



OFFICE SUPPLIES

NON-MANDATORY FOR STATE AGENCIES AND POLITICAL SUBDIVISIONS

Term: The contracts indicated below all expire on December 31, 2009
Renewals Remaining: Each contract has three, one year renewal options remaining

The Division of General Services combined the office supply purchases from state agencies in a competitive solicitation to establish the following contracts for the office supplies in Anchorage, Fairbanks, Juneau, and Ketchikan. To utilize the contracts, contact the vendor in the location that you wish to purchase office supplies in, make sure that you let them know that you are using a state contract and provide the contract number. Contact information for each vendor is provided below:

Contract Number 5658-A

Location Served: Anchorage
Staples

4831 Old Seward Highway
Anchorage, AK 99503
907-786-5100
907-786-5105 Fax
ernie.daniels@cexp.com

Contract Number 5658-B

Location Served: Fairbanks
Staples

4831 Old Seward Highway
Anchorage, AK 99503
907-786-5100
907-786-5105 Fax
ernie.daniels@cexp.com

Contract Number 5160-C

Location Served: Juneau
Office Plus

5165 Glacier Highway
Juneau, AK 99801
907-790-2323
907-790-2324 Fax
customerservice@officeplus-alaska.com

Contract Number 5160-D

Location Served: Ketchikan
Juds Office Supply, Inc.

1106 Tongass Avenue
Ketchikan, AK 99901
907-225-7898
907-225-9119 Fax

Contact Name: Dave Stone

The above contracts are intended to cover consumable supplies and small items of equipment incidental to the normal operation of an office, such as, but not limited to letter openers, staplers, desk organizers, and briefcases.

It is not intended to include larger items of equipment which could be found in an office, but would not be considered small equipment. Items such as cash registers, mailing machines, postage meters, telephones, telephone answering machines, vacuum cleaners, paper shredders, drafting tables, and copying machines are excluded from the above contracts.

In addition to the above exclusions, the following items are specifically excluded. Items may be added or removed from this list during the term of the contract by the Contracting Officer:

- ◆ Furniture
- ◆ Mailing Equipment
- ◆ Computer forms paper (except single case orders)
- ◆ Any item with custom printing (envelopes, stationery, cards etc)
- ◆ Toner (printer, fax, copier)
- ◆ Break-room Supplies
- ◆ Healthcare Supplies
- ◆ School Supplies
- ◆ Cameras and related products

July 23, 2009

The contracts also specifically exclude all other items that are on Mandatory use contracts such as:

- ◆ Computer Hardware and Software
- ◆ Pleading Paper
- ◆ Copy Paper (except single case orders)
- ◆ Hewlett Packard Printing Supplies

In the event of a dispute over whether an item is excluded, the Contracting Officer will make the final decision.

Delivery: All deliveries within the specified contract areas are free of charge. Deliveries outside the specific contract areas will require the ordering agency to pay the actual shipping charge. The charge shall be added to the invoice as a separate line item.

Pricing: Pricing is based on a percentage discount off the either the United Stationers or SP Richards General Line annual catalog. The percentage discounts and the catalogs offered are indicated below.

Price Adjustments: Contract pricing is adjusted every calendar quarter (January 1 April 1, July 1 and October 1) to reflect the current Manufacturers Suggested List Price (MSLP). Upon request from a using agency, the contractor's will provide the agency with quarterly list prices guides to allow an agency to spot check pricing.

In the Anchorage, Fairbanks and Juneau locations, the contractor's web sites will be updated each quarter with current pricing.

Location	Contractor	Contract Number	Catalog Offered	Percentage Discount
Anchorage	Staples	5658-A	United Stationers	60.1% off MSLP
Fairbanks	Staples	5658-B	United Stationers	50.1% of MSLP
Juneau	Office Plus	5160-C	SP Richards	40.5% off MSLP
Ketchikan	Jud's Office Supply	5160-D	United Stationers	33% off MSLP

If you have any questions regarding the Office Supplies contracts, please do not hesitate to contact the contract administrator below:

Tom Mayer
Contracting Manager
State of Alaska
907-465-5677
tom.mayer@alaska.gov