



OFFICE SUPPLIES
NON-MANDATORY FOR STATE AGENCIES
AVAILABLE TO POLITICAL SUBDIVISIONS

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

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

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

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

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

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

Actual shipping costs for deliveries outside of the Anchorage, Fairbanks, and Juneau areas will be passed on to the ordering agency. All emergency or rush deliveries that require special shipping and handling will also be at the ordering agency's expense, with prior approval from the ordering agency. All shipping and delivery costs billed to an ordering agency shall be added to an invoice as a separate line item.

The original solicitation and contract terms and conditions for this contract can be found at the NASPO ValuePoint website along with an office supplies webinar power point presentation:

<https://www.naspovaluepoint.org/portfolio/office-supplies-2015-2022/>

For more information, contact: [Mindy Birk](#) – Contracting Officer
State of Alaska
(907) 465-5678

Office Supply Categories and Discounts

Category	Description	Staples		Office Depot/Max	
		Vendor Catalog Discount %	Wholesale Catalog Discount %	Vendor Catalog Discount %	Wholesale Catalog Discount %
1	Adhesives, Glues, Glue Sticks, Adhesive Removers	65%	48%	63%	48%
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.	59%	59%	48%	33%
3	Archive Boxes, Cardboard Boxes, Storage Containers	58%	53%	61%	50%
4	Award Frames, Displays, Plaques, Certificates	60%	44%	49%	35%
5	Badges, Badge Holders, Lanyards	50%	38%	57%	42%
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords	53%	51%	54%	45%
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches	65%	52%	72%	46%
8	Binders, Combs, Rings, Spines	64%	61%	54%	43%
9	Book Cases, Book Ends, Book Shelves	40%	40%	51%	37%
10	White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails	40%	31%	55%	36%
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Deskpads, Refills, Planners	52%	45%	58%	46%
12	Garbage Can Liners, Shredder Bags	40%	40%	74%	47%
13	Carts, Handtrucks	33%	25%	54%	43%
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	44%	31%	46%	31%
15	Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats	54%	49%	62%	43%
16	Clocks, Hooks, Lamps (including Desk Lamps and Light Bulbs)	46%	36%	53%	38%
17	Correction Fluid, Correction Tape, Correction Pens	65%	59%	61%	48%
18	Food Service Ware: Cups, Spoons, Forks, Plates, Bowls	45%	44%	55%	44%
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	45%	45%	55%	40%
20	Chalk Erasers, Dry Erase Erasers, Chalk	55%	52%	58%	47%

21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners	42%	29%	49%	37%
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies	42%	39%	50%	38%
23	Headsets, Headset Accessories, Headphones	31%	21%	44%	40%
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls	53%	40%	60%	50%
25	Knives, Cutters, Blades, Scrapers	55%	42%	61%	49%
26	Labels, Label Makers, Label Holders	63%	42%	56%	44%
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper	67%	58%	65%	53%
28	Markers, Highlighters, Felt Pens	59%	52%	63%	48%
29	Mice, Keyboards, Wristrests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers	40%	27%	53%	40%
30	Paper: Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads,	74%	55%	73%	58%
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves	56%	38%	62%	47%
32	Paper (including Copy Paper except for paper in category 49, Writing Paper, Stationery Paper, Color Paper, etc.)	76%	70%	70%	55%
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills	62%	47%	68%	61%
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes	56%	52%	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%	56%	66%	55%
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates	50%	42%	50%	26%
37	Staplers, Staples, Staple Removers	63%	55%	62%	41%
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails	49%	49%	51%	36%
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products	59%	55%	61%	46%
40	Breakroom Paper Products: Tissue, Paper Towels, Napkins	51%	50%	55%	44%
41	Toner Cartridges, LaserJet HP Brand only including High Yield	43%	39%	45%	37%
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums	38%	31%	42%	31%
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other OEM Brands	33%	30%	39%	34%

44	High Yield, Remanufactured and Bio-based Toner and Ink Cartridges	56%	46%	49%	47%
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches	45%	25%	57%	30%
46	USB Drives, Flash Memory, Zip Disks	60%	24%	34%	10%
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools, Crayons	40%	40%	66%	50%
48	Un-Categorized Spend	47%	40%	40%	27%
49	Copier Paper (Price Based on RISI) (Including Recycled-Content Paper)	N/A	N/A	N/A	N/A

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

Office DEPOT. OfficeMax®

Master Agreement #5737
PA # WN-2015-OFFICE-0002
IRIS MA # 20*73

Expiration Date: 12/19/2022

[Ordering Website](#)

Adam Dordea

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Email: adam.dordea@OfficeDepot.com

Delivery questions & concerns :

- **Anchorage, Mat-Su Valley, Kenai Peninsula deliveries**
Delivery team and Brian Paraoan: 907-277-7470,
ods00557csr@officedepot.com and Brian.Paraoan@officedepot.com
- **Fairbanks area deliveries** Gie Gie Kolp: 907-456-6662 Ext.6,
CSR06466@OfficeDepot.com
- **Juneau area deliveries** Rob Madrid: 907-523-2900,
Juneaudeliveries@officedepot.com

Customer Service:

For immediate assistance, please call Customer Service @ 888-2-OFFICE
National Account Customers Customer Service 888-777-4044

In-Store Purchases

In order to receive the contract discounts at an Office Depot/Max store, you must have a Store Purchasing Card (SPC) or the SPC account number. The card and the account number are included on the next page.

Office DEPOT.
OfficeMax®

Your Store Purchasing Card is here!

STATE OF ALASKA SPC

Get your custom-discounted
pricing in store. Every day.

- Office Supplies
- Furniture
- Technology
- Facilities
- Breakroom Supplies
- Coffee and Water

Download the Office Depot® Business Mobile App
for digital access to your Store Purchasing Card.

Learn more at business.officedepot.com

Office DEPOT.
OfficeMax®

Store Purchasing Card
Account # 80126946390

CARDHOLDER INSTRUCTIONS:

For use in-store only. Present this card at checkout to access your discounted price. Must prepay for Print and Copy services. See reverse for details.

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Office DEPOT.
OfficeMax®

Office Depot® OfficeMax® Associate Instructions:
1. Begin normal sale transaction. Self service codes must be prepaid at the register for discount.
2. Press "Total" and the select, "Charge" or, "F1>SPC Account" (touch screen only).
3. Enter SPC # and wait for register to re-price.
4. Purchases with card do not qualify for Office Depot® OfficeMax® Rewards.
Use of this card constitutes acceptance of the terms and conditions.
Please visit business.officedepot.com/kspsc for full terms and conditions.

FREE Lamination of your
Store Purchasing Card

This coupon entitles the Office Depot Business Solutions Customer to free lamination of their Store Purchasing Card only. Not valid for lamination of any other product(s).

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Valid at business.officedepot.com or by phone at 888.2.OFFICE and fax at 888.813.7272 only. Office Depot updates pricing, product and service assortment on a regular basis as a result of a variety of factors, including, but not limited to, market and competitive forces, and reserves the right to change pricing and product assortment at any time without notice. Offers are non-transferable. Office Depot reserves the right to limit quantities sold to each customer. We are not responsible for errors.

For more information, contact

Name: Adam Dordea

Phone: 907-500-3911

Email: Adam.Dordea@OfficeDepot.com



Master Agreement # 5739
PA # WN-2015-OFFICE-0001
IRIS MA # 21*09 (Punchout)

Expiration Date: 12/19/2022

[Ordering Website](#)

Statewide Account Manager: Ron Caldwell

Phone: (907) 378-2081

Email: Ron.Caldwell@Staples.com

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

See next page for more information.

NASPO ValuePoint OFFICE SUPPLIES



Contract Number: 5739/ WN2015OFFICE0001

Expiration Date: 12/19/22



EVERYTHING YOU NEED TO RUN YOUR ORGANIZATION.

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

Technology and Managed Print Services

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



Furniture

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



Facilities

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



Breakroom

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



Print & Marketing Services

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



Promotional Products

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



Office Supplies

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



Pack & Ship

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



Why Shop with Staples?

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

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

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

Contact your local Account Manager Ron Caldwell at Ron.Caldwell@Staples.com or 907-378-2081.