PK/STCE505D2PK), 2/Pack	PK	2	\$	75.81
Ink and Toner	2758180	CF502A	HP 202A Yellow Standard Yield Toner Cartridge (CF502A), print up to 1300 pages	EA	1	\$	68.27

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Ink and Toner	2820898	#N/A	Ricoh SP 8400A Black Standard Yield Toner Cartridge (821276)	EA	1	\$	68.29
Ink and Toner	24401678	TN4313PK	Brother TN-431 Cyan/Magenta/Yellow Standard Yield Toner Cartridge, Up to 1,800 Pages, 3/Pack (TN4313PK)	PK	3	\$	176.77
Ink and Toner	24419784	CF226AD1	HP 26A Black Standard Yield Toner Cartridge, 2/Pack	PK	2	\$	244.75
Ink and Toner	177779	M11XH	Dell M11XH Black High Yield Toner Cartridge	EA	1	\$	158.99
Ink and Toner	1558128	STRGCN6	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for Dell (TRRGCN6/STRGCN6)	EA	1	\$	71.99
Ink and Toner	1972029	STCE285AJ	Staples Remanufactured Black Extra High Standard Yield Toner Cartridge Replacement for HP 85A (TRCE285AJ/STCE285AJ)	EA	1	\$	29.54
Ink and Toner	2071331	F9J80A	HP 727 Gray High Yield Ink Cartridge (F9J80A)	EA	1	\$	161.00
Ink and Toner	2510061	XER108R01416	Xerox Phaser 6510/WorkCentre 6515, VersaLink C500/C505/C600/C605 Waste Cartridge (XER108R01416)	EA	1	\$	21.26
Ink and Toner	2580015	STCE285D2PK	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 85A/Canon 125 (TRCE285D2PK/STCE285D2PK), 2/Pack	PK	2	\$	59.33
Ink and Toner	2698286	TN431BK	Brother TN-431 Black Standard Yield Toner Cartridge, Print Up to 3,000 Pages (TN431BK)	EA	1	\$	59.00
Ink and Toner	2730549	2021C007	Canon 280XL/281 Black High Yield and Photo Black/Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 5/Pack (2021C007)	PK	5	\$	58.81
Ink and Toner	2730550	2021C001	Canon 280XL Black High Yield Ink Cartridge (2021C001)	EA	1	\$	20.78
Ink and Toner	24435284	822120984	Smart Source 82-2120-984 Black MICR Cartridge, High Yield	EA	1	\$	39.95
Ink and Toner	24526134	W1480A	HP 148A Black Standard Yield Toner Cartridge (W1480A)	EA	1	\$	111.89
Ink and Toner	147927	CF371AM	HP 128A Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 3/Pack (CF371AM)	PK	3	\$	195.93
Ink and Toner	364830	CN047AN#140	HP 951XL Magenta High Yield Ink Cartridge (CN047AN#140)	EA	1	\$	33.02
Ink and Toner	364981	CZ138FN#140	HP 61 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (CZ138FN#140)	PK	2	\$	70.54
Ink and Toner	730039	1509B002	Canon 35 Black Standard Yield Ink Cartridge (1509B002)	EA	1	\$	12.62
Ink and Toner	769941	C9403A	HP 72 Black Matte High Yield Ink Cartridge (C9403A)	EA	1	\$	83.42
Ink and Toner	885933	STCE505X	Staples Remanufactured Black High Yield Toner Cartridge Replacement for HP 05X/Canon 119 II (TRCE505X/STCE505X)	EA	1	\$	63.88
Ink and Toner	952621	LC103BKS	Brother LC103 Black High Yield Ink Cartridge (LC103BKS)	EA	1	\$	16.23
Ink and Toner	1916309	LC20E3PKS	Brother LC20E3PKS Cyan/Magenta/Yellow Extra High Yield Ink Cartridge, 3/Pack (LC20E3PKS)	PK	3	\$	34.99
Ink and Toner	2072447	CF411XC	HP 410XC Cyan High Yield Toner Cartridge (CF411XC)	EA	1	\$	152.66
Ink and Toner	2830426	106R03940	Xerox 106R03940 Black Standard Yield Toner Cartridge	EA	1	\$	222.88
Ink and Toner	24430096	3YP30AN#140	HP 67XL/67 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (3YP30AN#140)	PK	2	\$	43.60
Ink and Toner	85822	B3P24A	HP 727 Gray Standard Yield Ink Cartridge (B3P24A)	EA	1	\$	82.51
Ink and Toner	102765	CN633A	HP 772 Photo Black Standard Yield Ink Cartridge (CN633A)	EA	1	\$	153.05
Ink and Toner	326189	#N/A	Ricoh 406628 Black Standard Yield Toner Cartridge (CE7352)	EA	1	\$	235.91
Ink and Toner	364832	CN048AN#140	HP 951XL Yellow High Yield Ink Cartridge (CN048AN#140)	EA	1	\$	33.13
Ink and Toner	480704	406477	Ricoh C310HA Magenta High Yield Toner Cartridge (406477)	EA	1	\$	130.95
Ink and Toner	656499	Q7553A	HP 53A Black Standard Toner Cartridge (Q7553A)	EA	1	\$	78.66
Ink and Toner	775311	CD972AN#140	HP 920XL Cyan High Yield Ink Cartridge (CD972AN#140)	EA	1	\$	22.04
Ink and Toner	775313	CD975AN#140	HP 920XL Black High Yield Ink Cartridge (CD975AN#140)	EA	1	\$	54.83
Ink and Toner	775314	CD974AN#140	HP 920XL Yellow High Yield Ink Cartridge (CD974AN#140)	EA	1	\$	22.04
Ink and Toner	775315	CD973AN#140	HP 920XL Magenta High Yield Ink Cartridge (CD973AN#140)	EA	1	\$	22.04
Ink and Toner	1585067	407316	Ricoh 407316 Black Standard Yield Toner Cartridge	EA	1	\$	90.47
Ink and Toner	1878565	CF413A	HP 410A Magenta Standard Yield Toner Cartridge (CF413A)	EA	1	\$	98.57
Ink and Toner	2758178	CF501A	HP 202A Cyan Standard Yield Toner Cartridge (CF501A), print up to 1300 pages	EA	1	\$	68.27
Ink and Toner	292355	B3P06A	HP 727 DesignJet Printhead (B3P06A)	EA	1	\$	321.74
Ink and Toner	572430	C8766WN#140	HP 95 Tri-Color Standard Yield Ink Cartridge (C8766WN#140)	EA	1	\$	45.08
Ink and Toner	611562	0625B002AA	Canon 8 Photo Magenta Standard Yield Ink Cartridge (0625B002AA)	EA	1	\$	14.84
Ink and Toner	863056	CH561WN#140	HP 61 Black Standard Yield Ink Cartridge (CH561WN#140), print up to 170 pages	EA	1	\$	18.76
Ink and Toner	1018451	407653	Ricoh C252 Black Standard Yield Toner Cartridge (407653)	EA	1	\$	100.77
Ink and Toner	1585066	407324	Ricoh Photoconductor Unit, 407324	EA	1	\$	49.90
Ink and Toner	1981033	N9H66FN#140	HP 934XL/935 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (N9H66FN#140)	PK	4	\$	84.52
Ink and Toner	2072445	CF413XC	HP 410XC Magenta High Yield Toner Cartridge (CF413XC)	EA	1	\$	152.66
Ink and Toner	24505899	1287C006	N	EA	1	\$	30.95
Ink and Toner	85824	85824	HP 727 Black Matte Standard Yield Ink Cartridge (B3P22A)	EA	1	\$	87.67
Ink and Toner	331222	STCE285A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP85A/Canon 125 (TRCE285A/STCE285A)	EA	1	\$	26.36
Ink and Toner	400229	STTN450	Staples Remanufactured Black High Yield Toner Cartridge Replacement for Brother (TRTN450/STTN450)	EA	1	\$	24.66
Ink and Toner	791341	STQ7553A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 53A (TRQ7553A/STQ7553A)	EA	1	\$	33.89
Ink and Toner	1787192	LC20EC	Brother LC20EC Cyan Extra High Yield Ink Cartridge (LC20EC)	EA	1	\$	11.02
Ink and Toner	2072446	CF412XC	HP 410XC Yellow High Yield Toner Cartridge (CF412XC)	EA	1	\$	152.66
Ink and Toner	24403756	STN9H64FN2PK	Staples Remanufactured Black/Tri-Color Standard Yield Ink Cartridge Replacement for HP 62 (TRN9H64FN2PK/STN9H64FN2PK), 2/Pack	PK	2	\$	39.99
Ink and Toner	24430101	3YM58AN#140	HP 67XL Tri-Color High Yield Ink Cartridge (3YM58AN#140), print up to 200 pages	EA	1	\$	26.89
Ink and Toner	364831	CN046AN#140	HP 951XL Cyan High Yield Ink Cartridge (CN046AN#140)	EA	1	\$	33.13
Ink and Toner	392467	TN460	Brother Black High-Yield Toner Cartridge (TN-460)	EA	1	\$	71.11
Ink and Toner	891406	CE320A	HP 128A Black Standard Yield Toner Cartridge (CE320A)	EA	1	\$	68.26
Ink and Toner	920648	STCE255A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 55A(TRCE255A/STCE255A)	EA	1	\$	45.95
Ink and Toner	2510185	XER106R03474	Xerox 106R03474 Magenta Standard Yield Toner Cartridge	EA	1	\$	98.50
Ink and Toner	2830428	106R03944	Xerox 106R03944 Black Extra High Yield Toner Cartridge	EA	1	\$	429.99
Ink and Toner	176654	KVK63	Dell KVK63 Drum Unit	EA	1	\$	45.25
Ink and Toner	863058	CH564WN#140	HP 61 Tri-Color High Yield Ink Cartridge (CH564WN#140), print up to 300 pages	EA	1	\$	47.96
Ink and Toner	2510182	XER106R03476	Xerox 106R03476 Black Standard Yield Toner Cartridge	EA	1	\$	126.79
Ink and Toner	2510881	106R03480	Xerox 106R03480 Black High Yield Toner Cartridge	EA	1	\$	154.30
Ink and Toner	2802928	841767-US	Ricoh 841767 Black Standard Yield Toner Cartridge	EA	1	\$	22.41
Ink and Toner	1005410	TN630	Brother TN-630 Black Standard Yield Toner Cartridge, Print Up to 1,200 Pages	EA	1	\$	28.96
Ink and Toner	2510184	XER106R03475	Xerox 106R03475 Yellow Standard Yield Toner Cartridge	EA	1	\$	98.50

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Ink and Toner	2839034	STC2P05AN	Staples Remanufactured Black High Yield Ink Cartridge Replacement for HP 62XL (TRC2P05AN/STC2P05AN)	EA	1	\$	16.94
Ink and Toner	71790	#N/A	Ricoh GC-41C Cyan Standard Yield Ink Cartridge (405762)	EA	1	\$	39.00
Ink and Toner	853301	CE285A	HP 85A Black Standard Yield Toner Cartridge, print up to 1600 pages	EA	1	\$	57.42
Ink and Toner	1005400	DR630	Brother DR-630 Standard Drum Unit	EA	1	\$	68.05
Ink and Toner	1259330	9435B001AA	Canon 137 Black Standard Yield Toner Cartridge (9435B001AA)	EA	1	\$	72.28
Ink and Toner	1671271	LC20EY	Brother LC20EY Yellow Extra High Yield Ink Cartridge (LC20EY)	EA	1	\$	11.02
Ink and Toner	1787195	LC20EM	Brother LC20EM Magenta Extra High Yield Ink Cartridge (LC20EM)	EA	1	\$	11.02
Ink and Toner	2510188	XER106R03473	Xerox 106R03473 Cyan Standard Yield Toner Cartridge	EA	1	\$	98.50
Ink and Toner	480703	406476	Ricoh C310HA Cyan High Yield Toner Cartridge (406476)	EA	1	\$	131.75
Ink and Toner	577281	Q5949A	HP 49A Black Standard Yield Toner Cartridge (Q5949A)	EA	1	\$	70.70
Ink and Toner	1787191	LC20EBKS	Brother LC20EBKS Black Extra High Yield Ink Cartridge (LC20EBKS)	EA	1	\$	17.63
Ink and Toner	1990399	N9K02AN#140	HP 65 Black Standard Yield Ink Cartridge (N9K02AN#140)	EA	1	\$	16.11
Ink and Toner	2435455	CF217AC	HP 17AC Black Standard Yield Toner Cartridge	EA	1	\$	49.20
Ink and Toner	2773323	STCE278D2PK	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 78A (TRCE278D2PK/STCE278D2PK), 2/Pack	PK	2	\$	68.14
Ink and Toner	2802935	406683-US	Ricoh SP 5200HA Black Standard Yield Toner Cartridge (406683-US)	EA	1	\$	125.54
Ink and Toner	332847	406465	Ricoh 406465 Black High Yield Toner Cartridge	EA	1	\$	100.79
Ink and Toner	1878687	CF411A	HP 410A Cyan Standard Yield Toner Cartridge (CF411A)	EA	1	\$	98.57
Ink and Toner	1971408	STCE278AJ	Staples Remanufactured Black Extended Yield Toner Cartridge Replacement for HP 78A (TRCE278AJ/STCE278AJ)	EA	1	\$	37.95
Ink and Toner	2704975	407507	Ricoh 407507 Black Standard Yield Toner Cartridge	EA	1	\$	81.45
Ink and Toner	24398983	CF258XC	HP 58X Black High Yield Toner Cartridge	EA	1	\$	203.51
Ink and Toner	24430099	3YM57AN#140	HP 67XL Black High Yield Ink Cartridge (3YM57AN#140), print up to 240 pages	EA	1	\$	26.91
Ink and Toner	71755	405764	Ricoh GC-41Y Yellow Standard Yield Ink Cartridge (405764)	EA	1	\$	39.00
Ink and Toner	430086	C6615DN#140	HP 15 Black Standard Yield Ink Cartridge	EA	1	\$	50.04
Ink and Toner	480694	406478	Ricoh C310HA Yellow High Yield Toner Cartridge (406478)	EA	1	\$	131.67
Ink and Toner	735511	CC364A	HP 64A Black Standard Yield Toner Cartridge (CC364A)	EA	1	\$	131.36
Ink and Toner	1611539	F6U62AN#140	HP 63 Black Standard Yield Ink Cartridge (F6U62AN#140), print up to 170 pages	EA	1	\$	21.41
Ink and Toner	1612062	L0R48AN#140	HP 63XL/63 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (L0R48AN#140)	PK	2	\$	69.37
Ink and Toner	2758187	CF500A	HP 202A Black Standard Yield Toner Cartridge (CF500A), print up to 1400 pages	EA	1	\$	57.90
Ink and Toner	24395766	3YN97AN#140	HP 910 Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 3/Pack (3YN97AN#140), print up to 315 pages	PK	3	\$	35.89
Ink and Toner	24521994	006R04399	Xerox 006R04399 Black Standard Yield Toner Cartridge	EA	1	\$	54.98
Ink and Toner	IM1ZH3202	#N/A	Epson Ink Maintenance Box for WorkForce WF-100 (T295000)	EA	1	\$	9.73
Ink and Toner	1004306	STCF280A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 80A (TRCF280A/STCF280A)	EA	1	\$	41.54
Ink and Toner	2140660	T288XL-BCS	Epson T288 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (T288XL-BCS)	PK	4	\$	49.67
Ink and Toner	364837	CN045AN#140	HP 950XL Black High Yield Ink Cartridge (CN045AN#140)	EA	1	\$	47.69
Ink and Toner	480696	406475	Ricoh C310HA Black High Yield Toner Cartridge (406475)	EA	1	\$	100.00
Ink and Toner	796677	CB435D	HP 35A Black Standard Yield Toner Cartridge, 2/Pack (CB435D)	PK	2	\$	123.96
Ink and Toner	2711378	USGCOMP-842126	Globe Remanufactured Black Standard Yield Toner Cartridge Replacement for Ricoh 842126	EA	1	\$	65.10
Ink and Toner	71754	405763	Ricoh GC-41M Magenta Standard Yield Ink Cartridge (405763)	EA	1	\$	39.00
Ink and Toner	2596059	CF287XD	HP 87X Black High Yield Toner Cartridge, 2/Pack (CF287XD), print up to 18000 pages	PK	2	\$	563.08
Ink and Toner	791403	STQ2612A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 12A (TRQ2612A/STQ2612A)	EA	1	\$	26.99
Ink and Toner	2711379	USGCOMP-842124	Globe Remanufactured Black Standard Yield Toner Cartridge Replacement for Ricoh 842124	EA	1	\$	47.18
Ink and Toner	223885	8278B001	Canon 245XL Black High Yield Ink Cartridge (8278B001)	EA	1	\$	20.67
Ink and Toner	617545	C9364WN#140	HP 98 Black Standard Yield Ink Cartridge (C9364WN#140)	EA	1	\$	36.45
Ink and Toner	24419779	CE305AQ1	HP 305A Black/Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 4/Pack	PK	4	\$	402.49
Ink and Toner	889139	TN420	Brother TN-420 Black Standard Yield Toner Cartridge, Print Up to 1,200 Pages	EA	1	\$	28.96
Ink and Toner	2611669	1288C001	Canon 244 TriColor Standard Yield Ink Cartridge (1288C001)	EA	1	\$	16.33
Ink and Toner	2830427	106R03942	Xerox 106R03942 Black High Yield Toner Cartridge	EA	1	\$	336.74
Ink and Toner	2658108	8568B001	Canon Photo Paper Value Pack (8568B001) Photo Value	PK	2	\$	26.72
Ink and Toner	104190	406347	Ricoh C310A Yellow Standard Yield Toner Cartridge	EA	1	\$	89.55
Ink and Toner	126092	Q2612AC	HP 12AC Black Standard Yield Toner Cartridge	EA	1	\$	61.23
Ink and Toner	2773044	106R03761	Xerox 106R03761 Black Standard Yield Toner Cartridge	EA	1	\$	156.72
Ink and Toner	194020	C6602A	HP C6602A Black Standard Ink Cartridge (C6602A)	EA	1	\$	15.43
Ink and Toner	71789	405761	Ricoh GC-41K Black Standard Yield Ink Cartridge (405761)	EA	1	\$	36.90
Ink and Toner	104191	406346	Ricoh C310A Magenta Standard Yield Toner Cartridge	EA	1	\$	89.83
Ink and Toner	853300	CE278A	HP 78A Black Standard Yield Toner Cartridge (CE278A)	EA	1	\$	65.76
Ink and Toner	2399946	407823	Ricoh 407823 Black Standard Yield Toner Cartridge	EA	1	\$	85.19
Ink and Toner	24440325	W1470X	HP 147X Black High Yield Toner Cartridge (W1470X)	EA	1	\$	260.31
Ink and Toner	863057	CH563WN#140	HP 61XL Black High Yield Ink Cartridge (CH563WN#140), print up to 430 pages	EA	1	\$	42.83
Ink and Toner	24419780	CF210AQ1	HP 131A Black/Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 4/Pack (CF210AQ1)	PK	4	\$	293.38
Ink and Toner	104193	406345	Ricoh Type C310A Cyan Standard Yield Toner Cartridge	EA	1	\$	89.57
Ink and Toner	24403550	CF360AM	HP 508A Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 3/Pack (CF360AM)	PK	3	\$	514.34
Ink and Toner	24403551	CF500XM	HP 202X Cyan/Magenta/Yellow High Yield Toner Cartridge, 3/Pack (CF500XM), print up to 2500 pages	PK	3	\$	306.89
Ink and Toner	2706379	CF451A	HP 655A Cyan Standard Yield Toner Cartridge (CF451A)	EA	1	\$	236.09
Ink and Toner	1611537	F6U63AN#140	HP 63XL Tri-Color High Yield Ink Cartridge (F6U63AN#140), print up to 300 pages	EA	1	\$	50.53
Ink and Toner	836624	STCB435A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 35A (TRCB435A/STCB435A)	EA	1	\$	23.16
Ink and Toner	867497	CE505XC	HP 05XC Black High Yield Toner Cartridge	EA	1	\$	119.38
Ink and Toner	1412775	T215530-S	Epson T215 Tri-Color Standard Yield Ink Cartridge	EA	1	\$	13.25
Ink and Toner	24393876	W2002A	HP 658A Yellow Standard Yield Toner Cartridge (W2002A)	EA	1	\$	215.02

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Ink and Toner	24401670	TN2234PK	Brother TN-223 Black/Cyan/Magenta/Yellow Standard Yield Toner Cartridge, Up to 1,400 Pages, 4/Pack (TN2234PK)	PK	4	\$	208.84
Ink and Toner	24393885	W2001A	HP 658A Cyan Standard Yield Toner Cartridge (W2001A)	EA	1	\$	215.02
Ink and Toner	1990400	N9K03AN#140	HP 65XL Tri-Color High Yield Ink Cartridge (N9K03AN#140)	EA	1	\$	42.24
Ink and Toner	1587727	407319	Ricoh 407319 Black High Yield Toner Cartridge	EA	1	\$	70.84
Ink and Toner	2601406	GGCTW	Dell GGCTW Black High Yield Toner Cartridge	EA	1	\$	144.68
Ink and Toner	24403551	24403551	HP 202X Cyan/Magenta/Yellow High Yield Toner Cartridge, 3/Pack (CF500XM), print up to 7500 pages	PK	3	\$	306.89
Ink and Toner	24462172	24462172	HP 212X Magenta High Yield Toner Cartridge (W2123X), 10000 pages	EA	1	\$	372.89
Ink and Toner	189521	CF370AM	HP 305A Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 3/Pack (CF370AM)	PK	3	\$	268.37
Ink and Toner	712993	CB435A	HP 35A Black Standard Toner Cartridge (CB435A)	EA	1	\$	53.97
Ink and Toner	2764688	ST406989	Staples Remanufactured Black Extended Yield Toner Cartridge Replacement for Ricoh 406989 (TR406989/ST406989)	EA	1	\$	79.00
Ink and Toner	2773045	106R03759	Xerox 106R03759 Magenta High Yield Toner Cartridge	EA	1	\$	360.04
Ink and Toner	24462181	24462181	HP 212X Cyan High Yield Toner Cartridge (W2121X), 10000 pages	EA	1	\$	372.89
Ink and Toner	816800	RIC406997	Ricoh 406997 Black Standard Yield Toner Cartridge	EA	1	\$	173.75
Ink and Toner	24462177	24462177	HP 212X Yellow High Yield Toner Cartridge (W2122X), 10000 pages	EA	1	\$	372.89
Ink and Toner	480695	406344	Ricoh C310A Black Standard Yield Toner Cartridge (406344)	EA	1	\$	68.91
Ink and Toner	2601405	FR3HY	Dell FR3HY Black Standard Yield Toner Cartridge	EA	1	\$	92.17
Ink and Toner	2773094	106R03758	Xerox 106R03758 Yellow High Yield Toner Cartridge	EA	1	\$	360.04
Ink and Toner	2596062	CF226XD	HP 26X Black High Yield Toner Cartridge, 2/Pack (CF226XD), print up to 9000 pages	PK	2	\$	341.38
Ink and Toner	2706378	CF450A	HP 655A Black Standard Yield Toner Cartridge (CF450A)	EA	1	\$	190.06
Ink and Toner	24398986	W2023XC	HP 414XC Magenta High Yield Toner Cartridge (W2023XC)	EA	1	\$	210.57
Ink and Toner	331223	STCE278A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 78A (TRCE278A/STCE278A)	EA	1	\$	33.06
Ink and Toner	357933	CE255XC	HP 55XC Black High Yield Toner Cartridge	EA	1	\$	171.33
Ink and Toner	1585351	CF363A	HP 508A Magenta Standard Yield Toner Cartridge (CF363A)	EA	1	\$	189.75
Ink and Toner	2773095	106R03760	Xerox 106R03760 Cyan High Yield Toner Cartridge	EA	1	\$	360.04
Ink and Toner	1585350	CF362A	HP 508A Yellow Standard Yield Toner Cartridge (CF362A)	EA	1	\$	189.75
Ink and Toner	24462171	W2120A	HP 212A Black Standard Yield Toner Cartridge (W2120A)	EA	1	\$	145.72
Ink and Toner	2596065	CF251AM	HP 410A Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 3/Pack (CF251AM)	PK	3	\$	288.27
Ink and Toner	24422094	6ZA58AN#140	HP 910XL Black/Cyan/Magenta/Yellow High Yield Ink Cartridges, 5/Pack (6ZA558AN)	PK	5	\$	159.50
Ink and Toner	1878578	CF360XC	HP 508XC Black High Yield Toner Cartridge (CF360XC)	EA	1	\$	169.04
Ink and Toner	1412916	T215120-S	Epson T215 Black Standard Yield Ink Cartridge	EA	1	\$	16.20
Ink and Toner	1585353	CF361A	HP 508A Cyan Standard Yield Toner Cartridge (CF361A)	EA	1	\$	189.75
Ink and Toner	24422093	6ZA57AN#140	HP 962XL Twin Black, Cyan/Magenta/Yellow Ink Cartridges, High Yield, 5/Pack (6ZA57AN)	PK	5	\$	206.05
Ink and Toner	24394159	24394159	HP 89Y Black Extra High Yield Toner Cartridge, print up to 20000 pages	EA	1	\$	321.62
Ink and Toner	24396755	CF410AQ	HP 410A Black/Cyan/Magenta/Yellow Standard Yield Toner Cartridge, 4/Pack	PK	4	\$	426.88
Ink and Toner	24398993	W2020XC	HP 414XC Black High Yield Toner Cartridge (W2020XC)	EA	1	\$	151.22
Ink and Toner	863191	STCE505A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 05/Canon 119 (TRCE505A/STCE505A)	EA	1	\$	27.72
Ink and Toner	24398988	W2023X	HP 414X Magenta High Yield Toner Cartridge (W2023X), print up to 6000 pages	EA	1	\$	206.60
Ink and Toner	4911101	KP-36IP	Canon KP-36IP Color Ink Cartridge and Photo Paper Value Pack (KP-36IP)	EA	1	\$	12.62
Ink and Toner	1878760	CF412A	HP 410A Yellow Standard Yield Toner Cartridge (CF412A)	EA	1	\$	98.57
Ink and Toner	2792952	CF500X	HP 202X Black High Yield Toner Cartridge (CF500X), print up to 3200 pages	EA	1	\$	86.30
Ink and Toner	927589	CE390A	HP 90A Black Standard Yield Toner Cartridge (CE390A), print up to 10000 pages	EA	1	\$	166.03
Ink and Toner	2773093	106R03757	Xerox 106R03757 Black High Yield Toner Cartridge	EA	1	\$	211.79
Ink and Toner	2773097	106R03763	Xerox 106R03763 Magenta Standard Yield Toner Cartridge	EA	1	\$	192.74
Ink and Toner	804573	804573	HP 55X Black High Yield Toner Cartridge (CE255X), 12500 pages	EA	1	\$	160.68
Ink and Toner	24398990	W2021X	HP 414X Cyan High Yield Toner Cartridge (W2021X), print up to 6000 pages	EA	1	\$	206.60
Ink and Toner	1990396	N9K04AN#140	HP 65XL Black High Yield Ink Cartridge (N9K04AN#140)	EA	1	\$	34.89
Ink and Toner	2773096	106R03762	Xerox 106R03762 Yellow Standard Yield Toner Cartridge	EA	1	\$	192.74
Ink and Toner	1847333	CF287A	HP 87A Black Standard Yield Toner Cartridge, print up to 8550 pages	EA	1	\$	207.35
Ink and Toner	2072448	CF410XC	HP 410XC Black High Yield Toner Cartridge	EA	1	\$	114.04
Ink and Toner	2770350	106R03764	Xerox 106R03764 Cyan Standard Yield Toner Cartridge	EA	1	\$	192.74
Ink and Toner	24394159	24394159	HP 89Y Black Extra High Yield Toner Cartridge, print up to 20000 pages	EA	1	\$	321.62
Ink and Toner	985007	CF280XC	HP 80XC Black High Yield Toner Cartridge	EA	1	\$	118.48
Ink and Toner	1182802	C2P06AN#140	HP 62 Tri-Color Standard Yield Ink Cartridge (C2P06AN#140), print up to 165 pages	EA	1	\$	22.38
Ink and Toner	1279012	CF281A	HP 81A Black Standard Yield Toner Cartridge (CF281A), print up to 10500 pages	EA	1	\$	164.57
Ink and Toner	2707003	CF237A	HP 37A Black Standard Yield Toner Cartridge (CF237A), print up to 11000 pages	EA	1	\$	166.00
Ink and Toner	24422202	W2110X	HP 206X Black High Yield Toner Cartridge (W2110X), print up to 3150 pages	EA	1	\$	84.48
Ink and Toner	24398992	W2022XC	HP 414XC Yellow High Yield Toner Cartridge (W2022XC)	EA	1	\$	210.68
Ink and Toner	332849	CE505D	HP 05A Black Standard Yield Toner Cartridge, 2/Pack (CE505D), print up to 2300 pages	PK	2	\$	138.09
Ink and Toner	24422206	W2112A	HP 206A Yellow Standard Yield Toner Cartridge (W2112A), print up to 1250 pages	EA	1	\$	65.64
Ink and Toner	1585355	CF360A	HP 508A Black Standard Yield Toner Cartridge (CF360A)	EA	1	\$	148.32
Ink and Toner	24422210	24422210	HP 206X Magenta High Yield Toner Cartridge (W2113X), print up to 2450 pages	EA	1	\$	97.98
Ink and Toner	24422204	24422204	HP 206X Cyan High Yield Toner Cartridge (W2111X), print up to 2450 pages	EA	1	\$	97.98
Ink and Toner	414393	CE285D	HP 85A Black Standard Yield Toner Cartridge, 2/Pack (CE285D), print up to 1600 pages	PK	2	\$	111.86
Ink and Toner	410978	CE278D	HP 78A Black Standard Yield Toner Cartridge, 2/Pack (CE278D)	PK	2	\$	128.73
Ink and Toner	2441706	CF232A	HP 32A Drum Unit	EA	1	\$	92.89
Ink and Toner	2733077	DR730	Brother DR 730 Drum Unit (DR-730)	EA	1	\$	73.37
Ink and Toner	24388284	3JB41AN#140	HP 910XL/910 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (3JB41AN#140)	PK	4	\$	78.88
Ink and Toner	108230	C2P01FN#140	HP 950XL/951 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (C2P01FN#140)	PK	4	\$	104.97

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Ink and Toner	24398989	W2020X	HP 414X Black High Yield Toner Cartridge (W2020X), print up to 7500 pages	EA	1	\$	151.22
Ink and Toner	IM15PA162	408284	Ricoh 408284 Black Standard Yield Toner Cartridge	EA	1	\$	100.29
Ink and Toner	IM15PA162	#N/A	Ricoh 408284 Black Standard Yield Toner Cartridge	EA	1	\$	100.29
Ink and Toner	24401673	TN7602PK	Brother TN 760 Black High Yield Toner Cartridge, Up to 3,000 Pages, 2/Pack (TN7602PK)	PK	2	\$	116.89
Ink and Toner	2467281	T320	Epson T320 Black/Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (T320)	PK	4	\$	29.54
Ink and Toner	2447340	CF230XC	HP 30XC Black High Yield Toner Cartridge	EA	1	\$	74.47
Ink and Toner	2711333	STCF226A	Staples Remanufactured Black Standard Yield Toner Cartridge Replacement for HP 26A (TRCF226A/STCF226A)	EA	1	\$	55.54
Ink and Toner	126090	CE285AC	HP 85AC Black Standard Yield Toner Cartridge	EA	1	\$	69.54
Ink and Toner	665698	665698	HP 80X Black High Yield Toner Cartridge (CF280X), 6900 pages	EA	1	\$	110.21
Ink and Toner	24422209	W2110A	HP 206A Black Standard Yield Toner Cartridge (W2110A), print up to 1350 pages	EA	1	\$	56.10
Ink and Toner	2002713	F6U19AN#140	HP 952XL Black High Yield Ink Cartridge (F6U19AN#140), print up to 2000 pages	EA	1	\$	45.87
Ink and Toner	1878688	1878688	HP 410X Black High Yield Toner Cartridge (CF410X), 6500 pages	EA	1	\$	107.37
Ink and Toner	889863	TN450	Brother TN-450 Black Toner Cartridge, High Yield, Print Up to 2,600 Pages	EA	1	\$	41.87
Ink and Toner	2465721	CF230A	HP 30A Black Standard Yield Toner Cartridge, print up to 1600 pages	EA	1	\$	60.09
Ink and Toner	126084	CE278AC	HP 78AC Black Standard Yield Toner Cartridge	EA	1	\$	67.69
Ink and Toner	1938253	CF226XC	HP 26XC Black High Yield Toner Cartridge	EA	1	\$	146.43
Ink and Toner	24395762	3YL65AN#140	HP 910XL Black High Yield Ink Cartridge (3YL65AN#140), print up to 825 pages	EA	1	\$	43.61
Ink and Toner	1868096	TN850	Brother TN-850 Black High Yield Toner Cartridge, Print Up to 8,000 Pages	EA	1	\$	82.58
Ink and Toner	2145184	T0A39AN#140	HP 902XL/902 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (T0A39AN#140)	PK	4	\$	76.27
Ink and Toner	2735052	TN730	Brother TN 730 Black Standard Yield Toner Cartridge, Print Up to 1,200 Pages	EA	1	\$	32.53
Ink and Toner	126091	CE505AC	HP 05AC Black Standard Yield Toner Cartridge	EA	1	\$	66.77
Ink and Toner	24388084	3JB34AN#140	HP 962XL/962 Black High Yield and Cyan/Magenta/Yellow Standard Yield Ink Cartridge, 4/Pack (3JB34AN#140)	PK	4	\$	111.30
Ink and Toner	140438	406989	Ricoh 406989 Black High Yield Toner Cartridge	EA	1	\$	115.59
Ink and Toner	24398988	24398988	HP 414X Magenta High Yield Toner Cartridge (W2023X), print up to 6000 pages	EA	1	\$	206.60
Ink and Toner	24399008	24399008	HP 414XC Cyan High Yield Toner Cartridge (W2021XC), 6000 pages	EA	1	\$	210.68
Ink and Toner	24398992	24398992	HP 414XC Yellow High Yield Toner Cartridge (W2022XC), 6000 pages	EA	1	\$	210.68
Ink and Toner	1789477	N9H64FN#140	HP 62 Black/Tri-Color Standard Yield Ink Cartridge, 2/Pack (N9H64FN#140)	PK	2	\$	40.41
Ink and Toner	24398982	CF258X	HP 58X Black High Yield Toner Cartridge (CF258X), print up to 10000 pages	EA	1	\$	190.25
Ink and Toner	1611435	F6U64AN#140	HP 63XL Black High Yield Ink Cartridge (F6U64AN#140), print up to 430 pages	EA	1	\$	39.05
Ink and Toner	1005409	TN660	Brother TN-660 Black High Yield Toner Cartridge, Print Up to 2,600 Pages	EA	1	\$	41.82
Ink and Toner	332848	406464	Ricoh 406464 Black Standard Yield Toner Cartridge	EA	1	\$	72.01
Ink and Toner	24398989	24398989	HP 414X Black High Yield Toner Cartridge (W2020X), print up to 7500 pages	EA	1	\$	151.22
Ink and Toner	1789476	N9H67FN#140	HP 62XL/62 Black High Yield and Tri-Color Standard Yield Ink Cartridge, 2/Pack (N9H67FN#140)	PK	2	\$	59.23
Ink and Toner	24408522	24408522	HP 952XL Black/Cyan/Magenta/Yellow High Yield Ink Cartridge, 5/Pack (6ZA00AN#140), 8800 pages	PK	5	\$	209.57
Ink and Toner	24401609	408288	Ricoh 408288 Black Standard Yield Toner Cartridge	EA	1	\$	98.94
Ink and Toner	2735027	TN760	Brother TN 760 Black High Yield Toner Cartridge, Print Up to 3,000 Pages	EA	1	\$	57.55
Ink and Toner	2658108	8568B001	Canon Photo Paper Value Pack (8568B001) Photo Value	PK	2	\$	26.72
Ink and Toner	1847331	CF226A	HP 26A Black Standard Yield Toner Cartridge (CF226A), print up to 3100 pages	EA	1	\$	99.11
Ink and Toner	1182801	C2P07AN#140	HP 62XL Tri-Color High Yield Ink Cartridge (C2P07AN#140), print up to 415 pages	EA	1	\$	41.89
Ink and Toner	1182804	C2P04AN#140	HP 62 Black Standard Yield Ink Cartridge (C2P04AN#140), print up to 200 pages	EA	1	\$	18.80
Ink and Toner	1182803	C2P05AN#140	HP 62XL Black High Yield Ink Cartridge (C2P05AN#140), print up to 600 pages	EA	1	\$	39.04
Ink and Toner	24398981	CF258A	HP 58A Black Standard Yield Toner Cartridge (CF258A), print up to 3000 pages	EA	1	\$	90.83
JanSan and Facility Supplies	1810517	8000-004007-01	Zoll AED Plus Fully Automatic Defibrillator (8000-004007-01)	EA	1	\$	1,974.93
JanSan and Facility Supplies	24414062	24414062	Hoover Commercial Cordless Backpack Vacuum, Black/Orange (CH93619)	EA	1	\$	335.65
JanSan and Facility Supplies	953882	953882	Hoover Commercial TaskVac Upright Bagless Vacuum, Black (CH53010)	EA	1	\$	209.00
JanSan and Facility Supplies	1668044	9625-04CT	PURELL Advanced 67.6 oz. Gel Hand Sanitizer, Clean Scent, 4/Carton (9625-04CT)	CT	4	\$	67.46
JanSan and Facility Supplies	412801	1001-01	Cramer Kik-Step 1.17'H Steel Step Stool (1001-01)	EA	1	\$	62.39
JanSan and Facility Supplies	821156	33587	Pacific Blue Ultra Recycled C-Fold Paper Towels, 1-ply, 220 Sheets/Pack, 10 Packs/Carton (33587)	CT	220/10	\$	57.94
JanSan and Facility Supplies	814333	1920077182CT	Lysol Disinfecting Wipes, Lemon & Lime Blossom, 80 Wipes/Canister, 6 Canisters/Carton (1920077182CT)	CT	6	\$	37.71
JanSan and Facility Supplies	375469	3659-12CT	PURELL Advanced Refreshing Gel Hand Sanitizer, Clean Scent, 12 oz., 12/Carton (3659-12)	CT	12	\$	47.56
JanSan and Facility Supplies	DURPL123BDK	#N/A	Duracell 123 Lithium Battery, 12/Pack (DURPL123BDK)	BX	12	\$	40.11
JanSan and Facility Supplies	423287	L91	Energizer Ultimate Lithium Battery, AA, 24/Pack (L91)	BX	24	\$	46.30
JanSan and Facility Supplies	616044	16840	Angel Soft Professional Series Standard Toilet Paper, 2-Ply, White, 450 Sheets/Roll, 40 Rolls/Carton (16840)	CT	450/40	\$	38.47
JanSan and Facility Supplies	24507443	214115/-CAN	ASTM Level 3 3-ply Disposable Mask, Blue, 50/Box (PG4-1263/1273)	BX	50	\$	11.39
JanSan and Facility Supplies	503557	MN13RT8Z	Duracell Coppertop D Alkaline Battery, 8/Pack (MN13RT8Z)	PK	8	\$	7.68
JanSan and Facility Supplies	792739	61036483	Softsoap Soothing Clean Liquid Hand Soap Refill, Aloe Vera Scent, 1 Gallon (201900)	EA	1	\$	14.69
JanSan and Facility Supplies	887854	887854	Coastwide Professional™ Recycled Multifold Paper Towels, 1-ply, 250 Sheets/Pack, 16 Packs/Carton (CW25228)	CT	250/16	\$	31.67
JanSan and Facility Supplies	887847	887847	Coastwide Professional™ Recycled C-Fold Paper Towels, 1-Ply, 150 Sheets/Pack, 2400 Sheets/Carton (CW25383)	CT	200	\$	35.16
JanSan and Facility Supplies	479067	479067	Duracell Procell AA Alkaline Battery, 24/Pack (PC1500BKD01)	BX	24	\$	6.37
JanSan and Facility Supplies	2126028	1920090641	Lysol Disinfecting Wipes, Lemon and Lime Blossom, 80 Wipes/Canister, 4 Canisters/Pack (1920090641)	PK	80/4	\$	19.60
JanSan and Facility Supplies	2412163	WL9012	Eco Green Hardwound Paper Towels, 1-ply, 900 ft./Roll, 6 Rolls/Carton (WL9012)	CT	900/6	\$	108.03
JanSan and Facility Supplies	410699	PC1400	Duracell PROCELL C Alkaline Battery, 12/Pack (PC1400)	BX	12	\$	12.39
JanSan and Facility Supplies	2112754	26490	Pacific Blue Ultra Hardwound Paper Towels, 1-Ply, 6 Rolls/Carton (26490)	CT	6	\$	86.79
JanSan and Facility Supplies	703715	MN1500B20Z	Duracell Coppertop AA Alkaline Battery, 20/Pack (MN1500B20Z)	PK	20	\$	9.32
JanSan and Facility Supplies	124867	CW56429	Coastwide Professional Indoor Trash Can Without Lid, Black Soft Molded Plastic, 7 Gallon (CW56429)	EA	1	\$	5.00
JanSan and Facility Supplies	752602	21286	Kleenex Antiviral Facial Tissue, 3-Ply, White, 55 Sheets/Box, 3 Boxes/Pack (21286)	PK	55/3	\$	8.40
JanSan and Facility Supplies	24507442	214115/-CANCT	ASTM Level 3 3-ply Disposable Mask, Blue, 50/Box, 10 Boxes/Carton (PG4-1263CT/1273)	CT	50/10	\$	93.09
JanSan and Facility Supplies	24462270	1920074186	Lysol Disinfectant Spray, Crisp Linen, 12.5 Oz. 12/Carton (1920074186)	CT	12	\$	73.36

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JanSan and Facility Supplies	503573	MN16RT4Z	Duracell Coppertop 9V Alkaline Batteries, 4/Pack (MN16RT4Z)	PK	4	\$	11.59
JanSan and Facility Supplies	2112625	26495	Pacific Blue Ultra Recycled Hardwound Paper Towels, 1-Ply, 6 Rolls/Carton (26495)	CT	6	\$	81.72
JanSan and Facility Supplies	902007	NLG5201	Ambitex N5201 Series Nitrile Food Service Gloves, Large, Blue, 100/Box (NLG5201)	BX	100	\$	76.71
JanSan and Facility Supplies	416780	21606	Kleenex Standard Facial Tissue, 2-Ply, White, 125 Sheets/Box, 48 Boxes/Pack (21606)	CT	125	\$	87.30
JanSan and Facility Supplies	365379	365379	Coastwide Professional Jumbo Toilet Paper, Heavy 1-ply, White, 1000 ft./Roll, 12 Rolls/Carton (CW26215)	CT	48	\$	38.15
JanSan and Facility Supplies	503532	MN14RT8Z	Duracell Coppertop C Alkaline Batteries, 8/Pack (MN14RT8Z)	PK	1000/12	\$	8.48
JanSan and Facility Supplies	137961	39383	Puffs Plus Lotion Facial Tissue, 2-ply, 124 Tissues/Box, 6 Boxes/Pack (39383)	PK	144	\$	11.85
JanSan and Facility Supplies	751632	751632	Duracell PROCELL AAA Alkaline Battery, 144/Pack (PC2400)	CT	144	\$	65.81
JanSan and Facility Supplies	607873	3624174828CT	Lysol Professional Cleaner Disinfectant, Crisp Linen, 19 Oz., 12/Carton (36241-74828)	CT	12	\$	99.10
JanSan and Facility Supplies	479069	PC1604/PC1604BK	Duracell PROCELL 9V Alkaline Battery, 12/Pack (PC1604/PC1604BK)	BX	12	\$	16.20
JanSan and Facility Supplies	812443	67805	Scott Essential Recycled Jumbo Toilet Paper, 2-ply, White, 12 Rolls/Case (67805)	CT	12	\$	57.35
JanSan and Facility Supplies	365379	365379	Coastwide Professional Jumbo Toilet Paper, Heavy 1-ply, White, 1000 ft./Roll, 12 Rolls/Carton (CW26215)	CT	1000/12	\$	38.15
JanSan and Facility Supplies	814884	814884	Coastwide Professional™ 40-45 Gallon Trash Bag, 40" x 48", High Density, 12 mic, Natural, 10 Rolls (CW18203/Z8048MN)	CT	10	\$	37.44
JanSan and Facility Supplies	495312	495312	Clorox Commercial All-Purpose Cleaners & Spray Disinfectant, Fresh Scent (38504)	EA	1	\$	6.39
JanSan and Facility Supplies	814867	CW17713/Z8048WK	Coastwide Professional 40-45 Gallon Trash Bag, 40 x 48, High Density, 22 mic, Black, 6 Rolls (CW17713/Z8048WK)	CT	6	\$	41.18
JanSan and Facility Supplies	814888	CW18207/X7658WK	Coastwide Professional 55-60 Gallon Industrial Trash Bag, 38 x 58, Low Density, 1.8 mil, Black, 100 Bags/Box	CT	100	\$	50.07
JanSan and Facility Supplies	375325	1912-02	GOJO Antibacterial Foaming Hand Soap Refill for Dispenser, Plum Scent, 2/Carton (1912-02)	CT	2	\$	61.47
JanSan and Facility Supplies	RCP295600BK	#N/A	Rubbermaid Soft Molded Plastic Wastebasket, Rectangular, 7 Gallon, Black, 15H x 14 3/8W x 10 1/4D	EA	1	\$	7.99
JanSan and Facility Supplies	72218	CW24775/BPR247	Coastwide Professional Toilet Seat Covers, 0.87 x 10.43, 250/Pack, 20 Packs/Carton (CW24775)	CT	20	\$	55.59
JanSan and Facility Supplies	2555112	42714	enMotion GP Pro Gen2 Foaming Soap Refills, 40.5 Oz., 2/Carton (42714)	CT	2	\$	57.54
JanSan and Facility Supplies	805252	19880/01	Pacific Blue Basic Standard Toilet Paper, 2-Ply, White, 550 Sheets/Roll, 80 Rolls/Carton (19880/01)	CT	550/80	\$	66.24
JanSan and Facility Supplies	915414	3086	WypAll L30 DRC Wipers, White, 120/Box, 10 Boxes/Carton (03086)	CT	120/10	\$	74.03
JanSan and Facility Supplies	108917	108917	Heritage, Trash Bags, 30-33 Gallon, 33x39, Reprocessed Resin, 1.2 Mil, Black, 100 CT, 4 rolls of 25 bags per roll	CT	100	\$	28.47
JanSan and Facility Supplies	579696	17713	Cottonelle Professional Recycled Toilet Paper, 2-ply, White, 451 Sheets/Roll, 60 Rolls/Case (17713)	CT	451/60	\$	50.69
JanSan and Facility Supplies	913650	913650	Diversey Mainstay Finish, Ammonia, 640 Oz. (5104917)	EA	1	\$	101.09
JanSan and Facility Supplies	962055	CW26115	Coastwide Professional Centerpull Paper Towel, 2-Ply, White, 660 Sheets/Roll, 6 Rolls/Carton (CW26115)	CT	660/6	\$	49.83
JanSan and Facility Supplies	814903	CW18196/Z4833RN	Coastwide Professional AccuFit 16 Gallon Trash Bag, 24 x 33, High Density, 6 mic, Natural, 20 Rolls	CT	20	\$	33.33
JanSan and Facility Supplies	933849	DA312B8ZM09	Duracell Size 312 Brown Hearing Aid Batteries, 8/Pack (DA312B8ZM09)	PK	8	\$	7.69
JanSan and Facility Supplies	2529670	US03562A	Softsoap Antibacterial Liquid Hand Soap Pump, Crisp Clean, 11.25 fl. oz. (US03562A)	EA	1	\$	3.33
JanSan and Facility Supplies	365377	365377	Coastwide Professional™ 2-Ply Standard Toilet Paper, White, 500 Sheets/Roll, 96 Rolls/Carton (CW26212)	CT	400/96	\$	50.99
JanSan and Facility Supplies	814865	CW17712/Z7660WK	Coastwide Professional 55-60 Gallon Trash Bag, 38 x 60, High Density, 22 mic, Black, 6 Rolls (CW17712/Z7660WK)	CT	6	\$	44.26
JanSan and Facility Supplies	814861	CW17969/Z6640WK	Coastwide Professional 30-33 Gallon Trash Bag, 33 x 40, High Density, 22 mic, Black, 8 Rolls (CW17969/Z6640WK)	CT	8	\$	37.43
JanSan and Facility Supplies	394140	X8046AKER01	Coastwide Professional 40-45 Gallon Industrial Trash Bag, 40 x 46, Low Density, 1.5 mil, Black, 4 Rolls (X8046AKER01)	CT	4	\$	29.14
JanSan and Facility Supplies	2729263	2729263	PURELL HEALTHY SOAP Foaming Hand Soap Refill for ES Dispenser, 2/Carton (5072-02)	CT	2	\$	41.18
JanSan and Facility Supplies	711256	MN1604BKD	Duracell Coppertop 9V Alkaline Battery, 12/Pack (MN1604BKD)	PK	12	\$	40.14
JanSan and Facility Supplies	108917	108917	Heritage, Trash Bags, 30-33 Gallon, 33x39, Reprocessed Resin, 1.2 Mil, Black, 100 CT, 4 rolls of 25 bags per roll	CT	100	\$	28.47
JanSan and Facility Supplies	734194	DL123AB2PK	Duracell 123 Lithium Battery, 2/Pack (DL123AB2PK)	PK	2	\$	6.03
JanSan and Facility Supplies	24394019	CWJSR-FRG	Coastwide Professional J-Series Foam Hand Soap, Fragrance-Free, 1200 mL, 2/Carton (CWJSR-FRG)	CT	2	\$	41.17
JanSan and Facility Supplies	220061	DL2032B4PK05	Duracell 2032 Lithium Battery, 4/Pack (DL2032B4PK05)	PK	4	\$	6.64
JanSan and Facility Supplies	479067	479067	Duracell Procell AA Alkaline Battery, 24/Pack (PC1500BKD01)	PK	24	\$	6.37
JanSan and Facility Supplies	438373	28124	SofPull Centerpull Paper Towels, 1-ply, 320 Sheets/Roll, 6 Rolls/Pack (28124)	CT	320/6	\$	55.75
JanSan and Facility Supplies	24405549	24405549	Coastwide Professional™ Facial Tissue, 2-Ply, 100 Sheets/Box, 30 Boxes/Carton (CW57777)	CT	100/30	\$	33.53
JanSan and Facility Supplies	365384	CW21810CT	Coastwide Professional Kitchen Rolls Paper Towel, 2-Ply, White, 85 Sheets/Roll, 30 Rolls/Carton (CW21810CT)	CT	85/30	\$	30.74
JanSan and Facility Supplies	24449392	4040-12-S	PURELL Advanced Hand Sanitizer Refreshing Gel, Clean Scent, 8 oz Pump Bottle, 12/Pack (4040-12-S)	CT	12	\$	41.13
JanSan and Facility Supplies	365385	CW21811	Coastwide Professional Hardwound Paper Towel, 1-Ply, White, 800'/Roll, 6 Rolls/Carton (CW21811)	CT	6	\$	33.95
JanSan and Facility Supplies	2677559	#N/A	Soft Care All Purpose Foaming Hand Wash, Quart, Floral Scent, 6/Carton (100907877)	CT	6	\$	77.73
JanSan and Facility Supplies	814882	CW18209/X8647WK	Coastwide Professional 50-56 Gallon Industrial Trash Bag, 43 x 47, Low Density, 1.8 mil, Black, 100 Bags/Box	CT	100	\$	42.85
JanSan and Facility Supplies	24528372	03229	Tide PODS Free & Gentle Laundry Detergent Capsules, 94.2 oz., 112 Capsules (03229)	PK	1112	\$	26.20
JanSan and Facility Supplies	365374	365374	Coastwide Professional™ Multifold Paper Towels, 1-ply, 250 Sheets/Pack, 16 Packs/Carton (CW58045)	CT	250	\$	27.30
JanSan and Facility Supplies	394139	CW25531/X7658AK	Coastwide Professional 55-60 Gallon Industrial Trash Bag, 38 x 58, Low Density, 1.5 mil, Black, 5 Rolls (CW25531/X7658AK)	CT	5	\$	40.48
JanSan and Facility Supplies	2109480	02001	Scott Essential Recycled Hardwound Paper Towels, 1-ply, 950 ft./Roll, 6 Rolls/Carton (02001)	CT	6	\$	63.15
JanSan and Facility Supplies	633539	9625-04	Purell Advanced Refreshing Gel Hand Sanitizer in Pump Bottle, Clean Scent, 67.6 oz. (9625-04)	EA	1	\$	16.87
JanSan and Facility Supplies	854777	89440	enmotion Recycled Hardwound Paper Towels, 1-ply, 700 ft./Roll, 6 Rolls/Carton (89440)	CT	6	\$	78.95
JanSan and Facility Supplies	365375	CW21812	Coastwide Professional Recycled Hardwound Paper Towels, 1-ply, 800 ft./Roll, 6 Rolls/Carton (CW21812)	CT	800/6	\$	30.40
JanSan and Facility Supplies	915659	26470	Georgia-Pacific Sofpull High-Capacity Hardwound Paper Towel, 1-Ply, White, 1000'/Roll, 6 Rolls/Carton (26470)	CT	1000/6	\$	84.92
JanSan and Facility Supplies	375681	CW21989	Coastwide Professional Recycled 2-Ply Standard Toilet Paper, White, 550 Sheets/Roll, 80 Rolls/Carton (CW21989)	CT	550/80	\$	45.72
JanSan and Facility Supplies	370134	21890	Brighton Professional ADX-12 Foaming Soap Refill, Unscented, 42.2 oz, 3/Carton (21890)	CT	3	\$	71.27
JanSan and Facility Supplies	24377876	PK56750	Perk 13 Gallon Kitchen Trash Bag, 28 x 24, Low Density, 0.9 mil, White, 120 Bags/Box (PK56750)	BX	120	\$	16.82
JanSan and Facility Supplies	394138	CW25530/X6639AK	Coastwide Professional 30-33 Gallon Industrial Trash Bag, 33 x 39, Low Density, 1.5 mil, Black, 4 Rolls (CW25530/X6639AK)	CT	4	\$	24.43
JanSan and Facility Supplies	470745	03076	Kleenex Convenience Case Facial Tissue, 2-ply, 125 Tissues/Box, 12 Boxes/Pack (03076)	CT	1000/4	\$	28.45
JanSan and Facility Supplies	365379	365379	Coastwide Professional Jumbo Toilet Paper, Heavy 1-ply, White, 1000 ft./Roll, 12 Rolls/Carton (CW26215)	CT	1000/12	\$	38.15
JanSan and Facility Supplies	887847	887847	Coastwide Professional™ Recycled C-Fold Paper Towels, 1-Ply, 150 Sheets/Pack, 2400 Sheets/Carton (CW25383)	CT	240/10	\$	35.16
JanSan and Facility Supplies	2847075	66541/06130	Bounty Select-A-Size Paper Towels, 2-ply, 90 Sheets/Roll, 12 Rolls/Pack (66541/06130)	PK	90/10	\$	29.95
JanSan and Facility Supplies	647207	19375	Compact Recycled Coreless Toilet Paper, 2-Ply, White, 1000 Sheets/Roll, 36 Rolls/Carton (19375)	CT	1000/36	\$	72.31
JanSan and Facility Supplies	491294	23000	Pacific Blue Select C-Fold Paper Towels, 2-ply, 120 Sheets/Pack (23000)	CT	120	\$	38.79
JanSan and Facility Supplies	24405976	24405976	Coastwide Professional™ J-Series Hardwound Paper Towels, 1-ply, 800 ft./Roll, 6 Rolls/Carton (CWJHT-WHT)	CT	800/6	\$	62.02
JanSan and Facility Supplies	365379	CW26215	Coastwide Professional Jumbo Toilet Paper, Heavy 1-ply, White, 1000 ft./Roll, 12 Rolls/Carton (CW26215)	CT	1000/12	\$	38.15
JanSan and Facility Supplies	365381	CW60990/CW58047	Coastwide Professional C-Fold Paper Towels, 1-Ply, 200 Sheets/Pack, 2400/Carton (CW58047)	CT	2400	\$	25.02

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JanSan and Facility Supplies	365374	CW58045	Coastwide Professional Multifold Paper Towels, 1-ply, 250 Sheets/Pack, 16 Packs/Carton (CW58045)	CT	250/12	\$	27.30
JanSan and Facility Supplies	479074	479074	Duracell Procell AAA Alkaline Battery, 24/Pack (PC2400/PC2400BK)	PK	24	\$	6.60
JanSan and Facility Supplies	887845	CW25384	Coastwide Professional Recycled Multifold Paper Towels, 1-ply, 250 Sheets/Pack, 16 Packs/Carton (CW25384)	CT	250/16	\$	27.11
JanSan and Facility Supplies	479074	479074	Duracell Procell AAA Alkaline Battery, 24/Pack (PC2400/PC2400BK)	PK	36	\$	6.60
JanSan and Facility Supplies	24405974	24405974	Coastwide Professional™ J-Series 2-Ply Small Core Bath Tissue, White, 1000 Sheets/Roll, 36 Rolls/Carton (CWJBT-1000)	CT	450/80	\$	68.41
JanSan and Facility Supplies	477899	21606	Kleenex Facial Tissue, 2-ply, 125 Tissues/Box (21606)	BX	125	\$	1.96
JanSan and Facility Supplies	1052551	NMD400	Ambitex N400 Powder Free Nitrile Exam Gloves, Blue, Medium, 100/Box (NMD400)	BX	100	\$	8.64
JanSan and Facility Supplies	375455	21899	Brighton LTX-12 Professional Foaming Soap Refill, Unscented, 40.5 oz., 2/Carton (21899)	CT	2	\$	52.21
JanSan and Facility Supplies	365374	365374	Coastwide Professional™ Multifold Paper Towels, 1-ply, 250 Sheets/Pack, 16 Packs/Carton (CW58045)	CT	250/16	\$	27.30
JanSan and Facility Supplies	852191	2717201	Sparkle Professional Series Paper Towels, 2-ply, 70 Sheets/Roll, 30 Rolls/Pack (2717201)	CT	70/30	\$	38.56
JanSan and Facility Supplies	24474485	24474485	Ammex Professional Series Powder Free Nitrile Exam Gloves, Latex Free, X-Large, Blue, 100/Box (APFN48100)	BX	100	\$	9.02
JanSan and Facility Supplies	24467890	1920099716	Lysol Disinfecting Wipes, Lemon & Lime Blossom, 80 Wipes/Pack, 6 Packs/Carton (1920099716)	CT	80/6	\$	21.17
JanSan and Facility Supplies	24411131	24411131	Perk™ Disinfecting Wipes, Fresh, 75 Wipes, 6/Carton (PK56664CT)	CT	75/6	\$	28.11
JanSan and Facility Supplies	827871	89480	enmotion Recycled Recycled Hardwound Paper Towels, 1-ply, 800 ft./Roll, 6 Rolls/Carton (89480)	CT	800/6	\$	71.41
JanSan and Facility Supplies	479074	PC2400/PC2400BK	Duracell Procell AAA Alkaline Battery, 24/Pack (PC2400/PC2400BK)	BX	24	\$	6.60
JanSan and Facility Supplies	1949018	30208	Clorox Disinfecting Wipes Value Pack, 75 Wipes/Container, 3/Pack (30208)	PK	75/3	\$	11.91
JanSan and Facility Supplies	479074	479074	Duracell Procell AAA Alkaline Battery, 24/Pack (PC2400/PC2400BK)	BX	24	\$	6.60
JanSan and Facility Supplies	564624	8295	Johnson & Johnson First Aid to Go, 12 Pieces (564624)	BX	12	\$	1.04
JanSan and Facility Supplies	384338	DL2032B2PK	Duracell 2032 Lithium Battery, 2/Pack (DL2032B2PK)	PK	2	\$	1.10
JanSan and Facility Supplies	24411130	24411130	Perk™ Disinfecting Wipes, Fresh, 75 Wipes (PK56664)	EA	1	\$	3.67
JanSan and Facility Supplies	365377	CW26212/BP26212	Coastwide Professional 2-Ply Standard Toilet Paper, White, 500 Sheets/Roll, 96 Rolls/Carton (CW26212)	CT	500/96	\$	50.99
JanSan and Facility Supplies	479067	479067	Duracell Procell AA Alkaline Battery, 24/Pack (PC1500BKD01)	PK	24	\$	6.37
JanSan and Facility Supplies	24405546	24405546	Perk™ Ultra Soft Standard Tissue, 2-Ply, 95 Sheets/Box, 6 Boxes/Pack (PK57779)	PK	95/6	\$	8.49
JanSan and Facility Supplies	24405549	24405549	Coastwide Professional™ Facial Tissue, 2-Ply, 100 Sheets/Box, 30 Boxes/Carton (CW57777)	CT	100/30	\$	33.53
JanSan and Facility Supplies	479067	PC1500BKD01	Duracell Procell AA Alkaline Battery, 24/Pack (PC1500BKD01)	BX	24	\$	6.37
JanSan and Facility Supplies	479067	479067	Duracell Procell AA Alkaline Battery, 24/Pack (PC1500BKD01)	PK	24	\$	6.37
Office Supplies	1140684	T-L460-HSB-R	Topaz SigLite Signature Pad (T-L460-HSB-R)	EA	1	\$	221.06
Office Supplies	572822	572822	Solo New York Rolling Laptop Computer Case, 15" x 16 .5" x 7 .5", Black (B100-4)	EA	1	\$	65.65
Office Supplies	24516131	19002215	SwissGear 1900 ScanSmart Laptop Backpack, Black (19002215)	EA	1	\$	95.87
Office Supplies	1133263	TRGTSB750US	Compact Rolling Backpack, 19 1/3 x 7 1/2 x 13 4/10, Polyester, Black	EA	1	\$	94.99
Office Supplies	572822	572822	Solo New York Rolling Laptop Computer Case, 15" x 16 .5" x 7 .5", Black (B100-4)	EA	1	\$	65.65
Office Supplies	690748	690748	Staples Medium Duty File Box, Lift Off Lid, Letter, White/Gray, 12/Carton (TR59215)	CT	12	\$	41.17
Office Supplies	2681666	2681666	Maco Laser/Inkjet Address Labels, 1" x 2 5/8", White, 30/Sheet, 250 Sheets/Pack (ML-3000B)	BX	7500/1	\$	38.99
Office Supplies	2072870	ST27497CT	Staples 1-Subject Composition Notebooks, 7.5 x 9.75, College Ruled, 100 Sheets, Assorted Colors, 48/Carton (TR55063MCT)	CT	100/48	\$	62.79
Office Supplies	2724465	PIL84095	Pilot G2 Retractable Gel Pens, Bold Point, Black Ink, 36/Pack (84095)	PK	36	\$	33.97
Office Supplies	486940	486940	Staples® #10 1/2 Business Envelope, 9" x 12", Brown, 250/Box (ST486940-CC)	BX	250	\$	20.39
Office Supplies	795712	PT136-4	Solo New York Midtown Bryant Laptop Rolling Briefcase, Black Polyester (PT136-4)	EA	1	\$	71.57
Office Supplies	24460045	ST60714-CC	Staples Plastic/Poly Mobile Utility Cart with Dual Wheel, Black (ST60714-CC)	EA	1	\$	20.62
Office Supplies	1131713	1131713	Targus Ascend Backpack, Black (TSB710US)	EA	1	\$	36.05
Office Supplies	2072496	14557CT	Staples Composition Notebook, 7.5 x 9.75, Wide Ruled, 80 Sheets, Black/White, 48 Notebooks/Carton (ST55076CT)	CT	80/48	\$	52.62
Office Supplies	590110	B100-4	Solo New York Rolling Laptop Computer Case, 15 x 16 .5 x 7 .5, Black (B100-4)	EA	1	\$	77.99
Office Supplies	24515756	G520-14-23	2023 AT-A-GLANCE DayMinder 8 x 11 Weekly Appointment Book Planner, Burgundy (G520-14-23)	EA	1	\$	22.71
Office Supplies	534800	534800	Staples® Self Seal #10 Catalog Envelope, 9" x 12", Brown, 100/Box (ST534800-CC)	BX	100	\$	18.70
Office Supplies	364221	TBT053US	Targus CityLite Laptop Briefcase, Black Polyester (TBT053US)	EA	1	\$	34.49
Office Supplies	718390	DLBP-116 BLACK	Case Logic DLBP-116 16 Laptop Backpack BLK (3201268)	EA	1	\$	40.08
Office Supplies	163865	163865	Staples Notepads, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57339)	DZ	50/12	\$	6.73
Office Supplies	50551	84066	Pilot G2 Retractable Gel Pens, Fine Point, Blue Ink, 36/Pack (84066)	PK	36	\$	33.97
Office Supplies	24522132	70-950X-05-23	2023 AT-A-GLANCE Contemporary 8.25 x 11 Weekly & Monthly Planner, Black (70-950X-05-23)	EA	1	\$	30.64
Office Supplies	379479	ST379479-CC	Staples EasyClose Catalog Envelopes, 9L x 12H, White, 100/Box (379479/19026)	BX	100	\$	8.89
Office Supplies	919256	919256	Kensington Simply Portable Neoprene Laptop Sleeve for 15.6" Laptops, Black (K62562USB)	EA	1	\$	22.08
Office Supplies	247668	ST50303-CC	Staples Economy Gummed Catalog Envelopes, 6 x 9, White, 250/Box (50303T)	BX	250	\$	28.95
Office Supplies	2498018	2498018	Staples® Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, Dozen (50793)	DZ	12	\$	2.99
Office Supplies	2106795	6505	Honeywell Key Lock Deposit Bag, Navy (6505)	EA	1	\$	26.80
Office Supplies	418343	ST418343-CC	Staples Reinforced File Pocket, 5 1/4 Expansion, Legal Size, Brown, 10/Box (ST418343-CC)	BX	10	\$	13.44
Office Supplies	491454	491454	Avery Secure Top Heavy Duty Multiuse Badge Holders, 3" x 4", Clear Landscape Holders, 25/Pack (74471)	BX	25	\$	6.90
Office Supplies	154120	ST57334	Staples Notepads, 8.5 x 11 (US letter), Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57334)	DZ	50/12	\$	14.52
Office Supplies	24376599	24376599	TRU RED™ Tank Dry Erase Markers, Chisel Tip, Assorted, 12/Pack (TR54567/TR61441)	PK	12	\$	7.87
Office Supplies	508804	ST508804-CC	Staples Recycled File Folder, 1/3-Cut Tab, Letter Size, Assorted Colors, 100/Box (ST508804-CC)	BX	100	\$	17.66
Office Supplies	521163	24415PP	Sharpie Liquid Highlighter, Chisel Tip, Assorted, 10/Pack (24415PP)	PK	10	\$	8.47
Office Supplies	24514512	70-260-05-23	2023-2024 AT-A-GLANCE 9 x 11 Monthly Planner, Black (70-260-05-23)	EA	1	\$	24.69
Office Supplies	497990	8440152	Paper Mate Flair Felt Pen, Medium Point, Green Ink, Dozen (8440152)	DZ	12	\$	1.87
Office Supplies	486933	ST486933-CC	Staples Self Seal #13 1/2 Catalog Envelope, 10 x 13, Brown, 250/Box (ST486933-CC)	BX	250	\$	25.22
Office Supplies	566942	ST15338/15338	Staples 0.6 Binder Clips, Mini, Black, 144/Pack (15338)	PK	144	\$	5.43
Office Supplies	689370	6756SSNRP	Post-it Recycled Super Sticky Notes, 4 x 4, Wanderlust Pastels Collection, Lined, 90 Sheets/Pad, 6 Pads/Pack (675-6SSNRP)	PK	90/6	\$	9.34
Office Supplies	HOD29402	#N/A	2023-2024 House of Doolittle 8 x 5 Express Track Recycled Weekly Appt Book/Monthly Planner (HOD24902)	EA	1	\$	12.36
Office Supplies	614615	ST614615-CC	Staples Recycled Pressboard Classification Folder, 2-Dividers, 2 1/2 Expansion, Letter Size, Brick Red, 20/Box (ST614615-CC)	BX	20	\$	31.34
Office Supplies	24402454	TR57541-CC	TRU RED 7-Compartment Wire Mesh Accessory Holder, Matte Black (TR57541)	EA	1	\$	9.25
Office Supplies	24515721	G535-00-23	2023 AT-A-GLANCE DayMinder 7 x 8.75 Weekly Planner, Black (G535-00-23)	EA	1	\$	20.70

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Office Supplies	651256	651256	Staples Sonix Retractable Gel Pens, Medium Point, 0.7mm, Blue Ink, Dozen (13563-CC)	DZ	12	\$	9.51
Office Supplies	24517281	24517281	Fellowes LX850 EasyPress Desktop Stapler, 25 Sheet Capacity, White (5011601)	EA	1	\$	17.31
Office Supplies	875411	ST875411-CC	Staples Heavy Duty Hanging File Folder, 5-Tab, Letter Size, Assorted Colors, 25/Box (ST875411-CC)	BX	25	\$	12.29
Office Supplies	486940	ST486940-CC	Staples Gummed Catalog Envelopes, 9L x 12H, Brown, 250/Box (486940/17032)	BX	250	\$	20.39
Office Supplies	493340	S7035101S	Swingline Standard Staples, 0.25 Leg Length, 5000 Staples/Box, 5 Box/Pack (S7035101S)	BX	5000/5	\$	9.45
Office Supplies	381970	381970	Staples® EasyClose Self Seal #10 1/2 Catalog Envelope, 9" x 12", Brown, 100/Box (ST381970-CC)	BX	100	\$	14.22
Office Supplies	861425	BL241AST	BIC Brite Liner Stick Highlighter, Chisel Tip, Assorted, 24/Pack (BL241AST)	PK	24	\$	8.08
Office Supplies	24512104	ST21488-23	2023 Staples 8 x 11 Weekly & Monthly Appointment Book, Black (ST21488-23)	EA	1	\$	19.75
Office Supplies	1131713	1131713	Targus Ascend Backpack, Black (TSB710US)	EA	1	\$	36.05
Office Supplies	REDC171102	#N/A	2023 Brownline 12 x 17 Twin-Wirebound Wall Calendar, One Month per Page White Sheets (C171102)	EA	1	\$	6.66
Office Supplies	535070	ST19847-CC	Staples Gummed #3 Currency/Coin Envelope, 2 1/2 x 4 1/4, Brown, 500/Box (ST19847-CC)	BX	500	\$	10.63
Office Supplies	2072167	2072167	Staples Aura Retractable Gel Pens, Medium Point, Black Ink, Dozen (29195)	DZ	12	\$	11.00
Office Supplies	781454	100242	IRIS Stack & Pull 54 Qt. Latch Lid Storage Box, Clear (100242)	EA	1	\$	12.82
Office Supplies	82646	55420/26445	Staples 2 3-Ring View Binder, D-Ring, Navy Blue (26445-CC)	EA	1	\$	9.05
Office Supplies	394057	ST50308-CC	Staples EasyClose Security Tinted #10 Business Envelopes, 4 1/8 x 9 1/2, White, 100/Box (50308)	BX	100	\$	3.75
Office Supplies	24398946	24398946	TRU RED™ Dry Erase Markers, Fine Tip, Assorted, 8/Pack (TR61443/TR56881)	PK	8	\$	5.11
Office Supplies	862218	BL241YEL	BIC Brite Liner Stick Highlighter, Chisel Tip, Yellow, 24/Pack (BL241YEL)	PK	24	\$	8.08
Office Supplies	82639	82639	Staples 3" 3-Ring View Binder, D-Ring, White (26450-CC)	EA	1	\$	5.94
Office Supplies	24545097	24545097	2024 Staples 5" x 8" Weekly & Monthly Planner, Black (ST21490-24)	EA	1	\$	16.70
Office Supplies	281303	ST57342/TR57342	Staples Notepads, 8.5 x 14 (legal), Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57342)	DZ	12	\$	14.49
Office Supplies	24512107	ST21494-23	2023 Staples 8 x 11 Weekly & Monthly Appointment Book, Black (TR21494-23)	EA	1	\$	16.26
Office Supplies	24515706	SK44-00-23	2023 AT-A-GLANCE DayMinder 5 x 8 Daily Appointment Book, Black (SK44-00-23)	EA	1	\$	17.79
Office Supplies	884368	16101EE	Ampad Envirotec 100% Recycled File Folders, 3 Tab, Letter Size, Black, 50/Pack (16101)	PK	50	\$	8.05
Office Supplies	919257	919257	Kensington® SP 17 Padded Interior Laptop Sleeve, Black, 17", 13 1/2"H x 16"W x 1 1/2"D	EA	1	\$	21.46
Office Supplies	24461640	24461640	TRU RED™ 8.5" x 11" Academic Weekly Teacher Planner, Black (TR59498-21)	EA	1	\$	14.96
Office Supplies	24514556	G400-00-23	2023 AT-A-GLANCE DayMinder 7 x 8.75 Monthly Planner, Black (G400-00-23)	EA	1	\$	16.96
Office Supplies	501098	15001A	Sharpie King Size Permanent Marker, Chisel Tip, Black, Dozen (15001A)	DZ	12	\$	1.84
Office Supplies	486931	ST486931-CC	Staples Self Seal Catalog Envelopes, 9L x 12H, Brown, 250/Box (486931/14245)	BX	250	\$	26.59
Office Supplies	24474366	24474366	Paper Mate Write Bros. Ballpoint Pen, Bold Point, Black Ink, Dozen (2124520)	DZ	12	\$	3.19
Office Supplies	2622610	ZEB12225	Zebra Z-Grip Retractable Ballpoint Pen, Medium Point, Blue Ink, 24/Pack (ZEB12225)	PK	24	\$	6.42
Office Supplies	395892	395892	BIC Round Stic Grip Xtra Comfort Ballpoint Pens, Fine Point, 0.8mm, Black Ink, Dozen (13902)	DZ	12	\$	3.99
Office Supplies	77273	561VAD4PK	Post-it Super Sticky Easel Pad, 25 x 30, Lined, 30 Sheets/Pad, 4 Pads/Pack (561VAD4PK)	PK	30/4	\$	73.91
Office Supplies	24380427	24380427	TRU RED™ 4 Compartment Divided Plastic Pencil Cup, Black (TR55274)	EA	1	\$	6.65
Office Supplies	24380517	24380517	Staples 8" Pointed Tip Stainless Steel Scissors, Straight Handle, Right & Left Handed, 2/Pack (TR55043)	PK	2	\$	10.80
Office Supplies	459112	31257	Pilot G2 Retractable Gel Pens, Bold Point, Blue Ink, Dozen (31257)	DZ	12	\$	2.95
Office Supplies	432286	432286	Staples® File Caddy with File Folders, Open Lid, Letter, Black (10613)	EA	1	\$	8.81
Office Supplies	617878	8420152	Paper Mate Flair Felt Pen, Medium Point, Red Ink, Dozen (8420152)	DZ	12	\$	1.65
Office Supplies	892099	ST892099N-CC	Staples EasyClose Catalog Envelopes, 6 x 9, White, 100/Box (892099N)	BX	100	\$	8.16
Office Supplies	24545705	24545705	2024 Staples 8" x 11" Monthly Planner, Black (TR52184-24)	EA	1	\$	16.48
Office Supplies	80422	57513EE	Oxford 2-Pocket Presentation Folders, Assorted Colors, 25/Box (OXF 57513)	BX	25	\$	12.54
Office Supplies	541959	541959	Medical Arts Press® 14 pt. Full-Cut End-Tab File Folders, One Fastener, Position 1, 50/Bx	BX	50	\$	24.09
Office Supplies	381912	ST50306-CC	Staples EasyClose #10 Business Envelopes, 4 1/8 x 9 1/2, White, 500/Box (50306)	BX	500	\$	12.63
Office Supplies	2661504	2661504	Staples 1" 3-Ring View Binders, D-Ring, White, 12/Pack (26432CT)	CT	12	\$	60.27
Office Supplies	1060571	1060571	Pentel WOW! Retractable Gel Pens, Medium Point, Black Ink, 24/Pk (K437ASW2)	PK	24	\$	8.26
Office Supplies	260612	ST19295VP-CC	Staples Self Seal Catalog Envelopes, 9L x 12H, White, 100/Box (19295VP)	BX	100	\$	19.38
Office Supplies	24514515	SK53-00-23	2023 AT-A-GLANCE DayMinder 3.5 x 6 Monthly Planner, Black (SK53-00-23)	EA	1	\$	8.80
Office Supplies	24515700	G200-00-23	2023 AT-A-GLANCE DayMinder 5 x 8 Weekly Appointment Book, Black (G200-00-23)	EA	1	\$	13.54
Office Supplies	483636	80653	EXPO Starter Set Kit, Assorted Colors (80653)	EA	1	\$	5.24
Office Supplies	490614	655AST	Post-it Notes, 3 x 5, Beachside Caf Collection, 100 Sheet/Pad, 5 Pads/Pack (655AST)	PK	100/5	\$	5.59
Office Supplies	322029	100306	Iris Stack & Pull 12.9 Qt. Latch Lid Storage Bin, Navy/Clear (100306)	EA	1	\$	4.83
Office Supplies	24512071	ST52184-23	2023 Staples 8 x 11 Monthly Planner, Black (TR52184-23)	EA	1	\$	18.39
Office Supplies	718389	DLC-115 BLACK	Case Logic DLC-115 15 Laptop Tablet Case BLK (3201433)	EA	1	\$	27.47
Office Supplies	381970	ST381970-CC	Staples EasyClose Catalog Envelopes, 9L x 12H, Brown, 100/Box (381970/19024)	BX	100	\$	14.22
Office Supplies	167056	167056	Staples DuraMark Permanent Marker, Chisel Point, Black, 12/Pack (10403-CC)	DZ	12	\$	5.84
Office Supplies	24422964	ST58369C	Staples Composition Notebooks, 7.5 x 9.75, Wide Ruled, 100 Sheets, Black/White Marble, 4/Pack (ST58369)	PK	100/4	\$	10.33
Office Supplies	2609668	16130	Avery Big Tab Write & Erase Plastic Tab Dividers, Multicolor, 8 Tabs/Set (16130)	EA	1	\$	6.07
Office Supplies	217695	217695ABF	Staples Record Book, 300 Pages, Black (18658/26510)	EA	1	\$	12.57
Office Supplies	24328148	24328148	TRU RED™ Ballpoint Grippend Pen, Medium Point, 1.0mm, Black, Dozen (TR52864-CC)	DZ	12	\$	2.96
Office Supplies	24514521	G590-00-23	2023 AT-A-GLANCE DayMinder 7 x 8.75 Weekly Planner, Black (G590-00-23)	EA	1	\$	11.39
Office Supplies	24546728	24546728	2024 Staples 5" x 8" Weekly & Monthly Appointment Book, Black (ST58454-24)	EA	1	\$	16.86
Office Supplies	1668443	559VAD8PK	Post-it Super Sticky Easel Pad, 25 x 30, 30 Sheets/Pad, 8 Pads/Pack (559VAD8PK)	PK	30/8	\$	110.33
Office Supplies	24523614	117373-23	2023 Blue Sky Enterprise 12 x 17 Monthly Wall Calendar, White/Gray (117373-23)	EA	1	\$	7.87
Office Supplies	2806373	ST52014/TR52014	TRU RED Moisture Resistant Reinforced Plastic Filing Accordion File, 13-Pocket, Letter Size, Blue (TR52014)	EA	1	\$	5.18
Office Supplies	24545177	24545177	2024 Staples 15.69" x 12" Dry Erase Wall Calendar, Red/White (ST53905-24)	EA	1	\$	12.33
Office Supplies	1563672	300702	Azar Displays Single Frame Easel Display	EA	1	\$	82.63
Office Supplies	257444	11129	Avery Ready Index Customizable Table of Contents Numeric Paper Dividers, 31-Tab, Multicolor (11129)	EA	1	\$	3.89
Office Supplies	24295906	S-33YR36	Staples Sticky Notes, 3 x 3, 100 Sheets/Pad, 36 Pads/Pack (S-33YR36)	PK	100/36	\$	7.82
Office Supplies	650745	65324VADB	Post-it Notes Value Pack, 1 3/8 x 1 7/8, Canary Yellow, 100 Sheets/Pad, 24 Pads/Pack (653-24VAD-B)	PK	100/24	\$	7.40

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Office Supplies	358400	32220	Pilot EasyTouch Retractable Ballpoint Pens, Medium Point, Black Ink, Dozen (32220)	DZ	12	\$	0.96
Office Supplies	563128	00704	Bankers Box Stor/File Medium-Duty FastFold File Storage Boxes, String & Button, Letter Size, White/Blue, 12/Carton (00704)	CT	12	\$	64.58
Office Supplies	414070	414070	Prang Master Pack Standard Crayons, 8 Colors, 800/Carton (32350)	CT	800	\$	35.46
Office Supplies	167056	167056	Staples DuraMark Permanent Marker, Chisel Point, Black, 12/Pack (10403-CC)	DZ	12	\$	5.84
Office Supplies	2072174	2072174	Staples Hype Tank Highlighters, Chisel Tip, Yellow, Dozen (29203-CC)	DZ	12	\$	5.07
Office Supplies	2498462	50794-CC	Staples Ballpoint Retractable Pens, Medium Point, Blue Ink, Dozen (50794)	DZ	12	\$	2.99
Office Supplies	479218	ST21619-CC	Staples Letter Clear Cover Presentation Book, Blue, Each (21619)	EA	1	\$	3.96
Office Supplies	565436	565436	Staples Recycled Sticky Notes, 4" x 6", Yellow, Lined, 100 Sheets/Pad, 5 Pads/Pack (S46YR/552572)	PK	100/5	\$	2.89
Office Supplies	616851	616851	Bostitch QuietSharp 6 Classroom Electric Pencil Sharpener, Blue (EPS10HC)	EA	1	\$	26.78
Office Supplies	217919	217919	Staples Record Book, Black, 300 Sheets/Book (217919)	EA	1	\$	7.52
Office Supplies	538199	538199	PRES-a-ply Laser/Inkjet Shipping Labels, 2" x 4", White, 10 Labels/Sheet, 100 Sheets/Box (30603)	BX	10/100	\$	9.90
Office Supplies	24376590	TR61457/TR54562	TRU RED Dry Erase Markers, Fine Tip, Assorted, 4/Pack (TR61457/TR54562)	PK	4	\$	2.37
Office Supplies	24376659	TR54583-CC	TRU RED Tank Highlighter with Grip, Chisel Tip, Assorted, 5/Pack (TR54583)	PK	5	\$	3.08
Office Supplies	24515732	SK2-00-23	2023 AT-A-GLANCE DayMinder 8 x 12 Monthly Planner, Black (SK2-00-23)	EA	1	\$	11.59
Office Supplies	816299	816299	Advantus Sign Holder, 9" x 2", Clear Acrylic (75318)	EA	1	\$	2.86
Office Supplies	886226	886226	Scotch® Transparent Tape Refill, Crystal Clear Clarity Finish, Glossy, 3/4" x 27.77 yds., 1" Core, 24 Rolls (600K24)	PK	24	\$	33.15
Office Supplies	24443254	24443254	Staples File Box, Lift Off Lid, Letter/Legal, White/Black, 20/Case (TR59212)	PK	20	\$	36.00
Office Supplies	1671311	ST28543-CC	Staples Plastic Storage Clipboard, Letter Size, Black (28543)	EA	1	\$	4.23
Office Supplies	487908	487908	Staples® Invisible Tape, 3/4" x 1,296", 12/Pack (52380P12)	PK	12	\$	6.23
Office Supplies	807878	807878	Zebra Sarasa Dry X20 Gel Retractable Pens, Fine Point, Red Ink, Dozen (46730)	DZ	12	\$	10.62
Office Supplies	217919	217919	Staples Record Book, Black, 300 Sheets/Book (217919)	EA	1	\$	7.52
Office Supplies	358168	23735/21684	Staples 1 3-Ring View Binders, White, 12/Pack (23735/21684)	CT	12	\$	22.54
Office Supplies	1265711	1921061	Expo Dry Erase Markers, Chisel Tip, Assorted, 36/Pack (1921061)	PK	36	\$	27.93
Office Supplies	REDC1731	#N/A	2023 Brownline 22 x 17 Monthly Desk Pad Calendar, Chipboard (C1731)	EA	1	\$	6.71
Office Supplies	958103	23447	Staples Stickies Easel Pad, 25 x 30, 30 Sheets/Pad, 2 Pads/Pack (23447)	PK	2	\$	24.26
Office Supplies	50552	84065	Pilot G2 Retractable Gel Pens, Fine Point, Black Ink, 36/Pack (84065)	PK	36	\$	33.97
Office Supplies	100483	E501	Elmer's All Purpose School Glue Sticks, 0.24 oz., 60/Pack (E501)	PK	60	\$	23.15
Office Supplies	24514536	SD389-13-23	2023 AT-A-GLANCE 5.75 x 8.25 Daily Standard Diary, Red (SD389-13-23)	EA	1	\$	35.58
Office Supplies	491461	491461	Staples Notepad, 5" x 8", Narrow Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (TR58181)	DZ	12	\$	5.87
Office Supplies	24406019	WOTAP18-WHI	BIC Wite-Out EZ Correct Correction Tape, White, 18/Pack (WOTAP18-WHI)	PK	18	\$	21.75
Office Supplies	831293	7532	TOPS Legal Pad Notepads, 8.5 x 11.75, Wide Ruled, Canary, 50 Sheets/Pad, 12 Pads/Pack (7532)	DZ	12	\$	19.55
Office Supplies	24461640	24461640	TRU RED™ 8.5" x 11" Academic Weekly Teacher Planner, Black (TR59498-21)	EA	1	\$	14.96
Office Supplies	82656	82656	Staples 1" 3-Ring View Binder, D-Ring, White (26432-CC)	EA	1	\$	2.64
Office Supplies	787385	ST50312-CC	Staples EasyClose Security Tinted #10 Business Envelopes, 4 1/8 x 9 1/2, White, 500/Box (50312)	BX	500	\$	24.32
Office Supplies	478887	00703	Bankers Box Stor/File Corrugated File Storage Boxes, Lift-Off Lid, Letter/Legal Size, White/Blue, 12/Carton (00703)	CT	12	\$	22.46
Office Supplies	854046	854046	Bostitch Personal Electric Pencil Sharpener, Blue (EPS4-BLUE)	EA	0	\$	14.33
Office Supplies	2658105	2658105	Avery Marks-A-Lot Desk-Style Dry Erase Markers, Chisel Tip, Black, 36/Pack (98207)	PK	36	\$	24.39
Office Supplies	52358	52358	uniBall Roller Rollerball Pens, Fine Point, 0.7mm, Green Ink, Dozen (60104)	DZ	12	\$	8.01
Office Supplies	884782	884782	Staples Clasp & Moistenable Glue Catalog Envelopes, 10" x 13", Natural Brown, 100/Box (19965)	BX	100	\$	9.77
Office Supplies	958103	958103	Staples® Stickies Easel Pad, 25" x 30", 30 Sheets/Pad, 2 Pads/Pack (23447)	PK	2	\$	24.26
Office Supplies	418293	ST418293-CC	Staples Reinforced File Pocket, 3 1/2 Expansion, Letter Size, Brown, 25/Box (ST418293-CC)	BX	25	\$	18.73
Office Supplies	221689	ST56673-CC	Staples File Folder, 1/3-Cut Tab, Letter Size, Manila, 250/Box (ST56673-CC)	BX	250	\$	17.52
Office Supplies	24538679	24538679	Bazic Glue Sticks, 0.28 oz., White, 30/Pack (BAZ2053-30/PK)	PK	30	\$	9.27
Office Supplies	186999	ST186999-CC	Staples Clasp & Moistenable Glue Catalog Envelopes, 6 x 9, Brown, 100/Box (186999/19267)	BX	100	\$	15.07
Office Supplies	24295899	24295899	Staples Sticky Notes, 3" x 3" Assorted, 100 Sheets/Pad, 24 Pads/Pack (S-33WC24)	PK	70/24	\$	11.10
Office Supplies	589825	80003	Expo Dry Erase Markers, Chisel Tip, Blue, 12/Pack (80003)	DZ	12	\$	12.39
Office Supplies	831884	PBB7824	Pacon Exam Notebooks, 7 x 8.5, Wide Ruled, 12 Sheets, Blue (PBB7824)	EA	1	\$	0.46
Office Supplies	163840	ST57300	Staples Notepad, 8.5 x 11.75, Wide Ruled, Canary, 50 Sheets/Pad, Dozen Pads/Pack (ST57300)	DZ	12	\$	12.63
Office Supplies	831602	ST10668/10668	Staples 1.25 Binder Clips, Medium, Black, 24/Pack (10668-CC)	PK	24	\$	3.36
Office Supplies	24326196	ST53276	Staples Zipper Pencil Pouches, Assorted Colors, Each (53276)	EA	1	\$	2.30
Office Supplies	414970	58-8610	Crayola Super Tips Washable Markers, Fine Line, Assorted Colors, 10/Box (58-8610)	BX	10	\$	1.37
Office Supplies	24376605	24376605	TRU RED™ Dry Erase Markers, Fine Tip, Black, 12/Pack (TR61435/TR54566)	DZ	12	\$	6.42
Office Supplies	2722126	2722126	Scotch® Wall-Safe Tape with Dispenser, 3/4" x 16.67 yds., 2 Rolls (183-DM2)	PK	2	\$	4.26
Office Supplies	224071	ST44291-CC	Staples Hardboard Clipboards, Letter Size, Natural Brown, 3/Pack (44291)	PK	3	\$	2.19
Office Supplies	563223	22220	Zebra Z-Grip Retractable Ballpoint Pen, Medium Point, Blue Ink, Dozen (22220)	DZ	12	\$	3.21
Office Supplies	266262	ST266262-CC	Staples Hanging File Folder, 5-Tab, Letter Size, Standard Green, 50/Box (TR266262)	BX	50	\$	17.34
Office Supplies	668484	11110	Avery Big Tab Insertable Paper Dividers, 5-Tab, Yellow, Set (11110)	EA	1	\$	0.63
Office Supplies	565447	S-33BR12/52567	Staples Sticky Notes, 3 x 3 Assorted, 100 Sheets/Pad, 12 Pads/Pack (S-33BR12/52567)	DZ	12	\$	3.61
Office Supplies	472514	ST72577/A70266	Staples Jumbo Paper Clips, Nonskid, 100/Box, 10 Boxes/Pack (A7026606/72577)	PK	10	\$	9.32
Office Supplies	617894	17752	Avery Hi-Liter Tank Highlighter, Chisel Tip, Assorted, 4/Pack (17752)	PK	4	\$	1.77
Office Supplies	24376667	24376667	TRU RED™ Pen Permanent Markers, Fine Tip, Black, 36/Pack (TR54545)	PK	36	\$	12.42
Office Supplies	24357082	24357082	Paper Mate InkJoy 50ST Ballpoint Pen, Medium Point, Blue Ink, Dozen (2013155)	DZ	12	\$	1.78
Office Supplies	229690	13023/13403	Westcott All Purpose 8 Stainless Steel Standard Scissors, Pointed Tip, Assorted Colors, 3/Pack (13023/13403)	PK	3	\$	2.50
Office Supplies	651254	13561-CC	Staples Sonix Retractable Gel Pens, Medium Point, 0.7mm, Black Ink, Dozen (13561-CC)	DZ	12	\$	3.88
Office Supplies	24545094	24545094	2024 Staples 12" x 27" Wall Calendar, Red/White (ST53920-24)	EA	1	\$	9.89
Office Supplies	800979	25-286	Ampad Steno Pad, 6 x 9, Gregg, Blue Cover, 80 Sheets/Pad (TOP25-286)	EA	1	\$	1.42
Office Supplies	525949	ST99915/A70266	Staples Jumbo Paper Clips, Silver, 100/Box (A7026601A)	BX	100	\$	0.64
Office Supplies	24418174	ST58091-US	Staples Standard Staples, 1/4 Leg Length, 5000/Box, 2/Pack (TR58091)	BX	5000/2	\$	1.38

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Office Supplies	24424024	24424024	TRU RED™ Pre-Sharpended Wooden Pencil, 2.2mm, #2 Medium Lead, 72/Pack (TR58564)	PK	72	\$	11.12
Office Supplies	24328145	24328145	TRU RED™ Ballpoint Gripped Pen, Medium Point, 1.0mm, Blue, Dozen (52865)	DZ	12	\$	1.23
Office Supplies	2773034	ST51881-CC	Staples 12 Wooden Standard Imperial Scale Ruler, Wooden (51881-CC)	EA	1	\$	0.77
Office Supplies	576153	S-33BO12/52566	Staples Sticky Notes, 3 x 3 Assorted Bold, 100 Sheets/Pad, 12 Pads/Pack (S-33BO12/52566)	DZ	12	\$	3.91
Office Supplies	381809	58-7726	Crayola Classic Kid's Markers, Fine Point, Assorted, 10/Pack (58-7726)	PK	10	\$	2.54
Office Supplies	532846	532846	Ampad Steno Pad, 6" x 9", Gregg Ruled, Green, 60 Sheets/Pad (TOP 25-270)	EA	1	\$	1.58
Office Supplies	153841	13485	Staples Large Tab Insertable Paper Dividers, Assorted Color 5 Tab, Buff (13485/11109)	EA	1	\$	0.73
Office Supplies	2072175	2072175	Staples Hype Tank Highlighters, Chisel Tip, Assorted, Dozen (29204-CC)	DZ	12	\$	5.46
Office Supplies	2498023	50786-CC	Staples Retractable Ballpoint Pens, Fine Point, 0.7mm, Black Ink, Dozen (50786)	DZ	12	\$	2.99
Office Supplies	445743	58-7708	Crayola Kid's Markers, Broad Line, Assorted Colors, 8/Box (58-7708)	BX	8	\$	2.03
Office Supplies	24418183	ST58090-US	Staples Standard Staples, 1/4 Leg Length, 5000 /Box (TR58090)	BX	5000	\$	1.36
Office Supplies	413440	52-0080	Crayola Crayons, Large Size, Assorted Colors, 8/Box (52-0080)	BX	8	\$	1.77
Office Supplies	24514518	G470H-00-23	2023 AT-A-GLANCE DayMinder Premiere 8 x 11.75, Monthly Planner, Black (G470H-00-23)	EA	1	\$	15.85
Office Supplies	24323552	ST59822-CC	Staples Correction Tape, White, 10/Pack (ST59822/51666)	PK	10	\$	9.98
Office Supplies	374619	374619	Paper Mate InkJoy 300 RT Retractable Ballpoint Pen, Medium Point, Black Ink, 24/Pack (1945925)	PK	24	\$	5.93
Office Supplies	408630	PHN12	Pentel Oil Pastel Set With Carrying Case, Assorted, 12/Set	BX	12	\$	0.98
Office Supplies	24424024	TR58564	TRU RED Pre-Sharpended Wooden Pencil, 2.2mm, #2 Medium Lead, 72/Pack (TR58564)	PK	72	\$	11.12
Office Supplies	2728194	13247C144A02NA	Staedtler Pre-Sharpended Wooden Pencil, 0.7mm, #2 Medium Lead, 144/Box (13247C144A02NA)	BX	144	\$	11.31
Office Supplies	121632	ST50151-CC	Staples Gummed #10 Business Envelope, 4 1/8 x 9 1/2, White Wove, Window, 500/Box (50151)	BX	500	\$	12.61
Office Supplies	689309	65324APVAD	Post-it Notes, 1 3/8 x 1 7/8, Beachside Caf Collection, 100 Sheets/Pad, 24 Pads/Pack (653-24APVAD)	PK	100/24	\$	8.25
Office Supplies	327002	ST54050	Staples Desktop/Handheld Stapler, 20 Sheet Capacity, Black and Gray (40897)	EA	1	\$	3.15
Office Supplies	116764	ST116764	Staples Hanging File Folder, 5-Tab, Letter Size, Standard Green, 25/Box (ST116764)	BX	25	\$	4.43
Office Supplies	372797	X13830X	Ticonderoga Pre-Sharpended Wooden Pencil, 2.2mm, #2 Soft Lead, 30/Pack (X13830X)	PK	30	\$	5.89
Office Supplies	374818	ST23740-CC	Staples 1/2 3-Ring View Binder, White (ST23740-CC)	EA	1	\$	3.26
Office Supplies	668487	11112	Avery Big Tab Insertable Paper Dividers, Clear 8 Tab, Buff (11112)	EA	1	\$	0.88
Office Supplies	504878	845-2	Scotch Book Transparent Tape, 2 x 15 yds., 3 Core, 1-Pack (845-200)	RL	1	\$	4.74
Office Supplies	228437	8410152	Paper Mate Flair Felt Pen, Medium Point, Blue Ink, Dozen (8410152)	DZ	12	\$	10.41
Office Supplies	487129	X13882X	Ticonderoga The World's Best Pencil Wooden Pencil, 2.2mm, #2 Soft Lead, Dozen (X13882X)	DZ	12	\$	2.72
Office Supplies	24418181	TR58082	TRU RED Desktop Stapler, 20-Sheet Capacity, Black (TR58082)	EA	1	\$	2.34
Office Supplies	490943	6605PKAST	Post-it Notes, 4 x 6, Beachside Caf Collection, Lined, 100 Sheets/Pad, 5 Pads/Pack (660-5PK-AST)	PK	100/5	\$	9.24
Office Supplies	573932	X12886X	Dixon Oriole Pre-Sharpended Wooden Pencil, 2mm, #2 Soft Lead, Dozen (12886)	DZ	12	\$	2.15
Office Supplies	105791	S152YR/1252554	Staples Sticky Notes, 1.38 x 1.88, 100 Sheets/Pad, 12 Pads/Pack (S152YR/1252554)	DZ	12	\$	1.04
Office Supplies	163873	ST57338	Staples Notepads, 5 x 8, Narrow Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57338)	PK	50	\$	6.24
Office Supplies	116012	X14998X	Dixon Golf Pre-Sharpended Wooden Pencil, 2.2mm, #2 Soft Lead, 144/Box (14998)	BX	144	\$	4.46
Office Supplies	41157	41157	Staples Lightweight Sheet Protector, 8.5" x 11", Clear, 200/Box (10522-CC)	BX	200	\$	8.12
Office Supplies	233601	ST51009-CC	Staples 3 x 5 Index Cards, Lined, White, 500/Pack (TR51009)	PK	500	\$	3.40
Office Supplies	418335	ST418335-CC	Staples Reinforced File Pocket, 5 1/4 Expansion, Letter Size, Brown, 10/Box (ST418335-CC)	BX	10	\$	8.60
Office Supplies	824797	X13872X	Ticonderoga The World's Best Pencil Wooden Pencil, 2.2mm, #2 Soft Lead, 96/Pack (13872/13882)	PK	96	\$	17.79
Office Supplies	163865	163865	Staples Notepads, 8.5" x 11.75", Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57339)	DZ	12	\$	6.73
Office Supplies	483535	52380P6	Staples Invisible Tape, 3/4 x 1,296, 6/Pack (52380P6)	PK	6	\$	3.29
Office Supplies	187021	ST187021-CC	Staples Clasp & Moistenable Glue Catalog Envelopes, 9L x 12H, Brown, 100/Box (187021/19270)	BX	100	\$	8.29
Office Supplies	892694	892694	Uni Jetstream 101 Ballpoint Pens, Medium Point, 1.0mm, Black Ink, Dozen (1768011)	DZ	12	\$	9.62
Office Supplies	24418175	ST58092-US	Staples Standard Staples, 1/4 Leg Length, 5000/Box, 5/Pack (TR58092)	PK	5	\$	3.27
Office Supplies	187013	ST50301-CC	Staples Gummed #10 Business Envelopes, 4 1/8 x 9 1/2, White, 500/Box (50301)	BX	500	\$	8.95
Office Supplies	808017	ST28621/28621	Staples Premium Rubber Bands, #117B, 1 lb. Bag, 200/Pack (28621-CC)	PK	200	\$	3.78
Office Supplies	24376646	24376646	TRU RED™ Permanent Markers, Ultra Fine Tip, Black, 12/Pack (TR54534)	DZ	12	\$	5.48
Office Supplies	525923	ST99914/A70266	Staples Smooth Paper Clips, Jumbo, 100/Box (A7026600A)	BX	100	\$	1.39
Office Supplies	565436	565436	Staples Recycled Sticky Notes, 4" x 6", Yellow, Lined, 100 Sheets/Pad, 5 Pads/Pack (S46YR/552572)	PK	100/5	\$	2.89
Office Supplies	153866	13487/11111	Staples Large Tab Insertable Paper Dividers, Assorted Color 8 Tab, Buff (13487/11111)	EA	1	\$	1.04
Office Supplies	855975	855975	Staples School WashableRemovable School Glue, 4 oz., White (ST39417/39417)	EA	1	\$	0.88
Office Supplies	907701	ST13377	Staples Paper 2-Pocket Presentation Folders, Dark Blue, 10/Pack (13377-CC)	PK	10	\$	2.85
Office Supplies	504860	845	Scotch Book Transparent Tape, 1 1/2 x 15 yds., 1 Roll (845-150)	RL	1	\$	3.58
Office Supplies	105809	105809	Staples Sticky Notes, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pack (S33YR12/52564)	DZ	12	\$	2.29
Office Supplies	199984	ST11491N	Staples Memo Pads, 3 x 5, College Ruled, Assorted Colors, 75 Sheets/Pad, 5 Pads/Pack (TR11491)	PK	75/5	\$	1.29
Office Supplies	404229	404229	Prang Standard Crayons, Assorted Color, 8/Box (00000)	BX	8	\$	0.47
Office Supplies	24376603	24376603	TRU RED™ Dry Erase Markers, Chisel Tip, Black, 12/Pack (TR61440-CC)	DZ	12	\$	8.24
Office Supplies	24398946	24398946	TRU RED™ Dry Erase Markers, Fine Tip, Assorted, 8/Pack (TR61443/TR56881)	PK	8	\$	5.11
Office Supplies	211672	10896-CC	Staples Manual Pencil Sharpener, Assorted Colors (10896-CC)	EA	1	\$	1.14
Office Supplies	825695	23325011	Staples Basic-Duty File Box, Lift Off Lid, Letter/Legal, White/Black, 10/Pack (TR59208)	PK	10	\$	9.71
Office Supplies	24545098	24545098	2024 Staples 15" x 22" Wall Calendar, Red/White (ST53925-24)	EA	1	\$	16.97
Office Supplies	409086	409086	PRES-a-ply Laser/Inkjet Address Labels, 1" x 2-5/8", White, 30 Labels/Sheet, 100 Sheets/Box, 3000 Labels/Box (30600)	BX	30/100	\$	14.76
Office Supplies	578488	ST27533	Staples Paper 2-Pocket Folders, Green, 25/Box (50753/27533-CC)	BX	25	\$	4.54
Office Supplies	321463	ST54893C	Staples 1-Subject Notebook, 8 x 10.5, Wide Ruled, 70 Sheets, Assorted Colors (ST54893C)	EA	70	\$	2.60
Office Supplies	408775	903115	Great Papers Classic Crest Certificate Holders, 8.5 x 11, Navy, 5/Pack (903115)	PK	5	\$	3.66
Office Supplies	1543816	1543816	Cra-Z-Art Pre-Sharpended Colored Pencils, Assorted Colors, 24/Pack (10403WM-40)	BX	24	\$	2.41
Office Supplies	2321360	2321360	Staples Aura Retractable Gel Pens, Fine Point, Blue Ink, Dozen (50365)	DZ	12	\$	6.36
Office Supplies	123372	20119/GSM11BK	BIC Round Stic Xtra-Life Ballpoint Pen, Medium Point, 1.0mm, Black Ink, Dozen (GSM11BK)	DZ	12	\$	1.85
Office Supplies	352369	58-7808	Crayola Classic Kid's Markers, Broad Point, Assorted, 8/Pack (58-7808)	BX	8	\$	2.64

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Office Supplies	130674	130674	Staples Desktop Dispenser, Black (10566)	EA	1	\$	1.91
Office Supplies	112284	35108	Swingline Standard Staples, 0.25 Leg Length, 5000/Box (35108)	BX	5000	\$	2.30
Office Supplies	294322	06710	Mead Spiral 3-Subject Notebooks, 8.5 x 11, College Ruled, 120 Sheets, Assorted Colors, Each (06710)	EA	1	\$	1.97
Office Supplies	497017	ST57354/TR57354	Staples Steno Pads, 6 x 9, Gregg Ruled, White, 80 Sheets/Pad, Dozen Pads/Pack (ST57354)	DZ	12	\$	10.08
Office Supplies	808008	808008	Staples Postscript Retractable Ballpoint Pens, Medium Point, Black Ink, Dozen (18262)	DZ	12	\$	2.52
Office Supplies	935650	10898-CC	Staples Manual Pencil Sharpener, Assorted Colors (10898-CC)	EA	1	\$	1.54
Office Supplies	395200	ST32003/32003	Staples Medium Binder Clips, Medium, Black, 144/Pack (32003)	PK	144	\$	6.90
Office Supplies	24376600	24376600	TRU RED™ Dry Erase Markers, Chisel Tip, Assorted, 4/Pack (TR61456/TR54561)	PK	4	\$	2.38
Office Supplies	404229	404229	Prang Standard Crayons, Assorted Color, 8/Box (00000)	BX	8	\$	0.47
Office Supplies	472480	ST72377/A70266	Staples Smooth Paper Clips, Silver, 100/Box, 10 Boxes/Pack (A7026607/72377)	PK	100/10	\$	2.94
Office Supplies	105825	S-35YR12/52571	Staples Sticky Notes, 3 x 5, 100 Sheets/Pad, 12 Pads/Pack (S-35YR12/52571)	DZ	100/12	\$	3.66
Office Supplies	668479	11109	Avery Big Tab Insertable Paper Dividers, Assorted Color 5 Tab, Buff (11109)	EA	1	\$	0.63
Office Supplies	82618	82618	Staples 1/2" 3-Ring View Binder, D-Ring, White (26426-CC)	EA	1	\$	2.64
Office Supplies	532846	532846	Ampad Steno Pad, 6" x 9", Gregg Ruled, Green, 60 Sheets/Pad (TOP 25-270)	EA	1	\$	1.58
Office Supplies	404239	404239	Prang Standard Crayons, Assorted Color, 16/Box (00100)	BX	15	\$	0.77
Office Supplies	2773009	ST53900-CC	Staples 12 Wooden Imperial/Metric Ruler (51891)	EA	1	\$	0.46
Office Supplies	472597	ST24220/24220	Staples Zipper Polyester Pouch, Black (24220)	EA	1	\$	1.83
Office Supplies	892281	ST55072C	Staples Composition Notebook, 7.5 x 9.75, Graph Ruled, 80 Sheets, Black/White (ST55072)	EA	1	\$	2.73
Office Supplies	472506	ST72578/A70266	Staples Smooth Paper Clips, Jumbo, Silver, 100/Box, 10 Boxes/Pack (A7026605/72578)	PK	100/10	\$	7.48
Office Supplies	459599	ST12257-CC	Staples Open End CD/DVD Envelopes, 5 x 5, White, 50/Box (12257)	BX	50	\$	1.85
Office Supplies	504183	504183	Bostitch Premium Standard Staples, 0.25" Leg Length, 5000 Staples/Box (SBS191/4CP)	BX	5000	\$	1.33
Office Supplies	228452	8430152	Paper Mate Flair Felt Pen, Medium Point, Black Ink, Dozen (8430152)	DZ	12	\$	9.10
Office Supplies	24357083	24357083	Paper Mate InkJoy 50ST Ballpoint Pen, Medium Point, Blue Ink, 60/Pack (2014534)	PK	60	\$	3.31
Office Supplies	162107	23078	Avery Big Tab Write & Erase Dividers, 8-Tab, White (23078)	EA	1	\$	1.00
Office Supplies	970157	ST26388-CC	Staples Poly 2-Pocket Presentation Folder with Fasteners, Green (26388)	EA	1	\$	0.46
Office Supplies	480114	ST32002/32002	Staples 0.75W Binder Clips, Small, Black, 144/Pack (32002)	PK	144	\$	2.73
Office Supplies	24424021	TR58555	TRU RED Wooden Pencil, 2.2mm, #2 Medium Lead, Dozen (TR58555)	DZ	12	\$	2.31
Office Supplies	24523508	12402-23	2023 House of Doolittle Economy 22 x 17 Monthly Desk Pad Calendar, White/Black (124-02-23)	EA	1	\$	5.28
Office Supplies	374816	ST23733-CC	Staples 1 3-Ring View Binder, Black (ST23733-CC)	EA	1	\$	3.16
Office Supplies	374810	ST23722-CC	Staples 2 3-Ring View Binder, Black (ST23722-CC)	EA	1	\$	4.40
Office Supplies	738104	53-0525	Crayola Washable Watercolors, Assorted (53-0525)	EA	1	\$	1.46
Office Supplies	831610	ST10669/10669	Staples 2 Binder Clips, Large, Black, 12/Pack (10669)	PK	12	\$	1.88
Office Supplies	860852	S-33YR18/52569	Staples Sticky Notes, 3 x 3, 100 Sheets/Pad, 18 Pads/Pack (S-33YR18/52569)	PK	100/18	\$	4.32
Office Supplies	860124	58-7722	Crayola Kid's Markers, Broad Line, Assorted Colors, 10/Pack (58-7722)	PK	10	\$	2.56
Office Supplies	639654	ST55074C	Staples Composition Notebook, 7.5 x 9.75, Wide Ruled, 100 Sheets, Green (ST55074)	EA	100	\$	1.05
Office Supplies	374812	ST23725-CC	Staples 2 3-Ring View Binder, White (ST23725-CC)	EA	0	\$	4.40
Office Supplies	668485	11111	Avery Big Tab Insertable Paper Dividers, Assorted Color 8 Tab, Buff (11111)	EA	1	\$	0.91
Office Supplies	130674	ST10566/10566	Staples Desktop Dispenser, Black (10566)	EA	1	\$	1.91
Office Supplies	772966	ST37427D	Staples College Ruled Filler Paper, 8 x 10.5, White, 120 Sheets/Pack (ST37427D)	PK	120	\$	1.48
Office Supplies	24545090	24545090	2024 Staples 8" x 11" Wall Calendar, Red/White (ST53922-24)	EA	1	\$	8.98
Office Supplies	24545367	24545367	2024 Staples 22" x 17" Desk Pad Calendar, Black (ST12951-24)	EA	1	\$	6.99
Office Supplies	565436	S46YR/552572	Staples Lined Sticky Notes, 4 x 6, 100 Sheets/Pad, 5 Pads/Pack (S46YR/552572)	PK	100/5	\$	2.89
Office Supplies	163485	ST57353/TR57353	Staples Steno Pads, 6 x 9, Gregg Ruled, Green, 80 Sheets/Pad, Dozen Pads/Pack (ST57353)	DZ	12	\$	6.81
Office Supplies	24545096	24545096	2024 Staples 22" x 29" Wall Calendar, White/Red (ST53914-24)	EA	1	\$	17.00
Office Supplies	24545103	24545103	2024 Staples 22" x 17" Desk Pad Calendar, Unlined, Black/White (ST58448-24)	EA	1	\$	8.93
Office Supplies	472593	ST22859/22859	Staples Snap Plastic Cases, Clear (22859)	EA	1	\$	1.21
Office Supplies	24474011	24474011	Staples Correction Tape, White, 10/Pack (ST59820)	PK	10	\$	6.14
Office Supplies	2498018	50793-CC	Staples Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, Dozen (50793)	DZ	12	\$	2.99
Office Supplies	24377042	24377042	TRU RED™ Retractable Quick Dry Gel Pens, Fine Point, 0.5mm, Black, Dozen (TR54489)	DZ	12	\$	7.63
Office Supplies	105809	S33YR12/52564	Staples Sticky Notes, 3 x 3, 100 Sheets/Pad, 12 Pads/Pack (S33YR12/52564)	DZ	12	\$	2.29
Office Supplies	772968	ST37426D	Staples Wide Ruled Filler Paper, 8 x 10.5, White, 120 Sheets/Pack (ST37426D)	PK	120	\$	1.50
Office Supplies	24418181	24418181	TRU RED™ Desktop Stapler, 20-Sheet Capacity, Black (TR58082)	EA	1	\$	2.34
Office Supplies	1484082	1484082	Staples 1-Subject Notebook, 8" x 10.5", College Ruled, 70 Sheets, Black (TR27499)	EA	1	\$	0.83
Office Supplies	487908	52477-P12	Staples Invisible Tape, 3/4 x 1,296, 12/Pack (52380P12)	PK	12	\$	6.23
Office Supplies	499392	X12872X	Dixon Oriole Wooden Pencil, 2mm, #2 Soft Lead, Dozen (12872)	DZ	12	\$	2.07
Office Supplies	24545384	24545384	2024 Staples 12" x 17" Wall Calendar, White/Red (ST53913-24)	EA	1	\$	9.93
Office Supplies	163865	ST57339M/57339	Staples Notepads, 8.5 x 11.75, Wide Ruled, White, 50 Sheets/Pad, Dozen Pads/Pack (ST57339)	DZ	12	\$	6.73
Office Supplies	919361	919361	Staples Premium 1-Subject Notebook, 8.5" x 11", College Ruled, 100 Sheets, Purple (ST20954D)	EA	1	\$	1.79
Office Supplies	919350	ST55064C	Staples Composition Notebook, 7.5 x 9.75, College Ruled, 100 Sheets, Black (ST55064)	EA	1	\$	1.39
Office Supplies	300525	68-4012	Crayola Colored Pencils, Assorted Colors, 12/Box (68-4012)	BX	12	\$	1.50
Office Supplies	374815	ST23735-CC	Staples 1 3-Ring View Binder, White (ST23735-CC)	EA	1	\$	3.16
Office Supplies	374814	ST23729-CC	Staples 1 1/2 3-Ring View Binder, White (ST23729-CC)	EA	1	\$	2.09
Office Supplies	24376656	24376656	TRU RED™ Pen Permanent Markers, Fine Tip, Black, 12/Pack (TR54533-CC)	DZ	12	\$	5.26
Office Supplies	24357085	24357085	Paper Mate InkJoy 50ST Ballpoint Pen, Medium Point, Black, 60/Pack (2013311)	PK	60	\$	3.13
Office Supplies	299198	52-3024	Crayola Crayons, Assorted Colors, 24/Box (523024)	BX	24	\$	1.25
Office Supplies	116657	ST56675	Staples Recycled File Folder, 1/3-Cut Tab, Letter Size, Manila, 100/Box (ST56675)	BX	100	\$	5.84
Office Supplies	674330	ST55076C	Staples Composition Notebook, 7.5 x 9.75, Wide Ruled, 100 Sheets, Black (ST55076)	EA	100	\$	1.05
Pack and Ship	2647423	#N/A	The Packaging Wholesalers 18-1/4 x 11-3/8 x 2-11/16 Carrying Case with Plastic Handle	EA	1	\$	126.39

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Pack and Ship	24449583	#N/A	10 x 12 Reclosable Poly Bags, 2 Mil, Clear, 1000/Carton (13190)	CT	1000	\$	93.80
Pack and Ship	2841810	2841810	Staples® Heavy Duty Shipping Packing Tape, 1.88" x 54.6 Yds, Clear, 18/Rolls	PK	18	\$	46.83
Pack and Ship	426298	151210	15 x 12 x 10, 32 ECT, Shipping Boxes, 25/Bundle (CW57283)	BD	24	\$	30.40
Pack and Ship	467431	467431	Staples Economy Grade Packaging Tape, 1.89" x 54.6 yds., Clear, 6 Rolls (ST-A18SIMP)	PK	6	\$	7.99
Pack and Ship	886404	145-6	Scotch Sure-Start Packing Tape with Dispenser, 1.88 x 22.2 yds., Clear, 6/Pack (145-6)	PK	6	\$	10.36
Pack and Ship	504407	61011-CC	Staples Moving and Storage Packing Tape, 1.88W x 54.6 yds., Clear, 6 Pack (52210/ST-A26-6C)	PK	6	\$	9.28
Pack and Ship	572353	2020-1A-BK	Scotch Commercial-Grade Masking Tape for Production Painting, 0.94 x 60 yds. (2020-24A-BK)	RL	1	\$	1.51
Pack and Ship	815042	52196	Staples Ultra Heavy Duty Shipping Packing Tape, 1.88 x 54.6 Yds, Clear, 6/Rolls (52196)	PK	6	\$	8.40
Paper	958753	HAM162008PLT	Hammermill Tidal MP Copy Paper, 92 Brightness, 20lb, 8-1/2 x 11, White, 200,000 Sheets	PL	200,000	\$	2,019.60
Paper	195460	04120	Printworks Professional 8.5 x 11 Specialty Paper, 20 lbs., 92 Brightness, 500/Ream, 5 Reams/Carton (04120)	CT	500/5	\$	80.99
Paper	324791	324791	8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	CT	500/10	\$	35.49
Paper	815060	DPS08511RCY-CC	Diversity Products Solutions by Staples 30% Recycled Copy Paper, 8.5 x 11, 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton	CT	500/10	\$	81.03
Paper	180036	TR56962-LQO	TRU RED 8.5 x 11 Multipurpose Paper, 20 lbs., 96 Bright, 500 Sheets/Ream, 10 Reams/Carton, 40 Cartons/Pallet (TR56962-LQO)	PL	500/10/40	\$	1,695.20
Paper	184483	TR56958D-LQO	TRU RED 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 10 Reams/Carton, 40 Cartons/Pallet (TR56958D-LQO)	PL	500/10/40	\$	1,489.60
Paper	887557	887557	C-Line 4.25"H x 11"W White Matte Table Tents, Inkjet/Laser, 50/Box	BX	50	\$	8.19
Paper	958849	HAM120037A	Hammermill Premium Color Copy 80 lb. Cover Paper, 11 x 17, White, 250 Sheets/Pack (HAM120037A)	PK	250	\$	23.13
Paper	491617	22651/21658	Astrobrights Colored Paper, 24 lbs., 8.5 x 11, Cosmic Orange, 500 Sheets/Ream (22651)	RM	500	\$	8.77
Paper	508431	508431	Staples® Premium Glossy Photo Paper, 4" x 6", 100 Sheets/Pack (ST17673)	PK	100	\$	9.01
Paper	610381	610381	Staples® Business Cards, 3.5" x 2", Matte White, 250/Pack (ST12520)	PK	250	\$	4.60
Paper	UNV11204	#N/A	Universal Multipurpose Paper, 20 Lbs., 8.5 x 11, Pink, 500/Ream (UNV11204)	RM	500	\$	9.19
Paper	UNV11202	#N/A	Universal Multipurpose Paper, 20 Lbs., 8.5 x 11, Blue, 500/Ream (UNV11202)	RM	500	\$	11.38
Paper	184482	324791-LQO	8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 40 Cases/Pallet (324791-LQO)	PL	500/40	\$	1,409.60
Paper	386659	18296-CC	Staples Thermal Cash Register/POS Rolls, 3 1/8 x 230', 50/Carton (18296-CC)	CT	50	\$	98.57
Paper	508431	508431	Staples® Premium Glossy Photo Paper, 4" x 6", 100 Sheets/Pack (ST17673)	PK	100	\$	9.01
Paper	UNV30630	#N/A	Universal Perforated Edge Ruled Writing Pads, 8 1/2 x 11 3/4, Legal Ruled, 50 Sheets/Pad, 6/Pk	PK	6	\$	15.43
Paper	122457	221192	Staples 3-Hole Punch Copy Paper, 8.5 x 11, 20 lbs., 500 Sheets/Ream, 10 Reams/Carton (221192)	CT	500/10	\$	58.55
Paper	562782	05032	Staples 11 x 17 Multipurpose Paper, 20 lbs., 96 Brightness, 500/Ream, 5 Reams/Carton (05032)	CT	500/5	\$	46.29
Paper	127035	127035/08635-0	Staples Copy Paper, 8.5 x 14, 20 lbs., White, 500 Sheets/Ream (127035/08635-0)	RM	500	\$	6.30
Paper	2657432	WAU21801	Astrobrights Colored Paper, 24 lbs., 8.5 x 11, Martian Green, 500 Sheets/Ream (21801)	PK	500	\$	9.25
Paper	452170	28386/452170	Staples Thermal Cash Register/POS Rolls, 3 1/8 x 230', 10/Pack (28386/452170)	PK	10	\$	28.74
Paper	1149611	26860-CC	Staples Multiuse Copy Paper, 8.5 x 11, 20 lbs., 94 Brightness, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)	CT	500/8	\$	56.31
Paper	813341	813341	Hammermill Colors Multipurpose Paper, 24 lbs., 8.5" x 11", Green, 500 Sheets/Ream (104380)	RM	500	\$	8.10
Paper	UNV11203	#N/A	Universal Multipurpose Paper, 20 Lbs., 8.5 x 11, Green, 500 Sheets/Ream (UNV11203)	RM	500	\$	7.13
Paper	620014	34020501	Staples Recycled Copy Paper, 8.5 x 11, 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (620014)	CT	500/10	\$	60.09
Paper	897802	20472-US	Staples Select Copy Paper, 8.5 x 11, 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (20472)	CT	500/10	\$	55.38
Paper	512215	512215	Staples Copy Paper, 11 x 17, 20 lbs., White, 500 Sheets/Ream, 5 Reams/Carton (512215)	CT	500/5	\$	51.89
Paper	126987	221193	Staples Copy Paper, 8.5 x 14, 20 lbs., White, 500 Sheets/Ream, 10 Reams/Carton (221193)	CT	500/10	\$	59.62
Paper	617262	103341	Hammermill Fore MP Colors Multipurpose Paper, 20 lbs., 8.5 x 11, Canary, 500 Sheets/Ream (103341)	RM	500	\$	5.66
Paper	759119	759119	Domtar Lettermark Colors 67 lb. Coverstock Paper, 8.5" x 11", Bright White, 250 Sheets/Pack (82880/94338)	PK	250	\$	7.20
Paper	617257	103309	Hammermill Colors Multipurpose Paper, 20 lbs., 8.5 x 11, Blue, 500 Sheets/Ream (103309)	RM	500	\$	5.66
Paper	758881	758881	Domtar Lettermark Colors 110 lb. Index Paper, 8.5" x 11", Bright White, 250 Sheets/Pack (81038/94254)	PK	250	\$	8.43
Paper	492071	112350/1542	Staples 30% Recycled 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500/Ream (112350/1542)	RM	500	\$	5.18
Paper	490936	14781	Staples Pastel 30% Recycled Color Copy Paper, 20 lbs., 8.5 x 11, Green, 500/Ream (14781)	RM	500	\$	5.54
Paper	1147484	26916-U/TR56963	TRU RED 8.5 x 11 Multipurpose Paper, 20 lbs., 96 Brightness, 500 Sheets/Ream, 5 Reams/Carton (TR56963)	CT	500/5	\$	26.99
Paper	24540063	94299	Lettermark Colors 30% Recycled Colored Paper, 20 lbs., 8.5 x 11, Goldenrod, 500 Sheets/Ream (94299)	RM	500	\$	7.79
Paper	2763602	51959-US	Staples 30% 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 5 Reams/Carton (51959-US)	CT	500/5	\$	23.99
Paper	649243	22098	Staples Multipurpose Paper, 8.5 x 11, 22 lbs., Bright White, 500 Sheets/Ream, 10 Reams/Carton (22098)	CT	500/10	\$	52.32
Paper	831298	80211	Neeenah Exact Vellum Bristol Cardstock, 8.5 x 11, 67 lb., White, 250 Sheets/Ream (80211)	PK	250	\$	6.70
Paper	490882	82991	Staples 67 lb. Cover Stock Paper, 8.5 x 11, White, 250 Sheets/Pack (82991)	PK	250	\$	6.26
Paper	24540067	94314	Lettermark Colors 30% Recycled Colored Paper, 20 lbs., 8.5 x 11, Pink, 500 Sheets/Ream (94314)	RM	500	\$	7.79
Paper	24540065	94304	Lettermark Colors 30% Recycled Colored Paper, 20 lbs., 8.5 x 11, Green, 500 Sheets/Ream (94304)	RM	500	\$	7.79
Paper	24540058	94290	Lettermark Colors 30% Recycled Colored Paper, 20 lbs., 8.5 x 11, Canary, 500 Sheets/Ream (94290)	RM	500	\$	7.79
Paper	324791	324791	8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	CT	5000	\$	35.49
Paper	490947	14786	Staples Pastel 30% Recycled Color Copy Paper, 20 lbs., 8.5 x 11, Blue, 500/Ream (14786)	RM	500	\$	5.54
Paper	513096	513096	TRU RED™ 8.5" x 11" Multipurpose Paper, 20 lbs., 96 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56962)	CT	5000	\$	42.88
Paper	490948	14787	Staples Pastel 30% Recycled Color Copy Paper, 20 lbs., 8.5 x 11, Canary, 500/Ream (14787)	RM	500	\$	5.54
Paper	490887	49701	Staples 110 lb. Cardstock Paper, 8.5 x 11, White, 250 Sheets/Pack (49701)	PK	250	\$	7.59
Paper	24472187	TR59702/4045	TRU RED 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 8 Reams/Carton (TR59702)	CT	500/8	\$	34.99
Paper	135855	135855/TR56957	TRU RED 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream (TR56957)	RM	500	\$	4.31
Paper	756972	756972	Staples 50% Recycled 8.5" x 11" Multipurpose Paper, 24 lbs., 96 Brightness, 500/Ream (86059)	RM	500	\$	8.64
Paper	990176	23479-U/TR56960	TRU RED 8.5 x 11 Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 5 Reams/Carton (TR56960)	CT	500/5	\$	23.99
Paper	492072	112350/461757	Staples 8.5 x 11 (US letter) Copy Paper, 20 lbs., 92 Brightness, 5000/Carton (112350/461757)	CT	5000	\$	49.22
Paper	513096	513096/TR56962	TRU RED 8.5 x 11 Multipurpose Paper, 20 lbs., 96 Brightness, 500 Sheets/Ream, 10 Reams/Carton (TR56962)	CT	500/10	\$	42.88
Paper	990176	990176	TRU RED™ 8.5" x 11" Copy Paper, 20 lbs., 92 Brightness, 500 Sheets/Ream, 5 Reams/Carton (TR56960)	CT	500/5	\$	23.99
Paper	324791	324791	8.5" x 11" Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	CT	500/10	\$	35.49
Paper	324791	324791/200230	8.5 x 11 Copy Paper, 20 lbs., White, 5000 Sheets/Carton (324791)	CT	5000	\$	35.49
Print	983874	IHEJD101S10M	#10 Window Envelope, Black, Red or Dark Blue, Qty 10000	CT	10000	\$	414.06
Print	595764	7BS1RF114	Cosco Custom Jumbo Rubber Stamp, 16 Lines Rectangular, 7 x 2	EA	1	\$	50.89

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Print	2429582	#N/A	SOM RECORD CTR BOX LARGE	EA	1	\$	6.92
Print	556315	7BS4ES20080	Engraved Plastic Sign, 2 x 8	EA	1	\$	5.92
Print	556292	7BS1SD2360	2000 Plus 2360 Custom Heavy Duty Self-Inking Date Stamp, 5 Lines Rectangular, 1.69W x 1.13H	EA	1	\$	49.01
Print	556366	7BS1SI50P	Cosco 2000 PLUS Custom Self Inking Stamp, Rectangular, 10 Lines, 1 1/16 x 2 5/8	EA	1	\$	19.39
Print	2429583	#N/A	SOM RECORD CTR BOX STANDARD	EA	1	\$	3.76
STS Technology	87C26UT	#N/A	HP Z2 G9 WORKSTATION SFF I7-13700K 1TB SSD 32GB RAM	EA	1	\$	1,549.42
STS Technology	CHRGEB030	#N/A	AVER AVERCHARGE B30 30 DEVICE CHARGING CART 246 X 213	EA	1	\$	815.58
STS Technology		#N/A	MSI AEGIS RS 10TH 406US WIN11H I7-10700F 16GB RAM 500GB SSD	EA	1	\$	-
STS Technology	V11HA03020	#N/A	EPSON POWERLITE 118 XGA WHITE LCD PROJECTOR 3800 LUMENS	EA	1	\$	524.66
STS Technology	TT-6521Q	#N/A	NEWLINE 65LED 4K UHD WIFI MULTI-TOUCH DISPLAY ANDROID 11	EA	1	\$	2,694.85
STS Technology	7X9D4UT	#N/A	HP 255 G9 156 RYZEN 5 5625U 512GB SSD 16GB RAM W11P64	EA	1	\$	648.59
STS Technology	3G650F	#N/A	HP LASERJET PRO 3001DW MONO 1200 X 1200 DPI 35PPM WIFI	EA	1	\$	199.16
STS Technology	40AN0135US	#N/A	LENOVO THINKPAD THUNDERBOLT 3 DOCK PORT REPLICATOR 135 WATT	EA	1	\$	2,635.24
STS Technology	TVS10USBC	#N/A	BRETFORD 10X CUBE MICRO STATION PADLOCK PRE-WIRED	EA	1	\$	1,014.92
STS Technology		#N/A	HP ELITE 800 G9 MINI WIN10P I5-12500T 16GB RAM 512GB SSD	EA	1	\$	-
STS Technology	3V2Y2UT	#N/A	HP CHROMEBOOK 11 EDU EDITION CELERON N4500 4GB RAM 32GB	EA	1	\$	251.60
STS Technology		#N/A	GENERIC NOTEBOOKS	EA	1	\$	-
STS Technology	81MB007YUS	#N/A	LENOVO 300E CHROMEBOOK G2 81MB 116 N4020 32GB 4GB CHROME	EA	1	\$	448.97
STS Technology	TBT053US	#N/A	TARGUS CITYLITE NOTEBOOK CASE 156 SCREEN SUPPORT NYLON BLK	EA	1	\$	37.26
STS Technology	NX.HBRAA.003	#N/A	ACER CHROMEBOOK SPIN 311 116 A69220C 32GB EMMC 4GB CHROMEOS	EA	1	\$	390.57
STS Technology		#N/A	GENERIC MONITORS	EA	1	\$	-
STS Technology		#N/A	HP ELITEBOOK 840 G9 14 WIN10P I5-1235U 16GB RAM 512GB SSD	EA	1	\$	-
STS Technology	U7861E	#N/A	HP 5 YR UPGRADE NBD W/ 3YR STANDARD WARRANTY NOTEBOOK	EA	1	\$	271.17
STS Technology	NX.AZCAA.001	#N/A	ACER CHROMEBOOK SPIN 311 11 MT8183 4GB RAM 32GB EMMC	EA	1	\$	273.34
STS Technology		#N/A	HP ELITE 600 G9 SFF WOLF I5-12500 512GB SSD 8GB W10P64	EA	1	\$	-
STS Technology	64T35UT	#N/A	HP PROBOOK 455 G9 15 WIN10P RYZEN 5 5625U 8GB RAM 256GB	EA	1	\$	740.92
STS Technology	CROSSWDISEDU	#N/A	GOOGLE CHROME OS MANAGEMENT CONSOLE LICENSE EDUCATION	EA	1	\$	31.69
STS Technology		#N/A	HP ELITE 600 G9 MINI I5-12500T 256GB SSD 8GB RAM W11P64	EA	1	\$	-
STS Technology	U7899E	#N/A	HP 5YR CAREPACK NBD CPU ONLY ONSITE	EA	1	\$	64.68
Transactional Furniture	827126	#N/A	Waddell Reliant Series 4-Shelf Display Case, Satin/Light Oak Veneer, 72H x 48W x 16D	EA	1	\$	2,241.09
Transactional Furniture	1132034	LA2138	Ergotron WorkFit-C Single LD Sit-Stand Workstation, Fits Up to 24 Display	EA	1	\$	1,041.96
Transactional Furniture	356018	60918/17640	Staples Commercial 5 File Drawers Lateral File Cabinet, Locking, Gray, Letter/Legal, 36W (21746D)	EA	1	\$	730.78
Transactional Furniture	356013	59579/17650	Staples Commercial 5 File Drawers Lateral File Cabinet, Locking, Gray, Letter/Legal, 42W (21749D)	EA	1	\$	811.84
Transactional Furniture	397863	#N/A	Saeco Shelves for Archival Shelving , 69, Wood, 4/Pack (5261)	BX	4	\$	336.32
Transactional Furniture	463476	#N/A	HON Brigade 700 Series 2-Drawer Lateral File Cabinet, Locking, Letter/Legal, Black, 42W (H795LSP)	EA	1	\$	1,231.89
Transactional Furniture	1635542	33-397-085	Ergotron WorkFit-T 35W Adjustable Riser (33-397-085)	EA	1	\$	448.62
Transactional Furniture	24280485	#N/A	Ghent Vinyl Enclosed Bulletin Board, Satin Frame, 3'H x 6'W (PA33672VX-193)	EA	1	\$	685.86
Transactional Furniture	24534079	TR61198	TRU RED Magnetic Tempered Glass Dry Erase Board, White, 8' x 4' (TR61198)	EA	1	\$	282.15
Transactional Furniture	368568	59589/25432	Staples Commercial 5 File Drawer Vertical File Cabinet, Locking, Black, Letter, 26.5D (21917D)	EA	1	\$	338.20
Transactional Furniture	757910	FG9T6600BLA	Rubbermaid 2-Shelf Plastic/Poly Mobile Utility Cart, Black (FG9T6600BLA)	EA	1	\$	159.76
Transactional Furniture	24546647	24546647	Staples Fabric Bulletin Board, Black Frame, 4' x 3' (ST61264)	EA	1	\$	65.59
Transactional Furniture	SAF5244BL	#N/A	Saeco 5-Shelf Steel Boltless Shelving, 48W, Black (5244BL)	EA	1	\$	220.99
Transactional Furniture	1682315	1682315	Staples Standard Durable Cork Bulletin Board, Oak Frame, 4' x 3' (ST52462-CC)	EA	1	\$	95.24
Transactional Furniture	24534071	TR61197	TRU RED Magnetic Tempered Glass Dry Erase Board, White, 6' x 4' (TR61197)	EA	1	\$	252.05
Transactional Furniture	24399250	24399250	La-Z-Boy Ergonomic Mesh Task Chair, Black (60021)	EA	1	\$	249.99
Transactional Furniture	495800	59605/25417	Staples Commercial 4 File Drawer Vertical File Cabinet, Locking, Black, Legal, 26.5D (13450D)	EA	1	\$	260.47
Transactional Furniture	870402	60925/17454	Staples Commercial 4 File Drawer Lateral File Cabinet, Locking, Black, Letter/Legal, 36W (20057D)	EA	1	\$	488.62
Transactional Furniture	1781790	52473/28690	Staples Standard Durable Magnetic Steel Dry-Erase Whiteboard, Aluminum Frame, 4' x 3' (52473/28690)	EA	1	\$	140.10
Transactional Furniture	696163	20LEL3BLACK	Flash Furniture HERCULES Plastic Armless Folding Chair, Black, 20/Pack	CT	20	\$	469.29
Transactional Furniture	24534064	24534064	TRU RED™ Melamine Dry Erase Board, Gray Frame, 4' x 3' (TR59354)	EA	1	\$	80.94
Transactional Furniture	257809	#N/A	Flash Furniture Fielder Folding Table, 60 x 60, Birchwood (XA60BIRCHM)	EA	1	\$	360.26
Transactional Furniture	24398969	24398969	Union & Scale™ FlexFit™ Anti-Fatigue Mat, 31.5" x 19.5", Black (UN61078)	EA	1	\$	45.32
Transactional Furniture	1005262	#N/A	SHAIN Drafting Table 30H x 36W x 24D Solid Maple	EA	1	\$	585.49
Transactional Furniture	2399935	GDP186	Quartet Glass Dry-Erase Whiteboard, 0.5' x 1.5' (GDP186)	EA	1	\$	31.06
Transactional Furniture	24328568	58263	Staples Sorina Bonded Leather Chair, Grey (53253)	EA	1	\$	170.10
Transactional Furniture	2829477	58224-CC	Staples Emerge Vortex Bonded Leather Gaming Chair, Black and Gray (52503)	EA	1	\$	159.99
Transactional Furniture	24398920	24398920	Union & Scale™ Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99
Transactional Furniture	24381066	24381066	Staples Rutherford Luxura Manager Chair, Black (ST45608V-CC)	EA	1	\$	149.99
Transactional Furniture	24398920	24398920	Union & Scale™ Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99
Transactional Furniture	495795	59603/25411	Staples 4 File Drawers Vertical File Cabinet, Locking, Black, Letter, 26.5D (13444D)	EA	1	\$	225.32
Transactional Furniture	24398969	24398969	Union & Scale™ FlexFit™ Anti-Fatigue Mat, 31.5" x 19.5", Black (UN61078)	EA	1	\$	45.32
Transactional Furniture	957749	957749	Tempus Wall Clock, Plastic, 13" (TC6236RF)	EA	1	\$	12.70
Transactional Furniture	UNV10451	#N/A	Universal Whisper Quiet Wall Clock, Plastic, 12Dia. (UNV10451)	EA	1	\$	17.51
Transactional Furniture	24396771	24396771	Staples Tervina Luxura Mid-Back Manager Chair, Black (56904V-CC)	EA	1	\$	99.99
Transactional Furniture	2260271	UN59523-CC	Union & Scale FlexFit Kroy Ergonomic Mesh Swivel Task Chair, Black (UN59456)	EA	1	\$	144.28
Transactional Furniture	24328570	58067	Staples Lockland Ergonomic Leather Managers Big & Tall Chair, 400 lb. Capacity, Black (58067)	EA	1	\$	222.85
Transactional Furniture	1680262	28354	Staples Driscott Ergonomic Fabric Managers Big & Tall Chair, 400 lb. Capacity, Black (28354)	EA	1	\$	256.60
Transactional Furniture	24398920	24398920	Union & Scale™ Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99

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Transactional Furniture	24398920	24398920	Union & Scale™ Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99
Transactional Furniture	24448589	UN59378	Union & Scale Essentials Armless Ergonomic Fabric Swivel Task Chair, Black (UN59378)	EA	1	\$	94.99
Transactional Furniture	131202	185181	Lawrence Frames Wood Certificate Frame, Walnut (185181)	EA	1	\$	13.74
Transactional Furniture	24398920	24398920	Union & Scale™ Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99
Transactional Furniture	24398920	UN59414	Union & Scale Essentials Ergonomic Fabric Swivel Task Chair, Black (UN56947)	EA	1	\$	99.99
Transactional Furniture	272153	81505	Expo Block Eraser (81505)	EA	1	\$	1.84
Transactional Furniture	120741	81803	Expo Whiteboard Care Dry Erase Cleaner, Blue (81803)	EA	1	\$	2.47
Transactional Furniture	634797	TR13612-CC	TRU RED Durable Dry Erase Eraser, Black (13612)	EA	1	\$	2.91
Transactional Technology	811478	3831001	Fellowes Powershred 325Ci 22-Sheet Cross-Cut Commercial Shredder (3831001)	EA	1	\$	2,031.49
Transactional Technology	2450134	IDEDSH0501H	ideal 4005 P-4 Security 30 Sheet Cross-cut Multi-Media Commercial Shredder (IDEDSH0501H)	EA	1	\$	4,850.79
Transactional Technology	407529	38425	Fellowes Powershred 425Ci 30-Sheet Cross-Cut Commercial Shredder (38425)	EA	1	\$	2,280.28
Transactional Technology	487921	38485	Fellowes Powershred 485Ci 30-Sheet Cross-Cut Commercial Shredder (38485)	EA	1	\$	2,892.21
Transactional Technology	2245281	#N/A	HSM SECURIO 37-Sheet Cross Cut Commercial Shredder (HSM2373)	EA	1	\$	2,115.59
Transactional Technology	645879	400	Martin Yale 400 Paper Jogger, 500 Sheets	EA	1	\$	681.86
Transactional Technology	24411286	1MR78A#B1H	HP Officejet Pro 9020 Wireless Color All-In-One Inkjet Printer (1MR78A)	EA	1	\$	418.49
Transactional Technology	IM108JM34	#N/A	Microsoft Surface Pro 9 13 Tablet, Intel Core i7-1255U Evo, 16GB Memory, WiFi, 256GB SSD, Windows 11 Pro, Platinum	EA	1	\$	1,699.99
Transactional Technology	2605095	V11H794120	Epson PowerLite 1781W Wireless LCD Business Projector, Black	EA	1	\$	751.43
Transactional Technology	24461783	24461783	Fellowes Powershred LX190 20-Sheet Cross Cut Personal Paper Shredder (FEL5501701)	EA	1	\$	293.77
Transactional Technology	24447103	7700-309	jabra Speak 750 MS Teams Bluetooth/USB Speakerphone, Black	EA	1	\$	314.41
Transactional Technology	24499874	2112554	Dymo LabelWriter 5XL Portable Label Printer (2112554)	EA	1	\$	199.99
Transactional Technology	24326836	#N/A	Jabra Engage 75 Convertible Wireless Mono Headset, Over-the-Head, Black (9555-583-125)	EA	1	\$	327.60
Transactional Technology	24521388	#N/A	Logitech Zone Wireless Plus UC Bluetooth Stereo Mobile Headset, Black (981-000918)	EA	1	\$	212.39
Transactional Technology	24455535	981-000853	Logitech Zone Wireless Bluetooth Headset For Microsoft Teams Noise Canceling Stereo, Over-the-Head, Black (981000853)	EA	1	\$	191.83
Transactional Technology	IM104QA34	#N/A	CODi 13-in-1 Multi-Port Adapter and Memory Card Reader (A01099)	EA	1	\$	110.61
Transactional Technology	946196	946196	Fellowes Powershred 60CS 10-Sheet Cross-Cut Desktop Shredder (4606001)	EA	1	\$	165.25
Transactional Technology	24448848	1000225	Sennheiser EPOS EXPAND SP30T Series Cordless Conference Speaker Phone, Silver (1000225)	EA	1	\$	154.38
Transactional Technology	IM1DU0143	#N/A	Fargo Thermal Transfer Printer Ribbon (045210)	EA	1	\$	215.59
Transactional Technology	IM16KF918	#N/A	Fujitsu Pick Roller for fi-7600/fi-7700 Scanners, 3/Set (PA03740-K011)	EA	11	\$	106.01
Transactional Technology	2425553	5245701/5245702	Staples Thermal Laminating Pouches, Letter Size, 5 Mil, 300/Box (5245701/5245702)	BX	300	\$	68.98
Transactional Technology	1706756	202652-101	Plantronics Voyager Focus UC Active Noise Cancelling Bluetooth On Ear Phone & Computer Headset, Black (202652-101)	EA	1	\$	196.78
Transactional Technology	1031324	925-15-508-205	Jabra Pro 900 series Wireless Noise Canceling Mono Headset Microphone, Over-the-Head, Black (925-15-508-205)	EA	1	\$	232.83
Transactional Technology	2102739	J8H61A#BGJ	HP LaserJet Pro M501dn Laser Printer with Built-In Ethernet and Duplex Printing (J8H61A)	EA	1	\$	681.36
Transactional Technology	24421967	920-009166	Logitech ERGO K860 Wireless Keyboard, Graphite (920-009166)	EA	1	\$	110.51
Transactional Technology	1463327	6399-823-109	Jabra Evolve 40 MS Stereo Noise Canceling Headset Microphone, Over-the-Head, Multicolor (6399-823-109)	EA	1	\$	85.22
Transactional Technology	24395857	W1A80A#BGJ	HP LaserJet Pro M479fdw Wireless Color All-In-One Laser Printer (W1A80A)	EA	1	\$	679.99
Transactional Technology	1706755	202652-102	Plantronics Voyager Focus MS Active Noise Cancelling Bluetooth On Ear Phone & Computer Headset , Black and Gray (202652-102)	EA	1	\$	190.80
Transactional Technology	24383786	STKZ4000400	Seagate One Touch 4TB External Hard Drive Portable HDD USB 3.0 / USB 2.0, Black (STKC4000400)	EA	1	\$	111.59
Transactional Technology	24552046	DBTHEAD35XBTDL	Delton 35X Wireless Noise Canceling Bluetooth Headset (DBTHEAD35XBTDL)	EA	1	\$	79.99
Transactional Technology	24423682	7KW75A#BGJ	HP LaserJet Pro M283fdw Wireless Color All-In-One Laser Printer (7KW75A)	EA	1	\$	527.69
Transactional Technology	24538332	6L652UA#ABA	HP 17.3 Laptop, Intel Core i5-1235U, 8GB Memory, 512GB SSD, Windows 11 (6L652UA#ABA)	EA	1	\$	709.58
Transactional Technology	24489068	K712EA-SB35	Asus VivoBook K712EA-SB35 17.3 Laptop, Intel i3-1115G4, 8GB Memory, 512GB SSD, Windows 10	EA	1	\$	588.42
Transactional Technology	24536113	6667340	Owl Labs Meeting Owl 3 Video Conferencing System Premium Pack, 1080p HD, Gray/White (BND300-0002)	EA	1	\$	1,199.00
Transactional Technology	24534664	920-010909	Logitech Signature MK650 Combo for Business Wireless Mouse and Keyboard, Graphite (920-010909)	EA	1	\$	67.82
Transactional Technology	24324568	STFR2000403	LaCie Rugged Secure 2TB External Hard Drive Portable USB-C USB 3.0 Shock Resistant Encryption Mac PC, Orange (STFR2000403)	EA	1	\$	110.82
Transactional Technology	24541638	DBTHEAD50X	Delton 50X Pro Wireless Noise Canceling Bluetooth Mono Phone & Computer On Ear Headset, USB Type-C (DBTHEAD50X)	EA	1	\$	68.05
Transactional Technology	100284	100284	Logitech H340 Computer Headset, Over-the-Head, Black (981-000507)	EA	1	\$	14.19
Transactional Technology	3034324	#N/A	SOUNDFORM PRO TRUE WRLS EARBUD	EA	1	\$	119.99
Transactional Technology	24311466	JCD383	j5create USB-C to HDMI/RJ-45/USB Adapter, Male to Female, Multicolored (JCD383)	EA	1	\$	40.00
Transactional Technology	206710	5KV00001	Microsoft Sculpt Ergonomic For Business Wireless Keyboard, Black (5KV-00001)	EA	1	\$	62.26
Transactional Technology	2764655	910-005178	Logitech MX Ergo Plus Advanced Wireless Trackball Mouse for Windows PC and Mac, Black (910-005178)	EA	1	\$	65.50
Transactional Technology	24507456	MK2K3LL/A	Apple iPad 10.2 Tablet, 64GB, WiFi, 9th Generation, Space Gray (MK2K3LL/A)	EA	1	\$	329.00
Transactional Technology	24493047	24493047	Seagate Expansion 1TB USB 3.0 External Hard Drive, Black (STKM1000400)	EA	1	\$	57.99
Transactional Technology	24383777	STKZ5000400	Seagate One Touch 5TB External Hard Drive Portable HDD USB 3.0 / USB 2.0, Black (STKC5000400)	EA	1	\$	137.74
Transactional Technology	IM11R0519	#N/A	Epson 400 Photo Ink Standard Yield Ink Cartridge (T320P)	EA	1	\$	48.59
Transactional Technology	24536111	6632571	Owl Labs Meeting Owl 3 HD 1080p Conferencing Webcam, White (MTW300-1000)	EA	1	\$	1,049.00
Transactional Technology	2676142	920-008219	Logitech MK850 Performance Wireless Keyboard and Mouse Combo (920-008219)	EA	1	\$	63.15
Transactional Technology	1682148	PP400001	Microsoft Comfort Desktop 5050 Wireless Keyboard & Mouse, Black (PP4-00001)	EA	1	\$	53.80
Transactional Technology	24460735	910-005869	Logitech M575 Ergonomic Wireless Trackball USB Mouse, Black (910-005869)	EA	1	\$	46.68
Transactional Technology	2722006	203500-101	Plantronics Voyager 5200 Bluetooth Headset	EA	1	\$	70.19
Transactional Technology	106622	DSP16GB10PK	Centon DataStick Pro 16GB USB 2.0 Type A Flash Drive, Sleek Gray, 10/Pack (DSP16GB10PK)	PK	10	\$	32.25
Transactional Technology	57256	57256	Logitech Combo MK270 Wireless Keyboard & Mouse, Black (920-004536)	EA	1	\$	21.20
Transactional Technology	2414891	49320	Verbatim PinStripe 256GB USB 3.2 Type-A Flash Drive, Black (49320)	EA	1	\$	40.94
Transactional Technology	300062	980-000802	Logitech Z150 Computer Speaker, Black (980-000802)	EA	1	\$	29.99
Transactional Technology	24421884	LXM00001	Microsoft Ergonomic Keyboard, Black (LXM-00001)	EA	1	\$	55.99
Transactional Technology	24311722	TR-NMC100AFA	TRU RED 100-Sheet Micro-Cut Autofeed Commercial Shredder (TR-NMC100AFA)	EA	1	\$	183.27
Transactional Technology	949495	41940-CC	Staples Privacy Filter for Monitor, 22 Widescreen (16:10) (41940)	EA	1	\$	47.29
Transactional Technology	24528164	24528164	Canon imageCLASS MF3010 VP All-in-One Printer (5252B037)	EA	1	\$	149.00
Transactional Technology	85631	85631	Fellowes I-Spire Laptop Lift, White/Gray (9311201)	EA	1	\$	27.36

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SCHEDULE B.1. - Core Hot List Pricing

Transactional Technology	887547	DMHJ	Falcon Dust-Off Touch Screen Wipes, Office Share Pack, 200/Pack (DMHJ)	PK	200	\$	24.07
Transactional Technology	2739366	K75231US	Kensington Keyboard for Life Wireless Desktop Set	EA	1	\$	30.83
Transactional Technology	130713	87300-206	Plantronics Voyager Legend 87300-06 In the Ear Bluetooth Headset, Black (87300-206)	EA	1	\$	64.56
Transactional Technology	100284	100284	Logitech H340 Computer Headset, Over-the-Head, Black (981-000507)	EA	1	\$	14.19
Transactional Technology	330931	330931	Logitech K270 USB Wireless Keyboard, Black (920-003051)	EA	1	\$	17.54
Transactional Technology	806634	AVE5697	Avery Matte Laser CD/DVD Labels, White, 250/Pack (AVE5697)	PK	250	\$	33.99
Transactional Technology	24381075	NX55445	NXT Technologies UC-2000 Noise-Canceling Stereo Computer Headset, Over-the-Head, Black (NX55445)	EA	1	\$	49.99
Transactional Technology	100284	100284	Logitech H340 Computer Headset, Over-the-Head, Black (981-000507)	EA	1	\$	14.19
Transactional Technology	1432656	89433-01	Plantronics EncorePro HW510 QD Mono Headset, Over-The-Head, Black (89433-01)	EA	1	\$	54.53
Transactional Technology	24400017	NX60395	NXT Technologies 6' Display Port to Display Port Audio/Video Cable, Male to Male, Black (NX60395)	EA	1	\$	12.89
Transactional Technology	24421988	WDBYVG0010BBK	WD My Passport 1TB USB 3.2 Gen 1 External Hard Drive, Black (WDBYVG0010BBK-WESN)	EA	1	\$	67.49
Transactional Technology	581853	3000004	GBC Nap-Lam Laminating Film Roll, 1.5 Mil, 25, 2/Box (3000004)	BX	2	\$	91.92
Transactional Technology	2418409	C6PATCH7BK	StarTech C6PATCH7BK 7ft Cat 6 Black Molded RJ45 UTP Gigabit Cat6 Patch Cable, 7ft Patch Cord	EA	1	\$	10.54
Transactional Technology	24425102	9112101	Fellowes Crystal Gel Non-Skid Non Gaming Mouse Pad/Wrist Rest Combo, Black (9112101)	EA	1	\$	10.69
Transactional Technology	344118	84693-01	Plantronics CS540 Wireless Noise-Canceling Headset System, Black (84693-01)	EA	1	\$	189.82
Transactional Technology	869261	910-001822	Logitech M510 Wireless Optical USB Mouse, Black (910-001822)	EA	1	\$	22.61
Transactional Technology	24531029	ADJCLMP	LAX Gadgets Cell Phone Multi Combination, Black/Silver (ADJCLMP)	EA	1	\$	10.79
Transactional Technology	79511	45013	DYMO D1 Standard 45013 Label Maker Tape, 1/2 x 23', Black on White (45013)	EA	1	\$	11.15
Transactional Technology	917917	TZE-251	Brother P-touch TZe-251 Laminated Label Maker Tape, 1 x 26-2/10', Black On White (TZe-251)	EA	1	\$	13.10
Transactional Technology	IM1BM4948	#N/A	Brother AC Adapter For PocketJet 6 (Plus) and RuggedJet 4, Black/Red (LB3692)	EA	1	\$	24.49
Transactional Technology	1674154	98491	Verbatim Life Series 98491 16x DVD-R, White Inkjet Printable, Hub Printable, 100/Pack	EA	1	\$	17.16
Transactional Technology	49087	97175	Verbatim Life Series 97175 16X DVD+R 4.7GB, 100 Pack Spindle	EA	1	\$	22.85
Transactional Technology	784615	920-004088	Logitech K360 Wireless Keyboard, Glossy Black (920-004088)	EA	1	\$	18.71
Transactional Technology	24401668	NX56850	NXT Technologies 4-Port USB 2.0 Hub, Black (NX56850)	EA	1	\$	8.58
Transactional Technology	330931	920-003051	Logitech K270 USB Wireless Keyboard, Black (920-003051)	EA	1	\$	17.54
Transactional Technology	917860	TZE-231	Brother P-touch TZe-231 Laminated Label Maker Tape, 1/2 x 26-2/10', Black On White (TZe-231)	EA	1	\$	8.15
Transactional Technology	49088	97177	Verbatim Life Series 97177 16x DVD-R, Silver, 100/Pack	EA	1	\$	17.87
Transactional Technology	24400014	NX29738	NXT Technologies NX29738 4' HDMI 4K Audio/Video Cable, Black	EA	1	\$	6.55
Transactional Technology	2498469	ST61817	Staples Mouse Pad, Black, 2/Pack (2498469)	PK	2	\$	5.97
Transactional Technology	821164	980-000028	Logitech S150 Computer Speaker, Black (LOG980000028)	EA	1	\$	9.89
Transactional Technology	2504289	113360	Monoprice Select Series DisplayPort 1.2 Cable, 6'	EA	1	\$	9.38
Transactional Technology	2636577	S1-U3P6-64G-10B	Centon MP ValuePack Pro Flash Drive USB 3.2 Case, Black, 10 Cases/Pack (S1-U3P6-64G-10B)	PK	10	\$	49.12
Transactional Technology	210326	TRPP569003	Tripp Lite P569-003 3' HDMI Audio/Video Cable, Black	EA	1	\$	7.42
Transactional Technology	600495	K33137	Kensington Hi-Fi Headphones, Black (K33137)	EA	1	\$	10.62
Transactional Technology	24499871	2112552	Dymo LabelWriter 550 Desktop Label Printer (2112552)	EA	1	\$	73.94
Transactional Technology	24517810	24517810	NXT Technologies™ Optical USB Mouse, Black (NX60905)	EA	1	\$	5.30
Transactional Technology	24400009	24400009	NXT Technologies™ NX29739 8' HDMI 4K Audio/Video Cable, Black	EA	1	\$	5.59
Transactional Technology	24529663	24529663	NXT Technologies™ 64GB USB 2.0 Type A Flash Drive, Black (NX61110)	EA	1	\$	7.10
Transactional Technology	IM15DB636	#N/A	Dell Adapter 65-Watt Type C with 1M Power Cord, Cus Kit	EA	1	\$	85.00
Transactional Technology	24383778	STKB2000400	Seagate One Touch 2TB External Hard Drive Slim Portable HDD USB 3.0 / USB 2.0, Black (STKB2000400)	EA	1	\$	71.60
Transactional Technology	24401664	NX56853	NXT Technologies NX46719 4' HDMI Cable, Black	EA	1	\$	6.56
Transactional Technology	24306042	TRPP580006	6FT DISPLAYPORT M/M CBL	EA	1	\$	18.77
Transactional Technology	100288	910-002225	Logitech M185 Wireless Optical Mouse, Swift Grey (910-002225)	EA	1	\$	20.46
Transactional Technology	712332	712332	Staples Electronics Air Duster, 10 oz., 2/Pack (SPL10ENFR-2)	PK	2	\$	9.18
Transactional Technology	24400008	NX29747	NXT Technologies NX29747 0.5' HDMI/VGA Video Adapter, Black	EA	1	\$	10.71
Transactional Technology	356697	DPSM12	Dust-Off Air Dusters, 7 oz., 12/Pack (DPSM12)	PK	12	\$	44.34
Transactional Technology	24517810	24517810	NXT Technologies™ Optical USB Mouse, Black (NX60905)	EA	1	\$	5.30
Transactional Technology	24339943	ST61825	Staples Mouse Pad with Gel Wrist Rest, Black (79054)	EA	1	\$	6.78
Transactional Technology	24517815	NX60885	NXT Technologies Wireless Optical USB Mouse, Black (NX60885)	EA	1	\$	13.99
Transactional Technology	24383955	960-001257	Logitech C920S Pro 1080p HD Webcam with Privacy Shutter, Black	EA	1	\$	61.87
Transactional Technology	24493047	24493047	Seagate Expansion 1TB USB 3.0 External Hard Drive, Black (STKM1000400)	EA	1	\$	57.99
Transactional Technology	136619	136619	Staples Foam Mouse Pad/Wrist Rest Combo, Black (ST61798)	EA	1	\$	7.58
Transactional Technology	869101	920-002478	Logitech K120 USB Keyboard, Black (920-002478)	EA	1	\$	8.79
Transactional Technology	24431366	24431366	Casio FX-9750GIII-PK Graphing Calculator, Pink	EA	1	\$	66.59
Transactional Technology	886660	920-002565	Logitech MK120 Optical Wired Keyboard and Mouse Combo, Black (920-002565)	EA	1	\$	10.20
Transactional Technology	24449083	70390	Verbatim PinStripe 128GB USB 3.2 Type-A Flash Drive, Red/Green/Blue, 3/Pack (70390)	PK	3	\$	42.61
Transactional Technology	100079	DSP8GB10PK	Centon DataStick Pro 8GB USB 2.0 Type A Flash Drive, Gray, 10/Pack (DSP8GB10PK)	PK	10	\$	29.72
Transactional Technology	959064	23420	Staples Wireless Optical Mouse, Black (23420)	EA	1	\$	11.29
Transactional Technology	24337402	70055	Verbatim PinStripe 32GB USB 2.0 Type A Flash Drive, Assorted Colors, 5/Pack (70055)	PK	5	\$	18.59
Transactional Technology	2588933	960-001075	Logitech C925e HD Webcam, 1920 x 1080, Black (960-001075)	EA	1	\$	88.88
Transactional Technology	24342351	70062	Verbatim PinStripe 32GB USB 2.0 Type A Flash Drive, Black, 10/Pack (70062)	PK	10	\$	32.81
Transactional Technology	57256	57256	Logitech Combo MK270 Wireless Keyboard & Mouse, Black (920-004536)	EA	1	\$	21.20
Transactional Technology	2438163	TP3854-200	Scotch Thermal Laminating Pouches, Letter Size, 3 Mil, 200/Pack (TP3854-200)	PK	200	\$	26.25
Transactional Technology	57256	57256	Logitech Combo MK270 Wireless Keyboard & Mouse, Black (920-004536)	EA	1	\$	21.20
Transactional Technology	24353925	ST42320-CC	Staples 6-Outlet Power Strip, 6' Cord, White, 3/Pack (42320)	PK	3	\$	18.70
Transactional Technology	354562	960-000694	Logitech C270 HD Webcam with Noise-Reducing Mics for Video Calls	EA	1	\$	26.54
Transactional Technology	489526	5204003/5204009	Staples Thermal Laminating Pouches, Letter Size, 5 Mil, 100/Pack (5204003/5204009)	PK	100	\$	18.65
Transactional Technology	701218	920-002555	Logitech MK550 Wireless Desktop Wave Keyboard and Mouse Combo, Black (920-002555)	EA	1	\$	41.52

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Transactional Technology	24387203	24387203	Casio FX 300MSPLUS2 12 Digit 2-Line Display Scientific Calculator, Black	EA	1	\$	9.26
Transactional Technology	100284	100284	Logitech H340 Computer Headset, Over-the-Head, Black (981-000507)	EA	1	\$	14.19
Transactional Technology	2618968	ST51139-US	Staples Universal Slim Stylus, Black	EA	1	\$	6.90
Transactional Technology	784551	910-006825	Logitech M325S Wireless Ambidextrous Optical USB Mouse, Black (910-006825)	EA	1	\$	16.49
Transactional Technology	57256	920-004536	Logitech Combo MK270 Wireless Keyboard & Mouse, Black (920-004536)	EA	1	\$	21.20
Transactional Technology	401597	30321	DYMO LabelWriter 30321 Large Mailing Address Labels, 3-1/2 x 1-4/10, Black on White, 260 Labels/Roll, 2 Rolls/Box (30321)	BX	260/2	\$	10.98
Transactional Technology	2622126	920-007897	Logitech MK235 USB Wireless Optical Keyboard and Mouse Set, Black (920-007897)	EA	1	\$	19.12
Transactional Technology	2625461	99711	Verbatim Stereo Earphones Headphones, Black (99711)	EA	1	\$	1.51
Transactional Technology	917881	TZE-2312PK	Brother P-touch TZe-231 Laminated Label Maker Tape, 1/2 x 26-2/10', Black On White, 2/Pack (TZe-2312PK)	PK	2	\$	16.39
Transactional Technology	382955	ST61802	Staples Mouse Pad, Black (382955-CC)	EA	1	\$	0.63
Transactional Technology	377179	30252	DYMO LabelWriter 30252 Mailing Address Labels, 3-1/2 x 1-1/8, Black on White, 350 Labels/Roll, 2 Rolls/Box (30252)	BX	350/2	\$	14.36
Transactional Technology	24387203	24387203	Casio FX 300MSPLUS2 12 Digit 2-Line Display Scientific Calculator, Black	EA	1	\$	9.26
Transactional Technology	2657917	FX-260SLRII	Casio FX-260 Solar II 10-Digit Scientific Calculator, Black	EA	1	\$	8.49
Transactional Technology	100284	100284	Logitech H340 Computer Headset, Over-the-Head, Black (981-000507)	EA	1	\$	14.19
Transactional Technology	792257	920-002836	Logitech Desktop MK320 Wireless Keyboard & Mouse, Black (920-002836)	EA	1	\$	20.30

SCHEDULE B.2.a. Core Discount Off List Pricing Worksheet

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Office Supplies and Office Related Products

PER CATEGORY			
NPP Category Number	NPP Category Name	Category Discount	State of Michigan will Restrict Its Agencies' use of this Category
1	Facilities Breakroom	53%	Partial
2	Facilities Sanitary/Janitorial	54%	Partial
3	Facilities Equipment	40%	Partial
4	Facilities Liners	57%	Full
5	Facilities Supplies	47%	Partial
6	Filing & Record Storage	65%	
7	Inkjet Supplies- OEM	25%	
8	Inkjet Supplies- Remanufactured	60%	
9	Miscellaneous Office Products	61%	
10	Office Supplies, including:	61%	
	Calendars/ Dated Goods		
	Converted Paper Product		
	Labels and Mailing Supplies		
	Miscellaneous Office Products		
	Pens, Pencils & Correction		
	School Art Supplies		
	School Paper		
	School Supplies		
	Specialty Paper Products		
11	Packing and Shipping	65%	
12	Paper	75%	
13	Print Products	50%	
14	Technology	45%	Partial
15	Technology- Transactional	49%	Partial
16	Toner- OEM (Hewlett Packard Only)	41%	
17	Toner- OEM (Dell Only)	12%	
18	Toner- OEM (Except HP & Dell)	28%	
19	Toner- Remanufactured	60%	
20	Furniture- Transactional	43%	Partial
21.a	Furniture- Staples, Tru Red, Union & Scale, Emerge	62%	Partial
21.b	Furniture- Hon	50%	Partial
21.c	Furniture- La-Z-Boy	49%	Partial
21.d	Furniture- Tempur-Pedic	51%	Partial
21.e	Furniture- Bush Furniture	52%	Partial
21.f	Furniture- Flash Furniture	58%	Partial

21.g	Furniture- Specific Manufacturer		Partial
21.h	Furniture- Specific Manufacturer		Partial
21.i	Furniture- Specific Manufacturer		Partial
21.j	Furniture- Specific Manufacturer		Partial
21.k	Furniture- Specific Manufacturer		Partial
21.l	Furniture- Specific Manufacturer		Partial
21.m	Furniture- Specific Manufacturer		Partial
21.n	Furniture- Specific Manufacturer		Partial
21.o	Furniture- Specific Manufacturer		Partial
21.p	Furniture- Specific Manufacturer		Partial
21.q	Furniture- Specific Manufacturer		Partial

Add lines as needed

Schedule B.3. Manufacturers Direct Furniture

Discounts With Featured Furniture Manufacturer Partners:

*Members have access to exclusive discounts from these manufacturers for special order items.
Members should work with their Staples representative to access the special order discounting.*

Union & Scale	Tru Red	Staples Brand
Allsteel	Ghent	Luxor
Alumni	Global	MooreCo
Bush	HON	Mount-It
Ergotron	Humanscale	National Public Seating
Fellowes	Kimball International (National, Kimball, Interwoven and Etc)	Raynor
Flash Furniture		SAFCO

Additional Manufacturer Partners Available:

*Discounts may be available on a per project basis on the following vendor partners of Staples.
Additional vendor partners may be available upon request.*



2/90 SIGN SYS	Floortex	POPPIN INC
3M	GREAT AM PICTURE CO	Prepac
9 to 5 Seating	Harbor Industries	Raynor
Acco/Quartet/Kensington	HBF	Regency
Adesso	Hirsh	Reimers Furniture
Allseating	HumanTouch	RFM SEATING / Reimers Furniture
AMCASE	Iceberg	RIVER CITY GLASS INC
Amtab	Infinity Instruments	RTA Products
ANOVA	INGRAM MICRO	Sauder Woodworking
APG OFFICE FURNISHINGS	Intensa	SCHOLAR CRAFT PROD INC
Battersea	JASPER SEATING CO INC	Screenflex
BEI Windows	Jonti-Craft	SECA CORPORATION
Bestar	KFI	SENATOR INT'L dba ALLERUIR
Bisilque	KI/KRUEGER INTERNATIONAL	Seville
Burnes Home Accents	KNU	Sit On It
CHERRY MAN IND INC	KRUG FURNITURE	Southshore
Clarus	KWALU INC	SP RICHARDS
Classroom Essentials Online	Kwikscreen	SPEC FURNITURE
Clinton Industries	La Cross	STANCE HEALTHCARE INC
COE Distributing	Lawrence Frames	Studio Design
Concept Seating	Lesro	Sunset Corp
Corral Designs	LH Licensed Products	Superior Recreational Products
Correll	Lifelong Wheels	Tennsco
CRAMER	Living Style/True Innovations/Li&Fung (LaZBoy, Beautyrest, Dormeo)	Tiger Supplies
Cramer	Loctek	Trademark Global
DAUPHIN	LOCTEK INC	Transform Partners
Davies Office Refurbishing	Loftwall	U Brands
Diamedical	MASTER LOCK / Sentry Group	Uncaged Ergonomics
Diversified Woodcrafts	MEDVIRON	Uniek
Dorel (Cosco)	Motionwise Products	Versa Products
Eforcity	National Public Seating	Versare Solutions LLC
Ergocentric	NDI Office Furniture	Via
ERGOGENESIS WORKPLACE SOLUTIONS LLC	Nearly Naturals	Victory Lighting
Ergotron	NIGHTINGALE INC.	Vividboard
ES Robbins	NORIX GROUP INC	Waddell
ESI ERGONOMIC SOLUTIONS	Norstar Office Products	Wieland
Essendant	Obex	Whitney Brothers
Exemplis	Office Master	Winsome Trading
Factory Direct	OFM	Workrite Ergonomics
Fire King	PHOENIX SAFE INTL LLC	Zonez
Flagship Carpets	PINEAPPLE CONTRACTS INC	

Not seeing the manufacturer you are looking for?

All vendor partners of Staples are available through this contract even if they are not listed in this document.
Contact your Staples Representative.

Additional Services Available including Design, Project Management, and Installation.
Fees for services are quoted per project. Quote for Additional Services will be mutually approved in writing prior to project




<div><div>UNION & SCALE®</div><div></div><div></div></div> <div>STAPLES BRANDS INCLUDING UNION & SCALE AND TRU RED</div>	
Websites: https://unionandscale.com/ , http://www.trured.com/products	
Summary of Products Offered	Seating, desking, storage, lounge, décor, shelving. Collections include Essentials, MidMod, Flexfit, Lewis, Workplace 2.0 and Prestige.
Size of Order (Count of unit quantity):	ALL STAPLES BRAND, UNION & SCALE and TRU RED FURNITURE PRODUCTS
Quantities of 10 or more	Extended discounts may apply for single orders with quantities of 10 or more. Contact Staples sales representative for quote.
FREIGHT:	Staples Brand, Union & Scale and Tru Red items are typically quoted with tailgate dock delivered freight costs included in the price. For large quantity orders, freight charges may be caluclated and quoted at time of order on a per project basis.


Not seeing the manufacturer you are looking for?
All vendor partners of Staples are available through this contract even if they are not listed in this document.
Contact your Staples Representative.


Allsteel® ALLSTEEL	
Website: https://www.allsteeloffice.com/	
Summary of Products Offered	Seating - Executive, Task, Side/Guest, Utility-Stack, Sit/Stand Computer Stands, Keyboard Systems, Monitor Arms, Lighting, CPU Holders, Foot Rests, Laptop Holders, Cable Management, Computer Accessories, Healthcare - Technology Wall, Mobile Stations
Size of Order (List Price Total):	Stride Systems, Terrace, Concensys, Optimize, Further, Involve Casegoods, Stride Desking/Benching, Pedestals, Overheads, Worksurfaces, Electrical & Accessories, Altitude Tables, Approach, Gallery Panels
\$0-\$100K List	68.30%
\$100,001 - \$400k List	69.30%
\$400K+ List	70.30%
	Lateral Files, Vertical Files & Storage (Towers/Bookcases/Cabinets), Align Lateral Files, Align Storage, Stride Storage, Involve Storage, Radii Storage
\$0-\$100K List	62.10%
\$100,001 - \$400k List	65.50%
\$400K+ List	65.50%
	Trooper, Tolleson & Nimble Seating
\$0-\$100K List	66.10%
\$100,001 - \$400k List	66.10%
\$400K+ List	66.10%
	#19, Relate, Inspire, Seek & Access Seating
\$0-\$100K List	55.20%
\$100,001 - \$400k List	55.20%
\$400K+ List	55.20%
	Acuity, EVO, Scout, Mimeo, Lyric, Quip, & Svelte Seating
\$0-\$100K List	55.30%
\$100,001 - \$400k List	55.30%
\$400K+ List	55.30%
	Social Collaborative Seating/Tables/Conferencing, Parallel Lounge, Clarity Seating, Retreat Seating, Recharge, Co/Ho, Park, Townhall Collection, & Two-Thirds
\$0-\$100K List	46.50%
\$100,001 - \$400k List	49.50%
\$400K+ List	49.50%
	Merge Tables, Aware and Structure Tables
\$0-\$100K List	67.20%
\$100,001 - \$400k List	68.20%
\$400K+ List	69.20%
	Wood Laminate Casegoods (Align Wood), Stride Painted Wood & Laminate Casegoods Veneer, Align Veneer Tiles, Veneer Work surfaces
\$0-\$100K List	57.60%
\$100,001 - \$400k List	59.80%
\$400K+ List	59.80%
	Accessories (Wand and Link Lights, Ergonomic Tools)
\$0-\$100K List	51.00%
\$100,001 - \$400k List	53.00%
\$400K+ List	53.00%
	GUNLOCKE Product
\$0-\$150K List	51.00%
\$150,001 - \$250k List	53.00%
\$250,001+ List	Extended Discounts May Apply
FREIGHT:	<ul style="list-style-type: none"> Pricing reflects Tailgate Dock Delivered Freight Terms. Member must possess a fully functioning dock to request direct factory to destination drop ship service. Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. Discounts will be applied against the current list price in effect at time of order. Discount price tiers are determined by the total list price of all order items across all product categories. <p>Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories.</p>

Not seeing the manufacturer you are looking for?

All vendor partners of Staples are available through this contract even if they are not listed in this document.
Contact your Staples Representative.


 ALUMNI		
Website: https://www.alumnicf.com/		
Summary of Products Offered	Classroom Seating & Stools, Classroom Desks & Student Activity Tables, Computer Furniture, Tables Student Activity, Multi-Purpose, Early Childhood, Technology Solutions, Maker Spaces, Cafeteria, Study Carrels, Lecterns, Display Cases, Soft Seating, Modular Seating, Storage - Fixed and Mobile, Instructor Tables, Accessories	
	ALL ALUMNI PRODUCTS	
Size of Order (List Price Total):	FOB FACTORY	TAILGATE DOCK DELIVERED
\$0-50K List	56.00%	40.00%
\$50,001 - \$100k List	57.00%	42.00%
\$100,001 - \$200k List	58.00%	44.00%
\$200,001+	Extended Discounts May Apply	
FREIGHT:	<ul style="list-style-type: none"> Pricing reflects Tailgate Dock Delivered Freight Terms. Member must possess a fully functioning dock to request direct factory to destination drop ship service. Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. Discounts will be applied against the current list price in effect at time of order. Discount price tiers are determined by the total list price of all order items across all product categories. Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories. 	


 BUSH FURNITURE		
Website: https://bushfurniture.com/bush-business-furniture/		
Summary of Products Offered	Office chairs, desks, storage, tables, home office solutions, accents and accessories, beds, sofas and upholstery	
Size of Order (List Price Total):	ALLSPECIAL ORDER BUSH FURNITURE (NON-SKU)	
\$0-\$150,000	48.00%	
\$150,001k+	Extended Discounts May Apply	
FREIGHT:	<ul style="list-style-type: none"> Pricing reflects Tailgate Dock Delivered Freight Terms. Member must possess a fully functioning dock to request direct factory to destination drop ship service. Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. Discounts will be applied against the current list price in effect at time of order. Discount price tiers are determined by the total list price of all order items across all product categories. Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories. 	


 ERGOTRON		
Website: https://www.ergotron.com/en-us/		
Summary of Products Offered	Monitor mounts, standing desks, charging systems, workstations, mobile carts.	
Size of Order (Count of unit quantity):	ALL ERGOTRON PRODUCTS	
Quantities of 50 or more	Extended discounts may apply for single orders with quantities of 50 or more. Contact Staples sales representative for quote.	
FREIGHT:	Ergotron is typically quoted with tailgate dock delivered freight costs included in the price. For large quantity orders, freight charges may be calculated and quoted at time of order on a per project basis.	

Not seeing the manufacturer you are looking for?

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Contact your Staples Representative.


 FELLOWES	
Website: https://www.fellowes.com/us/en	
Summary of Products Offered	Computer Workstations, Sit to Stand Riser Units, Monitor Arms, Ergonomic Accessories = Keyboard Trays, Wrist and Foot Rests
Size of Order (List Price Total):	ALL MODULAR WALLS, FURNITURE AND WORKSPACE PRODUCTS
\$0-\$10K List	53.00%
\$10,001 - \$30,000 List	55.00%
\$30,001 - \$150,000	57.00%
\$150k - \$350,000	60.00%
\$350,001 - \$500,000	65.00%
	AERAMAX & ARRAY
\$0-\$100K List	47.00%
\$100,001+ List	50.00%
FREIGHT:	<p>Discounts are for tailgate dock delivery only. Additional freight fees may apply based on order size. In the US, follow these freight terms:</p> <ul style="list-style-type: none"> • No additional freight fees on orders over \$7001 list. • Orders <\$2500 List incur a flat \$25 net fee • Orders between \$2501 and \$5k List incur a flat \$100 net fee • Orders between \$5,001 and \$7000 List incur a flat \$200 net fee • Residential freight deliveries incur a flat \$70 net fee. • For Canadian freight terms, Fellowes Customer Service can provide details related to possible freight fees.

 FLASH FURNITURE	
Website: https://www.flashfurniture.com/	
Summary of Products Offered	Bright Beginnings By Flash Furniture offers a vast assortment of early education classroom and activity furniture. Flash Furniture also offers a wide variety of seating, desking, storage, outdoor furniture, and gaming furniture.
Size of Order (Count of unit quantity):	ALL FLASH FURNITURE
Quantities of 10 or more	Extended discounts may apply for single orders with quantities of 10 or more. Contact Staples sales representative for quote.
FREIGHT:	Flash Furniture is typically quoted with tailgate dock delivered freight costs included in the price. For large quantity orders, freight charges may be calculated and quoted at time of order on a per project basis.

 GHENT	
Website: https://www.gmicompanies.com	
Staples is a dealer under the Ghent held NPPGov Contract, #EI00237 through 10/14/2027.	
Summary of Products Offered	Space division, display cases, glassboards, whiteboards, mobile boards, communication boards.
Size of Order (List Price Total):	All Ghent and Ghent Healthcare Standard Lead Time Products
Any Size Order	57.25%
PRICING:	Discount applies to 2022 price list.
FREIGHT:	Free freight over \$1400 Net. Display, Outdoor, Glass, Ghent Healthcare, Space division categories are FOB Factory.


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	GLOBAL FURNITURE GROUP
Website: https://www.globalfurnituregroup.com	
Summary of Products Offered	Office Administrative, Desk, Tables, Filing, Storage, Modular Free Standing Workstations, Café Tables/Seating, Institutional Site Equipment, Seating, Reception/Lounge
Size of Order (List Price Total):	GLOBAL, GLOBAL HEALTHCARE, OFFICES TO GO
\$0-\$16,499.99	54.00%
\$16,500-\$49,999.99	55.00%
\$50,000-\$99,999.99	57.00%
\$100,000+	Negotiable
PRICING:	Global, Global Healthcare, Offices to Go - Current Price List
FREIGHT:	*FOB Destination, Dock Delivered (pre-pay & allowed). Orders under \$2,000 List will incur a \$75 net handling charge for non-UPS'able shipments or a \$25 net handling charge for UPS'able orders.


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<div>  <div>HON</div> </div>	
Website: https://www.hon.com/	
Summary of Products Offered	Seating - Executive, Task, Side/Guest Reception/Lounge, Utility-Stack, Stools, Desks-Casegoods - Metal, Laminate, Veneer All Components, Tables - Conference, Training, Reception, Education/Classroom - Student Seating, Desks, Tables; Instructor Desking/Storage, Wall Boards-Visual Aids HON Branded 5-Year Warranty Product, Desks, Casegoods, Filing, Seating - Executive, Task, Guest, Reception; Tables - Conference, Utility, Occasional, Training Panel Systems - Accelerate, Abound with Accessories, Filing - Vertical/Lateral/Personal Storage Units, Pedestal Storage (Fixed/Mobile), Bookcases, Storage Cabinets (Metal/Laminate/Wood)
Size of Order (List Price Total):	SYSTEMS & PEDESTALS
\$0-25K List	63.00%
\$25,001 - \$75k List	64.00%
\$75,001 - \$150k List	66.00%
\$150,001+	Extended Discounts May Apply
	VERTICAL/LATERAL FILES, STORAGE
\$0-25K List	55.00%
\$25,001 - \$75k List	56.00%
\$75,001 - \$150k List	62.00%
\$150,001+	Extended Discounts May Apply
	TABLES, DESKING, CASEGOODS, HON SEATING
\$0-25K List	52.00%
\$25,001 - \$75k List	54.00%
\$75,001 - \$150k List	56.00%
\$150,001+	Extended Discounts May Apply
	HON 5 YEAR WARRANTY
\$0-25K List	55.00%
\$25,001 - \$75k List	56.00%
\$75,001 - \$150k List	58.00%
\$150,001+	Extended Discounts May Apply
	EDUCATION
\$0-25K List	52.00%
\$25,001 - \$75k List	54.00%
\$75,001 - \$150k List	54.50%
\$150,001+	Extended Discounts May Apply
	SOOTH HIGH BACK PATIENT CHAIR
\$0-25K List	50.00%
\$25,001 - \$75k List	51.00%
\$75,001 - \$150k List	52.00%
\$150,001+	Extended Discounts May Apply
	HON NOW
Any Size Order - Systems	63.00%
Any Size Order - All other products	45.00%
FREIGHT:	HON Standard Freight Terms apply (applicable to Standard NOW (7-11 day) products): <ul style="list-style-type: none"> • Paid Freight to pre-determined / approved HNI Paid Freight locations (no change) • Paid Freight to drop-ship locations on all orders above \$5,000 list • \$200 Dropship charge on all LTL orders • 5.5% of List for Small Parcel • HON NOW Speed (2-6 Day Delivery) will incur a 8% of list upcharge HON NOW items shipping in 2-6 days incur an upcharge of 8% of list. • Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. <ul style="list-style-type: none"> • Discounts will be applied against the current list price in effect at time of order. • Discount price tiers are determined by the total list price of all order items across all product categories. Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories.







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 HUMANSCALE	
Summary of Products Offered	Seating - Executive, Task, Side/Guest, Utility-Stack, Sit/Stand Computer Stands, Keyboard Systems, Monitor Arms, Lighting, CPU Holders, Foot Rests, Laptop Holders, Cable Management, Computer Accessories, Healthcare - Technology Wall, Mobile Stations
Size of Order (List Price Total):	Seating - Freedom, Liberty, Smart, Path, Diffrient World, Liberty Side & Occasional Chairs
\$0-50K List	54.00%
\$50,001 - \$150k List	55.00%
\$150,001+	Extended Discounts May Apply
	Side Seating: Cinto, Trea, Ballo
\$0-50K List	45.00%
\$50,001 - \$150k List	47.00%
\$150,001+	Extended Discounts May Apply
	Keyboard Tray Systems & Accessories, Monitor Arms, Access Rails and CPU Holders
\$0-50K List	62.00%
\$50,001 - \$150k List	64.00%
\$150,001+	Extended Discounts May Apply
	Lighting, Ergo Tools & Accessories
\$0-50K List	61.00%
\$50,001 - \$150k List	63.00%
\$150,001+	Extended Discounts May Apply
	Cable Management: NeatLinks, NeatLinks Slim & NeatTech
\$0-50K List	59.00%
\$50,001 - \$150k List	61.00%
\$150,001+	Extended Discounts May Apply
	Ht Adjustable Workstations: Float Table and Quickstand Product (Excludes ECO Series)
\$0-50K List	50.00%
\$50,001 - \$150k List	51.00%
\$150,001+	Extended Discounts May Apply
	Technology Products: QuickStand Eco/eFloat Go 2.0
\$0-50K List	45.00%
\$50,001 - \$150k List	47.00%
\$150,001+	Extended Discounts May Apply
	Ht Adjustable Workstations: eFloat Lite and eFloat Flex Tables, and Table Bases
\$0-50K List	60.00%
\$50,001 - \$150k List	62.00%
\$150,001+	Extended Discounts May Apply
	Ht Adjustable Workstations: eFloat Next
\$0-50K List	59.00%
\$50,001 - \$150k List	61.00%
\$150,001+	Extended Discounts May Apply
FREIGHT:	<ul style="list-style-type: none"> • Pricing reflects Tailgate Dock Delivered Freight Terms. • Customer must possess a fully functioning dock to request direct factory to destination drop ship service. • Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. • Discounts will be applied against the current list price in effect at time of order. • Discount price tiers are determined by the total list price of all order items across all product categories. Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories.□

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Website: https://www.kimballinternational.com/home	
Summary of Products Offered	Executive Wood Furniture, Conference Room Tables, Training Tables and Board Room Accessories, Metal, Laminate and Veneer Filing and Storage, Study Tables and Seating, Fully Upholstered Soft Seating and Modular Reception Seating, Occasional Tables, Ergonomic Accessory Items, Visual Wall Display Systems, Student Seating/Tables □ □
Size of Order (List Price Total):	ALL KIMBALL INTERNATIONAL PRODUCTS
\$0-150K List	53.00%
\$150k+	Extended Discounts May Apply
FREIGHT:	<p>Freight is prepaid (included in the price). For full freight and delivery details, visit: https://downloads.kimballinternational.com/documents/price-lists/commercial/general-information/terms-conditions.pdf.</p> <ul style="list-style-type: none"> • Pricing reflects Tailgate Dock Delivered Freight Terms. • Customer must possess a fully functioning dock to request direct factory to destination drop ship service. • Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. • Discounts will be applied against the current list price in effect at time of order. • Discount price tiers are determined by the total list price of all order items across all product categories. <p>Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories. □</p>

LUXOR	
Website: https://www.luxorworkspaces.com/	
Summary of Products Offered	Desks, Tables, Chairs, Audio Visual carts, Utility Carts, Charging and Storage for technology items, Dry Erase solutions.
Size of Order (Count of unit quantity):	ALL LUXOR FURNITURE
Quantities of 10 or more	Extended discounts may apply for single orders with quantities of 10 or more. Contact Staples sales representative for quote.
FREIGHT:	Luxor items are typically quoted with tailgate dock delivered freight costs included in the price. For large quantity orders, freight charges may be calculated and quoted at time of order on a per project basis.

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 MOORECO INC.	
Website: https://www.moorecoinc.com/	
Summary of Products Offered:	Classroom Seating & Stools, Classroom Desks & Student Activity Tables, Computer Furniture, Tables Student Activity, Multi-Purpose, Early Childhood, Easels/Wheasel, Technology Charging Carts, AV Carts, Utility Carts, Whiteboards / Dry Erase, Tackboards, Chalkboard, Study Carrels, Lecterns, Display Cases, Accessories, Soft Seating
Size of Order (List Price Total):	MOORECO FURNITURE
\$0 - \$15,000 list	40.00%
\$15,001 - \$50,000 list	42.00%
\$50,001 - \$100,000 list	44.00%
\$100,001 +	Extended Discounts May Apply
FREIGHT:	MooreCo Furniture Category: Pricing reflects Tailgate Dock Delivered Freight Terms. Customer must possess a fully functioning dock to request direct factory destination drop ship service. Discounts apply to factory sourced orders only. Pricing does not support online or retail purchases. Discounts will be applied against the current list price in effect at time of order. Accessorial charges: Lift-gate, Inside Delivery, Limited Access, Arrival Notice/Delivery Appointment will be charged accordingly. Installation can be charged as a separate line item and quoted on a per-project basis.
Size of Order (List Price Total):	MOORE SOFT SEATING; COMPASS CABINETS; DRY ERASE BOARDS; BULLETIN BOARDS; DISPLAY CASES
\$0 - \$15,000 list	37.00%
\$15,001 - \$50,000 list	39.00%
\$50,001 - \$100,000 list	41.00%
\$100,001 +	Extended Discounts May Apply
FREIGHT:	Moore Soft Seating; Compass Cabinets; Dry Erase Boards, Bulletin Boards; Display Cases Category: Discounts do not include shipping . Customer must possess a fully functioning dock to request direct factory destination drop ship service. Discounts apply to factory sourced orders only. Pricing does not support online or retail purchases. Discounts will be applied against the current list price in effect at time of order. Accessorial charges: Lift-gate, Inside Delivery, Limited Access, Arrival Notice/Delivery Appointment will be charged accordingly. Installation can be charged as a separate line item and quoted on a per-project basis.


MOUNT-IT! MOUNT-IT	
Website: https://mount-it.com/	
Summary of Products Offered	Desks, Tables, Chairs, Audio Visual carts, Utility Carts, Charging and Storage for technology items.
Size of Order (Count of unit quantity):	ALL MOUNT-IT FURNITURE
Quantities of 10 or more	Extended discounts may apply for single orders with quantities of 10 or more. Contact Staples sales representative for quote.
FREIGHT:	Mount-It items are typically quoted with tailgate dock delivered freight costs included in the price. For large quantity orders, freight charges may be calculated and quoted at time of order on a per project basis.

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 NATIONAL PUBLIC SEATING	
Website: https://www.nationalpublicseating.com/	
Summary of Products Offered	Music Chairs/Stands, Café/Stages-Choral Risers, Folding Chairs/Tables, Seating - Auxiliary Side/Guest/Stack, Stools, Lecterns, Amplified Sound Systems, Charging Carts
Size of Order (List Price Total):	ALL NATIONAL PUBLIC SEATING PRODUCTS
\$0-\$10,000 List	32.00%
\$10,001 - \$25,000 List	33.00%
\$25,001 - \$50,000 List	34.00%
\$50,001+ List	35.00%
FREIGHT:	Prices above include standard dock delivery. \$75 charge added for liftgate. Free freight is limited to the 48 CONUS and Washington DC. OCONUS and Canada deliveries will have freight quoted per project and added to the invoice. All prices shown in USD.

 RAYNOR	
Website: https://www.rgcompanies.com/	
Summary of Products Offered	Broad range of seating options across many nationally known brands such as Tempur-Pedic, Eurotech
Size of Order (List Price Total):	EUROTECH SEATING
\$0-\$25K List	53.00%
\$25,001 - \$100,000 List	55.00%
\$100,001+ List	Extended Discounts May Apply
	RAYNOR FURNITURE
\$0-\$25K List	53.00%
\$25,001 - \$100,000 List	55.00%
\$100,001+ List	Extended Discounts May Apply
FREIGHT:	<ul style="list-style-type: none"> • Price includes shipping within US other than HI, PR and AK. Some assembly required. • Pricing reflects Tailgate Dock Delivered Freight Terms. • Customer must possess a fully functioning dock to request direct factory to destination drop ship service. • Discounts apply to factory sourced orders ONLY - pricing does not support online SKUs or retail purchases. • Discounts will be applied against the current list price in effect at time of order. • Discount price tiers are determined by the total list price of all order items across all product categories. Once the total list price of the ORDER is identified, that discount tier level % is to be applied for all product categories.

 SAFCO	
Website: https://www.safcoproducts.com/	
Summary of Products Offered	Arts & Engineering, Classroom Desk, Stools, Filing, Mailroom Furniture, Seating, Shelving & Lockers, Tables Computer, Chairs - Executive, Task, Guest, Stack, High Density Filing, Specialty Storage, Tables Café/Dining, Reception/Lounge
Size of Order (List Price Total):	ALL SAFCO PRODUCTS
\$0-\$100K List	52.00%
\$100,001 - \$200k List	53.00%
\$200,001 - \$300k List	54.00%
\$300,001+	Extended Discounts May Apply
FREIGHT:	<p>Safco standard freight program applies.</p> <ul style="list-style-type: none"> • Dock to Dock • Shipping included in price for orders over \$1500 Net. Orders less than \$1500 net have a flat fee of \$150 for LTL, \$25 for Small Parcel, or \$150 if the order contains both LTL and Small Parcel. • Installation can be charged to the customer as an additional cost, negotiated on a per project basis. <p>If the delivery address does not have a dock:</p> <ul style="list-style-type: none"> • Inside delivery and lift gate services requests should be included on original PO. • A \$50 charge for inside delivery and \$50 charge for lift gate/tailgate will be added to the invoice. • Inside delivery is defined as when carrier moves all or part of a shipment to a position beyond the point directly accessible or immediately adjacent to the delivery vehicle. • If a consignee is responsible for causing a redelivery, a \$50 charge will be invoiced.

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Schedule B.4:

Special Orders/Balance of Offering

Coffee & Water Services, Plus Other Miscellaneous Dispensers & Products/Services

There may be additional services available which are associated with certain products, including, but not limited to: furniture, facilities or water/coffee dispensers, etc. which at the option of the Participating Agency may be purchased or leased at the time of order/agreement. The costs for such products and/or services shall be established at the time of purchase and paid to Staples by the Participating Agency.

Technology Products & Services

Prices for technology items provided to the Participating Agency under the Staples Technology Solutions ordering system, referred to as Sequoia (or its successor), shall be priced at the then-current List Price and may be subject to discount.

Discounts will only be applicable to pricing displayed on Staples Technology Solutions' ordering platform — orders.staplestechnologiesolutions.com.

Items that do not have an established MSRP including CTO (configure to order) and BTO (build to order) shall be quoted at the time of purchase.

TECHNOLOGY PRODUCT CATEGORIES

- Audio, Headsets & Microphones & Speakers
- AV Furniture, Power Devices & Batteries & Carts
- Bar Code Scanners
- Consumer Electronics Accessories
- Desktops
- Displays, Monitors & Large Format Displays
- Input Devices
- Memory
- Networking, Network Devices, & Accessories
- Notebooks
- Output Devices
- Point of Sale Equipment
- Printer Consumables
- Printers & Scanners, Single/Multifunction & Office Machines
- Projectors
- Servers
- Software & Licensing
- Storage Devices
- Tablets & eBook Readers
- Tech Services, Configuration, Tech Recycling, Chrome Services
- Telephones Video & Audio Conferencing
- Televisions & Flat Panels
- UPS & Power Devices
- Video Game Consoles & Accessories
- Warranties
- Workstations

Pricing for Custom Products

Pricing for customized and/or custom print products is based upon product specifications agreed to between Staples and the Participating Agency.

Promotional Products

Staples proposes that pricing for ASI products ordered on our Staples Promotional Product ordering system referred to as Linc (or its successor), be governed by the terms provided below. Staples may update product and pricing for Promotional Products by submitting a request to the State no more than once a calendar quarter.

Pricing for ASI products ordered on our Staples Promotional Product ordering system will be governed by a contract margin that is variable to transaction size. In our proposed pricing structure below, margin decreases as transaction size increases.

Order Transaction Size	Contract Margin
\$0 - \$999	28%
\$1,000 - \$4,999	26%
\$5,000 - \$9,999	24%
\$10,000+	22%

Tier One Diversity Program

Staples shares our customers’ commitment to diversity and offers a robust Tier One Diversity program option to achieve diverse and small business supplier spending goals when desired. Staples reserves the right to implement a 4% pricing upcharge when establishing a Tier One Diversity program for any Participating Agency.

SCHEDULE C - INSURANCE REQUIREMENTS

Master Agreement No. 240000000363

- 1. General Requirements.** Contractor, at its sole expense, must maintain the insurance coverage as specified herein for the duration of the Term. Minimum limits may be satisfied by any combination of primary liability, umbrella or excess liability, and self-insurance coverage. To the extent damages are covered by any required insurance, Contractor waives all rights against the State for such damages. Failure to maintain required insurance does not limit this waiver.
- 2. Qualification of Insurers.** Except for self-insured coverage, all policies must be written by an insurer with an A.M. Best rating of A- VII or higher unless otherwise approved by DTMB Enterprise Risk Management.
- 3. Primary and Non-Contributory Coverage.** All policies for which the State of Michigan is required to be named as an additional insured must be on a primary and non-contributory basis.
- 4. Claims-Made Coverage.** If any required policies provide claims-made coverage, Contractor must:
 - a. Maintain coverage and provide evidence of coverage for at least 3 years after the later of the expiration or termination of the Contract or the completion of all its duties under the Contract;
 - b. Purchase extended reporting coverage for a minimum of 3 years after completion of work if coverage is cancelled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the Effective Date of this Contract.
- 5. Proof of Insurance.**
 - a. Insurance certificates showing evidence of coverage as required herein must be submitted to DTMB-RiskManagement@michigan.gov within 10 days of the contract execution date.
 - b. Renewal insurance certificates must be provided on annual basis or as otherwise commensurate with the effective dates of coverage for any insurance required herein.
 - c. Insurance certificates must be in the form of a standard ACORD Insurance Certificate unless otherwise approved by DTMB Enterprise Risk Management.
 - d. All insurance certificates must clearly identify the Contract Number (e.g., notated under the Description of Operations on an ACORD form).
 - e. In the event any required coverage is cancelled or not renewed, Contractor must provide written notice to DTMB Enterprise Risk Management no later than 5 business days following such cancellation or nonrenewal.

6. Subcontractors. Contractor is responsible for ensuring its subcontractors carry and maintain insurance coverage.

7. Limits of Coverage & Specific Endorsements.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$2,000,000 Products/Completed Operations \$2,000,000 General Aggregate	Contractor must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds using endorsement CG 20 10 11 85, or both CG 20 10 12 19 and CG 20 37 12 19.
Umbrella or Excess Liability Insurance	
Minimum Limits: \$5,000,000 General Aggregate	Contractor must have their policy follow form.
Automobile Liability Insurance	
Minimum Limits: \$1,000,000 Per Accident	Contractor must have their policy: (1) endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds; and (2) include Hired and Non-Owned Automobile coverage.
Workers' Compensation Insurance	
Minimum Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimum Limits: \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Privacy and Security Liability (Cyber Liability) Insurance	
Minimum Limits: \$1,000,000 Each Occurrence \$1,000,000 Annual Aggregate	Contractor must have their policy cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.

8. Non-Waiver. This Schedule C is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract, including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State.