

New York State Office Of General Services
New York State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
<http://www.ogs.ny.gov>

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22438](#)

DATE: November 4, 2013

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere Riley
Contract Management Specialist 1
(518) 474-2717
terry.deere@ogs.ny.gov

CONTRACT PERIOD: MAY 15, 2013 – MAY 14, 2016

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/

CONTRACT NO.: STAPLES CONTRACT & COMMERCIAL INC. – PC66026

SUBJECT: NO CONTRACT PURCHASES AT RETAIL STORES

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that under the above referenced contract, Staples Contract & Commercial Inc. will no longer offer purchasing of contract items at retail stores.

The Contract Award is available at: <http://www.ogs.ny.gov/purchase/spg/awards/2300022438CAN.HTM>. For Contractor's current information, please refer to the link labeled "Contractor Information."

All other terms of the contract remain the same.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22438](#)

DATE: August 27, 2013

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere-Riley
Contract Management Specialist
(518) 474-2717
terry.deere@ogs.ny.gov

CONTRACT PERIOD: MAY 15, 2013 – MAY 14, 2016

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/

CONTRACT NO.: STAPLES CONTRACT & COMMERCIAL INC. – PC66026

SUBJECT: 1. Issues with Staples Website
2. Responsible Ordering

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

1. WEBSITE ISSUES Please be advised that NYSPRO is aware of issues on the OGS designated Staples Advantage NYS Contract website that conflict with referenced contract terms and conditions and we are continuing to work with Staples to resolve this issue.

2. ORDERING: We are reminding Authorized Users that while there are no minimum quantities which must be ordered, excessive quantities should not be ordered under this contract. You should continue to only order the quantities you need. That will avoid any possible supply issues and the inability of other Authorized Users to receive the products in a timely fashion. When placing orders, particularly the penny priced items, only order amounts which are needed.

The Contract award is available at: <http://www.ogs.ny.gov/purchase/spg/awards/2300022438CAN.HTM>

All other terms of the contract remain the same.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22438](#)

DATE: June 12, 2013

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere-Riley
Contract Management Specialist
(518) 474-2717
terry.deere@ogs.ny.gov

CONTRACT PERIOD: MAY 15, 2013 – MAY 14, 2016

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/

CONTRACT NO.: STAPLES CONTRACT & COMMERCIAL INC. – PC66026

SUBJECT:

1. Issues with Staples Website
2. Robinson-Patman Act
3. Clarification of Minimum Order
4. Clarification of Product Returns Due To Authorized user Error

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

1. **WEBSITE ISSUES:** Please be advised that we are aware of issues on the OGS designated Staples Advantage NYS Contract website that conflict with referenced contract terms and conditions. When attempting to order certain items from the OGS designated Staples website, the following messages may appear: “Your organization has restricted the ordering of this item,” or “This item is restricted” together with the statement “This item is currently unavailable.” OGS has not restricted any items on the Core list and we are working with Staples to resolve this issue.
2. **RESELLING OFFICE SUPPLIES:** The United States Supreme Court has applied the federal antitrust provisions of the Robinson-Patman Act to State operations that compete with commercial ventures. The Robinson-Patman Act prohibits the purchase of products by the government for resale purposes.

PLEASE NOTE: Any Authorized User that is found to have bought Office Supplies (or any other items from an OGS Contract) for resale will be deemed to be a non-responsible purchaser and the Authorized User will be barred from purchasing from ALL OGS Centralized Contracts.

3. **MINIMUM ORDERS:** This Contractor does not require a Minimum Order amount to ensure free delivery. The Contractor has agreed to accept orders of any amount, with no set minimum dollar value. All prices shall include all customs duties and charges and be net, F.O.B. destination any point in New York State as designated by the Authorized User.

4. **PRODUCT RETURNS:** To clarify Product Returns Due To Authorized User Error: Products ordered in error (other than custom orders) by an Authorized User shall be returned by Authorized User at its expense for credit within fifteen business days of delivery. Standard stock products must be in resalable condition (original container, unused). The Contractor agrees it shall not charge a restocking fee for product returns due to Authorized User error.
(The FREQUENTLY ASKED QUESTIONS section of the contract award notification on the OGS website will be updated shortly to reflect this clarification.)

Contract award is available at: <http://www.ogs.ny.gov/purchase/spg/awards/2300022438CAN.HTM>

All other terms of the contract remain the same. Please adjust your records accordingly.

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PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: [22438](#)

DATE: May 31, 2013

GROUP: 23000 – MISCELLANEOUS OFFICE SUPPLIES
(Statewide)

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS

Terry Deere-Riley
Contract Management Specialist
(518) 474-2717
terry.deere@ogs.ny.gov

CONTRACT PERIOD: MAY 15, 2013 – MAY 14, 2016

OTHER AUTHORIZED USERS

Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR/

CONTRACT NO.: STAPLES CONTRACT & COMMERCIAL INC. – PC66026

SUBJECT: CORE LIST ITEM PRICES AND ITEMS EXCLUDED FROM THE 2013 CATALOG

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The Core List Item Prices are firm for the term of the contract period of May 15, 2013 – May 14, 2016.

Be advised that the NYS Net Price of \$0.01 listed for various Core List Items is correct. These net prices are not pricing errors.

ITEM EXCLUSIONS

Be advised that the Staples Contract & Commercial Inc. **2013** catalog is in effect for this award. The items excluded from the **2013** catalog are listed on the pages outlined below:

Catalog
2013 Staples Full Line

Excluded Pages
Pages 372-415, 418-469, 471, 472, 672-682, 684-687

Contract award is available at: <http://ogs.ny.gov/purchase/spg/awards/2300022438CAN.HTM>.

For Contractor's current information, please refer to the link labeled "[Contractor Information](#)."

All other terms and conditions remain the same. Please adjust your records accordingly.