



## OFFICE SUPPLIES

NON-MANDATORY FOR STATE AGENCIES

AVAILABLE TO POLITICAL SUBDIVISIONS

NASPO ValuePoint leverages the buying power of all 50 states to offer exceptional pricing for participating states and their political subdivisions. Alaska is an active member of NASPO ValuePoint. In order to use a contract, the state must sign a Participating Addendum (PA).

The State of Alaska has signed PA's with the vendor's listed below as non-mandatory contracts for Office Supplies:

### ODP Business Solutions (IRIS Vendor Code: VC042808)

#### Freight Terms:

**F.O.B. POINT:** All shipments are F.O.B. Destination, freight prepaid by the vendor. Contract pricing includes all shipping and delivery costs for deliveries within the Anchorage, Fairbanks, and Juneau areas, defined as follows:

Anchorage Area: all areas within Anchorage and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Anchorage city limits.

Fairbanks Area: all areas within Fairbanks and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Fairbanks city limits.

Juneau Area: all areas accessible by roadway within the boundaries of the City and Borough of Juneau.

Shipping and delivery costs for deliveries outside of the Anchorage and Fairbanks areas must be a pass-through charge. The contractor must pre-pay all shipping and delivery costs and charge back those actual costs to the agency.

There shall be a \$25.00 purchase minimum. Orders that do not comply with such minimum order value will be processed subject to a special handling fee in the amount of \$5.99.

All emergency or rush deliveries that require special shipping and handling will also be at the ordering agency's expense as a pass-through charge, with prior approval from the ordering agency.

Contractor must include a freight cost invoice from the carrier for this cost to be submitted. This cost must be listed on the contractor's invoice as a separate line item. Contractor owns goods in transit to the final destination and is responsible for filing claims, (if any)

Any limitations, modifications, or additions specified herein apply only to the agreement and relationship between Participating Entity and Contractor and shall not amend or affect other participating addendums or the Master Agreement itself.

**Freight Terms:**

**F.O.B. POINT:** All shipments are F.O.B. Destination, freight prepaid by the vendor. Contract pricing includes all shipping and delivery costs for deliveries within the Anchorage, Fairbanks, and Juneau areas, defined as follows:

Anchorage Area: all areas within Anchorage and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Anchorage city limits.

Fairbanks Area: all areas within Fairbanks and all surrounding communities, in their entirety, accessible by roadway and within a 50 mile radius of Fairbanks city limits.

Juneau Area: all areas accessible by roadway within the boundaries of the City and Borough of Juneau.

Shipping and delivery costs for deliveries outside of the Anchorage, Fairbanks, and Juneau areas must be a pass-through charge by adding 30% of order amount for Air shipments, or by adding 10% of order amount for Ground/Water shipments.

The contractor reserves the right to pass through larger freight amounts on Special Orders, with advance notice of such charges. Example: Large bottled water orders or Janitorial orders that cause extraordinary (in excess of 30% for Air shipments / in excess of 10% for Ground/Water shipments) freight charges. The contractor must pre-pay all shipping and delivery costs and charge back those actual costs to the agency.

Contractor must provide a freight quote prior to order shipping and must include a freight cost invoice from the carrier for this Special Order pass-through charge to be submitted. This cost must be listed on the contractor's invoice as a separate line item.

There shall be a \$25.00 purchase minimum. Orders that do not comply with such minimum order value will be processed subject to a special handling fee in the amount of \$5.99.

All emergency or rush deliveries that require special shipping and handling will also be at the ordering agency's expense as a pass-through charge, with prior approval from the ordering agency. Contractor must provide a freight quote prior to order shipping and must include a freight cost invoice from the carrier for this pass-through charge to be submitted. This cost must be listed on the contractor's invoice as a separate line item.

Contractor owns goods in transit to the final destination and is responsible for filing claims, (if any) for all orders.

Any limitations, modifications, or additions specified herein apply only to the agreement and relationship between Participating Entity and Contractor and shall not amend or affect other participating addendums or the Master Agreement itself.

The original solicitation and contract terms and conditions for this contract can be found at the NASPO ValuePoint website:

<https://www.naspovaluepoint.org/portfolio/office-supplies-2022-2027/>

**For more information, contact:**

Ian Martin, Contracting Officer  
State of Alaska – Department of Administration  
Office of Procurement and Property Management  
Alaska Centers of Procurement Excellence

**Email:** [ian.martin@alaska.gov](mailto:ian.martin@alaska.gov)

**Phone:** (907) 465-5682

## Office Supply Categories and Discounts

Category	Description	Staples		Office Depot/Max	
		Vendor Catalog Discount %	Wholesale Catalog Discount %	Vendor Catalog Discount %	Wholesale Catalog Discount %
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	65%	48%	63%	48%
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.	49%	45%	48%	33%
3	Archive Boxes, Cardboard Boxes, Storage Containers	60%	53%	61%	50%
4	Award Frames, Displays, Plaques, Certificates	60%	44%	53%	39%
5	Badges, Badge Holders, Lanyards	54%	40%	60%	45%
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords	54%	48%	57%	47%
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	68%	49%	72%	46%
8	Binders, Combs, Rings, Spines	64%	61%	65%	55%
9	Book Cases, Book Ends, Book Shelves	40%	40%	51%	37%
10	Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails	50%	34%	55%	36%
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Deskpads, Refills, Planners	55%	46%	58%	46%
12	Garbage Can Liners, Shredder Bags	64%	45%	47%	40%
13	Carts, Handtrucks	48%	41%	47%	32%
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases	46%	31%	46%	31%
15	Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats	63%	49%	70%	50%
16	Clocks, Hooks, Lamps (including Desk Lamps and Light Bulbs)	53%	36%	50%	36%
17	Correction Fluid, Correction Tape, Correction Pens	66%	59%	61%	48%

<b>18</b>	Food Service Ware: Cups, Spoons, Forks, Plates, Bowls	<b>56%</b>	<b>44%</b>	<b>55%</b>	<b>44%</b>
<b>19</b>	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners and Other Cleaning Supplies	<b>50%</b>	<b>40%</b>	<b>50%</b>	<b>45%</b>
<b>20</b>	Chalk Erasers, Dry Erase Erasers, Chalk	<b>55%</b>	<b>47%</b>	<b>58%</b>	<b>47%</b>
<b>21</b>	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	<b>45%</b>	<b>25%</b>	<b>42%</b>	<b>29%</b>
<b>22</b>	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	<b>42%</b>	<b>39%</b>	<b>52%</b>	<b>41%</b>
<b>23</b>	Headsets, Headset Accessories, Headphones	<b>37%</b>	<b>25%</b>	<b>37%</b>	<b>30%</b>
<b>24</b>	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	<b>53%</b>	<b>40%</b>	<b>63%</b>	<b>55%</b>
<b>25</b>	Knives, Cutters, Blades, Scrapers	<b>55%</b>	<b>42%</b>	<b>61%</b>	<b>49%</b>
<b>26</b>	Labels, Label Makers, Label Holders	<b>60%</b>	<b>42%</b>	<b>56%</b>	<b>44%</b>
<b>27</b>	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper	<b>67%</b>	<b>58%</b>	<b>67%</b>	<b>58%</b>
<b>28</b>	Markers, Highlighters, Felt Pens	<b>63%</b>	<b>50%</b>	<b>63%</b>	<b>48%</b>
<b>29</b>	Mouse, Keyboards, Wrist Rests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers	<b>45%</b>	<b>27%</b>	<b>43%</b>	<b>30%</b>
<b>30</b>	Notebooks, Notepads, Pads of Paper, Sticky Notes	<b>73%</b>	<b>51%</b>	<b>73%</b>	<b>58%</b>
<b>31</b>	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves	<b>56%</b>	<b>38%</b>	<b>64%</b>	<b>49%</b>
<b>32</b>	Paper (including Copy Paper, Writing Paper, Stationery Paper, Color Paper, etc.)	<b>70%</b>	<b>58%</b>	<b>75%</b>	<b>65%</b>
<b>33</b>	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills	<b>65%</b>	<b>45%</b>	<b>65%</b>	<b>55%</b>
<b>34</b>	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	<b>56%</b>	<b>38%</b>	<b>70%</b>	<b>55%</b>

<b>35</b>	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	<b>67%</b>	<b>55%</b>	<b>70%</b>	<b>60%</b>
<b>36</b>	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	<b>53%</b>	<b>40%</b>	<b>60%</b>	<b>36%</b>
<b>37</b>	Staplers, Staples, Staple Removers	<b>64%</b>	<b>55%</b>	<b>65%</b>	<b>50%</b>
<b>38</b>	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	<b>52%</b>	<b>43%</b>	<b>51%</b>	<b>36%</b>
<b>39</b>	Tape, Tape Dispensers, Embossing Tape, Velcro Products	<b>62%</b>	<b>52%</b>	<b>60%</b>	<b>50%</b>
<b>40</b>	Breakroom Paper Products: Tissue, Paper Towels, Napkins	<b>52%</b>	<b>45%</b>	<b>52%</b>	<b>44%</b>
<b>41</b>	Toner Cartridges, LaserJet HP Brand only including High Yield	<b>45%</b>	<b>38%</b>	<b>45%</b>	<b>37%</b>
<b>42</b>	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums	<b>40%</b>	<b>31%</b>	<b>42%</b>	<b>31%</b>
<b>43</b>	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	<b>39%</b>	<b>30%</b>	<b>35%</b>	<b>30%</b>
<b>44</b>	Remanufactured and Bio-based Toner and Ink Cartridges	<b>54%</b>	<b>46%</b>	<b>52%</b>	<b>50%</b>
<b>45</b>	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	<b>58%</b>	<b>29%</b>	<b>63%</b>	<b>55%</b>
<b>46</b>	USB Drives, Flash Memory, Zip Disks	<b>45%</b>	<b>15%</b>	<b>35%</b>	<b>18%</b>
<b>47</b>	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools, Crayons	<b>45%</b>	<b>40%</b>	<b>57%</b>	<b>50%</b>
<b>48</b>	Un-Categorized Spend	<b>41%</b>	<b>32%</b>	<b>42%</b>	<b>30%</b>

If you have questions about the discount percentage(s) you are receiving, contact the respective vendor on the following pages.



Master Agreement # PO-10700- 00012990  
PA # N-2023-OFFICE-0001  
IRIS MA # 240000181  
Contract Expiration 12/31/24

To receive contract pricing, an ODP business account must be initiated by contacting Rob Boyer. Shipping, billing, and delivery options should be set up when the new account is initiated.

**Rob Boyer**

Phone: 907-202-1277

Email: [rob.boyer@officedepot.com](mailto:rob.boyer@officedepot.com)

**Buy Online for Delivery AND/OR Store Pickup**

Receive your State of Alaska NASPO contract pricing by placing orders at [www.odpbusiness.com](http://www.odpbusiness.com)

Orders placed online can be delivered, or are available for in store pickup at any Office Depot and/or OfficeMax retail store location. Shipping, billing, and delivery options should be set up when the new account is initiated.

**Delivery questions & concerns :**

- **Anchorage, Mat-Su Valley, Kenai Peninsula deliveries**  
Suzy Osborne: 907-277-7470  
[ods00557csr@officedepot.com](mailto:ods00557csr@officedepot.com)
- **Fairbanks area deliveries**  
Stephen Gano or Anthony Kennedy: 907-202-8704 extension 4  
[CSR06466@OfficeDepot.com](mailto:CSR06466@OfficeDepot.com)
- **Juneau area deliveries**  
James Norvell or Angela Kolp: 907-523-2900  
[Juneaudeliveries@officedepot.com](mailto:Juneaudeliveries@officedepot.com)

**Customer Service:**

For immediate assistance, please call Customer Service @ 888-2-OFFICE



Master Agreement # PO-10700-12991  
PA # N-2023-OFFICE-0002  
IRIS MA # 240000181  
Contract Expiration 12/31/2024

### [Ordering Website](#)

**Statewide Account Manager:** Cheryl Sandman

**Phone:** (206) 349-8027

**Email:** [cheryl.sandman@staples.com](mailto:cheryl.sandman@staples.com)

**Customer Success Consultant:** Donna Stewart

**Phone:** (303) 373-8237

**Email:** [donna.stewart@staples.com](mailto:donna.stewart@staples.com)

Use the following link if you need to sign-up for a new Staples account:

<https://register.staplesadvantage.com/doRegister?RegFormId=BDlyfo>

**\*\*Staples is now offering home delivery for the people that are working at home. They will send orders through USPS. All orders for home delivery must be paid with CC/P card only.\*\***

**Need to be set up as a new user? Have questions about how we can help?**

**Contact your Account Manager Cheryl Sandman at [cheryl.sandman@staples.com](mailto:cheryl.sandman@staples.com) or 206-349-8027**

### **Why Shop with Staples?**

Here are just a few reasons to shop with Staples, saving you time and saving your department money:

- Easy purchasing process on one of the top 5 eCommerce sites in the world
- Order efficiency
- User-friendly catalog shopping
- Dedicated experts
- A single provider for all your needs
- Access to competitive contract pricing exclusively for the State of Alaska

See next page for more information.



# NASPO ValuePoint OFFICE SUPPLIES



**Master Agreement Number:** PO-10700-00012991    **Expiration Date:** 12/31/24



## EVERYTHING YOU NEED TO RUN YOUR ORGANIZATION.

Staples® offers much more than office supplies for your organization. Let us help you keep your department more productive, connected and inspired.

### Technology and Managed Print Services

- Everyday tech like mice, keyboards, flash drives and headsets
- The latest PCs, printers, servers and more from top vendors
- Save time and money with a customized program for your printer fleet



### Furniture

- The latest furniture styles from 250 brand manufacturers
- Strategic planning and professional design services for any size space
- Experts dedicated to turning your vision into reality



### Facilities

- Industry-leading brands you know and trust
- Insight from facility specialists using the industry's first and only mobile solution to conduct site assessments
- A custom program designed for your facility needs and your bottom line



### Breakroom

- Snacks, drinks and coffee from top brands
- Coffee and water services
- Wide assortment of convenient cleaning items including eco-conscious options



### Print & Marketing Services

- Professional-quality digital prints, custom design services and marketing materials
- Partnerships with top print producers who invest in state-of-the-art technology
- Everything from basic copies to full offset printing and wide-format needs



### Promotional Products

- One of the top distributors of promotional products in the world
- Apparel, headware, bags, coolers, drinkware, corporate gifts and more
- We have experts to help with program ideas and product options



### Office Supplies

- Business essentials, such as desk supplies, writing instruments, filing products, ink, toner, paper and more
- Quality essentials from brands you know and trust
- Sources for all of your business needs, even if you don't see them online



### Pack & Ship

- Warehouse and mailroom essentials
- Consultation on shipping and packing supplies to improve profitability
- 40 years of industry experience







## Save on personal purchases for your home and family.

The State of Alaska is proud to partner with Staples Business Advantage to extend our custom program pricing to our associates and families.

Register for your organization's Staples Business Advantage program to get more done every day. We make finding, buying, and delivering the right solutions faster and easier.

### **Enjoy these great benefits:**

- Easy online ordering on [StaplesBusinessAdvantage.com](https://StaplesBusinessAdvantage.com)
- Simple order management to track and view the status of your orders
- Shopping lists for quick reordering
- Wide selection of brands you trust
- Hassle-free returns
- Free, fast delivery\*

**[CLICK HERE TO REGISTER](#)**

### **How to get started:**

1. Complete the online registration form to create your new user profile
2. You will receive an email confirmation that your registration has been submitted
3. Look for an email to finish setting up your user profile and unique password to begin ordering instantly

**Login to [StaplesBusinessAdvantage.com](https://StaplesBusinessAdvantage.com) to enjoy savings on personal purchases.**