

Statewide Information Sheet

Statewide Contract Number	99999-SPD-SPD0000065	NIGP Code	See Page 5
Name of Contract	Office Supplies		
Effective Date	April 1, 2012	Expiration Date	March 31, 2014
Contract Table of Contents			
Vendors Awarded	2	Contract Information:	CONVENIENCE CONTRACT
Contract Information for Vendor			Page Number
<u>Staples (Paper & Toner Items)</u>			2
<u>OfficeMax (General Office Supplies)</u>			3
Additional Contract Information			
<u>Ordering Instructions</u>			4
<u>NIGP Codes</u>			5
<u>DOAS Contact Information</u>			6

Vendor Information Sheet

Contract Information			
Statewide Contract Number	99999-SPD-SPD0000065-0001		
PeopleSoft Vendor Number	0000426763	Location Code	1
Vendor Name & Address			
Staples Contract and Commercial, Inc. 500 Staples Drive Framingham, MA 01702			
AWARDED CATEGORY: PAPER & TONER			
Contract Administrator			
Lamar Huff 6600 Peachtree Dunwoody Road, NE, Building 600, Suite 400 Atlanta, GA 30328 Phone: 1-706-616-4221 Email: lamar.huff@staples.com			
Contact Details			
Ordering Information	Orders may be placed via Staplesadvantage.com (for customers not setup on Team Georgia Marketplace), via Team Georgia Marketplace, Fax or Phone		
Remitting Information	Staples Advantage Dept ATL P.O. Box 405386 Atlanta, GA 30384-5386		
Delivery Days	Orders placed by 5:00 PM EST will be delivered next business day		
Discounts	See Pricing Section		
Payment Terms	Net 30 Days		
Bid Offer includes	State and Local Government		
Acceptable payment method	Vendor will accept Purchase Orders and Purchasing Cards under this contract as permitted by current policies governing the Purchasing Card program.		

Contract Information			
Statewide Contract Number	99999-SPD-SPD0000065-0002		
PeopleSoft Vendor Number		Location Code	1
Vendor Name & Address			
OfficeMax North America 263 Shuman Blvd. Naperville, IL 60563			
AWARDED CATEGORY: GENERAL OFFICE SUPPLIES			
Contract Administrator			
Emily Benedict 4800 Highlands Parkway Smyrna, Georgia 30082 615-585-1258 Email: emilybenedict@officemax.com			
Contact Details			
Ordering Information	Orders may be placed via officemaxsolutions.com (for customers not setup on Team Georgia Marketplace), via Team Georgia Marketplace, Fax or Phone		
Remitting Information	OfficeMax North America P.O. Box 101705 Atlanta, GA 30392-1705		
Delivery Days	Orders placed by 4:30 PM EST will be delivered next business day		
Discounts	See Pricing Section		
Payment Terms	Net 30 Days		
Bid Offer includes	State and Local Government		
Acceptable payment method	Vendor will accept Purchase Orders and Purchasing Cards under this contract as permitted by current policies governing the Purchasing Card program.		

Ordering Instructions

STAPLES (PAPER & TONER)

Customers not on Team Georgia Marketplace (TGM) can place orders by either of the following methods:

1. **On-line via Staplesadvantage.com**

Follow this link to obtain registration information if this is your first time on the website:

<http://staplesadvantage.com/stateofga/>

2. Phone orders may be placed by dialing: **888-593-0146**

3. Purchase Orders may be faxed to: **888-222-8618**

Customers transitioned onto Team Georgia Marketplace (TGM) should follow the instructions outlined in the TGM training materials.

OFFICEMAX (GENERAL OFFICE SUPPLIES)

Customers not on Team Georgia Marketplace (TGM) can place orders by either of the following methods:

1. **On-line via officemaxsolutions.com.** To register to use officemaxsolutions.com, please contact your local OfficeMax representative or Ms. Emily Benedict at 615-585-1258.

2. Phone orders may be placed by dialing: **800-472-6473**

3. Purchase Orders may be faxed to: **877-251-7301**

Customers transitioned onto Team Georgia Marketplace (TGM) should follow the instructions outlined in the TGM training materials.

NIGP CODES

60000, 60588, 61500, 64500, 20772, 60003,60005, 60008, 60011,
60014, 60015, 60016, 61035, 61042, 61049, 61052, 61056, 61063,
61070, 61073, 61077, 61084, 61091, 61096, 62010, 62020, 62030,
62040, 62050, 62055, 62060, 62070, 62071, 62079, 62080, 62081,
62085, 62086, 62090, 62094, 62098, 61007, 61014, 61016, 61021,
61028, 61033, 61034, 61503, 61504, 61505, 61507, 61509, 61511,
61513, 61514, 61515, 61517, 61518, 61519, 61520, 61521, 61523,
61500, 62000, 61000, 64500

DOAS Contact Information

Name: Marcus E Rahming

Phone: 404-657-6873

Fax: 770-357-7138

Note: For product and ordering information see Vendor Information Sheet