



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 4

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1249245

Procurement Type: Statewide MA (Open End)

Vendor ID: VC0000039603

Legal Name: STAPLES CONTRACT & COMMERCIAL LLC

Alias/DBA:

Total Bid: \$0.00

Response Date: 07/17/2023

Response Time: 14:37

Responded By User ID: CathyPJ

First Name: Cathy

Last Name: Peterson-Jennings

Email: cathy.peterson-jennings@sta

Phone: 586.945.5789

SO Doc Code: CRFQ

SO Dept: 0212

SO Doc ID: SWC2300000015

Published Date: 7/13/23

Close Date: 7/18/23

Close Time: 13:30

Status: Closed

Solicitation Description: OFFICE23: SWC for Office Supplies

Total of Header Attachments: 4

Total of All Attachments: 4



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1249245
Solicitation Description: OFFICE23: SWC for Office Supplies
Proc Type: Statewide MA (Open End)

Solicitation Closes	Solicitation Response	Version
2023-07-18 13:30	SR 0212 ESR07112300000000069	1

VENDOR
 VC0000039603
 STAPLES CONTRACT & COMMERCIAL LLC

Solicitation Number: CRFQ 0212 SWC2300000015
Total Bid: 0
Response Date: 2023-07-17
Response Time: 14:37:41
Comments: Please refer to our response attachments for required forms and offer details.

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
44120000			

Commodity Line Comments: Refer to Exhibit A - Pricing Page.

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.
 If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.
 Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.
 See section 18 of Instructions to Bidders for additional information.



Let's get
to work
for you.

 Staples.

State of West Virginia

CRFQ 0212 SWC2300000015

OFFICE23: SWC for Office Supplies

July 17, 2023

Presented by:

Cathy Peterson-Jennings

Business Development Director, Government & Education

(586) 945-5789

Cathy.Peterson-Jennings@Staples.com

July 17, 2023

State of West Virginia
Department of Administration, Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Attention: Mark A. Atkins

The State of West Virginia is looking for a supply partner to establish a statewide contract for office supplies. At Staples, we are dedicated to helping organizations get more done every day. That's why Staples makes finding, buying and delivering the right products and solutions faster and easier. Staples provides customized solutions to help the State of West Virginia achieve their goals. The highlights of our solution include:

- Competitive discounting structured to meet your requirements.
- Access to competitive pricing and benefits for all West Virginia State Agencies and Political Subdivisions in the State's 55 counties.
- A curated product and service offering including thousands of business essential items.
- A team of people you can count on, including a Key Account Manager providing program consultation, as well as an Inside Account Manager and Customer Success Consultant to help manage program needs.
- In-stock items delivered next day across the entire State of West Virginia.
- Easy online ordering, with the ability to set spend limits and approval flows, a line-item budget center to charge orders to multiple departments and transactional details to easily reconcile orders.

As you will see from our proposal, we have customized a program that meets your expectations for product selection, ordering efficiency and competitive pricing. This tailored program will provide you both quality service and continued value.

This proposal provides pricing to which Staples is hereby committed. Our pricing offer is valid for 60 days from July 17, 2023. Should a contract not be executed in that time, we reserve the right to adjust pricing based on any incurred manufacturer price increases. No terms (including any pricing) shall apply prior to the date the parties fully execute an agreement.

We welcome the opportunity for further discussion.

Sincerely,

Cathy Peterson-Jennings
Director, Business Development Government & Education
(586) 945-5789
Cathy.Peterson-Jennings@Staples.com



CRFQ Terms & Requirements

Terms & Conditions

Staples Contract & Commercial LLC (Staples) is pleased to submit its response to the **State of West Virginia's** Centralized Request for Quote (CRFQ). This offer is valid for 60 days from submission of this proposal. Should the **State of West Virginia** not make an award in that time, Staples reserves the right to adjust our offer based on any changes to pricing during this period.

Staples has reviewed the terms and conditions of this CRFQ. To clarify *Section 13 of the General Terms and Conditions*, we interpret “public advertised pricing” to refer to StaplesAdvantage.com.

Response to Specification Requirements

3.1 Mandatory Eligible Item Requirements: Eligible Items must meet or exceed the mandatory requirements listed below. 3.1.1 Eligible Items must be new and unused, easily identifiable, and have traceable markings where appropriate. 3.1.2 Vendor must offer a minimum of 10,000 items for purchase.

Staples exceeds the Mandatory Eligible Item Requirements. We offer the **State of West Virginia** convenient ways to find and purchase the products you need, including our e-commerce ordering site and our suite of catalogs. The **State of West Virginia's** Vendor and Wholesale catalogs will contain more than 50,000 items. Staples' total national product assortment includes more than 400,000 items and is available to the **State of West Virginia**.

3.2 Mandatory Catalog Requirements: Eligible vendor(s) must meet or exceed the mandatory Catalog requirements listed below: 3.2.1 Vendor must provide an on-line catalog to permit ordering. 3.2.1.1 A link to the online catalog should be submitted with bid and is required prior to award.

Staples exceeds the Mandatory Catalog Requirements. The Staples electronic catalog is available online at: <https://www.staplesadvantage.com/sites/digital-catalogs/2023-full-line-catalog.html>. Our full assortment can be found on www.StaplesAdvantage.com.

3.2.2 Vendor Catalog must contain a minimum of 10,000 eligible items. 3.2.3 Vendor Catalog must contain items in each of the categories identified on the Exhibit_A Pricing Pages. 3.2.3.1 Any catalog submitted that does not contain products for all categories will be disqualified. 3.2.4 Vendor must submit entire catalog of items available to purchase under this contract prior to award in an excel format. 3.2.4.1 Catalog items must be identified and grouped by category and contain at a minimum the following information: 3.2.4.1.1 Category; 3.2.4.1.2 Item description; 3.2.4.1.3 Item catalog manufacturer's retail/list price; 3.2.1.1.4 Category discount percentage; 3.2.1.1.5 Item net price (after discount percentage applied);

Staples carries products in all categories identified in Exhibit A. We will provide an Excel file of all items available to purchase under this contract prior to award containing the required information. The **State of West Virginia's** Vendor and Wholesale catalogs will contain more than 50,000 items.

3.3 Website Online Catalog and Ordering Capabilities: Vendor shall provide an online catalog with help function, order tracking, and related prompts that open automatically to an item's description, part number, Net price (after discount percentage applied to Manufacturer Retail/List price), and photo of item. 3.3.1 Online ordering capability must be available to all Agencies within 30 days of the Contract award. 3.3.2 The online catalog must include information about all the products in each category. 3.3.3 Online catalog must identify contract items with an easily identifiable "on contract" symbol. 3.3.4 Item must indicate availability of item at time of purchase.

Staples exceeds the Website Online Catalog and Ordering Capabilities Requirements. Our ordering site, StaplesAdvantage.com, has all of the capabilities outlined above. For more details on our website, refer to the *Easy Online Ordering* information in the following section of this proposal.

3.4 Mandatory Vendor/Contractor Requirements: 3.4.1 Vendor must provide two (2) references from current or former client firms for similar projects performed for any clients within the last three (3) years. See the attached Exhibit_B Reference Check Form.

Staples has provided references, as requested. Please refer to the attached **Exhibit B Reference Check Form**.

5.2 Vendor shall also provide a weblink and login instructions for online catalog viewing for evaluation purposes.

There are a number of ways you can learn more about the features and functions of our robust ordering site, StaplesAdvantage.com.

Video Tutorial

The **State of West Virginia** can view the full suite of features and capabilities of StaplesAdvantage.com by viewing the tutorial video at the link below. You'll learn how easy it is to find the items you need, create shopping lists, manage your account, set up delivery notifications, check order status, use shortcuts on the help center, make a hassle-free return and more.



Click on the picture above to open a full tutorial of all of the latest time-savings features on StaplesAdvantage.com.

Welcome User Guide

Our welcome user guide provides a self-paced instructional guide on the user and administrative features of StaplesAdvantage.com.

Browsing Experience

Staples provides a browsing experience to users who don't have login credentials. By visiting StaplesAdvantage.com viewers can:

- Search our entire catalog to see our assortment.
- Click on Information icons to get more information about browsing, lists, dashboard, etc.
- Find more information on Staples' offerings and other sites under the Learn tab.
- Track orders without logging in through our Track Order feature — simply enter the order number and email address.

Demo Site Access

If needed, Staples can also provide RFP evaluators access to the **State of West Virginia's** current ordering instance on StaplesAdvantage.com. Please contact Cathy Peterson-Jennings to arrange access. Note that this site will reflect the current program setup for the **State of West Virginia**. The site won't reflect proposed pricing until after contract award.



6.1.1 Online Ordering: Vendor must accept on-line orders through a secure internet ordering portal/website. Vendor should include in its response a brief description of how Agencies may utilize the on-line ordering system.

Staples implements a number of rigorous safeguards to secure and protect customer data and the privacy of customer transactions on StaplesAdvantage.com. We review our security methods and procedures on a regular basis to provide reasonable and prudent levels of security.

- **Authentication** – All users must provide a case-sensitive user ID and password to log into StaplesAdvantage.com. After login, users receive an encrypted session ID in the form of a browser cookie.
- **Password Security** – All passwords are stored encrypted. Every web page or frame that includes passwords or allows users to enter or change passwords uses Transport Layer Security (TLS).
- **Impersonation** – User ID and password pairs provide initial security from impersonation. Encrypting passwords and session IDs add to that security by preventing counterfeiting of session credentials.
- **Secure Storage of Customer Data** – All customer information is stored in a database located behind multiple firewalls. It cannot be accessed directly from the internet. Firewall rules prevent passing data to any unauthorized IP address inside or outside the Staples network.
- **Credit Card Security** – All credit card numbers are stored encrypted in a database isolated from all other systems at Staples. StaplesAdvantage.com does not send credit card information to payment processing institutions over the internet.
- **PCI Compliance** – StaplesAdvantage.com complies with all PCI standards as developed by the major credit card companies. For our customers and our company, it is critical that we maintain the highest credit card security standards.

For more details on our website, refer to the *Easy Online Ordering* information in the following section of this proposal.



Overview & Staples' Customer Commitments

For more than 37 years, Staples has been the industry leader in workspace products like furniture, technology, cleaning products and traditional office supplies. This experience has helped our customers navigate, thrive and succeed in the ever-changing world of work. Our years of expertise helps businesses of all sizes get more done every day. Your world of work is moving fast. That's why Staples makes finding, buying and delivering the right products and solutions faster and easier.



People you can count on.

Staples is at your side with experts in product selection, fulfillment, customer service and account management.



The right solutions.

A wide selection of products and services specially curated for your organization's unique needs.



Easy online ordering.

Easy search and order, self-service options and hassle-free returns. Plus, budgeting and spend management tools.



Free, fast delivery.*

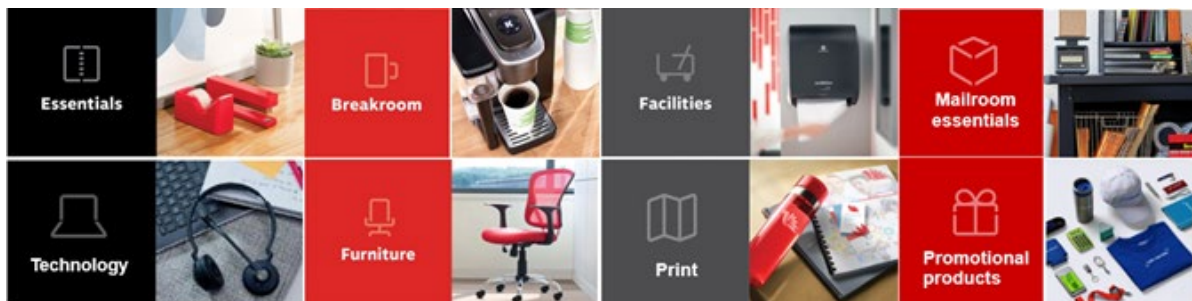
*On qualifying orders

Most items delivered next day via our reliable, professional delivery team.

How We Serve Our Many Customers

Headquartered near Boston, Staples operates in North America. Our organizational structure is aligned to meet the unique needs of our customers. Our nationwide distribution network reduces the amount of time and money our customers spend on managing suppliers, placing orders and processing invoices. Plus, your associates have the flexibility to shop how they want — online with free next-day delivery, in-store at any of our national retail locations or via mobile.

Our many products and service solutions, along with a dedicated Account team, help you achieve your goals.



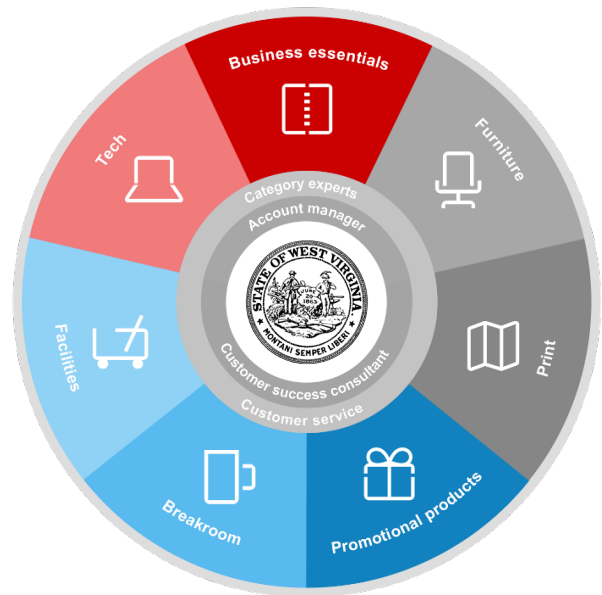
You Can Count on Us

- Reliable financial stability allows us to continually evolve to meet the needs of our customers, as a strong, stable supplier.
- Unmatched convenience with a network of U.S. stores for easy same-day purchasing solutions.
- Community involvement with 36,500 associates across the U.S.
- Eco-responsible business partner to help customers boost everyday sustainability.
- Committed to inclusion and diversity internally and with our diversity suppliers, products and programs.

People You Can Count On

With Staples, the **State of West Virginia** gets a team of people that you can count on:

- **Key Account Manager** – Your partner to provide insights, recommendations and solutions with responsibility for the strategic direction of your program.
- **Inside Account Manager** – Your agency-level partner to recommend easy ways to maximize your program, working closely with your purchasing team at each of your locations.
- **Customer Success Consultant** – Your support to help with your daily programmatic needs.
- **Category Experts** – Your industry experts in facilities, technology, furniture, print and promotional products provide ongoing consulting for every area of your workspace.
- **Customer Service** – Trained and empowered representatives available to provide timely support through live chat, email and phone.



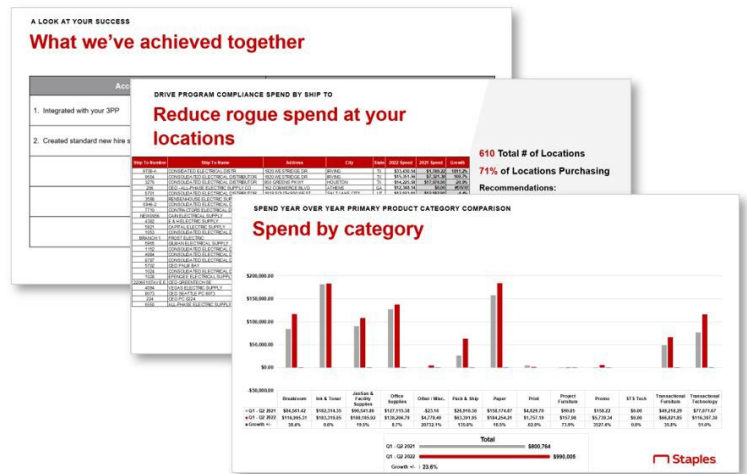
With dedicated customer service teams, 90% of customer inquiries are resolved during the first contact. This ensures our account management and field support teams have the time to offer our customers the very best service possible.

Business Reviews

Your Account Management team will meet with you regularly to deliver a comprehensive business review of your program with Staples. We customize the structure and focus of the review based on your goals and purchasing history, as well as business insight gathered from industry trends. These reviews:

- Benchmark the **State of West Virginia's** program results in comparison to businesses of your similar size and industry

- Evaluate program efficiency and share key usage metrics
- Provide workplace insight based on thought leadership, industry research and opportunities unique to your business
- Highlight new products and services
- Identify cost savings opportunities like:
 - Rationalizing product assortments
 - Streamlining invoices and administrative costs
 - Improving online and mobile ordering and return percentages
 - Identifying product alternatives, like our own brand product lines
 - Setting goals for minimizing returns and small orders to decrease program costs
- Develop goals and action plans to grow the value of your Staples program



The Right Solutions

From business essentials to facility supplies, custom print to furniture, Staples offers an unmatched selection of products and services, saving you the time and expense of dealing with multiple vendors. With free next-day delivery available for more than 400,000 products on our e-commerce site, Staples is ready to help you get more done every day.

Our industry-leading breadth and depth of solutions includes:

Innovative Product Solutions

With the introduction of our new innovative products we offer tools and systems that help drive solutions in business essentials, breakroom, facilities, technology and furniture:

- **Tru Red** – Thoughtfully designed business essentials to help you work, create and innovate better. Quality tested and engineered to last.
- **NXT Technologies** – Tech products to keep your teams connected and productive — whether they're at the office or the airport, a coffeehouse or the couch.
- **Coastwide Professional** – Professional-grade facility and pack and ship supplies built to spec and made to perform, with no wasted product or labor.
- **Perk** – Breakroom essentials designed with quality, value and just the right touch of personality to bring fun and energy to break time.

- **Union & Scale** – Furniture and decor that work together in perfect harmony. There’s a collection for every style and work style.

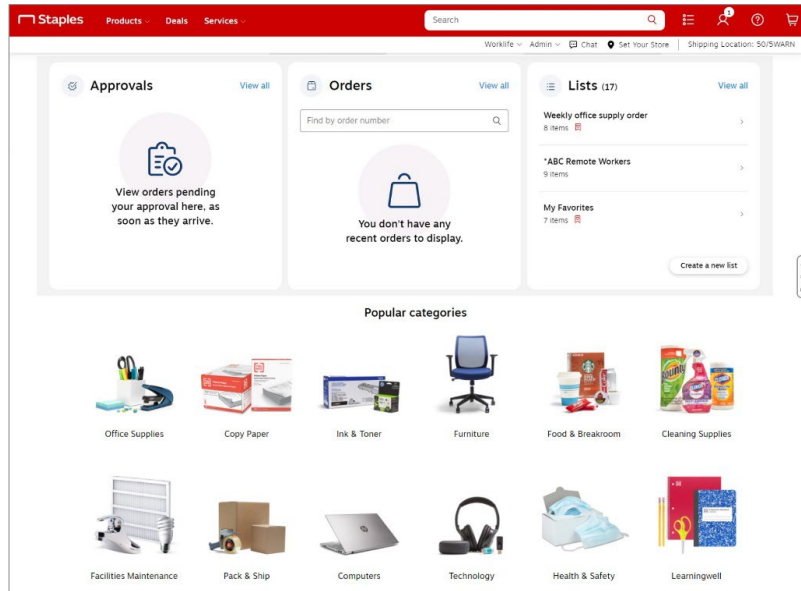
We’ve simplified our product assortment to focus on the right choices for business versus every product out there. So, it will be easier to get exactly what you need.

Business Essentials	Staples will help the State of West Virginia search for a better way. We fulfill the essentials for teams to be more productive, organized and inspired. We carry everything from copy paper to smart phones and accessories, with a wide selection of green and MWBE products.
Facility Solutions	We know that results matter. We will work with you to provide a clean, efficient and seamlessly stocked workspace. Our Facility Solutions offering includes a wide selection of products from best-in-class manufacturers, including Diversey, GOJO, Georgia-Pacific, Kimberly-Clark and Rubbermaid.
Furniture Solutions	We will work with you on your journey to create a productive, collaborative environment with inspired workspaces through our products, technology, people and services. Our Furniture Solutions offering provides access to more than 100 best-in-class manufacturers, including Allsteel, HON, Global and National.
Print & Marketing Services	We will create custom print essentials and high-quality products through our expertise and technology. Every year, we handle more than 396,000 print jobs. It is clear customers are already choosing Staples as their trusted print provider.
Technology Solutions	We offer differentiated and thoughtfully designed tech products and exclusive brands. Our Technology Solutions offering includes a wide selection of products from everyday tech and data center solutions to printer fleet management and network services. With more than 1,000 vendors and suppliers, we offer more than one million items delivered nationwide.
Breakroom Solutions	We will help you create a more connected and inspired workspace with a complete breakroom experience. From coffee and coffee brewers to water coolers, cutlery and snacks, the wide variety of products we offer in this category continues to match the needs of every generation in the workforce. Our breakroom specialists are ready to analyze your space and provide cost saving recommendations.
Mailroom & Shipping Supplies	You can depend on Staples to have a huge selection of the best brands in business, mailroom and shipping supplies. We can help you get the job done right — every time.
Promotional Products	With more than 700,000 products plus well-cultivated relationships with a global supply network, Staples will help you create unique branded solution.



Easy Online Ordering

At StaplesAdvantage.com, you can do more than order the products you need. Our site is fully customizable to your unique needs. StaplesAdvantage.com provides easy online ordering, the ability to set spend limits, approval flows, and charge orders to multiple departments plus transactional details to easily reconcile orders. Order management is easy with shopping lists for fast reordering, order tracking, delivery notifications, free returns, reporting and online bill pay. And, we have experience integrating with more than 150 third-party purchasing platforms.



With more than 400,000 products available, finding what you need is easy with StaplesAdvantage.com.

Easy Ordering Tools

StaplesAdvantage.com provides features and functionalities to streamline your ordering process while minimizing time spent on purchasing the items your organization needs to succeed.

Key features include:

- **Increased Login Security** – Website generated welcome email contains a password set up link for customers to create their unique password for enhanced security.
- **Easy Search & Navigation** – New header design for effortless navigation and approvals, orders and shopping lists displayed on the home page for easy access. Search by keyword or item number for a summary of categories and top-ranking items that match your criteria. Narrow results by category, brand or your previously purchased items. Advanced search with auto-suggest terms to find what you want fast and the ability to add to your cart from search to save time.

- **Product Comparisons** – Compare up to four products at time to make an informed selection and read product reviews.
- **Shopping Lists** – Create and save lists of frequently ordered or preferred contract items for faster reordering while maintaining program compliance. Easily add new items to a shopping list by clicking on the Add to List icon on product tiles and pages.
- **Order Status & Tracking** – View details on all orders placed in the past 24 months, track your orders and view proof of delivery.
- **Hassle-Free Online Returns** – Process returns by clicking Return an Item from the Order History page.
- **Ink & Toner Finder** – Search by brand, model or cartridge number. Our enhanced ink and toner finder also includes past purchases and allows you to save printer information. Or choose from a range of free recycling options by clicking under the Help Center.
- **Frequently Purchased** – View and reorder items ready for replenishment by clicking on Frequently Purchased under the Lists icon. Frequently purchased items now include a list of products purchased over a two-year timeframe. All order management essentials are available in order history: order search, details, tracking and returns, with up to two years of history.
- **Easy Savings Alternative** – Easy savings alternative products are presented on the product page and at checkout if a like item with a lower price is available.
- **Customizable Print Products** – Personalize business cards, greeting cards, rubber stamps, nameplates and more using your own design or standard company templates.
- **Robust Help Center** – The StaplesAdvantage.com Help Center enables customers to search help topics, manage their account, track or return orders, contact customer service, view or print their packing slip, get pre-paid address labels to recycle ink and toner and more.

Online Procurement Controls

The **State of West Virginia** can achieve greater control over your purchasing with StaplesAdvantage.com, whether integrated with your existing e-procurement systems or on its own. We offer:

- **User & Location Management** – Easily add new users, supervisors and account administrators and remove, modify or add shipping locations.
- **Account Maintenance** – Authorized profiles can add, modify and delete users, shipping locations, budget centers and PO/PO Releases.
- **Budget & Approval Controls** – Establish spending limits and approval routing to track account expenditures by user and department.
- **Customization Features** – Customize your platform with special instructions and messages to keep users in program compliance.

Mobile Capabilities

The **State of West Virginia's** employees can order products, track shipments and access their accounts on their tablets or smartphones using our mobile app. Available for Android and Apple devices, features of the Staples Advantage mobile app include:

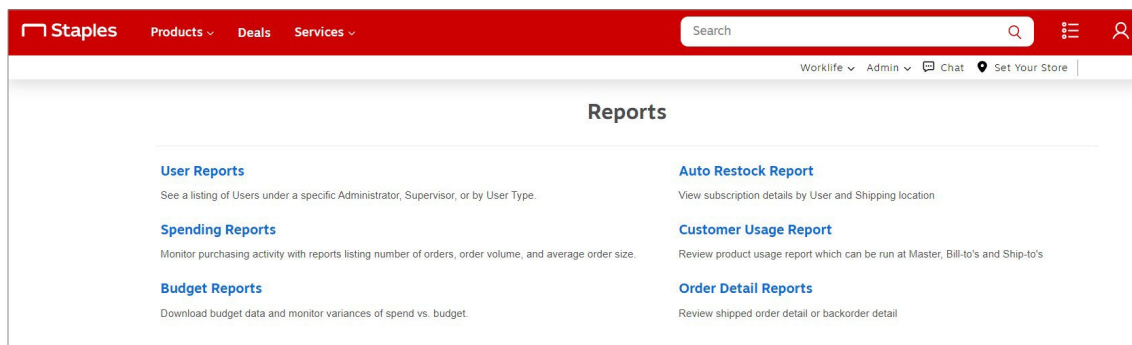
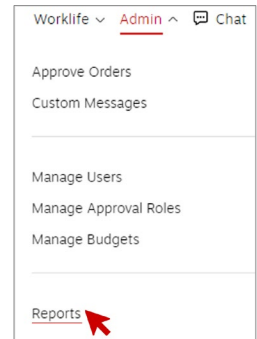
- Full account information, including recent orders, orders pending approval and custom deals

- Scan-to-order functionality
- Search, browse and order on the go
- One-touch order approvals
- Shopping lists for quick replenishment
- Ink & Toner Finder
- Quick Order entry
- Filterable search results
- Order status and package tracking
- Integration with StaplesAdvantage.com
- Secure Remember Me feature for login convenience

Online Reporting

State of West Virginia-designated employees can easily access on-demand reports on StaplesAdvantage.com:

- User reports provide pertinent user information including approval hierarchy, ordering limits and assigned ship-to or budget center information.
- Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.
- Budget reports allow you to monitor the variances between spend versus budget.
- Auto Restock reports all you to view subscription details by user and shipping location.
- Customer Usage reports allow you to review product usage which can be run at master, bill-to or ship-to level for up to 24 months.
- Order Detail reports allow you to review shipped order detail or backorder detail for up to 24 months, with additional data options available.



Access Reports under the Admin tab of StaplesAdvantage.com

Scalability

If the **State of West Virginia** has a surge in new hires or opens a new facility, your Staples team is ready. StaplesAdvantage.com is fully scalable to meet your changing business needs. We have the infrastructure in



place to handle the ordering needs of additional users without affecting website performance. We analyze site capacity levels and plan for additional volume months in advance. We conduct stress tests regularly to ensure optimum site performance and site speeds.

Fast & Reliable Delivery

Staples delivers an average of 550,000 cartons per day. Our supply chain network enables us to reach 98% of the U.S. with next-business-day delivery. Our delivery experience, combined with our advanced distribution network, makes us the industry leader.

Every component of our operation is refined to quickly and accurately fill, ship and track orders for the **State of West Virginia**. Key differentiators include:

- Automated warehouse processes ensure the highest levels of order accuracy and on-time delivery
- Continuous service level and cost improvement driven by our Lean Six Sigma quality approach
- A low-cost, efficient network insulates from industry-wide cost increases
- Focus on consolidated deliveries and improved processes to reduce waste
- Ability to track the progress of all deliveries, from order placement to arrival

Fulfillment Centers

With our national network of strategically located fulfillment centers, we can provide next-business-day delivery across West Virginia. We recently increased the square footage across our 23 strategically located fulfillment centers, ensuring we have more product in stock for next-business-day deliveries. Operating our own fulfillment centers means we can keep direct and operational costs low.

Low Direct Costs

We purchase in bulk and stock most of the products our customers need, reducing our dependence on wholesalers and keeping product costs low.

Low Operational Costs

Our fulfillment centers are located close to our delivery partners, vendors and customers which translates to low network costs.

Our fulfillment centers are highly automated. This means the correct products arrive on time and undamaged. Our technology includes:

- **Radio Frequency** – Items are tagged with radio frequency tags for easier tracking and identification
- **Pick-to-Voice** – Operators use voice activated technology to identify product and receive instructions
- **SmartSize™ Packaging** – Packaging is customized to the size of the order, reducing waste
- **Robotic Material Handling** – Our robotic system incorporates two types of automated vehicles into a unified system bringing both high and low velocity items to a single pick and pack station

Delivery Operations

Staples uses a combination of our own fleet, national delivery services, Staples-exclusive carriers and third-party couriers to ensure the fastest, most efficient delivery options for our customers. Our third-party couriers undergo a rigorous evaluation process and we require them to meet our customers' service level agreements. We select our couriers based on the caliber of their management and delivery drivers, their equipment and, more specifically, their ability to provide timely and excellent customer service.

Staples has the infrastructure to reach the entire **State of West Virginia** with next-business-day delivery. The **State of West Virginia** is primarily supported by our fulfillment centers located in:

- Charlotte, NC
- Greencastle, PA
- London, OH



West Virginia Local Presence

With a commitment to serving businesses throughout North America, Staples has a presence in many States throughout the U.S., including West Virginia. Our presence in the Mountain State includes:

- **50** Staples associates
- **\$2.4M+** paid in West Virginia taxes last year*
- **3** Staples retail stores, including 1 near the Capital Complex

*Reflects 2021 information

Getting Involved

Staples is committed to our associates and the communities in which they live. From customers to colleagues, we all share in each other's success and dedicate our time and resources to community service, community events, mentoring, fundraising and much more.

One example of this is our Staples Cause for Caring program, which was founded by our associates and is funded by both associate and corporate contributions. The fund offers relief for associates in need of financial assistance due to significant events or other circumstances beyond their control. Since 2013, the program has funded more than \$6.2M in grants and helped more than 5,100 Staples associates.

Other ways in which we support our communities is through fundraising and volunteerism. Some of the organizations we have supported over the years include:

- American Diabetes Association
- The Children's Miracle Network Hospital
- The United Way Day

- The Boys & Girls Club
- Inner City Scholarship Fund
- Cradles to Crayons Backpack-A-Thon
- Staples Heart Walk

We are devoted to growing and maintaining a diverse and inclusive culture. We have established and expanded internal Business Resource Groups (BRGs) to support and further our diversity strategy and business goals. Staples' BRGs are key drivers in our efforts to be an inclusive and diverse place to work. Comprised of more than 1,000 associates, each BRG has a senior-level executive sponsor who supports and advocates for them, and a co-chair who is responsible for overall programming and coordination.



CRFQ Required Forms

Staples has completed the required forms included in the CRFQ. The executed forms are attached below:

- CRFQ Assembled Form (Versions 6 and 1)
- CRFQ Instructions to Bidders and General Terms & Conditions
- CRFQ Specifications
- Federal Funds Contract Clause
- Ethics Commission Disclosure of Interested Parties Form (also attached separately)
- Exhibit A Pricing Page (also attached separately in Excel)
- Exhibit B Reference Check Form (also attached separately in Excel)
- Addendums 1 through 5

CRFQ ASSEMBLED FORM

Solicitation No: CRFQ 0212 SWC2300000015 Versions: 6 and 1
Final_CRFQ_0212_SWC2300000015_6_WV_CRFQ_FORM.PDF

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245		Reason for Modification:	
Doc Description: OFFICE23: SWC for Office Supplies		ADDENDUM_5	
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-13	2023-07-18 13:30	CRFQ 0212 SWC2300000015	6

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603
Vendor Name : Staples Contract & Commercial LLC
Address : 500
Street : Staples Drive
City : Framingham
State : MA **Country :** United States **Zip :** 01702
Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)
Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X  **FEIN#** 04-3390816 **DATE** Jul 14, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_05: Is issued for the following:

- 1 To publish the Exhibit_A Pricing Pages (revised 7/13/2023) with formula calculations corrected.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA	Refer to Exhibit A - Pricing Page	

Comm Code	Manufacturer	Specification	Model #
44120000	Varies		

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT:	2023-07-04

	Document Phase	Document Description	Page
SWC2300000015	Final	OFFICE23: SWC for Office Supplies	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245
Doc Description: OFFICE23: SWC for Office Supplies
Proc Type: Statewide MA (Open End)
Reason for Modification:

Date Issued	Solicitation Closes	Solicitation No	Version
2023-06-28	2023-07-13 13:30	CRFQ 0212 SWC2300000015	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603
Vendor Name : Staples Contract & Commercial LLC
Address : 500
Street : Staples Drive
City : Framingham
State : MA **Country :** United States **Zip :** 01702
Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)
Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X *John Geurin*

FEIN# 04-3390816

DATE Jul 11, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44120000			

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT:	2023-07-04

CRFQ INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS

CRFQ SWC2300000015 Instructions to Bidders AND General Terms & Conditions.pdf

See following pages for completed form.



INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

3. PREBID MEETING: The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

4. VENDOR QUESTION DEADLINE: Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted emails should have the solicitation number in the subject line.

Question Submission Deadline: July 04, 2023 Due by 10:00am EDT

Submit Questions to: Mark Atkins, Buyer Supervisor
2019 Washington Street, East
Charleston, WV 25305
Fax: (304) 558-3970
Email: Mark.A.Atkins@wv.gov

5. VERBAL COMMUNICATION: Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

6. BID SUBMISSION: All bids must be submitted on or before the date and time of the bid opening listed in section 7 below. Vendors can submit bids electronically through *wvOASIS*, in paper form delivered to the Purchasing Division at the address listed below either in person or by courier, or in facsimile form by faxing to the Purchasing Division at the number listed below. Notwithstanding the foregoing, the Purchasing Division may prohibit the submission of bids electronically through *wvOASIS* at its sole discretion. Such a prohibition will be contained and communicated in the *wvOASIS* system resulting in the Vendor's inability to submit bids through *wvOASIS*. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via email. Bids submitted in paper or facsimile form must contain a signature. Bids submitted in *wvOASIS* are deemed to be electronically signed.

Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason.

For Request for Proposal ("RFP") Responses Only: Submission of a response to a Request for Proposal is not permitted in *wvOASIS*. In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal prior to the bid opening date and time identified in Section 7 below, plus Not applicable convenience copies of each to the Purchasing Division at the address shown below. Additionally, the Vendor should clearly identify and segregate the cost proposal from the technical proposal in a separately sealed envelope.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
Fax: 304-558-3970

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Mark Atkins

SOLICITATION NO.: CRFQ 0212 SWC2300000015

BID OPENING DATE: 07/13/2023

BID OPENING TIME: 1:30pm EDT

FAX NUMBER: 304-558-3970

7. BID OPENING: Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: July 13, 2023 at 1:30pm EDT

Bid Opening Location: Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

8. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

9. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

10. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

11. EXCEPTIONS AND CLARIFICATIONS: The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

12. COMMUNICATION LIMITATIONS: In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

13. REGISTRATION: Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

14. UNIT PRICE: Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

15. PREFERENCE: Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and must include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

15A. RECIPROCAL PREFERENCE: The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. Any request for reciprocal preference must include with the bid any information necessary to evaluate and confirm the applicability of the preference. A request form to help facilitate the request can be found at: www.state.wv.us/admin/purchase/vrc/Venpref.pdf.

16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES: For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37 and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

17. WAIVER OF MINOR IRREGULARITIES: The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

18. ELECTRONIC FILE ACCESS RESTRICTIONS: Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

19. NON-RESPONSIBLE: The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform or lacks the integrity and reliability to assure good-faith performance.”

20. ACCEPTANCE/REJECTION: The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

21. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

22. WITH THE BID REQUIREMENTS: In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

23. EMAIL NOTIFICATION OF AWARD: The Purchasing Division will attempt to provide bidders with e-mail notification of contract award when a solicitation that the bidder participated in has been awarded. For notification purposes, bidders must provide the Purchasing Division with a valid email address in the bid response. Bidders may also monitor *wvOASIS* or the Purchasing Division's website to determine when a contract has been awarded.

24. ISRAEL BOYCOTT CERTIFICATION: Vendor's act of submitting a bid in response to this solicitation shall be deemed a certification from bidder to the State that bidder is not currently engaged in, and will not for the duration of the contract, engage in a boycott of Israel. This certification is required by W. Va. Code § 5A-3-63.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

Term Contract

Initial Contract Term: The Initial Contract Term will be for a period of One (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Alternate Renewal Term – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

Fixed Period Contract: This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

Fixed Period Contract with Renewals: This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for _____ years;

the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

One-Time Purchase: The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

Open End Contract: Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Service: The scope of the service to be provided will be more clearly defined in the specifications included herewith.

Combined Service and Goods: The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

One-Time Purchase: This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

Construction: This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

Commercial General Liability Insurance in at least an amount of: \$2,000,000.00 per occurrence.

Automobile Liability Insurance in at least an amount of: \$1,000,000.00 per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

Builders Risk Insurance in an amount equal to 100% of the amount of the Contract.

Pollution Insurance in an amount of: _____ per occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 11/1/2022

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Cathy Peterson-Jennings, Business Development Director

(Address) 17187 North Laurel Park Drive, Suite 220, Livonia, MI 48152

(Phone Number) / (Fax Number) (586) 945-5789 / N/A

(Email address) Cathy.Peterson-Jennings@Staples.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Staples Contract & Commercial LLC

(Company)

John Geurin

(Signature of Authorized Representative)

John Geurin, Senior Vice President, Commercial Sales

(Printed Name and Title of Authorized Representative) (Date)

Please contact Cathy Peterson-Jennings: (586) 945-5789 / N/A

(Phone Number) (Fax Number)

Cathy.Peterson-Jennings@Staples.com

(Email Address)

CRFQ SPECIFICATIONS

CRFQ SWC230000015 SPECIFICATIONS Office23.pdf

See following pages for completed form.



REQUEST FOR QUOTATION
CRFQ 0212 SWC2300000015
(OFFICE23)
OFFICE SUPPLIES

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies. The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog. The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 "Catalog"** means the price list or sales catalog(s) that includes all items that Vendor can and will sell under this Contract.

 - 2.2 "Catalog Price"** means the lowest price listed for an Eligible Item in Vendor's Catalog. (Ex. A box of 200 tissues priced at \$4.00 per box has a catalog price of \$4.00. A crate of tissue boxes priced at \$400.00 has a catalog price of \$400.00).

 - 2.3 "Discount Percentage"** means the percentage discount that Vendor will apply to all Agency purchases of Eligible Items in a given product category.

 - 2.4 "Discounted Price"** means the Net Price that the Vendor will charge Agencies for the purchase of Eligible Items under this Contract. The Discounted Price is the Catalog Price reduced by the Discount Percentage.

 - 2.5 "Discounted Unit Price"** means the discounted price of one Unit of an Eligible Item purchased under this Contract. The Discounted Unit Price will only be used for evaluation purposes.

 - 2.6 "Eligible Item"** means any item contained in Vendor's catalog that Vendor can and will sell to the State under this Contract and includes various office supplies by listed by category.

 - 2.7 "FSC"** means certified by the Forest Stewardship Council.

 - 2.8 "Net Price"** means the selling price of an item after the category discount percentage, rebates, promotional discounts, are applied to the Manufacturer Retail/List Price and will be amount the purchasing entity will be invoiced for the item.

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- 2.9 “Pricing Page” or “Pricing Pages”** means the schedule of prices, Discount Percentage, estimated usage, and totals contained in wvOASIS or attached hereto as **Exhibit A** and used to evaluate the Solicitation responses.
- 2.10 “Purchasing Entity”** means any Agency, Political Subdivision, City, Municipality, or identified governmental organization located within the State of West Virginia.
- 2.11 “Retail/List Price”** means pre-discount list, retail, or price based on Manufacturer’s Established Retail/List Price.
- 2.12 “RISI”** means the Resource Information Systems, Inc. (RISI) Index,
- 2.13 “RFQ”** means Request for Proposal.
- 2.14 “SFI”** means certified by the Sustainable Forestry Initiative standards.
- 2.15 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.16 “Total Bid Cost”** means the sum of the bid total column on the Pricing Pages shown below the bid total column and identified as the total evaluated price (all categories).
- 2.17 “Unit”** means the smallest measurable amount of an Eligible Item and is identified on the Pricing Pages in the Unit column. The Unit will only be utilized for bid evaluation purposes.
- 2.18 “Unit Price”** means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.
- 2.19 “Units Provided for Catalog Price”** means the total number of units of an Eligible Item contained in the package advertised for sale in Vendor’s Catalog that corresponds with the Catalog Price. (Ex. A box of 200 nuts advertised in vendor’s catalog for \$4.00 has a Units Provided for Catalog Price of 200. A crate of nuts advertised in Vendor’s catalog for \$400.00, each containing 100 boxes with 200 nuts per box, yields a Units Provided for Catalog Price of 20,000.)
- 2.20 “Vendor” or “Contractor”** means any individual, corporation, business trust, partnership, limited liability company, association, joint venture, governmental agency, public corporation, or other legal or commercial entity that has submitted a response to this RFQ and has legal authority to enter into a contract.

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3. GENERAL REQUIREMENTS:

3.1 Mandatory Eligible Item Requirements: Eligible Items must meet or exceed the mandatory requirements listed below.

3.1.1 Eligible Items must be new and unused, easily identifiable, and have traceable markings where appropriate.

3.1.2 Vendor must offer a minimum of 10,000 items for purchase.

3.2 Mandatory Catalog Requirements: Eligible vendor(s) must meet or exceed the mandatory Catalog requirements listed below:

3.2.1 Vendor must provide an on-line catalog to permit ordering.

3.2.1.1 A link to the online catalog should be submitted with bid and is required prior to award.

3.2.2 Vendor Catalog must contain a minimum of 10,000 eligible items.

3.2.3 Vendor Catalog must contain items in each of the categories identified on the **Exhibit_A Pricing Pages**.

3.2.3.1 Any catalog submitted that does not contain products for all categories will be disqualified.

3.2.4 Vendor must submit entire catalog of items available to purchase under this contract prior to award in an **excel format**.

3.2.4.1 Catalog items must be identified and grouped by category and contain at a minimum the following information:

3.2.4.1.1 Category;

3.2.4.1.2 Item description;

3.2.4.1.3 Item catalog manufacturer's retail/list price;

3.2.4.1.4 Category discount percentage;

3.2.4.1.5 Item net price (after discount percentage applied);

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3.3 Website Online Catalog and Ordering Capabilities: Vendor shall provide an online catalog with help function, order tracking, and related prompts that open automatically to an item's description, part number, Net price (after discount percentage applied to Manufacturer Retail/List price), and photo of item.

3.3.1 Online ordering capability must be available to all Agencies within 30 days of the Contract award.

3.3.2 The online catalog must include information about all the products in each category.

3.3.3 Online catalog must identify contract items with an easily identifiable "on contract" symbol.

3.3.4 Item must indicate availability of item at time of purchase.

3.4 Mandatory Vendor/Contractor Requirements:

3.4.1 Vendor must provide two (2) references from current or former client firms for similar projects performed for any clients within the last three (3) years. See the attached **Exhibit_B Reference Check Form**.

3.4.1.1 One reference must be from a public/government sector client.

3.4.1.1.1 References must be able to provide information or verify the vendor's ability to perform the required items and services listed in this RFQ.

3.4.1.1.2 References unable to provide verification may result in the vendor's bid being disqualified.

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- 3.4.2 Recycled Materials:** Vendor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (i) competitively within a timeframe providing for compliance with the Contract performance schedule, (ii) meeting Contract performance requirements, or (iii) at a reasonable price.
- 3.4.3 Energy Efficiency:** Vendor shall meet or exceed all applicable Federal and State mandatory standards and policies relating to energy efficiency and applicable items will be clearly marked with the ENERGY STAR product designation.
- 3.4.4 Solid Waste Disposal Act:** Vendor shall comply with all applicable requirements of Section 6002 of the Solid Waste Disposal Act.
- 3.4.5 Resource Conservation and Recovery.** Vendor shall comply and cause all subcontractors to comply with all mandatory standards and policies that relate to resource conservation and recovery pursuant to the Resource Conservation and Recovery Act (codified at 42 USC 6901 et. seq.). Section 6002 of that Act (codified at 42 USC 6962) requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency. Current guidelines are set forth in 40 CFR Parts 247-253.
- 3.4.6 Recycled Materials.** In the performance of the Contract, Vendor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired (i) competitively within a timeframe providing for compliance with the Contract performance schedule, (ii) meeting Contract performance requirements, or (iii) at a reasonable price.

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3.4.7 Buy American. Vendor shall comply with any applicable provisions of the Buy American Act (41 U.S.C. section 83-1 through 8305 and any other applicable statutes, regulations or rules that require, or provide a preference for, the purchase or acquisition of goods, products, or material produced in the United States.

3.4.8 General Provisions. The Federal government is not a party to this Contract and is not subject to any obligations or liabilities to Agency, Contractor or any other party pertaining to any matter resulting from the Contract.

3.5 COPY PAPER 92 Brightness, 20lb, All Sizes (Category 49):

3.5.1 Must be FSC or SFI certified and clearly labeled on package and contributes to satisfying MR1 under Leadership in Energy Environment Design (LEED).

3.5.2 Must be Buyers Laboratory Inc. (BLI) Performance Certified and clearly labeled on package.

3.5.3 Must be performance tested and labeled at a minimum of 99.99% jam-free (no more than one paper jam for every 10,000 sheets).

3.5.4 Must be made in the USA.

3.5.5 Must be acid-free.

3.5.6 Must have brightness rating clearly labeled on package.

3.6 COPY PAPER (Category 49 requirements listed in 3.5) PRICING:
All Paper Pricing changes will be based on the Resource Information Systems, Inc. (RISI) Index Table 6 (Delivered Printing and Writing Paper Prices for Most Common Transactions).

3.6.1 All sizes of Copy Paper Pricing adjustments will be based on the current Resource Information Systems, Inc. (RISI) Index Table 6 at the six (6) month period (semi-annual adjustment).

3.6.2 RISI Table 6 Index should be provided with Bid to establish the index for copy paper for the initial contract start date but will be required prior to award.

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3.6.2.1 NOTE: If not submitted with bid, the required index table provided with the request must be the current index for the date of the bid submission.

3.6.3 Vendor must update unit price changes to the manufacturer retail list price, every six (6) months (semi-annually) following the initial term of the Contract.

3.6.3.1 Only category 49 items will be permitted to adjust retail/list pricing based on the RISI index.

3.6.3.2 All catalog pricing adjustments must be approved by the Purchasing Division prior to going into effect.

3.6.4 Vendor will adjust copy paper list prices if the RISI Table 6 (Delivered Printing and Writing Paper Prices for Most Common Transactions) Index for such products has changed from the date of the Proposal. and subsequently every six (6) months of the contract period.

3.6.4.1 Catalog modifications for pricing changes must be provided thirty (30) days prior to the effective date of change in writing.

3.6.4.1.1 Pricing changes will only be executed every six (6) months of the contract period following the initial Contract start date.

3.6.4.1.2 Vendor must provide the index with their proposed modifications.

3.6.4.2 No retroactive adjustments to prices or rates will be permitted.

3.6.4.3 Discount percentage off Retail/List cannot be decreased for the life of the contract (including any contract renewals) but increases to the discount percentages are acceptable.

3.6.4.4 Vendor will increase/decrease Manufacturer Retail/List Price by the exact RISI Index Table 6 change.

3.5.2.4.1 Example#1:

Current List Price (before discount percentage): \$10.00

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RISI Index Percentage increase: 6.00%
New Manufacturer Retail/List Price for Contract:
\$10.60 (before discount applied).

3.5.2.4.2 Example#2:

Current List Price (before discount percentage): \$10.00
RISI Index Percentage decrease: 6.00%
New Manufacturer Retail/List Price for Contract:
\$9.40 (before discount applied).

3.6.4.5 Vendor must provide an excel spreadsheet of all pricing changes proposed with the request highlighted along with the current contract manufacturer retail/list price and the proposed contract manufacturer retail/list price clearly identified.

3.7 PRICING (Categories 1-48): Pricing will be a minimum percentage discount off the current Manufacturer's Retail/List for each category at the time of purchase for all items available.

3.7.1 If the item purchased is on sale or under another promotional term, the State must receive the lower of the two prices at the time of purchase.

3.7.2 The minimum percentage discount off manufacturer's retail/list will remain constant or may be increased during the life of the Contract.

3.7.3 The State must receive any promotional discount or sale price on any item purchased if the promotional discount or sale price is lower than the normal contract discount percentage price.

3.8 TITLE TO GOODS:

3.7.1 Conveyance of Title. Upon acceptance by the Purchasing Entity, Vendor shall convey to the Purchasing Entity title to the Good free and clear of all liens, encumbrances, or other security interests.

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3.7.2 Embedded Software. Transfer of title to the Good must include an irrevocable and perpetual license to use any Embedded Software in the Good. If the Purchasing Entity subsequently transfers title of the Product to another entity, Purchasing Entity shall have the right to transfer the license to use the Embedded Software with the transfer of Good title. A subsequent transfer of this software license will be at no additional cost or charge to either Purchasing Entity or Purchasing Entity's transferee.

3.7.3 License of Pre-Existing Intellectual Property. Vendor grants to the Purchasing Entity a nonexclusive, perpetual, royalty-free, irrevocable, license to use, publish, translate, reproduce, transfer with any sale of tangible media or Good, perform, display, and dispose of the Intellectual Property, and its derivatives, used or delivered, under this Contract, but not created under it ("Pre-Existing Intellectual Property"). The Vendor shall be responsible for ensuring that this license is consistent with any third-party rights in the Pre-existing Intellectual Property.

3.9 REPORTS: : The Vendor shall provide quarterly utilization reports containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

- 3.9.1** Ordering Entity;
- 3.9.2** Ship to address;
- 3.9.3** Purchase/Delivery Order number;
- 3.9.4** Product description;
- 3.9.5** UNSPSC based on UNSPSC code rules (8 digits);
- 3.9.6** Category;
- 3.9.7** Quantity;
- 3.9.8** List Price
- 3.9.9** Discount Percentage;
- 3.9.10** Net Price;
- 3.9.11** Energy Star Compliant if applicable.

These reports will be provided in Excel format and sent via email to: Mark.A.Atkins@wv.gov and copy: purchasing.division@wv.gov on a quarterly basis as follows:

PERIOD END

December 31

March 31

REPORT DUE

January 31

April 30

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June 30
September 30

July 31
October 31

Failure to provide the required reports may be grounds for contract cancellation.

3.10 RECORDS ADMINISTRATION AND AUDIT:

- 3.10.1** The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract and Orders placed by Purchasing Entities under it to the extent and in such detail as will adequately reflect performance and administration of payments and fees. Subject to confidentiality agreements between Contractor and third parties, and no more than annually by each entity, Vendor shall permit the West Virginia Purchasing Division, a Purchasing Entity, the federal government (including its grant awarding entities and the U.S. Comptroller General), and any other duly authorized agent of a governmental agency, to audit, inspect, examine, copy and/or transcribe Vendor's books, documents, papers and records directly pertinent to this Contract or orders placed by a Purchasing Entity under it for the purpose of making audits, examinations, excerpts, and transcriptions. This right will survive for a period of Two (2) years following termination of this Agreement or final payment for any order placed by a Purchasing Entity against this Contract, whichever is later, or such longer period as is required by State statutes, to assure compliance with the terms hereof or to evaluate performance hereunder.
- 3.10.2** Without limiting any other remedy available to any governmental entity, the Vendor shall reimburse the applicable Purchasing Entity for any overpayments inconsistent with the terms of the Contract or Orders or underpayment of fees found as a result of the examination of the Vendor's records.
- 3.10.3** The rights and obligations herein exist in addition to any quality assurance obligation in the Contract that requires the Vendor to self-audit contract obligations and that permits the State to review compliance with those obligations.

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4. CONTRACT AWARD, PERCENTAGE DISCOUNT, CATALOG:

- 4.1 Contract Award:** This Contract is intended to provide all State Agencies with a discounted price on all Eligible Items. The Contract shall be awarded to the Vendor that meets the Solicitation specifications and provides the lowest Total Bid Cost for all Eligible Items listed by Category on the Pricing Pages. Notwithstanding the foregoing, the Purchasing Division reserves the right to award this Contract to multiple Vendors if it deems such action necessary.
- 4.2 Discount Percentage:** Vendor shall quote a **Single Discount Percentage** (Vendor Catalog & Wholesale Catalog) for each of the forty-nine (49) product categories that will reduce the lowest price shown in the Catalog for every Eligible Category Listed. The resulting Discounted Price shall be the price Agencies pay for purchases of that Eligible Item under this Contract.
- 4.2.1** Vendor shall not incorporate Discount Percentages into its Catalog unless the Vendor clearly shows the Manufacturer Retail/List Price and then separately lists the applicable Discount Percentage and the Discounted Price for each Eligible Item.
- 4.2.2** The Discount Percentage and subsequent Discounted Price derived from that discount must take into account any and all fees, charges, or other miscellaneous costs that Vendor may require, including delivery charges as indicated below, because those fees, charges, or other miscellaneous costs will not be paid separately.
- 4.2.3** The Agency shall only pay the appropriate Discounted Unit Price (Net Price) for items purchased under this Contract.
- 4.3 Pricing Pages:** Vendor should complete the **Exhibit_A Pricing Pages** by filling in any blank or shaded spaces with the information requested. The information requested on the Pricing Pages for each category includes the Single Discount Percentage for the **Vendor Catalog** and the **Wholesale Catalog**, Vendor Company Name, Categories 1-49 Total Bid Price. The pricing pages are provided in excel and formatted to automatically calculate the bid cost. Vendor should complete all columns as failure to complete the Pricing Pages in their entirety may result in Vendor's bid being disqualified. The Pricing Pages contain a list of categories with estimated yearly spending amounts. The estimated spending amount provided in each category represents the approximate volume of anticipated purchases and is for

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evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

The Pricing Page(s) were created as a Microsoft Excel document and automatically calculated based on the vendor's entries for each category. Vendor can request an electronic copy for bid purposes by sending an email request to the following address: Mark.A.Atkins@wv.gov .

The Purchasing Division reserves the right to take Vendor's Pricing Pages and insert the appropriate numbers into the Microsoft Excel spreadsheet if Vendor chooses to complete the Pricing Pages in any other way.

5. Catalog:

- 5.1 Submission.** Prior to award, Vendor must submit an Excel copy of their entire Catalog with all eligible items available in each category clearly identified (See Specification 3.2) at a minimum by Category, Part Number, Retail List Price, the number of Units Provided (number of pieces per package in the Catalog List Price), Discount Percentage, Price after Discount(Net Price).
- 5.2** Vendor shall also provide a weblink and login instructions for online catalog viewing for evaluation purposes.
- 5.3** Pricing Pages may be corrected by the Purchasing Division buyer for evaluation purposes if deemed necessary.
- 5.4 Catalog Modification.** The vendor must provide an updated catalog semi-annually.
- 5.4.1 Categories 1-48:** The Purchasing Division will require the Vendor to update Categories 1-48 (apply increases/decreases) to the manufacturer's Retail/List Pricing.
- 5.4.2 Categories 49:** The Purchasing Division will require the Vendor to update Category 49 (apply increases/decreases) per the RISI Table 6 Requirements contained in specification **3.6**.
- 5.4.3** Vendor must provide an excel spreadsheet of the modified/updated category items with **all pricing changes highlighted** along with the current contract manufacturer retail/list price, the proposed updated contract manufacturer retail/list price, the discount percentage for

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each category incurring a change, and the net price after discount clearly identified.

5.4.3.1 Catalog update must be provided at a minimum of thirty (30) calendar days prior to the effective date of changes in writing.

5.4.3.2 Must provide supporting documentation acceptable to the State upon request.

5.4.3.3 All pricing adjustments must be approved by the Purchasing Division prior to going into effect.

5.4.4 The Purchasing Division may waive the detailed listing requirement if it finds that doing so is in the best interest of the State. Unless an updated catalog is approved, the Eligible Items available under this Contract and prices for those items shall remain unchanged during the term of this Contract.

6. ORDERING AND PAYMENT:

6.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written forms of communication.

6.1.1 Online Ordering: Vendor must accept on-line orders through a secure internet ordering portal/website. Vendor should include in its response a brief description of how Agencies may utilize the on-line ordering system.

6.1.2 Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this Solicitation.

6.1.3 The vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

6.1.4 The vendor shall provide the Purchasing Division with access to its internet ordering portal/website to allow the Purchasing Division to ensure that the requirements of this Contract are being met.

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6.2 Order Form Requirements: All orders pursuant to this Contract at a minimum must include:

- 6.2.1 The Goods being delivered;
- 6.2.2 A shipping address;
- 6.2.3 Delivery requirements;
- 6.2.4 Agency contact information;
- 6.2.5 Contract number.

6.3 Invoicing and Payment:

6.3.1 Non PCard Payment/Invoice: Vendor shall indicate the Manufacturer List Price, Discount Percentage, and Net Price on each invoice submitted for payment for any Non-PCard payment.

6.3.2 PCard Payment/Invoice: PCard invoices must show Net Price on each invoice submitted for payment.

6.3.3 The vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card (PCard), EFT, or Check. Payment in advance is not permitted under this Contract.

6.4 Communication: All communications concerning the administration of Orders placed must be furnished solely to the authorized purchasing agent withing the Purchasing Entity's purchasing office, or to such individual identified in writing in the Order.

7. DELIVERY AND RETURN:

7.1 Delivery Time and Place: Vendor shall deliver standard orders within two (2) working days after orders are received. Vendor shall deliver emergency orders within one (1) working day after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met. Eligible Items must be delivered to the Agency at the specified delivery location on the agency order.

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- 7.2 Inside Deliveries:** To the extent applicable, all deliveries will be “Inside Deliveries” as designated by a representative of the Agency placing the Order. Inside Delivery refers to a delivery to a location other than a loading dock, front lobby, or reception area. This includes orders that must be delivered to various locations within the agency building (including multiple floor destinations). Specific delivery instructions will be noted on the Order form or Purchase Order. Costs to repair any damage to the building interior (*e.g.*, scratched walls, damage to the freight elevator, etc.) caused by Contractor or Contractor’s carrier will be the responsibility of the Contractor. Immediately upon becoming aware of such damage, Contractor shall notify the Agency placing the Order. The contractor shall comply with all Purchasing Entity’s facility access policies and procedures.
- 7.3 Packaging:** All Goods must be delivered in the manufacturer’s standard package or other packaging of durable construction if less than manufacturer’s standard package is ordered. Costs must include all packing and/or crating charges. Packaging must be of durable construction, in good condition, properly labeled and suitable in every respect for storage and handling of contents. Each package must be marked with commodity, brand, quantity, item code number. The Agency Delivery Order/Purchase Order must appear on every package.
- 7.4 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party. Any Agency seeking to obtain items from a third party under this provision must first obtain the approval of the Purchasing Division.
- 7.5 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency’s location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 7.6 Warranty:** The Vendor warrants for a period of one (1) year from the date of acceptance that:
- 7.6.1** The Good(s) perform according to all specific claims that the Vendor made in its response to the solicitation.

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7.6.2 The Good is suitable for the ordinary purposes for which such Good is used.

7.6.3 The Good is suitable for any special purposes identified in the solicitation or for which the Purchasing Entity has relied on the Vendor's skill or judgment.

7.6.4 The Good is designed and manufactured in a commercially reasonable manner.

7.6.5 The Good is free from defects.

7.6.6 The warranty period will begin upon receipt of order.

7.7 Return of Unacceptable Items: Items that Agency deems unacceptable shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive full credit or refund for the purchase price, at the Agency's discretion.

7.8 Return Due to Agency Error: Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

8. VENDOR DEFAULT:

8.1 The following shall be considered a vendor default under this Contract.

8.1.1 Failure to provide Eligible Items in accordance with the requirements contained herein.

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- 8.1.2 Failure to comply with other specifications and requirements contained herein.
- 8.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 8.1.4 Failure to remedy deficient performance upon request.
- 8.2 The following remedies shall be available to Agency upon default.
 - 8.2.1 Immediate cancellation of the Contract.
 - 8.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 8.2.3 Any other remedies available in law or equity.

9. MISCELLANEOUS:

- 9.1 **No Substitutions:** Vendor shall supply only Eligible Items contained in its Catalog submitted in response to the Solicitation or an updated Catalog approved by the Purchasing Division as described above. Vendor shall not supply substitute items.
- 9.2 **Vendor Supply:** Vendor must carry sufficient inventory of the Eligible Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Eligible Items contained in its bid response.
- 9.3 **Reports:** In addition to Specification 3.9 and its requirements, Vendor shall provide quarterly reports and annual summaries to the purchasing Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

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9.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Company Name: _____
Company Tax ID: _____

Contract Manager: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____

FEDERAL FUNDS CONTRACT CLAUSE

CRFQ SWC2300000015 Federal Funds Contract Clause Document.pdf

See following pages for completed form.



FEDERAL FUNDS ADDENDUM

2 C.F.R. §§ 200.317 – 200.327

Purpose: This addendum is intended to modify the solicitation in an attempt to make the contract compliant with the requirements of 2 C.F.R. §§ 200.317 through 200.327 relating to the expenditure of certain federal funds. This solicitation will allow the State to obtain one or more contracts that satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

Instructions: Vendors who are willing to extend their contract to procurements with federal funds and the requirements that go along with doing so, should sign the attached document identified as: “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)”

Should the awarded vendor be unwilling to extend the contract to federal funds procurement, the State reserves the right to award additional contracts to vendors that can and are willing to meet federal funds procurement requirements.

Changes to Specifications: Vendors should consider this solicitation as containing two separate solicitations, one for state level procurement and one for county/local procurement.

State Level: In the first solicitation, bid responses will be evaluated with applicable preferences identified in sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” to establish a contract for both standard state procurements and state federal funds procurements.

County Level: In the second solicitation, bid responses will be evaluated with applicable preferences identified in Sections 15, 15A, and 16 of the “Instructions to Vendors Submitting Bids” omitted to establish a contract for County/Local federal funds procurement.

Award: If the two evaluations result in the same vendor being identified as the winning bidder, the two solicitations will be combined into a single contract award. If the evaluations result in a different bidder being identified as the winning bidder, multiple contracts may be awarded. The State reserves the right to award to multiple different entities should it be required to satisfy standard state procurement, state federal funds procurement, and county/local federal funds procurement requirements.

State Government Use Caution: State agencies planning to utilize this contract for procurements subject to the above identified federal regulations should first consult with the federal agency providing the applicable funding to ensure the contract is compliant.

County/Local Government Use Caution: County and Local government entities planning to utilize this contract for procurements subject to the above identified federal regulation should first consult with the federal agency providing the applicable funding to ensure the contract is compliant. For purposes of County/Local government use, the solicitation resulting in this contract was conducted in accordance with the procurement laws, rules, and procedures governing the West Virginia Department of Administration, Purchasing Division, except that vendor preference has been omitted for County/Local use purposes and the contract terms contained in the document entitled “REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317)” have been added.

FEDERAL FUNDS ADDENDUM

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

The State of West Virginia Department of Administration, Purchasing Division, and the Vendor awarded this Contract intend that this Contract be compliant with the requirements of the Procurement Standards contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements found in 2 C.F.R. § 200.317, et seq. for procurements conducted by a Non-Federal Entity. Accordingly, the Parties agree that the following provisions are included in the Contract.

1. MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS:

(2 C.F.R. § 200.321)

- a. The State confirms that it has taken all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Those affirmative steps include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) above.
- b. Vendor confirms that if it utilizes subcontractors, it will take the same affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

2. DOMESTIC PREFERENCES:

(2 C.F.R. § 200.322)

- a. The State confirms that as appropriate and to the extent consistent with law, it has, to the greatest extent practicable under a Federal award, provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United

States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

b. Vendor confirms that will include the requirements of this Section 2. Domestic Preference in all subawards including all contracts and purchase orders for work or products under this award.

c. Definitions: For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

3. BREACH OF CONTRACT REMEDIES AND PENALTIES:

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 provide for breach of contract remedies, and penalties. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

4. TERMINATION FOR CAUSE AND CONVENIENCE:

(2 C.F.R. § 200.327 and Appendix II)

(a) The provisions of West Virginia Code of State Rules § 148-1-5 govern Contract termination. A copy of that rule is attached hereto as Exhibit A and expressly incorporated herein by reference.

5. EQUAL EMPLOYMENT OPPORTUNITY:

(2 C.F.R. § 200.327 and Appendix II)

Except as otherwise provided under 41 CFR Part 60, and if this contract meets the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3, this contract includes the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

6. DAVIS-BACON WAGE RATES:
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this Contract includes construction, all construction work in excess of \$2,000 will be completed and paid for in compliance with the Davis–Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must:

- (a) pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- (b) pay wages not less than once a week.

A copy of the current prevailing wage determination issued by the Department of Labor is attached hereto as Exhibit B. The decision to award a contract or subcontract is conditioned upon the acceptance of the wage determination. The State will report all suspected or reported violations to the Federal awarding agency.

7. ANTI-KICKBACK ACT:
(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that it will comply with the Copeland Anti-KickBack Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). Accordingly, Vendor, Subcontractors, and anyone performing under this contract are prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The State must report all suspected or reported violations to the Federal awarding agency.

8. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT
(2 C.F.R. § 200.327 and Appendix II)

Where applicable, and only for contracts awarded by the State in excess of \$100,000 that involve the employment of mechanics or laborers, Vendor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Vendor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

9. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.

(2 C.F.R. § 200.327 and Appendix II)

If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

10. CLEAN AIR ACT

(2 C.F.R. § 200.327 and Appendix II)

Vendor agrees that if this contract exceeds \$150,000, Vendor is to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

11. DEBARMENT AND SUSPENSION

(2 C.F.R. § 200.327 and Appendix II)

The State will not award to any vendor that is listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

12. BYRD ANTI-LOBBYING AMENDMENT

(2 C.F.R. § 200.327 and Appendix II)

Vendors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

13. PROCUREMENT OF RECOVERED MATERIALS

(2 C.F.R. § 200.327 and Appendix II; 2 C.F.R. § 200.323)

Vendor agrees that it and the State must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

14. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.

(2 C.F.R. § 200.327 and Appendix II; 2 CFR § 200.216)

Vendor and State agree that both are prohibited from obligating or expending funds under this Contract to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

State of West Virginia
Purchasing Division

Vendor Name:

By: _____

By: John Geurin

Printed Name: Mark Atkins

Printed Name: John Geurin

Title: Buyer Supervisor

Title: Senior Vice President, Commercial Sales

Date: _____

Date: Jul 11, 2023

EXHIBIT A To:
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

W. Va. CSR § 148-1-5

West Virginia Code of State Rules

Title 148. Department of Administration

Legislative Rule (Ser. 1)

Series 1. Purchasing

W. Va. Code St. R. § 148-1-5

§ 148-1-5. Remedies.

[Currentness](#)

5.1. The Director may require that the spending unit attempt to resolve any issues that it may have with the vendor prior to pursuing a remedy contained herein. The spending unit must document any resolution efforts and provide copies of those documents to the Purchasing Division.

5.2. Contract Cancellation.

5.2.1. Cancellation. The Director may cancel a purchase or contract immediately under any one of the following conditions including, but not limited to:

5.2.1.a. The vendor agrees to the cancellation;

5.2.1.b. The vendor has obtained the contract by fraud, collusion, conspiracy, or is in conflict with any statutory or constitutional provision of the State of West Virginia;

5.2.1.c. Failure to honor any contractual term or condition or to honor standard commercial practices;

5.2.1.d. The existence of an organizational conflict of interest is identified;

5.2.1.e. Funds are not appropriated or an appropriation is discontinued by the legislature for the acquisition;

5.2.1.f. Violation of any federal, state, or local law, regulation, or ordinance, and

5.2.1.g. The contract was awarded in error.

5.2.2. The Director may cancel a purchase or contract for any reason or no reason, upon providing

the vendor with 30 days' notice of the cancellation.

5.2.3. Opportunity to Cure. In the event that a vendor fails to honor any contractual term or condition, or violates any provision of federal, state, or local law, regulation, or ordinance, the Director may request that the vendor remedy the contract breach or legal violation within a time frame the Director determines to be appropriate. If the vendor fails to remedy the contract breach or legal violation or the Director determines, at his or her sole discretion, that such a request is unlikely to yield a satisfactory result, then he or she may cancel immediately without providing the vendor an opportunity to perform a remedy.

5.2.4. Re-Award. The Director may award the cancelled contract to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) without a subsequent solicitation if the following conditions are met:

5.2.4.a. The next lowest responsible bidder (or next highest scoring bidder if best value procurement) is able to perform at the price contained in its original bid submission, and

5.2.4.b. The contract is an open-end contract, a one-time purchase contract, or a contract for work which has not yet commenced.

Award to the next lowest responsible bidder (or next highest scoring bidder if best value procurement) will not be an option if the vendor's failure has in any way increased or significantly changed the scope of the original contract. The vendor failing to honor contractual and legal obligations is responsible for any increase in cost the state incurs as a result of the re-award.

5.3. Non-Responsible. If the Director believes that a vendor may be non-responsible, the Director may request that a vendor or spending unit provide evidence that the vendor either does or does not have the capability to fully perform the contract requirements, and the integrity and reliability necessary to assure good faith performance. If the Director determines that the vendor is non-responsible, the Director shall reject that vendor's bid and shall not award the contract to that vendor. A determination of non-responsibility must be evaluated on a case-by-case basis and can only be made after the vendor in question has submitted a bid. A determination of non-responsibility will only extend to the contract for which the vendor has submitted a bid and does not operate as a bar against submitting future bids.

5.4. Suspension.

5.4.1. The Director may suspend, for a period not to exceed 1 year, the right of a vendor to bid on

procurements issued by the Purchasing Division or any state spending unit under its authority if:

5.4.1.a. The vendor has submitted a bid and then requested that its bid be withdrawn after bids have been publicly opened.

5.4.1.b. The vendor has exhibited poor performance in fulfilling his or her contractual obligations to the State. Poor performance includes, but is not limited to any of the following: violations of law, regulation, or ordinance; failure to deliver timely; failure to deliver quantities ordered; poor performance reports; or failure to deliver commodities, services, or printing at the quality level required by the contract.

5.4.1.c. The vendor has breached a contract issued by the Purchasing Division or any state spending unit under its authority and refuses to remedy that breach.

5.4.1.d. The vendor's actions have given rise to one or more of the grounds for debarment listed in [W. Va. Code § 5A-3-33d](#).

5.4.2. Vendor suspension for the reasons listed in section 5.4 above shall occur as follows:

5.4.2.a. Upon a determination by the Director that a suspension is warranted, the Director will serve a notice of suspension to the vendor.

5.4.2.b. A notice of suspension must inform the vendor:

5.4.2.b.1. Of the grounds for the suspension;

5.4.2.b.2. Of the duration of the suspension;

5.4.2.b.3. Of the right to request a hearing contesting the suspension;

5.4.2.b.4. That a request for a hearing must be served on the Director no later than 5 working days of the vendor's receipt of the notice of suspension;

5.4.2.b.5. That the vendor's failure to request a hearing no later than 5 working days of

the receipt of the notice of suspension will be deemed a waiver of the right to a hearing and result in the automatic enforcement of the suspension without further notice or an opportunity to respond; and

5.4.2.b.6. That a request for a hearing must include an explanation of why the vendor believes the Director's asserted grounds for suspension do not apply and why the vendor should not be suspended.

5.4.2.c. A vendor's failure to serve a request for hearing on the Director no later than 5 working days of the vendor's receipt of the notice of suspension will be deemed a waiver of the right to a hearing and may result in the automatic enforcement of the suspension without further notice or an opportunity to respond.

5.4.2.d. A vendor who files a timely request for hearing but nevertheless fails to provide an explanation of why the asserted grounds for suspension are inapplicable or should not result in a suspension, may result in a denial of the vendor's hearing request.

5.4.2.e. Within 5 working days of receiving the vendor's request for a hearing, the Director will serve on the vendor a notice of hearing that includes the date, time and place of the hearing.

5.4.2.f. The hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the hearing, the Director will issue and serve on the vendor, a written decision either confirming or reversing the suspension.

5.4.3. A vendor may appeal a decision of the Director to the Secretary of the Department of Administration. The appeal must be in writing and served on the Secretary no later than 5 working days of receipt of the Director's decision.

5.4.4. The Secretary, or his or her designee, will schedule an appeal hearing and serve on the vendor, a notice of hearing that includes the date, time and place of the hearing. The appeal hearing will be recorded and an official record prepared. Within 10 working days of the conclusion of the appeal hearing, the Secretary will issue and serve on the vendor a written decision either confirming or reversing the suspension.

5.4.5. Any notice or service related to suspension actions or proceedings must be provided by certified mail, return receipt requested.

5.5. Vendor Debarment. The Director may debar a vendor on the basis of one or more of the grounds for debarment contained in [W. Va. Code § 5A-3-33d](#) or if the vendor has been declared ineligible to participate in procurement related activities under federal laws and regulation.

5.5.1. Debarment proceedings shall be conducted in accordance with [W. Va. Code § 5A-3-33e](#) and these rules. A vendor that has received notice of the proposed debarment by certified mail, return receipt requested, must respond to the proposed debarment within 30 working days after receipt of notice or the debarment will be instituted without further notice. A vendor is deemed to have received notice, notwithstanding the vendor's failure to accept the certified mail, if the letter is addressed to the vendor at its last known address. After considering the matter and reaching a decision, the Director shall notify the vendor of his or her decision by certified mail, return receipt requested.

5.5.2. Any vendor, other than a vendor prohibited from participating in federal procurement, undergoing debarment proceedings is permitted to continue participating in the state's procurement process until a final debarment decision has been reached. Any contract that a debarred vendor obtains prior to a final debarment decision shall remain in effect for the current term, but may not be extended or renewed. Notwithstanding the foregoing, the Director may cancel a contract held by a debarred vendor if the Director determines, in his or her sole discretion, that doing so is in the best interest of the State. A vendor prohibited from participating in federal procurement will not be permitted to participate in the state's procurement process during debarment proceedings.

5.5.3. If the Director's final debarment decision is that debarment is warranted and notice of the final debarment decision is mailed, the Purchasing Division shall reject any bid submitted by the debarred vendor, including any bid submitted prior to the final debarment decision if that bid has not yet been accepted and a contract consummated.

5.5.4. Pursuant to [W.Va. Code § 5A-3-33e\(e\)](#), the length of the debarment period will be specified in the debarment decision and will be for a period of time that the Director finds necessary and proper to protect the public from an irresponsible vendor.

5.5.5. List of Debarred Vendors. The Director shall maintain and publicly post a list of debarred vendors on the Purchasing Division's website.

5.5.6. Related Party Debarment. The Director may pursue debarment of a related party at the same time that debarment of the original vendor is proceeding or at any time thereafter that the Director determines a related party debarment is warranted. Any entity that fails to provide the Director with full, complete, and accurate information requested by the Director to determine related party

status will be presumed to be a related party subject to debarment.

5.6. Damages.

5.6.1. A vendor who fails to perform as required under a contract shall be liable for actual damages and costs incurred by the state.

5.6.2. If any commodities delivered under a contract have been used or consumed by a spending unit and on testing the commodities are found not to comply with specifications, no payment may be approved by the Spending Unit for the merchandise until the amount of actual damages incurred has been determined.

5.6.3. The Spending Unit shall seek to collect damages by following the procedures established by the Office of the Attorney General for the collection of delinquent obligations.

Credits

History: Filed 4-1-19, eff. 4-1-19; Filed 4-16-21, eff. 5-1-21.

Current through register dated May 7, 2021. Some sections may be more current. See credits for details.

W. Va. C.S.R. § 148-1-5, WV ADC § 148-1-5

End of Document

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Government Works.

EXHIBIT B To:
REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY
CONTRACTS UNDER FEDERAL AWARDS (2 C.F.R. § 200.317):

Prevailing Wage Determination

– Not Applicable Because Contract Not for Construction

– Federal Prevailing Wage Determination on Next Page

ETHICS COMMISSION DISCLOSURE OF INTERESTED PARTIES FORM

CRFQ SWC2300000015 Ethics_4-01-2022.pdf

See following pages for completed form.



West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not allow a vendor to perform work on a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the state agency prior to beginning work under a contract and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Staples Contract & Commercial LLC Address: 500 Staples Drive, Framingham, MA 01702

Name of Authorized Agent: John Geurin Address: 500 Staples Drive, Framingham, MA 01702

Contract Number: CRFQ SWC23*15 (OFFICE23) Contract Description: Statewide Contract for Office Supplies

Governmental agency awarding contract: West Virginia Purchasing Division

~~Check here if this is a Supplemental Disclosure~~

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

Staples uses third-party vendors to perform some services, such as using UPS or local couriers to make deliveries, but we do not consider these to be subcontractors.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Staples, Inc. owns 100% of Staples Contract & Commercial LLC.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: John Geurin
John Geurin, Senior Vice President, Commercial Sales

Date Signed: July 10th, 2023

Notary Verification

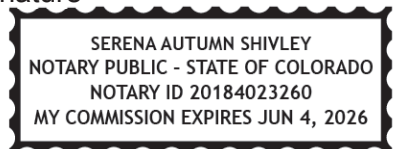
State of Colorado, County of Jefferson:

I, John Geurin, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 10 day of July, 2023.

Serena Shively
Notary Public's Signature

To be completed by State Agency:
Date Received by State Agency: _____
Date submitted to Ethics Commission: _____
Governmental agency submitting Disclosure: WV Purchasing Division



Revised April 1, 2022

EXHIBIT A PRICING PAGE

CRFQ SWC230000015 EXHIBIT_A PRICING PAGES Categories 1-49.xlsx

See following pages for completed form.



EXHIBIT_A PRICING PAGES

Vendor Company
Name:

Staples Contract & Commercial LLC

Instructions:

Vendor shall enter its name in Cell B3.

Proposers shall enter a discount percentage from list into column E and Column F for all categories.

For evaluation purposes, the Price Proposal response will be based on the proposed discount from the vendor catalog + wholesale catalog using the reported spend from OFFICE15 04/01/2022 through 05/31/2023

NOTE: If Vendor only offers a discount from its wholesaler catalog, Vendor shall enter the discount from its wholesaler catalog into both Column E and Column F.

Failure to propose a discount on all categories and both columns will result in the Bid being removed from award consideration.

Category	Category Description	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Vendor Catalog)	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Wholesale Catalog)	Percentage Discount from List Vendor Catalog	Percentage Discount from List Wholesaler Catalog	Total Cost After Discounts (Vendor Catalog + Wholesale Catalog)
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	\$1,546.99	\$2,570.81	65.00%	48.00%	\$ 1,878.27
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets	\$166.33	\$302.93	59.00%	59.00%	\$ 192.40
3	Archive Boxes, Cardboard Boxes, Storage Containers	\$52,700.15	\$12,872.40	62.00%	53.00%	\$ 26,076.09
4	Award Frames, Displays, Plaques, Certificates	\$3,978.34	\$7,218.92	60.00%	44.00%	\$ 5,633.93
5	Badges, Badge Holders, Lanyards	\$14,420.58	\$6,246.17	62.00%	43.00%	\$ 9,040.14
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords	\$83,834.27	\$44,233.31	61.00%	51.00%	\$ 54,369.69
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	\$39,056.19	\$21,575.71	75.00%	52.00%	\$ 20,120.39
8	Binders, Combs, Rings, Splines	\$92,192.33	\$30,869.67	66.00%	61.00%	\$ 43,384.56
9	Book Cases, Book Shelves	\$2,991.07	\$771.37	53.00%	40.00%	\$ 1,868.62
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails	\$39,783.98	\$26,539.55	54.00%	38.00%	\$ 34,755.15
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, "While You Were Out" Books, Forms, Calendars, Deskpads, Refills, Planners	\$5,107.56	\$190,289.37	61.00%	45.00%	\$ 106,651.10

12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags	\$73,346.35	\$25,264.81	48.00%	40.00%	\$ 53,298.99
13	Carts, Hand Trucks	\$2,433.87	\$9,275.34	33.00%	25.00%	\$ 8,587.20
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 and Cases	\$19,474.58	\$23,636.87	44.00%	31.00%	\$ 27,215.21
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats	\$44,564.50	\$6,523.46	65.00%	49.00%	\$ 18,924.54
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)	\$10,203.28	\$8,135.83	46.00%	36.00%	\$ 10,716.70
17	Correction Fluid, Correction Tape, Correction Pens	\$22,359.19	\$5,977.54	65.00%	59.00%	\$ 10,276.51
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)	\$34,285.65	\$17,669.97	52.00%	46.00%	\$ 25,998.90
19	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	\$59,529.60	\$63,301.31	51.00%	45.00%	\$ 63,985.22
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons	\$1,951.58	\$246.40	55.00%	52.00%	\$ 996.48
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	\$94,152.06	\$33,299.62	42.00%	29.00%	\$ 78,250.93
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	\$12,655.37	\$49,650.66	53.00%	42.00%	\$ 34,745.41
23	Headsets, Headset Accessories, Headphones	\$16,333.26	\$32,931.50	40.00%	31.00%	\$ 32,522.69
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	\$24,270.82	\$4,577.38	53.00%	40.00%	\$ 14,153.71
25	Knives, Cutters, Blades, Scrapers	\$101.43	\$630.11	55.00%	42.00%	\$ 411.11
26	Labels, Label Makers, Label Holders	\$79,000.51	\$16,495.44	63.00%	42.00%	\$ 38,797.54
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips, Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper	\$106,765.63	\$38,516.58	67.00%	58.00%	\$ 51,409.62
28	Markers, Highlighters, Felt Pens	\$51,766.46	\$9,529.17	64.00%	52.00%	\$ 23,209.93
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, mouse Pads, Keyboard Trays	\$49,109.37	\$26,192.74	44.00%	27.00%	\$ 46,621.95
30	Notebooks, Notepads, Pads of Paper, Sticky Notes	\$123,841.19	\$59,072.42	74.00%	55.00%	\$ 58,781.30
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, desktop Shelves, Shredders, Bookends	\$25,290.86	\$25,866.33	65.00%	45.00%	\$ 23,078.28

32	Paper (Excluding Category 49) (including all sizes Copy Paper, Writing Paper, Stationery, etc.)	\$112,897.90	\$236,031.25	76.00%	70.00%	\$ 97,904.87
33	Pencils, Pencil Erasers, mechanical Pencils, Lead Refills, Pens, Pen Refills	\$122,747.17	\$25,213.98	67.00%	56.00%	\$ 51,600.72
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	\$806.16	\$867.31	56.00%	52.00%	\$ 771.02
35	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 Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	\$222,039.37	\$156,210.48	78.00%	62.00%	\$ 108,208.64
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	\$3,827.14	\$6,188.09	50.00%	42.00%	\$ 5,502.66
37	Staplers, Staples, Staple Removers	\$42,180.58	\$16,257.76	63.00%	55.00%	\$ 22,922.81
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	\$39,310.39	\$2,815.36	49.00%	49.00%	\$ 21,484.13
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	\$67,488.08	\$18,150.39	59.00%	55.00%	\$ 35,837.79
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins	\$105,595.44	\$21,212.01	51.00%	50.00%	\$ 62,347.77
41	Toner Cartridges, LaserJet HP Brand Only	\$592,239.50	\$480,727.27	44.00%	39.00%	\$ 624,897.75
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories	\$88,233.06	\$11,348.99	40.00%	32.00%	\$ 60,657.15
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	\$430,134.62	\$333,259.01	35.00%	30.00%	\$ 512,868.81
44	Remanufactured and Bio-based Toner and Ink Cartridges	\$43,857.90	\$8,835.42	56.00%	46.00%	\$ 24,068.60
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	\$6,484.05	\$5,454.78	65.00%	36.00%	\$ 5,760.48
46	USB Drives, Flash Memory, Zip Disks	\$22,913.87	\$16,707.89	60.00%	24.00%	\$ 21,863.54
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools	\$1,920.76	\$4,814.45	40.00%	40.00%	\$ 4,041.13
48	Un-Categorized Spend	\$434,491.60	\$258,466.81	47.00%	40.00%	\$ 385,360.63
49	Paper (All sizes of Copy Paper, 92 bright, 20lb ONLY)	\$910,257.22	\$47,908.27	86.76%	70.00%	\$ 134,893.16
Total	Total Bid Price (Categories 1-49)					\$ 3,106,944.21

State of West Virginia - Apr 1 2022 - Mar 31 2023

Product Description	Lot Product Code	Supplier Product Code	Catalog	Category	Pack Qty	UOM	Qty Sold	Times Sold	Total Sales
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	Paper Core	Paper Core	10	CA	23,869	2,860	\$882,717.59
X9,92,20,11,DRIVERASSIST,PL	895391	0X9001SKD-DA	Paper Core	Paper Core	1	PL	21	18	\$31,509.61
PAPER,X-9,11",20LB,REAM	332063	OX9001EA	Paper Core	Paper Core	1	RM	4,582	60	\$16,379.44
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	Paper Core	Paper Core	10	CT	231	90	\$12,015.01
PAPER,X-9,11X17,20LB,5/CASE	196652	OX9007-CTN	Paper Core	Paper Core	5	CA	232	54	\$9,578.92
PAPER,BOISE ASPN,30%REC,LTR,WH	116946	054901-CTN	Paper Core	Paper Core	10	CT	115	24	\$4,465.20
PAPER,X9,20#,92B,14,W	593395	OX9004	Paper Core	Paper Core	1	RM	79	29	\$421.65
PAPER,BOISE ASPN,30%REC,11"X17",WH	942426	054907-CTN	Paper Core	Paper Core	5	CA	9	4	\$415.22
PAPER,BOISE,ASPEN,11",10CA,WHT	125420	054922-CTN	Paper Core	Paper Core	10	CA	8	3	\$360.72
PAPER,X9,20#,92B,17,W	593467	OX9007	Paper Core	Paper Core	1	RM	35	15	\$302.13
									\$958,165.49

EXHIBIT B REFERENCE CHECK FORM

CRFQ SWC230000015 Exhibit_B Reference Check.xlsx

See following pages for completed form.



**REFERENCE #1
(Public/Government Sector)**

Company/Agency Name:	State of Michigan	
Address:	525 W Allegan Street	
City, State, Zip Code:	Lansing MI 48933	
Phone:	517.249.0459	
Email:	HiltzV@michigan.gov	
Years providing service:	8 years	
Gross Sales per year:	\$6M	
Company/Agency Contact:	Valerie Hiltz	

**REFERENCE #2
(Private or Public/Government Sector)**

Company/Agency Name:	Harris County	
Address:	1111 Fannin Street, 12th Floor	
City, State, Zip Code:	Houston TX 77002	
Phone:	713.274.4404	
Email:	dewight.dopslauf@pur.bctx.net	
Years providing service:	11	
Gross Sales per year:	\$4M	
Company/Agency Contact:	DeWigh Dopslauf	

ADDENDUM 1

CRFQ SWC230000015 ADDENDUM_01 DOCUMENTS.pdf

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245		Reason for Modification: Addendum_01	
Doc Description: OFFICE23: SWC for Office Supplies			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-06-30	2023-07-13 13:30	CRFQ 0212 SWC2300000015	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603
Vendor Name : Staples Contract & Commercial LLC
Address : 500
Street : Staples Drive
City : Framingham
State : MA **Country :** United States **Zip :** 01702
Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)
Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X *John Geurin* **FEIN#** 04-3390816 **DATE** Jul 11, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_01: Is issued for the following:

1. To publish the Exhibit_A Pricing Pages (Revised 6-30-2023) to expand the description box area due to some categories not showing all the information.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44120000			

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT:	2023-07-04

SOLICITATION NUMBER: CRFQ 0212 SWC2300000015
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2300000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time.
- Modify specifications of product or service being sought.
- Attachment of vendor questions and responses.
- Attachment of pre-bid sign-in sheet.
- Correction of error.
- Other: To publish the Exhibit_A Pricing Pages (Revised 6-30-2023).

Description of Modification to Solicitation:

1. To publish the Exhibit_A Pricing Pages (Revised 6-30-2023) to expand the description box area due to some categories not showing all the information.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

EXHIBIT_A PRICING PAGES

Vendor Company
Name:

Instructions:

Vendor shall enter its name in Cell B3.

Proposers shall enter a discount percentage from list into column E and Column F for all categories.

For evaluation purposes, the Price Proposal response will be based on the proposed discount from the vendor catalog + wholesale catalog using the reported spend from OFFICE15 04/01/2022 through 05/31/2023

NOTE: If Vendor only offers a discount from its wholesaler catalog, Vendor shall enter the discount from its wholesaler catalog into both Column E and Column F.

Failure to propose a discount on all categories and both columns will result in the Bid being removed from award consideration.

Category	Category Description	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Vendor Catalog)	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Wholesale Catalog)	Percentage Discount from List Vendor Catalog	Percentage Discount from List Wholesaler Catalog	Total Cost After Discounts (Vendor Catalog + Wholesale Catalog)
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	\$1,546.99	\$2,570.81			\$ -
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets	\$166.33	\$302.93			\$ -
3	Archive Boxes, Cardboard Boxes, Storage Containers	\$52,700.15	\$12,872.40			\$ -
4	Award Frames, Displays, Plaques, Certificates	\$3,978.34	\$7,218.92			\$ -
5	Badges, Badge Holders, Lanyards	\$14,420.58	\$6,246.17			\$ -
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords	\$83,834.27	\$44,233.31			\$ -
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	\$39,056.19	\$21,575.71			\$ -
8	Binders, Combs, Rings, Splines	\$92,192.33	\$30,869.67			\$ -
9	Book Cases, Book Shelves	\$2,991.07	\$771.37			\$ -
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails	\$39,783.98	\$26,539.55			\$ -
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, "While You Were Out" Books, Forms, Calendars, Deskpads, Refills, Planners	\$5,107.56	\$190,289.37			\$ -

12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags	\$73,346.35	\$25,264.81			\$ -
13	Carts, Hand Trucks	\$2,433.87	\$9,275.34			\$ -
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 and Cases	\$19,474.58	\$23,636.87			\$ -
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats	\$44,564.50	\$6,523.46			\$ -
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)	\$10,203.28	\$8,135.83			\$ -
17	Correction Fluid, Correction Tape, Correction Pens	\$22,359.19	\$5,977.54			\$ -
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)	\$34,285.65	\$17,669.97			\$ -
19	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	\$59,529.60	\$63,301.31			\$ -
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons	\$1,951.58	\$246.40			\$ -
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	\$94,152.06	\$33,299.62			\$ -
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	\$12,655.37	\$49,650.66			\$ -
23	Headsets, Headset Accessories, Headphones	\$16,333.26	\$32,931.50			\$ -
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	\$24,270.82	\$4,577.38			\$ -
25	Knives, Cutters, Blades, Scrapers	\$101.43	\$630.11			\$ -
26	Labels, Label Makers, Label Holders	\$79,000.51	\$16,495.44			\$ -
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips, Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper	\$106,765.63	\$38,516.58			\$ -
28	Markers, Highlighters, Felt Pens	\$51,766.46	\$9,529.17			\$ -
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, mouse Pads, Keyboard Trays	\$49,109.37	\$26,192.74			\$ -
30	Notebooks, Notepads, Pads of Paper, Sticky Notes	\$123,841.19	\$59,072.42			\$ -
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, desktop Shelves, Shredders, Bookends	\$25,290.86	\$25,866.33			\$ -

32	Paper (Excluding Category 49) (including all sizes Copy Paper, Writing Paper, Stationery, etc.)	\$112,897.90	\$236,031.25			\$ -
33	Pencils, Pencil Erasers, mechanical Pencils, Lead Refills, Pens, Pen Refills	\$122,747.17	\$25,213.98			\$ -
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	\$806.16	\$867.31			\$ -
35	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 Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	\$222,039.37	\$156,210.48			\$ -
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	\$3,827.14	\$6,188.09			\$ -
37	Staplers, Staples, Staple Removers	\$42,180.58	\$16,257.76			\$ -
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	\$39,310.39	\$2,815.36			\$ -
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	\$67,488.08	\$18,150.39			\$ -
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins	\$105,595.44	\$21,212.01			\$ -
41	Toner Cartridges, LaserJet HP Brand Only	\$592,239.50	\$480,727.27			\$ -
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories	\$88,233.06	\$11,348.99			\$ -
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	\$430,134.62	\$333,259.01			\$ -
44	Remanufactured and Bio-based Toner and Ink Cartridges	\$43,857.90	\$8,835.42			\$ -
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	\$6,484.05	\$5,454.78			\$ -
46	USB Drives, Flash Memory, Zip Disks	\$22,913.87	\$16,707.89			\$ -
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools	\$1,920.76	\$4,814.45			\$ -
48	Un-Categorized Spend	\$434,491.60	\$258,466.81			\$ -
49	Paper (All sizes of Copy Paper, 92 bright, 20lb ONLY)	\$910,257.22	\$47,908.27			\$ -
Total	Total Bid Price (Categories 1-49)					\$ -

State of West Virginia - Apr 1 2022 - Mar 31 2023

Product Description	Bot Product Code	Wholesaler Product Code	Catalog	Category	Pack Qty	UOM	Qty Sold	Times Sold	Total Sales
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	Paper Core	Paper Core	10	CA	23,869	2,860	\$882,717.59
X9,92,20,11,DRIVERASSIST,PL	895391	OX9001SKD-DA	Paper Core	Paper Core	1	PL	21	18	\$31,509.61
PAPER,X-9,11",20LB,REAM	332063	OX9001EA	Paper Core	Paper Core	1	RM	4,582	60	\$16,379.44
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	Paper Core	Paper Core	10	CT	231	90	\$12,015.01
PAPER,X-9,11X17,20LB,5/CASE	196652	OX9007-CTN	Paper Core	Paper Core	5	CA	232	54	\$9,578.92
PAPER,BOISE ASPN,30%REC,LTR,WH	116946	054901-CTN	Paper Core	Paper Core	10	CT	115	24	\$4,465.20
PAPER,X9,20#,92B,14,W	593395	OX9004	Paper Core	Paper Core	1	RM	79	29	\$421.65
PAPER,BOISE ASPN,30%REC,11"X17",WH	942426	054907-CTN	Paper Core	Paper Core	5	CA	9	4	\$415.22
PAPER,BOISE,ASPEN,11",10CA,WHT	125420	054922-CTN	Paper Core	Paper Core	10	CA	8	3	\$360.72
PAPER,X9,20#,92B,17,W	593467	OX9007	Paper Core	Paper Core	1	RM	35	15	\$302.13

\$958,165.49

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2300000016

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Staples Contract & Commercial LLC

Company

John Geurin

John Geurin, Senior Vice President, Commercial Sales

Authorized Signature

Jul 11, 2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ADDENDUM 2

CRFQ SWC230000015 ADDENDUM_02 DOCUMENTS.pdf

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245		Reason for Modification: ADDENDUM_2	
Doc Description: OFFICE23: SWC for Office Supplies			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-06	2023-07-13 13:30	CRFQ 0212 SWC2300000015	3

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603

Vendor Name : Staples Contract & Commercial LLC

Address : 500

Street : Staples Drive

City : Framingham

State : MA **Country :** United States **Zip :** 01702

Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)

Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X *John Geurin* **FEIN#** 04-3390816 **DATE** Jul 11, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_02: Is issued for the following:

- 1. To publish the State's response to the vendor's technical questions received during the questioning period.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44120000			

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Technical Questions due by 10:00am EDT:	2023-07-04

SOLICITATION NUMBER: CRFQ 0212 SWC2300000015
Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2300000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time.
- Modify specifications of product or service being sought.
- Attachment of vendor questions and responses.
- Attachment of pre-bid sign-in sheet.
- Correction of error.
- Other:

Description of Modification to Solicitation:

1. To publish the State’s response to the Technical Questions proposed by vendors.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Question #1a	In Exhibit A Pricing Pages, we think some items are missing from the "Category Description: in Column B? Example: Category 7 reads: "Binder clips, Paper Clips, Push Pins, Thumb Tacks, Safety" (are there items listed after Safety
Response #1a	The Exhibit_A Pricing Pages were revised to correct description box size issue and were published on the 6/30/2023. Vendors should submit their bid response on the revised version. NOTE: Only the description box was expanded, and no other changes were made to the pricing pages.
Question #1b	In Category 48, what items are in this category?
Response #1b	Any item provided for sale in the vendor's catalog(s) to the state that does not fall under any other specifically designated category?
Question #2	In the Specifications Office23 doc, Section 4.1 reads the following. 4.1 Contract Award: This Contract is intended to provide all State Agencies with a discounted price on all Eligible Items. <u>The Contract shall be awarded to the Vendor that meets the Solicitation specifications and provide the lowest Total Bid Cost for all Eligible Items listed by Category on the Pricing Pages.</u> Notwithstanding the foregoing, the Purchasing Division reserves the right to award Contract to multiple Vendors if it deems such action necessary. Are you able to provide more detail about the evaluation criteria for analyzing the responses/ i.e., Scoring sheet or Rubric template?
Response #2	Specification 4.1 Contract Award will be revised to remove the multiple vendor award language. This RFQ will be awarded to the single, lowest responsible bidder, and not a multiple award.
Question #3	If there are alternate solutions to certain Bid Specifications, how would you like the vendor to offer it? i.e., Identify section in bid & provide "Alternate Solution"?
Response #3	Please refer to the General Terms and Conditions document Item 10 ALTERNATE MODEL OR BRAND section and Item 11 EXCEPTIONS AND CLARIFICATIONS section for clarification. Please note that providing alternates or exceptions may be grounds for rejection of a Vendor's bid.
Question #4	By holding the Pricing for the first contract year, the Vendor will need to estimate market changes. Will the State consider a six-month review in the initial term, just like the semi-annual review thereafter?
Response #4	Per Specification 5.4 Catalog Modification: The vendor Must provide an updated catalog (semi-annually). 5.4.1 requires pricing adjustments based on manufacturer retail/list price (increases/decreases) for categories 1-48. Category 49 requires pricing adjustments based on the RISI Table 6 Index more defined in Specification Section 3.6. Regardless of pricing adjustments to the manufacturer retail/list price or RISI Index, all discount percentages will remain the same or increase for the life of the contract (including optional renewal years).
Question #5	Can the State please provide bid documents from the last bid in 2015 as well as ODP discounting from the most recent non-mandatory contract?

Response #5	The previous OFFICE15 contract was not bid by the State. The State joined a cooperative (NASPO) through the participating addendum process. The category discounts are attached to this addendum. You may request additional information from previous solicitations/bids/contracts through the Freedom of Information process.
Question #6	Are orders under \$25.00 exempt from this Contract? If so, can the State please provide annual spend as it relates to those orders. Are there any limitation on small order fees or delivery charges the winning bidder can charge for orders under \$25.00?
Response #6	There are no minimum order requirements for the resulting contract awarded from this solicitation. The successful bidder will be required to deliver any order regardless of amount at no charge to the agency. The Purchasing Division does not have the spending amount for orders under \$25.00. However, the previous contract holder stated that for the period of April 01, 2022 through March 31, 2023 that 21,133 orders were submitted and 795 orders were under \$25.00.
Question #7	Is there HP Big Deal Pricing currently in place for the State of West Virginia? If so, please provide that pricing as the HP Big Deal can transfer to the eventual awardee of the contract assuming they are an Authorized HP Reseller.
Response #7	The State's previous contract was through a NASPO cooperative and HP Big Deal Pricing was a part of the solicitation from NASPO. The State did not have a direct HP Big Deal directly in place with the State. The State would like to participate in an HP Big Deal Pricing Program for the contract resulting from this solicitation to leverage any additional savings possible to the State. As such, the Purchasing Division has notified HP that the State would like to participate in the savings program. Vendors may contact David Catalano for WV HP Big Deal price savings at: David.T.Catalano@hp.com or by phone at 517-719-0266 for further information and to verify they are eligible to participate in the savings program for the State. Vendor participation in the HP Big Deal Pricing is desired but is not a requirement for this solicitation as the contract will be awarded to the lowest cost responsible bidder.
Question #8	Does the \$958,000 reflect all copy paper spend? I don't see any volume for ODP standard white box item #273646.
Response #8	The sku #273646 spend is included in the wholesale catalog amount listed in the Exhibit_A Pricing pages for category 32. The spend for the sku was \$204,352.12 for the time period referenced in the pricing pages.
Question #9	Do the Vendor Catalog and Wholesaler Catalog both have to include at least 10,000 items or 10,000 overall?
Response #9	The minimum 10,000 overall items can be a combination of both the vendor and wholesaler catalogs.

Exhibit B

Goods and Prices

EXECUTION COPY

The category discounts set forth below apply to both the Standard and Green tracks.

CAT. NUMBER	CATEGORY DESCRIPTION	Vendor Catalog % DISCOUNT OFFERED	Wholesale Catalog (SP Catalog) % DISCOUNT OFFERED
1	Adhesives, Glues, Glue sticks, Adhesive Removers	63%	48%
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.	48%	33%
3	Archive Boxes, Cardboard Boxes, Storage Containers	61%	50%
4	Award Frames, Displays, Plaques, Certificates	49%	35%
5	Badges, Badge Holders, Lanyards	57%	42%
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords	54%	45%

EXECUTION COPY

7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	72%	46%
8	Binders, Combs, Rings, Spines	54%	43%
9	Book Cases, Book Ends, Book Shelves	51%	37%
10	White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails	55%	36%
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Deskpads, Refills, Planners	58%	46%
12	Garbage Can Liners, Shredder bags	74%	47%
13	Carts, Handtrucks	54%	43%

EXECUTION COPY

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%
15	Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats	62%	43%
16	Clocks, Hooks, Lamps (including Desk Lamps and Light Bulbs)	53%	38%
17	Correction Fluid, Correction Tape, Correction Pens	61%	48%
18	Food Service Ware: Cups, Spoons, Forks, Plates, Bowls	55%	44%

EXECUTION COPY

19	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	55%	40%
20	Chalk Erasers, Dry Erase Erasers, Chalk	58%	47%
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	49%	37%

EXECUTION COPY

22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	50%	38%
23	Headsets, Headset Accessories, Headphones	44%	40%
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	60%	50%
25	Knives, Cutters, Blades, Scrapers	61%	49%
26	Labels, Label Makers, Label Holders	56%	44%
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper	65%	53%
28	Markers, Highlighters, Felt Pens	63%	48%

EXECUTION COPY

29	Mice, Keyboards, Wristrests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers	53%	40%
30	Paper: Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationery Paper	73%	58%
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves	62%	47%
32	Paper (Including Copy Paper except for paper in Category 49, Writing Paper, Colored Paper, etc.)	70%	55%
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills	68%	61%

EXECUTION COPY

34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	62%	47%
35	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	66%	55%
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	50%	26%
37	Staplers, Staples, Staple Removers	62%	41%

EXECUTION COPY

38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	51%	36%
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	61%	46%
40	Breakroom Paper Products: Tissue, Paper Towels, Napkins	55%	44%
41	Toner Cartridges, LaserJet HP Brand only including High Yield	45%	37%
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums	42%	31%
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	39%	34%
44	Remanufactured and Biobased Toner and Ink Cartridges	49%	47%

EXECUTION COPY

45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	57%	30%
46	USB Drives, Flash Memory, Zip Disks	34%	10%
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Games/Learning Tools, Crayons	66%	50%
48	Un-Categorized Spend	40%	27%

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2300000015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Staples Contract & Commercial LLC

Company



John Geurin, Senior Vice President, Commercial Sales

Authorized Signature

Jul 11, 2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ADDENDUM 3

CRFQ SWC230000015 ADDENDUM_03 DOCUMENTS.pdf

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245			Reason for Modification: ADDENDUM_3
Doc Description: OFFICE23: SWC for Office Supplies			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-11	2023-07-13 13:30	CRFQ 0212 SWC2300000015	4

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603

Vendor Name : Staples Contract & Commercial LLC

Address : 500

Street : Staples Drive

City : Framingham

State : MA **Country :** United States **Zip :** 01702

Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)

Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X  **FEIN#** 04-3390816 **DATE** Jul 11, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_03: Is issued for the following:

- 1. To remove Specification 3.5.2 for Category 49 requiring BLI Certification in its entirety.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
44120000			

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT:	2023-07-04

SOLICITATION NUMBER: CRFQ 0212 SWC2300000015
Addendum Number: 3

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2300000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time.
- Modify specifications of product or service being sought.
- Attachment of vendor questions and responses.
- Attachment of pre-bid sign-in sheet.
- Correction of error.
- Other:

Description of Modification to Solicitation:

1. To remove Specification 3.5.2 for Category 49 requiring BLI Certification in its entirety.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2300000015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Staples Contract & Commercial LLC

Company

John Geurin

John Geurin, Senior Vice President, Commercial Sales

Authorized Signature

Jul 11, 2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ADDENDUM 4

CRFQ SWC230000015 ADDENDUM_04 DOCUMENTS.pdf

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245			Reason for Modification: ADDENDUM_4
Doc Description: OFFICE23: SWC for Office Supplies			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-13	2023-07-18 13:30	CRFQ 0212 SWC2300000015	5

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603
Vendor Name : Staples Contract & Commercial LLC
Address : 500
Street : Staples Drive
City : Framingham
State : MA **Country :** United States **Zip :** 01702
Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)
Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X  **FEIN#** 04-3390816 **DATE** Jul 14, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_04: Is issued for the following:

- 1. To move the bid opening date from 07/13/2023 to 07/18/2023 at 1:30pm EDT.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO	SHIP TO
------------	---------

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV US
--	--

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA	Refer to Exhibit A - Pricing Page	

Comm Code	Manufacturer	Specification	Model #
44120000	Varies		

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT:	2023-07-04

SOLICITATION NUMBER: CRFQ 0212 SWC2300000015

Addendum Number: 4

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2300000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time from July 13, 2023 to July 18, 2023 at 1:30pm EDT.
- Modify specifications of product or service being sought.
- Attachment of vendor questions and responses.
- Attachment of pre-bid sign-in sheet.
- Correction of error.
- Other:

Description of Modification to Solicitation:

1. **To move the bid opening date from 07/13/2023 to 07/18/2023 at 1:30pm EDT.**

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2300000015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Staples Contract & Commercial LLC

Company

John Geurin

John Geurin, Senior Vice President, Commercial Sales

Authorized Signature

Jul 14, 2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ADDENDUM 5

CRFQ SWC230000015 ADDENDUM_05 DOCUMENTS.pdf

See following pages for completed form.





Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Office Supplies

Proc Folder: 1249245			Reason for Modification: ADDENDUM_5
Doc Description: OFFICE23: SWC for Office Supplies			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-07-13	2023-07-18 13:30	CRFQ 0212 SWC2300000015	6

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VC0000039603
Vendor Name : Staples Contract & Commercial LLC
Address : 500
Street : Staples Drive
City : Framingham
State : MA **Country :** United States **Zip :** 01702
Principal Contact : Cathy Peterson-Jennings, Business Development Director (Cathy.Peterson-Jennings@Staples.com)
Vendor Contact Phone: (586) 945-5789 **Extension:** N/A

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Staples Contract & Commercial LLC - Authorized Signatory: John Geurin, Senior Vice President, Commercial Sales

Vendor Signature X  **FEIN#** 04-3390816 **DATE** Jul 14, 2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM_05: Is issued for the following:

- 1 To publish the Exhibit_A Pricing Pages (revised 7/13/2023) with formula calculations corrected.

No other changes made.

The West Virginia Purchasing Division is soliciting bids on behalf of the State of West Virginia to establish an Open-end, Statewide Contract for Office Supplies, per the attached documents.

The Contract awarded from this Solicitation shall cover Eligible Items from the Vendor's Catalog.

The Contract may be utilized by all West Virginia State Agencies and Political Subdivisions in the State's fifty-five (55) counties.

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	OFFICE SUPPLIES - see attached pricing page	0.00000	EA	Refer to Exhibit A - Pricing Page	

Comm Code	Manufacturer	Specification	Model #
44120000	Varies		

Extended Description:

Note: Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.

If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

Vendor shall enter pricing into the Exhibit_A Pricing Pages and must attach with bid.

See section 18 of Instructions to Bidders for additional information.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am EDT:	2023-07-04

SOLICITATION NUMBER: CRFQ 0212 SWC2300000015
Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2300000015 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time:
- Modify specifications of product or service being sought.
- Attachment of vendor questions and responses.
- Attachment of pre-bid sign-in sheet.
- Correction of error:** To publish the Exhibit_A Pricing Pages (revised 7/13/2023) with formula calculations corrected.
- Other:

Description of Modification to Solicitation:

1. To publish the Exhibit_A Pricing Pages (revised 7/13/2023) with formula calculations corrected.

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

EXHIBIT_A PRICING PAGES

Vendor Company
Name:

Instructions:

Vendor shall enter its name in Cell B3.

Proposers shall enter a discount percentage from list into column E and Column F for all categories.

For evaluation purposes, the Price Proposal response will be based on the proposed discount from the vendor catalog + wholesale catalog using the reported spend from OFFICE15 04/01/2022 through 05/31/2023

NOTE: If Vendor only offers a discount from its wholesaler catalog, Vendor shall enter the discount from its wholesaler catalog into both Column E and Column F.

Failure to propose a discount on all categories and both columns will result in the Bid being removed from award consideration.

Category	Category Description	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Vendor Catalog)	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Wholesale Catalog)	Percentage Discount from List Vendor Catalog	Percentage Discount from List Wholesaler Catalog	Total Cost After Discounts (Vendor Catalog + Wholesale Catalog)
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	\$1,546.99	\$2,570.81	0.00%	0.00%	\$ 4,117.80
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets	\$166.33	\$302.93	0.00%	0.00%	\$ 469.26
3	Archive Boxes, Cardboard Boxes, Storage Containers	\$52,700.15	\$12,872.40	0.00%	0.00%	\$ 65,572.55
4	Award Frames, Displays, Plaques, Certificates	\$3,978.34	\$7,218.92	0.00%	0.00%	\$ 11,197.26
5	Badges, Badge Holders, Lanyards	\$14,420.58	\$6,246.17	0.00%	0.00%	\$ 20,666.75
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords	\$83,834.27	\$44,233.31	0.00%	0.00%	\$ 128,067.58
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	\$39,056.19	\$21,575.71	0.00%	0.00%	\$ 60,631.90
8	Binders, Combs, Rings, Splines	\$92,192.33	\$30,869.67	0.00%	0.00%	\$ 123,062.00
9	Book Cases, Book Shelves	\$2,991.07	\$771.37	0.00%	0.00%	\$ 3,762.44
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails	\$39,783.98	\$26,539.55	0.00%	0.00%	\$ 66,323.53
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, "While You Were Out" Books, Forms, Calendars, Deskpads, Refills, Planners	\$5,107.56	\$190,289.37	0.00%	0.00%	\$ 195,396.93

12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags	\$73,346.35	\$25,264.81	0.00%	0.00%	\$ 98,611.16
13	Carts, Hand Trucks	\$2,433.87	\$9,275.34	0.00%	0.00%	\$ 11,709.21
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 and Cases	\$19,474.58	\$23,636.87	0.00%	0.00%	\$ 43,111.45
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats	\$44,564.50	\$6,523.46	0.00%	0.00%	\$ 51,087.96
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)	\$10,203.28	\$8,135.83	0.00%	0.00%	\$ 18,339.11
17	Correction Fluid, Correction Tape, Correction Pens	\$22,359.19	\$5,977.54	0.00%	0.00%	\$ 28,336.73
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)	\$34,285.65	\$17,669.97	0.00%	0.00%	\$ 51,955.62
19	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	\$59,529.60	\$63,301.31	0.00%	0.00%	\$ 122,830.91
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons	\$1,951.58	\$246.40	0.00%	0.00%	\$ 2,197.98
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	\$94,152.06	\$33,299.62	0.00%	0.00%	\$ 127,451.68
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	\$12,655.37	\$49,650.66	0.00%	0.00%	\$ 62,306.03
23	Headsets, Headset Accessories, Headphones	\$16,333.26	\$32,931.50	0.00%	0.00%	\$ 49,264.76
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	\$24,270.82	\$4,577.38	0.00%	0.00%	\$ 28,848.20
25	Knives, Cutters, Blades, Scrapers	\$101.43	\$630.11	0.00%	0.00%	\$ 731.54
26	Labels, Label Makers, Label Holders	\$79,000.51	\$16,495.44	0.00%	0.00%	\$ 95,495.95
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips, Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper	\$106,765.63	\$38,516.58	0.00%	0.00%	\$ 145,282.21
28	Markers, Highlighters, Felt Pens	\$51,766.46	\$9,529.17	0.00%	0.00%	\$ 61,295.63
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, mouse Pads, Keyboard Trays	\$49,109.37	\$26,192.74	0.00%	0.00%	\$ 75,302.11
30	Notebooks, Notepads, Pads of Paper, Sticky Notes	\$123,841.19	\$59,072.42	0.00%	0.00%	\$ 182,913.61
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, desktop Shelves, Shredders, Bookends	\$25,290.86	\$25,866.33	0.00%	0.00%	\$ 51,157.19

32	Paper (Excluding Category 49) (including all sizes Copy Paper, Writing Paper, Stationery, etc.)	\$112,897.90	\$236,031.25	0.00%	0.00%	\$ 348,929.15
33	Pencils, Pencil Erasers, mechanical Pencils, Lead Refills, Pens, Pen Refills	\$122,747.17	\$25,213.98	0.00%	0.00%	\$ 147,961.15
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	\$806.16	\$867.31	0.00%	0.00%	\$ 1,673.47
35	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 Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	\$222,039.37	\$156,210.48	0.00%	0.00%	\$ 378,249.85
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	\$3,827.14	\$6,188.09	0.00%	0.00%	\$ 10,015.23
37	Staplers, Staples, Staple Removers	\$42,180.58	\$16,257.76	0.00%	0.00%	\$ 58,438.34
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	\$39,310.39	\$2,815.36	0.00%	0.00%	\$ 42,125.75
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	\$67,488.08	\$18,150.39	0.00%	0.00%	\$ 85,638.47
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins	\$105,595.44	\$21,212.01	0.00%	0.00%	\$ 126,807.45
41	Toner Cartridges, LaserJet HP Brand Only	\$592,239.50	\$480,727.27	0.00%	0.00%	\$ 1,072,966.77
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories	\$88,233.06	\$11,348.99	0.00%	0.00%	\$ 99,582.05
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	\$430,134.62	\$333,259.01	0.00%	0.00%	\$ 763,393.63
44	Remanufactured and Bio-based Toner and Ink Cartridges	\$43,857.90	\$8,835.42	0.00%	0.00%	\$ 52,693.32
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	\$6,484.05	\$5,454.78	0.00%	0.00%	\$ 11,938.83
46	USB Drives, Flash Memory, Zip Disks	\$22,913.87	\$16,707.89	0.00%	0.00%	\$ 39,621.76
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools	\$1,920.76	\$4,814.45	0.00%	0.00%	\$ 6,735.21
48	Un-Categorized Spend	\$434,491.60	\$258,466.81	0.00%	0.00%	\$ 692,958.41
49	Paper (All sizes of Copy Paper, 92 bright, 20lb ONLY)	\$910,257.22	\$47,908.27	0.00%	0.00%	\$ 958,165.49
Total	Total Bid Price (Categories 1-49)					\$ 6,885,391.37

State of West Virginia - Apr 1 2022 - Mar 31 2023

Product Description	Bot Product Code	Wholesaler Product Code	Catalog	Category	Pack Qty	UOM	Qty Sold	Times Sold	Total Sales
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	Paper Core	Paper Core	10	CA	23,869	2,860	\$882,717.59
X9,92,20,11,DRIVERASSIST,PL	895391	OX9001SKD-DA	Paper Core	Paper Core	1	PL	21	18	\$31,509.61
PAPER,X-9,11",20LB,REAM	332063	OX9001EA	Paper Core	Paper Core	1	RM	4,582	60	\$16,379.44
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	Paper Core	Paper Core	10	CT	231	90	\$12,015.01
PAPER,X-9,11X17,20LB,5/CASE	196652	OX9007-CTN	Paper Core	Paper Core	5	CA	232	54	\$9,578.92
PAPER,BOISE ASPN,30%REC,LTR,WH	116946	054901-CTN	Paper Core	Paper Core	10	CT	115	24	\$4,465.20
PAPER,X9,20#,92B,14,W	593395	OX9004	Paper Core	Paper Core	1	RM	79	29	\$421.65
PAPER,BOISE ASPN,30%REC,11"X17",WH	942426	054907-CTN	Paper Core	Paper Core	5	CA	9	4	\$415.22
PAPER,BOISE,ASPEN,11",10CA,WHT	125420	054922-CTN	Paper Core	Paper Core	10	CA	8	3	\$360.72
PAPER,X9,20#,92B,17,W	593467	OX9007	Paper Core	Paper Core	1	RM	35	15	\$302.13

\$958,165.49

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0212 SWC2300000015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

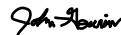
(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input checked="" type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input checked="" type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input checked="" type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Staples Contract & Commercial LLC

Company



John Geurin, Senior Vice President, Commercial Sales

Authorized Signature

Jul 14, 2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

EXHIBIT_A PRICING PAGES

Vendor Company
Name:

Staples Contract & Commercial LLC

Instructions:

Vendor shall enter its name in Cell B3.

Proposers shall enter a discount percentage from list into column E and Column F for all categories.

For evaluation purposes, the Price Proposal response will be based on the proposed discount from the vendor catalog + wholesale catalog using the reported spend from OFFICE15 04/01/2022 through 05/31/2023

NOTE: If Vendor only offers a discount from its wholesaler catalog, Vendor shall enter the discount from its wholesaler catalog into both Column E and Column F.

Failure to propose a discount on all categories and both columns will result in the Bid being removed from award consideration.

Category	Category Description	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Vendor Catalog)	OFFICE 15 04/01/2022 through 05/31/2023 Yearly Spend (Wholesale Catalog)	Percentage Discount from List Vendor Catalog	Percentage Discount from List Wholesaler Catalog	Total Cost After Discounts (Vendor Catalog + Wholesale Catalog)
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	\$1,546.99	\$2,570.81	65.00%	48.00%	\$ 1,878.27
2	Dictionaries, Thesaurus, Diaries, Tickets, Reference Sets	\$166.33	\$302.93	59.00%	59.00%	\$ 192.40
3	Archive Boxes, Cardboard Boxes, Storage Containers	\$52,700.15	\$12,872.40	62.00%	53.00%	\$ 26,076.09
4	Award Frames, Displays, Plaques, Certificates	\$3,978.34	\$7,218.92	60.00%	44.00%	\$ 5,633.93
5	Badges, Badge Holders, Lanyards	\$14,420.58	\$6,246.17	62.00%	43.00%	\$ 9,040.14
6	Batteries, Chargers, UPS Power Supply, Surge Protectors, Extension Cords	\$83,834.27	\$44,233.31	61.00%	51.00%	\$ 54,369.69
7	Binder Clips, Paper Clips, Panel Clips, Push Pins, Thumb Tacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	\$39,056.19	\$21,575.71	75.00%	52.00%	\$ 20,120.39
8	Binders, Combs, Rings, Splines	\$92,192.33	\$30,869.67	66.00%	61.00%	\$ 43,384.56
9	Book Cases, Book Shelves	\$2,991.07	\$771.37	53.00%	40.00%	\$ 1,868.62
10	Bulletin Boards, Cork Boards, Easels, Easel Pads, Poster Boards, Display Rails	\$39,783.98	\$26,539.55	54.00%	38.00%	\$ 34,755.15
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, "While You Were Out" Books, Forms, Calendars, Deskpads, Refills, Planners	\$5,107.56	\$190,289.37	61.00%	45.00%	\$ 106,651.10

12	Garbage/Trash Can Liners, Shredder Bags, Recycling Bags	\$73,346.35	\$25,264.81	48.00%	40.00%	\$ 53,298.99
13	Carts, Hand Trucks	\$2,433.87	\$9,275.34	33.00%	25.00%	\$ 8,587.20
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 and Cases	\$19,474.58	\$23,636.87	44.00%	31.00%	\$ 27,215.21
15	Chair Mats, Door Mats, Floor Mats, Anti-Fatigue Mats	\$44,564.50	\$6,523.46	65.00%	49.00%	\$ 18,924.54
16	Clocks, Hooks, Lamps (Including Desk Lamps and Light Bulbs)	\$10,203.28	\$8,135.83	46.00%	36.00%	\$ 10,716.70
17	Correction Fluid, Correction Tape, Correction Pens	\$22,359.19	\$5,977.54	65.00%	59.00%	\$ 10,276.51
18	Food Service Ware (Cups, Spoons, Forks, Plates, Bowls)	\$34,285.65	\$17,669.97	52.00%	46.00%	\$ 25,998.90
19	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	\$59,529.60	\$63,301.31	51.00%	45.00%	\$ 63,985.22
20	Chalk Erasers, Dry Erase Erasers, Chalk, Crayons	\$1,951.58	\$246.40	55.00%	52.00%	\$ 996.48
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	\$94,152.06	\$33,299.62	42.00%	29.00%	\$ 78,250.93
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	\$12,655.37	\$49,650.66	53.00%	42.00%	\$ 34,745.41
23	Headsets, Headset Accessories, Headphones	\$16,333.26	\$32,931.50	40.00%	31.00%	\$ 32,522.69
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	\$24,270.82	\$4,577.38	53.00%	40.00%	\$ 14,153.71
25	Knives, Cutters, Blades, Scrapers	\$101.43	\$630.11	55.00%	42.00%	\$ 411.11
26	Labels, Label Makers, Label Holders	\$79,000.51	\$16,495.44	63.00%	42.00%	\$ 38,797.54
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Finger Tips, Finger Tip Covers and Moisteners, Letter Openers, Butcher Paper	\$106,765.63	\$38,516.58	67.00%	58.00%	\$ 51,409.62
28	Markers, Highlighters, Felt Pens	\$51,766.46	\$9,529.17	64.00%	52.00%	\$ 23,209.93
29	Mouse, Keyboards, Wrist Rests, Keyboard Pads, mouse Pads, Keyboard Trays	\$49,109.37	\$26,192.74	44.00%	27.00%	\$ 46,621.95
30	Notebooks, Notepads, Pads of Paper, Sticky Notes	\$123,841.19	\$59,072.42	74.00%	55.00%	\$ 58,781.30
31	Office Organizers, In Boxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, desktop Shelves, Shredders, Bookends	\$25,290.86	\$25,866.33	65.00%	45.00%	\$ 23,078.28

32	Paper (Excluding Category 49) (including all sizes Copy Paper, Writing Paper, Stationery, etc.)	\$112,897.90	\$236,031.25	76.00%	70.00%	\$ 97,904.87
33	Pencils, Pencil Erasers, mechanical Pencils, Lead Refills, Pens, Pen Refills	\$122,747.17	\$25,213.98	67.00%	56.00%	\$ 51,600.72
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	\$806.16	\$867.31	56.00%	52.00%	\$ 771.02
35	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 Reinforcement, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape	\$222,039.37	\$156,210.48	78.00%	62.00%	\$ 108,208.64
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	\$3,827.14	\$6,188.09	50.00%	42.00%	\$ 5,502.66
37	Staplers, Staples, Staple Removers	\$42,180.58	\$16,257.76	63.00%	55.00%	\$ 22,922.81
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	\$39,310.39	\$2,815.36	49.00%	49.00%	\$ 21,484.13
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	\$67,488.08	\$18,150.39	59.00%	55.00%	\$ 35,837.79
40	Breakroom Paper Products: Tissues, Paper Towels, Napkins	\$105,595.44	\$21,212.01	51.00%	50.00%	\$ 62,347.77
41	Toner Cartridges, LaserJet HP Brand Only	\$592,239.50	\$480,727.27	44.00%	39.00%	\$ 624,897.75
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums and Accessories	\$88,233.06	\$11,348.99	40.00%	32.00%	\$ 60,657.15
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands	\$430,134.62	\$333,259.01	35.00%	30.00%	\$ 512,868.81
44	Remanufactured and Bio-based Toner and Ink Cartridges	\$43,857.90	\$8,835.42	56.00%	46.00%	\$ 24,068.60
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	\$6,484.05	\$5,454.78	65.00%	36.00%	\$ 5,760.48
46	USB Drives, Flash Memory, Zip Disks	\$22,913.87	\$16,707.89	60.00%	24.00%	\$ 21,863.54
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools	\$1,920.76	\$4,814.45	40.00%	40.00%	\$ 4,041.13
48	Un-Categorized Spend	\$434,491.60	\$258,466.81	47.00%	40.00%	\$ 385,360.63
49	Paper (All sizes of Copy Paper, 92 bright, 20lb ONLY)	\$910,257.22	\$47,908.27	86.76%	70.00%	\$ 134,893.16
Total	Total Bid Price (Categories 1-49)					\$ 3,106,944.21

State of West Virginia - Apr 1 2022 - Mar 31 2023

Product Description	Bot Product C	Wholesaler Product C	Catalog	Category	Pack Qty	UOM	Qty Sold	Times Sold	Total Sales
PAPER,X-9,8.5"X11",20LB,10CA	196517	OX9001-CTN	Paper Core	Paper Core	10	CA	23,869	2,860	\$882,717.59
X9,92,20,11,DRIVERASSIST,PL	895391	OX9001SKD-DA	Paper Core	Paper Core	1	PL	21	18	\$31,509.61
PAPER,X-9,11",20LB,REAM	332063	OX9001EA	Paper Core	Paper Core	1	RM	4,582	60	\$16,379.44
PAPER,X-9,8.5X14,20LB,10/CASE	196643	OX9004-CTN	Paper Core	Paper Core	10	CT	231	90	\$12,015.01
PAPER,X-9,11X17,20LB,5/CASE	196652	OX9007-CTN	Paper Core	Paper Core	5	CA	232	54	\$9,578.92
PAPER,BOISE ASPN,30%REC,LTR,WH	116946	054901-CTN	Paper Core	Paper Core	10	CT	115	24	\$4,465.20
PAPER,X9,20#,92B,14,W	593395	OX9004	Paper Core	Paper Core	1	RM	79	29	\$421.65
PAPER,BOISE ASPN,30%REC,11"X17",WH	942426	054907-CTN	Paper Core	Paper Core	5	CA	9	4	\$415.22
PAPER,BOISE,ASPEN,11",10CA,WHT	125420	054922-CTN	Paper Core	Paper Core	10	CA	8	3	\$360.72
PAPER,X9,20#,92B,17,W	593467	OX9007	Paper Core	Paper Core	1	RM	35	15	\$302.13

\$958,165.49

**REFERENCE #1
(Public/Government Sector)**

Company/Agency Name:	State of Michigan	
Address:	525 W Allegan Street	
City, State, Zip Code:	Lansing MI 48933	
Phone:	517.249.0459	
Email:	HiltzV@michigan.gov	
Years providing service:	8 years	
Gross Sales per year:	\$6M	
Company/Agency Contact:	Valerie Hiltz	

**REFERENCE #2
(Private or Public/Government Sector)**

Company/Agency Name:	Harris County	
Address:	1111 Fannin Street, 12th Floor	
City, State, Zip Code:	Houston TX 77002	
Phone:	713.274.4404	
Email:	dewight.dopslauf@pur.bctx.net	
Years providing service:	11	
Gross Sales per year:	\$4M	
Company/Agency Contact:	DeWigh Dopslauf	

West Virginia Ethics Commission



Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not allow a vendor to perform work on a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

"Business entity" means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

"Interested party" or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

"State agency" means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the state agency prior to beginning work under a contract and to complete another form within 30 days of contract completion or termination.

This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: ethics@wv.gov; website: www.ethics.wv.gov.

West Virginia Ethics Commission
Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Staples Contract & Commercial LLC Address: 500 Staples Drive, Framingham, MA 01702

Name of Authorized Agent: John Geurin Address: 500 Staples Drive, Framingham, MA 01702

Contract Number: CRFQ SWC23*15 (OFFICE23) Contract Description: Statewide Contract for Office Supplies

Governmental agency awarding contract: West Virginia Purchasing Division

~~Check here if this is a Supplemental Disclosure~~

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (*attach additional pages if necessary*):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

Staples uses third-party vendors to perform some services, such as using UPS or local couriers to make deliveries, but we do not consider these to be subcontractors.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

Staples, Inc. owns 100% of Staples Contract & Commercial LLC.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: John Geurin

John Geurin, Senior Vice President, Commercial Sales

Date Signed: July 10th, 2023

Notary Verification

State of Colorado, County of Jefferson:

I, John Geurin, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 10 day of July, 2023.

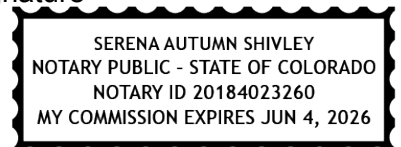
Serena Shively
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: WV Purchasing Division



Revised April 1, 2022