

MAKE more HAPPEN



STAPLES Advantage

Lee County

Request for Proposal Office Supplies

July 1, 2014

Presented by:

Cindy Carroll

Strategic Account Leader

Phone: 239-561-3952

Email: Cindy.Carroll@Staples.com

July 1, 2014

Robert Franceschini
Procurement Director
Lee County
1825 Hendry Street
3rd Floor
Fort Myers, Florida 33901

Dear Robert:

Thank you for inviting Staples Contract & Commercial, Inc., operating as Staples Advantage (Staples) to participate in the bidding process for your office products program. As your strategic partner for nearly five years, Staples has developed an understanding of your organization, its structure and service requirements. By choosing a supplier that can draw on this existing knowledge and experience with your organization, Lee County can eliminate the cost and time associated with implementing a program with a new vendor or maintaining a program with multiple vendors for a single product category.

Benefits of Extending Your Supply Partnership with Staples

As Lee County's current supplier, we plan on improving your current program to continue to add value by achieving the ongoing cost savings and operation efficiencies you demand. Thanks to our industry-leading size and purchasing power, Lee County will continue to achieve a lowest total delivered cost program while at the same time making it easy for your end users to order and receive the products they need. Our focus will continue to be providing Lee County with increased accuracy for deliveries, higher levels of compliance and ultimately, increased satisfaction among your end users.

Some of the advantages that we have offered Lee County include:

- ◆ Continued local dedication from Cindy Carroll your Strategic Account Leader and single point of contact for easy ongoing management of your program, including a continual "checkup" of progress toward meeting and exceeding your goals through regular Business Reviews.
- ◆ Competitively priced and extensive product selection delivered fast and free of charge.
- ◆ Ongoing operational savings driven by our constant investment in the latest procurement and supply chain technologies.
- ◆ Customized programs to help influence end user purchasing behaviors, resulting in increased ordering and process efficiencies.
- ◆ Consolidation of your technology, furniture, print, promotional products and facility breakroom needs into one integrated and streamline program, resulting in extensive total program savings.
- ◆ Service that exceeds your expectations, including first contact customer service resolution offered by Staples Call Centers.
- ◆ Access to Staples' expansive retail network at your preferred customer pricing even when visiting a store.
- ◆ Transparency in your purchasing patterns delivered through regular comprehensive reporting leading to opportunities for greater compliance as well as innovative solutions to your most critical business challenges.

Our relationship is already a great example of collaboration and innovation, driving costs out of each of our systems through strategic partnering. We have the resources, infrastructure, products and knowledge to extend our relationship with Lee County. Staples brings innovative solutions and superior service to build efficiencies in the workplace. We look forward to the opportunity to build upon our existing partnership and continue working together to exceed Lee County's business goals.

Kind regards,



Wayne Hall
Regional Vice President, Staples Advantage
404-720-6663
Wayne.Hall@Staples.com

For further assistance regarding Staples' response to this RFP, please contact your local Strategic Account Leader Cindy Carroll:

Cindy Carroll
Strategic Account Leader
239-561-3952
Cindy.Carroll@Staples.com

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Required Forms

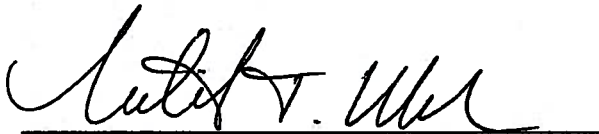
The following pages contain Staples' executed required forms included with this solicitation.

STAPLES CONTRACT & COMMERCIAL, INC.

SECRETARY'S CERTIFICATE – WAYNE HALL

I, Michael T. Williams, hereby certify that I am the duly elected, qualified Secretary of Staples Contract & Commercial, Inc. (the "Company"), and that Wayne Hall as Regional Vice President of Staples Advantage Sales, is an officer of the Company and is duly authorized to execute and deliver bids and contracts in the name of and on behalf of the Company.

IN WITNESS WHEREOF, I have signed this certificate on behalf of the Company on this 17th day of March, 2014.



Michael T. Williams
SVP General Counsel & Secretary



LEE COUNTY, FLORIDA
PROPOSAL PRICE FORM
FOR THE ANNUAL PURCHASE OF OFFICE SUPPLIES

DATE SUBMITTED: July 1, 2014

VENDOR NAME: Staples Contract & Commercial, Inc., operating as Staples Advantage

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the "General Conditions", and the "Detailed Specifications", all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges receipt of Addenda numbers: _____

NOTE: PRICING INFORMATION IS CONTAINED WITHIN THE PROPOSAL.

IF APPLICABLE TO YOUR FIRM, PLEASE STATE THE ADDRESS(ES) OF YOUR LEE COUNTY LOCATION(S) IN THE SPACE PROVIDED BELOW:

Staples local office and Fulfillment Center: 12730 Commonwealth Dr. Suite 9, Fort Myers, Florida, 33913

Staples has five retail stores located with Lee County at the following addresses: 1800 Pine Island Road NE, Cape Coral, FL 33909; 1631 Del Prado Blvd., Cape Coral, FL 33990; Colonial Drive and I75 3236 Forum Blvd, Fort Myers, FL 33905; Cypress Lake Shopping Center, 7191-3 Cypress Lake Drive Ft. Myers, FL 33907; 10016 Gulf Center Drive, Fort Myers, FL 33913

TO BE STARTED WITHIN 3 business days CALENDAR DAYS AFTER RECEIPT OF AWARD AND PURCHASE ORDER. Staples will continue services within three business days of award to allow for pricing validation.

WILL YOU DELIVER WITH YOUR OWN VEHICLE AS OPPOSED TO COMMON CARRIER?
YES X NO _____

Proposers should carefully read all the terms and conditions of the specifications. Any representation of deviation or modification to the proposal may be grounds to reject the proposal.

Are there any modifications to the proposal or specifications?

Yes _____ No X

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the proposer being declared nonresponsive or to have the award of the proposal rescinded by the County.

MODIFICATIONS:

Not applicable.

Proposer shall submit his/her proposal on the County's Proposal Price Form, including the firm name and authorized signature. Any blank spaces on the Proposal Price Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on Lee County's Form may result in the Proposer/Proposal being declared non-responsive by the County.

ANTI- COLLUSION STATEMENT

THE BELOW SIGNED PROPOSER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS PROPOSAL WITH OTHER PROPOSERS AND HAS NOT COLLUDED WITH ANY OTHER PROPOSER OR PARTIES TO A PROPOSAL WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE).

FIRM NAME Staples Contract & Commercial, Inc., operating as Staples Advantage

BY (Printed): Wayne Hall

BY (Signature): Wayne Hall

TITLE: Regional Vice President, Staples Advantage

FEDERAL ID # OR S.S.# 04-3390816

ADDRESS: 12730 Commonwealth Drive, Suite 9, Fort Myers, FL 33913

PHONE NO.: 239-561-3952

FAX NO.: 239-561-3948

CELLULAR PHONE/PAGER NO.: 239-561-3952

DUNS#: 15-106-4821

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER: 9704607

E-MAIL ADDRESS: Cindy.Carroll@Staples.com

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____ Yes No



LEE COUNTY

SOUTHWEST FLORIDA

Lee County Ordinance No. 08-26

Local Bidder's Preference

AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Principal place of business is located within the boundaries of Lee County,
Staples Contracts and Commercial, Inc., 12730 Commonwealth Drive, Suite 9
Fort Myers, FL 33913

Company Name: Staples Contract & Commercial, Inc., operating as Staples Advantage

Wayne Hall

6/23/14

Signature

Date

Wayne Hall, Regional Vice President, Staples Advantage

STATE OF Georgia
COUNTY OF Clayton

The foregoing instrument was signed and acknowledged before me this 23 day of

June, 20 14, by Wayne Hall who has produced

(Print or Type Name)

Personally known to me as identification.
(Type of Identification and Number)

Judy Hamilton
Notary Public Signature

Judy Hamilton
Printed Name of Notary Public

2/8/16
Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

NOTE: This form must be signed by the person who will sign, or has signed the Proposal/Quote Form. This form will become part of the contract documents.

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ _____ MINORITY/ _____ WOMEN/ _____
(Check appropriate designation)

DESCRIPTION OF WORK: Not applicable.

SUBCONTRACTOR'S NAME: _____

EST. DOLLAR VALE OF PROPOSED WORK: _____

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ _____ MINORITY/ _____ WOMEN/ _____
(Check appropriate designation)

DESCRIPTION OF WORK: Not applicable.

SUBCONTRACTOR'S NAME: _____

EST. DOLLAR VALE OF PROPOSED WORK: _____

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ _____ MINORITY/ _____ WOMEN/ _____
(Check appropriate designation)

DESCRIPTION OF WORK: Not applicable.

SUBCONTRACTOR'S NAME: _____

EST. DOLLAR VALE OF PROPOSED WORK: _____

DIVISION OF EQUAL OPPORTUNITY CERTIFIED DBE/ _____ MINORITY/ _____ WOMEN/ _____
(Check appropriate designation)

DESCRIPTION OF WORK: Not applicable.

SUBCONTRACTOR'S NAME: _____

EST. DOLLAR VALE OF PROPOSED WORK: _____

TOTAL VALE OF ALL DBE/MINORITY/WOMEN SUBCONTRACT WORK: \$ _____

ESTIMATED TOTAL PERCENT (%) TO BE UTILIZED: _____ %

Staples Contract & Commercial, Inc.,
operating as Staples Advantage
CONTRACTOR NAME

Wayne Hall
SIGNATURE

6/23/14
DATE

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: RFP140256 PROJECT NAME: Annual Purchase of Office Supplies

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Staples Contract & Commercial, Inc. operating as Staples Advantage
Wayne Hall RVP Sales 6/23/14
Signature Title Date
Wayne Hall, Regional Vice President, Staples Advantage

STATE OF Georgia
COUNTY OF Clayton

The foregoing instrument was signed and acknowledged before me this 23 day of June 2014, by Wayne Hall who has produced
(Print of Type Name)
Personally known as identification.
(Type of Identification and Number)

Judy Hammit
Notary Public Signature
Judy Hammit
Printed Name of Notary Public
2/8/16
Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Required Criteria

Criteria 1 – Rebates

Provide an in-depth response to the rebate program you will offer the County under this proposal. This should include how the rebate will be structured, percentage (or other means), the source(s) of the rebate – i.e., directly from the awarded vendor, indirect contributions from manufacturers/suppliers of products purchased, etc.

The response to this criteria should also include an estimate of how much this rebate will be to the County based on the stated annual spend of \$400,000, when it will be paid to the County (annually, monthly, etc.), and all terms and conditions of the program.

Private Label Rebate

Staples will pay Lee County a rebate of 5% for orders placed for Staples® brand products during each Annual Period, which shall be payable 45 calendar days after the end of the applicable Annual Period.

Hewlett-Packard Channel Led Win Back Program

Lee County will be eligible to participate in the Hewlett-Packard Channel Led Win Back program. The average rebate received from this program is 3% to 4%.

Please note:

Payment of all incentives and/or rebates paid hereunder is contingent upon Lee County paying all invoices within the agreed-upon payment terms.

Criteria 2 – Presentation

Lee County, through the award of this proposal, will be dedicating its entire office supply spend – including virtually of all of its expenditure for printer toner – to one vendor. Simply stated, your presentation should endeavor to convince the evaluation committee why your company is the best partner for the County under these circumstances.

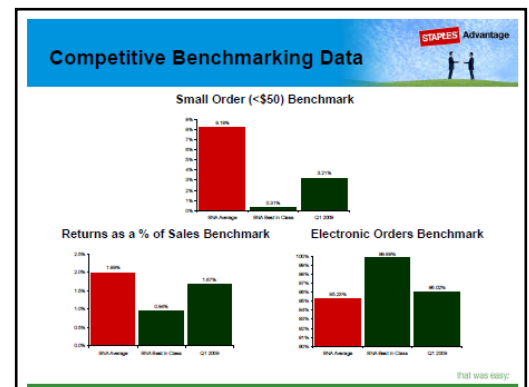
While this presentation should include and build on your responses to the other criteria in this proposal, it should also explain how and why your firm is the one to take this level of service to the County to the next level in terms of a comprehensive package that goes beyond price. It should illustrate and explain specifically how your firm would use their expertise in each of these areas – as well as other that may not be listed herein – to accomplish this objective. Finally, it should discuss how the results of this effort will be quantified and measured.

Your supplier should serve as a strategic consultant, not just as a vendor. With Staples, your Strategic Account Leader Cindy Carroll is your dedicated business partner, providing expert consultation to continuously lower your procurement costs. Cindy works collaboratively with Lee County to identify product savings opportunities and to drive cost efficiencies in your procurement processes. Through regular Business Reviews, Cindy measures and tracks your program spend and identify further cost improvement opportunities.

Comprehensive Program Analysis and Benchmarking

Knowing how Lee County’s procurement program measures up against top performers in the government sector is essential to driving continuous improvement. Using our strategic program analysis model, we benchmark your program and procurement goals against other best-in-class Staples programs. This allows us to identify key areas for focus and cost improvement.

- ◆ **Benchmarking** uncovers “hidden” cost savings potential by comparing your cost drivers against those of best-in-class office supply programs, including product usage, compliance, average order size, recycled product spend, Minority- and Women-owned Business Enterprise (MWBE) spend, product returns, electronic ordering rates and end user satisfaction.
- ◆ **Strategic program analysis** enables you to understand potential savings from changes to your program. We measure savings that result from order efficiency improvements as well as from demand management, order consolidation, vendor consolidation and environmental purchasing initiatives.
- ◆ **Reporting tools** make it easy to measure your quarterly and year-over-year cost savings. We work with Lee County to define key objectives to measure and present this data during regular Business Reviews.



Potential Savings for ABC Company

Area of Opportunity	Potential savings
Move miscellaneous items to Contract with new pricing	\$xxx,xxx.00
Modification of proprietary items	\$xxx,xxx.00
Recycled toner program	\$xxx,xxx.00
Transitioning Fax orders to StaplesLink.com (average number of orders/year x \$.98)	\$xxx,xxx.00
Increase Staples brand product percentage	\$xxx,xxx.00
Continue to increase number of orders over \$50	\$xxx,xxx.00
Total Potential Savings	\$xxx,xxx.00

that was easy!

Order Activity Average Order Size

Order Size	2010 Dollars Spent	% of Dollars Spent	Number of Orders	% of Orders	Previous Year's % of Orders
<\$10	\$1,000	0%	100	2%	18%
\$10 - \$20	\$10,000	2%	500	9%	20%
\$20 - \$50	\$54,000	9%	1,012	19%	15%
\$50 - \$100	\$177,643	30%	1,805	34%	21%
\$100+	\$355,000	59%	1,950	36%	26%
TOTAL	\$597,643	100%	5,367	100%	100%

- Average order size is \$X for this year
- No significant change since last year
- 30% of total orders are at or below \$50

OPPORTUNITY: Average processing costs on orders under \$50 can range between \$90-\$200 for both Staples and ABC Company. The average order size has been identified as one of the key drivers in saving process costs for our customers.

that was easy!

Demand Management

Your Strategic Account Leader Cindy Carroll will regularly review your Core List to identify continuous opportunities where we can offer better value on the products you use most. Our industry-leading buying power and strong supplier relationships give us the flexibility to find the most cost-effective solutions for your needs.

Cost savings opportunities include:

- Identifying cost-effective alternative products, such as Staples® brand and Sustainable Earth brand products, which offer the same great quality
- Consolidating products (for example, standardizing your organization on one brand of staplers instead of five)
- Implementing a remanufactured/recycled ink and toner program
- Switching to refillables, multi packs and other cost-saving items
- Instituting smart paper consumption strategies to reduce paper costs

Compliance Savings

One of the easiest ways to manage costs is simply to support compliance to your Staples program. On an ongoing basis, our Field Marketing team works with you to conduct communication campaigns to drive greater awareness and acceptance of your Staples program.

Communication support often includes:

- Developing custom newsletters, direct mail and other communications to inform end users of the program benefits
- Hosting "Lunch & Learn" events for end users
- Conducting onsite training

Supplier Consolidation Savings

Consolidating purchasing behavior with one supplier will streamline Lee County's processes, drive operational efficiencies and provide consistent pricing and service. By providing a comprehensive offering of products and services beyond traditional office supplies, we have created many significant opportunities for you to

consolidate purchasing within your program. Streamlining processes and rationalization of suppliers will allow you to lower administrative and invoicing costs, leverage your full spend in additional product categories and maximize your savings.

Staples offers significant supplier consolidation savings by incorporating the following categories into your program, where appropriate:

- ◆ Furniture and design (Business Interiors by Staples)
- ◆ Technology and data center products and IT and printer maintenance services (Staples Technology Solutions)
- ◆ Copy, print and document management services (Staples Print Solutions)
- ◆ Janitorial, breakroom and health and wellness supplies (Staples Facility Solutions)
- ◆ Promotional products (Staples Promotional Products)

Criteria 3 – Core List Pricing

Grand Total Cost of Items on Core List: \$9,816.17

The “Core-Price” list is an Attachment to this solicitation; it is provided to proposers in an Excel format and may be downloaded as part of the complete package from the Lee County Procurement website.

Vendors must quote on all items on the Core List in order to be considered for an award. However, should an item be discontinued, state “Item has been discontinued” and do not quote a replacement.

Vendor must quote on the exact item as described on the Core List. However, there are several Staples “house” brands listed – in that case, please price your equivalent “house” brand in the same package quantity. Lee County reserves the right to be the final judge of quality and to delete items from the list/evaluation process in order to achieve a true evaluation.

Currently, Staples provides Lee County an analysis of your Core and Non-Core Lists on a six-month schedule to determine if items should be added to your Core List to provide for cost savings and the ability to add alternate items to your approved alternate list, such as Staples® brand products.

Through this collaborative effort, we’ve created a Core List that achieves Lee County’s procurement objectives while delivering the lowest total delivered cost procurement program.

Staples has included our Core List Pricing on the following pages and as an attachment to this proposal in its original Excel format.

Addendum 1 - RFP140256 - OFFICE SUPPLIES

Core Usage - 12 months

SKU	Item Description	Sell UOM	Qty	Price Each
010498	BINDER 54072 DATA 14 7/8 LTBLE	EA	48	\$3.49
026993	COLOR COPY PAPER 11X17 WHITE	RM	13	\$13.16
037927	SHARPIE FINE INDUSTRIAL BK DZ	DZ	21	\$6.57
051165	HI-LITER 25025 BROAD TIP F/YE	DZ	33	\$1.66
079020	SHARP QS2760 CALCULATOR	EA	3	\$95.05
103846	BLK FULL STRIP PLASTIC STAPLER	EA	18	\$1.57
105791	STICKIES 1.5X2 REC YLW 12PK	DZ	27	\$0.81
105809	STICKIES 3X3 REC YLW12PK	PK	7	\$1.80
105809	STICKIES 3X3 REC YLW12PK	DZ	14	\$1.80
105825	STICKIES 3X5 REC YLW 12PK	DZ	12	\$2.78
107250	SHARPWRIER MECH PENCL .7MM 12	DZ	45	\$0.85
108829	BLK #711 METAL DESK STAPLER	EA	9	\$6.20
108985	SF4 SPEEDPOINT STAPLES 5000CT	BX	102	\$0.99
112284	5000CT STANDARD STAPLES	BX	76	\$0.43
114165	VIEW SLANT RING BINDER 2 WHT	EA	2	\$4.45
116012	TICONDEROGA GOLF PENCL YEL 144	BX	63	\$4.06
116657	3-TAB FLDR LTR MANILA 100	BX	17	\$6.29
117945	SPLS 3.5IN TABS+INSRTS CLR 25	PK	17	\$1.14
121632	ENV WINDOW GUM #10 -500	BX	27	\$10.89
123836	BIC CLASSIC STIC MED BLUE DZ	DZ	10	\$1.52
123885	PEN BALLPT CRISTAL MEDBLK	DZ	8	\$1.52
125328	SHARPIE FINE PERM BLACK 12/DZ	DZ	111	\$6.44
125443	SHARPIE MARKER X FINE BLK DZ	DZ	13	\$6.69
130005	POST-IT 3X3 CNRY 12PK	DZ	2	\$9.83
130674	STAPLES BLACK TAPE DISPENSER	EA	30	\$0.77
135848	STAPLES 8.5X11 COPY CS	CT	51	\$32.99
153858	STPLS 5 LRG TB CLR INDEX	ST	10	\$0.39
153874	INSERTABLE DIVIDERS 8TAB CLEAR	ST	8	\$0.59
163360	3TAB FLDR LGL MAN 100	BX	4	\$9.88
163436	STPLS SCRATCH PAD 3X5 12PK WH	DZ	2	\$2.04
163832	STPLS PERF PAD JR LGL 12PK YL	DZ	9	\$1.88
163865	PADS WDE RULE 8.5X11.75 12PK	DZ	63	\$4.22
163873	STPLS PERF PAD JR LGL 12PK WH	DZ	46	\$2.18
165787	3TAB FILE FLDR LBL	PK	2	\$1.33
166330	COLOR-CODING LABELS 1/4IN RED	PK	33	\$1.04
167031	STAPLES TANK HIGHLTR YELLOW DZ	DZ	15	\$1.44
167056	STAPLES MARKERS BLACK DX	DZ	14	\$1.42
176511	2 1/4INX130 ADDING MACHINE RLS	DZ	32	\$2.39
177121	CMPTP PAPER 14 7/8X11 2700 CT	CT	6	\$40.53
177121	CMPTP PAPER 14 7/8X11 2700 CT	CT	24	\$40.53
187021	CLASP ENV BRN KRAFT 9X12 -100	BX	5	\$6.22
194969	9X12 OPEN END ENV 100CT BROWN	BX	4	\$5.75

196477	UNI-BALL ONYX FN 3MM BLUE DZ	DZ	19	\$3.60
199984	STPLS TOP BND MEMO BOOK 3X5 75	PK	27	\$0.64
202028	BIC CLIC STIC RT MD BLK 12	DZ	43	\$1.94
209882	AVY LSR LBL 3000PK 1X2 5/8	BX	14	\$6.08
209890	AVY LSR LBL 20UP 100-1 X 4	BX	4	\$6.05
211540	SCOTCH 6PK 3/4X650 MAGIC TAPE	PK	14	\$8.52
224568	BLUE LEGAL SIZE FOLDERS 100 CT	BX	19	\$14.77
245431	POST-IT 3X3 GRNR CNRY 12PK	PK	10	\$10.62
254656	POST-IT 1INCH YELLOW FLAGS 2PK	PK	7	\$2.94
254672	POST-IT 1INCH RED FLAGS 2PK	PK	11	\$2.94
257386	READY INDEX A-Z COLOR 1PK	ST	5	\$2.73
260265	AVY LSR LBL 6UP 100-3 1/3 X 4	BX	12	\$21.11
260273	AVY LSR LBL 10UP 100-2 X 4	BX	14	\$6.05
260604	#10 RECYCLED ENV 500 CT WHITE	BX	10	\$11.22
270975	Zebra F-301 rt bp fine black 2	PK	2	\$2.20
318857	POST-IT FLAGS ORANGE 2PK	PK	6	\$2.79
318956	COPPERTOP BATTERY D 4 PK	PK	6	\$5.89
318972	COPPERTOP BATTERY 9 VOLT 2PK	PK	14	\$5.89
320863	PURELL 8OZ ORIGINAL	EA	109	\$2.83
333585	ULTRA BATTERY AA 4 PK	PK	3	\$3.19
340481	HP 10 BLACK INK	EA	13	\$29.93
365454	LASERJET TONER LJ5000	EA	24	\$156.91
378817	FASTENER PRONG 2PC 2.75X2	BX	10	\$1.33
379117	PEN BALLPT RETRACTABLE BK FN	DZ	7	\$9.98
379118	PEN BALLPT RETRACTABLE BE FN	DZ	19	\$9.60
379120	PEN BALLPT RETRACTABLE BK MD	DZ	62	\$1.88
379168	AVY INK/LSR 30UP25 FILFLDR RMV	PK	2	\$12.54
379392	SUPER SHARPIE BLACK 6PK	PK	4	\$5.04
380519	PAPER BRT WHITE 36IN ROLL WE	RL	8	\$17.82
381611	FIL FLDR ECONOMY 1/3 MAN LGL	BX	2	\$9.01
381970	CATLG ENV EZCLS KRFT 9X12 -100	BX	42	\$7.44
382241	ROUNDSTIC GRIP BP MED BLACK 12	DZ	43	\$1.21
382242	ROUND STIC GRIP BP MED BLUE 12	DZ	111	\$1.21
382921	HP 23 COLOR INK	EA	13	\$34.62
382955	MOUSE PAD BK	EA	8	\$0.40
383188	LAM POUCH BUS LTR SZ 3ML	BX	2	\$20.95
385550	BIC WITE-OUT CORRECT TAPE 4	PK	12	\$4.17
386659	ROLL THERMAL 3-1/8X230	CT	23	\$62.92
388391	LAMINATE CARTRIDGE 12IN	EA	8	\$54.94
391528	MONO CORRECTION TAPE 2	PK	30	\$1.05
392217	SBG HEAT SEAL LETTER POUCH	BX	2	\$31.42
392466	BROTHER TN430 BLACK TONER	EA	12	\$42.37
392486	HP 78 COLOR INK	EA	41	\$30.58
395200	STPLS 144CT MED.BINDER CLIPS	PK	9	\$5.85
396200	HP 92298A BLACK TONER	EA	2	\$97.87
403227	LEATHERETTE ZIPPER TOP WALLET	EA	11	\$1.83
404620	PAPER COLORED CARD TERRA GREEN	PK	2	\$7.09

040713	STAPLES STD SHEET PROT 100 CT	BX	12	\$3.00
410699	PROCELL C CELL BATTERY	BX	9	\$6.55
427573	BUBBLE MAILER 8.5X11 25PK-#2	CT	45	\$8.42
427574	BUBBLE MAILER 9.5X13.5 25-#4	CT	22	\$10.22
427575	BUBBLE MAILER 10.5X15 25PK-#5	CT	8	\$12.36
427576	14.25X19 BUBBLE MLR 25PK-#7	CT	6	\$18.99
428128	20X36 KRYSTLVIEW DSK PD CLR	EA	3	\$11.53
428331	SCOTCH 2INX50IN TAPE 6PK	PK	5	\$22.17
429174	PILOT G2 RET FINE BLACK 12	DZ	43	\$2.22
430086	HP 15 BLACK INK	EA	3	\$26.67
432484	BUS-CARD LASER IVORY 250	PK	3	\$7.06
434934	BIC VELOCITY RT BP MED BLK DZ	DZ	14	\$5.31
436745	DPS REMAN TNR HP 27X C4127X HY	EA	6	\$44.92
440122	FOLDING CRATE ON WHEELS	EA	5	\$8.91
440710	INKJET CD/DVD PERM 20PK 2UP	PK	2	\$8.63
440731	LABEL LASER WEATHERPROOF 2X4	BX	8	\$27.12
441896	HP 11 CYAN INK	EA	20	\$29.93
441897	HP 11 MAGENTA INK	EA	21	\$29.93
441898	HP 11 YELLOW INK	EA	21	\$29.93
441951	PRINthead #11 YELLOW	EA	2	\$30.69
441952	PRINthead #11-MAGENTA	EA	7	\$30.69
441953	PRINthead #11 BLACK	EA	2	\$30.69
441954	PRINthead #11 CYAN	EA	2	\$30.69
444118	SCOTCH PAINTERS BLU MSKNG TAPE	EA	17	\$3.00
444504	WRIST COILS ASSORTED COLORS	EA	10	\$1.14
445567	SPLS 50PK CD/DVD SLIM CS TRANS	PK	4	\$5.11
448886	POST-IT 1IN SIGN HERE YLW 2PK	PK	6	\$3.38
450422	CLIPBOARD LETTER SIZE 3PACK	PK	5	\$2.24
452170	THERMAL POS ROLLS-10/PK	PK	137	\$13.09
452172	PO ROLLS 2 3/4X128 1-PLY-10PK	PK	47	\$3.35
452338	HP C8061X black toner	EA	7	\$113.74
452555	STAPLES 50PK CD-R SPINDLE	PK	2	\$6.95
452823	HP C7115A BLACK TONER	EA	6	\$54.41
453980	MEMOREX 100PK CD-R SPINDLE	PK	6	\$13.32
456866	CARTRIDGE LJ SMART PRINT BK	EA	22	\$243.94
459795	SARASA GEL RETRACTABLE MED BLK	DZ	15	\$2.22
461147	NAME BADGE HANGING 3INX4IN-100	BX	3	\$35.89
461216	BIC ATLANTIS RT MD BLK DZ	DZ	25	\$1.92
462332	100% RECYCLED PADS WHITE 12PK	DZ	6	\$7.45
462788	WORKSAVER 5 TAB CLEAR	ST	44	\$0.59
462812	AVERY LEGAL A-Z W/TOC	ST	57	\$1.31
463460	HP 80 BLACK INK CARTRIDGE HY	EA	2	\$125.59
463461	CARTRIDGE INK CYAN	EA	2	\$76.97
463467	HP 80 MAG PRNthead AND CLEANER	EA	3	\$128.36
463686	BINDER VIEW EASYOPEN 5IN WHITE	EA	7	\$18.99
463688	BINDER VIEW EASYOPEN 2IN WHITE	EA	12	\$5.51
463828	BIC SOFT FEEL RET BP MD BLK 12	DZ	29	\$1.98

463836	BIC SOFTFEEL RT BP MD BLU DZ	DZ	37	\$2.07
465914	AVRY LSR LBL NAME BADGE 400	BX	5	\$28.27
465930	AVY INK/LSR 30UP 50 FILE FLDR	BX	10	\$21.11
465955	Avy 1x1 3/4 clr ij lbl 25sh	PK	5	\$13.60
467431	SPLS ECONOMY TAPE 48MMX50M 6PK	PK	2	\$3.39
468389	STAPLES DUCT TAPE 48MMX55M	RL	42	\$2.27
472251	SPLS LAMINATING POUCH 4X6 25PK	PK	2	\$1.26
472480	STAPLES #1 PPR CLP 1000CT	PK	12	\$1.31
472498	STAPLES #1 N/S PPR CLP 1000CT	PK	18	\$1.31
472506	STAPLES JMB PPR CLP 1000CT	PK	16	\$3.48
472993	INTEROFFCE ENV KRFT 10X13 -100	BX	23	\$13.52
474347	1/3 CUT MANILLA ECONOMY 100CT	BX	10	\$3.97
474357	PILOT EASY TOUCH RT MD BLK 12	DZ	87	\$1.88
474821	HP 57 COLOR INK	EA	6	\$30.58
475348	BUS-CARD INKJET IVY CE IK-CRD	PK	14	\$7.58
476919	STAPLES 12CT YELL PENCIL 10437	DZ	25	\$0.41
478386	PAPER INJET BASIC BOND 36X150	RL	2	\$13.02
478935	SUPER SHARPIE MARKER BLK	DZ	5	\$10.61
479067	PROCELL AA CELL BATTERY	BX	121	\$7.77
479074	PROCELL AAA CELL BATTERY	BX	33	\$8.56
479877	SPLS 2X4 LSR/IJ LBL 100SH	BX	2	\$6.27
479879	SPLS 1X4 LSR/IJ LBL 100SH	BX	22	\$6.27
480114	STAPLES SML BINDER CLP 144CT	PK	19	\$2.10
481054	STAPLES CORRECTION TAPE 2	PK	4	\$0.98
483018	BIC WITE-OUT CORECTION TAPE 10	PK	34	\$5.57
483115	KLNKX BOTIQUE FACETISSU 3BX/PK	PK	3	\$3.60
485668	PEN RET BLPT EASYTCH MD BLE DZ	DZ	51	\$1.97
486066	PRESENTATION BINDER 5-TAB	EA	15	\$6.74
486755	HP C9720A black toner	EA	12	\$136.00
486756	HP C9721A CYAN TONER	EA	10	\$186.58
486757	HP C9723A MAGENTA TONER	EA	8	\$186.45
486758	HP C9722A YELLOW TONER	EA	7	\$186.51
917882	P-TOUCH TAPE 1/2IN BLK/CLR	EA	14	\$7.84
917860	P-TOUCH TAPE 1/2IN BLK/WHT	EA	70	\$8.89
486838	MEMORY FOAM SEAT REST	EA	1	\$23.43
917883	P-TCH TAPE 3/4IN BLK/WHT	EA	40	\$10.61
486930	ENVELOPE FC EZCLS10X13 WHT	BX	1	\$12.37
486955	SIMPLY NOTES 3X3 YELLOW 18PK	PK	15	\$2.51
487010	WIDE CARRIAGE PRINTHD CLEAN BL	EA	1	\$134.80
487225	COLOR COPY PAPER LEGAL REAM	RM	41	\$8.37
487541	CRUISER MATE FORM HLDR W/STRG	EA	15	\$18.06
487908	TAPE STAPLES 3/4X1296 12PK	DZ	46	\$5.92
487909	TAPE TRANSPARENT 3/4X1296 12PK	PK	2	\$20.08
487909	TAPE TRANSPARENT 3/4X1296 12PK	DZ	6	\$20.08
488535	BIC MARK-IT PERM FN BLK DZ	DZ	2	\$4.32
489131	STPLS HVY WT SHEET PROT 100CT	BX	7	\$4.76
489211	SCOTCHMAGIC TAPE 3/4X1000 10PK	PK	23	\$16.05

489445	GBC SELF-ADHESV LTR SHTS 50 PK	PK	1	\$11.63
489526	HOT SPLS LTR 5MIL POUCH 100PK	PK	48	\$10.26
489574	MEMOREX SLM JWL CS 50PK CLEAR	PK	3	\$8.36
490620	NOTES RECY 3X5 5PK SUN PIER	PK	11	\$5.94
490633	NOTES 1.5X2 12PK ASST PASTEL	PK	9	\$4.09
490882	STAPLES WHITE COVER STOCK	PK	4	\$3.93
490887	8.5X11 WHITE CARD STOCK 250	PK	13	\$5.05
490935	PASTELS 8.5X11 PINK PAPER RM	RM	56	\$3.13
490936	PASTELS 8.5X11 GREEN PAPER RM	RM	20	\$3.77
490947	PASTELS 8.5X11 BLUE PAPER RM	RM	6	\$3.77
490948	PASTELS 8.5X11 CANARY PAPER RM	RM	9	\$3.77
491164	ASTRO 8.5X11 SOLAR YELLOW RM	RM	6	\$6.47
491205	HP 27 BLACK INK	EA	2	\$15.58
491207	HP 28 COLOR INK	EA	3	\$20.44
491208	HP 56 BLACK INK	EA	4	\$19.34
491461	PAD PERF 5X8 100% RECY WHITE	DZ	9	\$3.88
491616	ASTRO 8.5X11 GAMMA GREEN RM	RM	3	\$6.47
493215	POCKET 100%RECY 5 1/4 EXP LGL	EA	150	\$1.32
493309	POCKT 100%RECYC 3-1/2INEXP LGL	EA	160	\$1.03
493372	HP Q1338A BLACK TONER	EA	2	\$136.46
495367	BIC VELOCITY RET BLACK	DZ	4	\$2.24
495492	SCOTCH SHIP TAPE 2 X 800 6PK	PK	2	\$10.29
497017	STENO BOOK WHITE 6X9 12102	DZ	50	\$7.91
503205	SHARPIE METALIC SILVER DZ	DZ	3	\$10.48
503557	DURACELL COPPERTOP D 8PK	PK	23	\$10.54
503701	HP Q2610A black toner	EA	1	\$107.04
503707	HP Q2613A BLACK TONER	EA	1	\$63.37
503757	STPLS REMAN HP 45 BLK	EA	2	\$12.43
503867	RETRO MONO CORRECTION TAPE	PK	5	\$1.91
504407	SPLS HD CLR TAPE 48MMX50M 6PK	PK	22	\$6.77
505149	SCISSOR STRAIGHT 8 BLE	EA	54	\$1.73
506802	CANON S35 TONER	EA	17	\$106.32
507793	MAILERS PADDED SELF SEAL #1 7	CT	1	\$21.27
509042	FOLDR DBLE TOP LGL 1/3 RD	BX	12	\$17.72
509943	END TAB RED FOLDER 100 CT LTR	BX	8	\$23.72
510503	GUIDE TOP TAB OUT LTR MA	BX	1	\$18.19
512427	INDEXMAKER WHT 12TABS 5SET	PK	1	\$18.22
512658	PAD FOLLOW UP VM LOG BOOK	EA	2	\$2.27
513465	BAG CASH VINYL ZIP 6 X 11 BLE	EA	6	\$1.79
515916	RUBBERBANDS PREM 1LB #117B	BX	47	\$2.90
516331	HP LASERJET Q2612A CART	EA	15	\$61.50
516908	TYVEK CD SLEEVE	BX	10	\$18.54
517467	RECHARGEABLE BATTERIES AA 4PK	PK	1	\$7.74
518973	SPLS SUPREME GLOSS 8.5X11 50PK	PK	47	\$7.44
519018	STAPLES 10PK CORRECTION ROLLER	PK	26	\$4.98
534610	ENV TYVEK WT SIDE OPEN 10X13X2	BX	2	\$83.58
534818	10X13 SLF SEAL BRWN ENV 100CT	BX	5	\$8.35

534909	9X12 TYV ENV 100 CT WHITE	BX	3	\$25.39
535062	#1 COIN ENV BRN KRFT 24# 500CT	BX	5	\$8.28
535112	ENV COIN #7 3.5X6.5 500 CT	BX	3	\$10.93
536904	FABRICLQ2550/2500/860/670	EA	90	\$6.01
538314	LABEL FILE FOLDER LASER/IJ YW	BX	2	\$21.11
551879	CURRENCY BAND \$100 BLE	PK	57	\$2.06
555500	HP Q2670A BLACK TONER	EA	5	\$117.59
555501	HP Q2671A CYAN TONER	EA	3	\$117.33
556198	HP Q2672A YELLOW TONER	EA	2	\$117.64
556199	HP Q2673A MAGENTA TONER	EA	3	\$117.28
556369	CUST SELF INK STAMP1-1/2INX3IN	EA	2	\$15.79
558253	POST-IT 4X6 S.S.CNRY LINED 5PK	PK	9	\$8.37
558307	8-1/2X12 KRAFT BUBBLE MAILER	PK	1	\$30.79
562867	POST-IT 4X4 SS LND CNRY 6P	PK	4	\$7.75
562896	POST-IT SUPER STICKY NOTES	PK	44	\$9.54
563076	SHARPIE RT MARKERS BLACK FINE	DZ	17	\$13.52
563226	PEN RETR Z-GRIP 1.0MM BLACK	DZ	7	\$2.73
563404	REDISHARP PLUS MARKERS	DZ	1	\$4.93
565436	STICKIES 4X6 REC LND YLW 5PK	PK	42	\$2.27
565769	Staples 3x3 wtrclr 12	PK	4	\$3.18
565769	Staples 3x3 wtrclr 12	DZ	8	\$3.18
567300	46X60 ECOMM RECT CHRMAT	EA	24	\$28.93
568622	PEN BP RT FLEX ELITE MED BK	DZ	20	\$1.95
570318	LIQUID PAPER DRYLINE GRIP 2PK	PK	121	\$1.09
570635	HP 45/78 BLK/CLR INK 2PK	PK	3	\$57.02
570637	HP 45/23 BLK/CLR INK 2PK	PK	4	\$61.36
570638	HP 56/57 BLK/CLR INK 2PK	PK	5	\$48.68
570640	HP 45 2PK BLACK-INK	PK	3	\$51.99
570646	HP 56 2PK BLACK INK	PK	7	\$35.19
570647	HP 57 2 PK COLOR INK	PK	2	\$60.25
572430	HP 95 COLOR INK	EA	14	\$22.16
572888	POUCH 10MIL 100PK BUSINESS	PK	11	\$16.08
573983	HP 94 BLACK INK	EA	9	\$19.31
573984	HP 96 BLACK INK	EA	20	\$27.40
573985	HP 97 COLOR INK	EA	16	\$30.58
577280	HP 11X TONER	EA	4	\$184.96
577281	HP 49A TONER	EA	2	\$62.70
577292	HP Q5942A BLACK TONER	EA	12	\$130.00
583093	HP 97 COLOR INK 2PK	PK	6	\$60.25
584379	HP 96 2PK BLACK INK	PK	34	\$51.92
584380	HP 94 2PK BLACK INK	PK	2	\$35.27
585456	BROTHER TN350 BLACK TONER	EA	6	\$42.47
587448	FOLDER1/3 CUTLGLLV	BX	26	\$22.37
591215	HP 96/97 BLK/CLR INK 2PK	PK	30	\$56.13
591354	FOLDER 2153CY FILE YELLOW LGL	BX	5	\$31.04
592521	HP 94/95 BLK/CLR INK 2PK	PK	3	\$40.57
599397	POST-IT 2IN TAB TIP PRIME 24PK	PK	1	\$1.71

599992	RUBBERBAND #33 3.5X1/8IN 1# BX	BX	4	\$1.93
601376	STPLS SUPR STNGTH 48MMX50M 6PK	PK	34	\$8.78
602399	STAPLES 14OZ SHREDDER OIL	EA	4	\$3.15
603401	HP 22 COLOR INK	EA	2	\$15.73
603402	HP 124A CYAN TONER	EA	4	\$73.27
603403	HP 124A BLACK TONER	EA	5	\$67.13
603405	HP 124A YELLOW TONER	EA	2	\$73.27
603406	HP 124A MAGENTA TONER	EA	2	\$73.27
603555	HP 45A BLACK INK	EA	51	\$28.23
606806	3TAB FLDR REINFRCD LTR MAN 100	BX	6	\$10.87
607069	DRY ERASE MARKER ASST 4PK	PK	13	\$0.65
607458	PEN COUNTERFEIT DETECTOR	BX	5	\$12.63
609011	RECY MESSGE PAD WYWO	EA	10	\$3.37
609442	HP 21/22 BLC/CLR INK 2PK	PK	2	\$26.41
609812	STAMP SELF INK 9/16IN X1 1/2IN	EA	1	\$11.50
610739	HP 92/93 BLK/CLR INK 2PK	PK	2	\$29.58
611278	6PK MINI CORRECTION 3C BLISTER	PK	26	\$1.75
612916	PEN BALLPINT BLK BARREL & INK	DZ	16	\$2.76
613216	5YD STICKY WHITE TAPE	EA	4	\$9.19
614584	TONER LASER LJ 4700 BLACK	EA	34	\$155.00
614585	TONER COLOR LASER LJ 4700 CYAN	EA	14	\$224.35
614587	TONER COLOR LASER LJ 4700 YEL	EA	14	\$224.42
614589	TONER COLOR LASER LJ 4700 MAG	EA	1	\$224.39
614615	FOLDER CLASS 2 DIV LTR RED	BX	2	\$28.25
617545	HP 98 BLACK INK	EA	2	\$19.42
617546	HP 98 BLACK INK 2 PACK	PK	26	\$35.16
618609	HP 88XL BLACK INK	EA	48	\$31.34
618610	HP 88 XL CYAN INK	EA	21	\$20.78
618612	HP 88XL magenta ink	EA	17	\$20.78
618613	HP 88 XL YELLOW INK	EA	25	\$20.78
618859	HP 88 black ink	EA	37	\$18.36
618860	HP 88 cyan ink	EA	19	\$12.25
618861	HP 88 MAGENTA INK	EA	18	\$12.25
618862	HP 88 YELLOW INK	EA	35	\$12.25
618937	MEMOREX 100PK DVD-R SPINDLE	PK	1	\$17.05
620014	SPLS 8.5X11 100% REC COPY CS	CT	4	\$46.75
620326	HP 82A YELLOW CARTRIDGE	EA	6	\$151.08
620329	HP 81A CYAN CARTRIDGE	EA	6	\$151.10
620332	HP Q6470A BLACK TONER CARTRIDG	EA	3	\$117.44
620399	HP 83A MAGENTA CARTRIDGE	EA	6	\$151.13
623598	STAPLES 50PK DVD+R SPINDLE	PK	2	\$8.26
917881	BROTHER TZE-2312PK 12MM BKWHT	PK	16	\$16.37
639712	PENTEL ENERGEL RTX .7MM	DZ	5	\$2.40
642736	SHARPIE MKR ULTRA FN BLK DZ	DZ	38	\$6.44
643103	XTRALIFE CLEARVUE 1 LOCKING D	EA	15	\$3.35
645173	CLIPBOARD LOW PROFILE HRDBOARD	EA	30	\$0.71
648813	1.5IN WHT BTRBINDER WVIEWWIN	EA	8	\$3.68

648814	2IN WHT BTR BINDER WVIEW WIN	EA	19	\$3.70
649280	TAPE DOUBLE -SIDED W/DISPENSER	PK	19	\$3.27
650745	POST-IT 1.5X2 YELLOW 24PK	PK	2	\$6.64
651254	SONIX RET GEL 12PK CHIP BOX BK	DZ	20	\$2.18
651255	SONIX RET GEL 12PK CHIP BOX RD	DZ	8	\$2.03
651256	SONIX RET GEL 12PK CHIP BOX BL	DZ	20	\$2.36
651258	SONIX RET BP 12PK CHIP BOX BLU	DZ	3	\$1.98
651260	SONIX RET BP 12PK CHIP BOX BLK	DZ	15	\$1.84
651560	SPLS REMAN HP 95 COLOR	EA	40	\$14.48
652149	SPLS 9X12 ECON CLIPBRD 2PK BLK	PK	3	\$1.77
652149	SPLS 9X12 ECON CLIPBRD 2PK BLK	PK	17	\$1.77
653971	HP 95/98 BLK/CLR INK 2PK	PK	5	\$40.17
656499	HP Q7553A BLACK TONER	EA	3	\$71.43
656500	HP 53X BLACK TONER	EA	9	\$131.87
665588	81/2X11-SLANTED SIGN HOLDER	EA	27	\$1.10
665596	81/2X11-STANDUP SIGN HOLDER	EA	2	\$1.12
665596	81/2X11-STANDUP SIGN HOLDER	EA	30	\$1.12
673654	PURELL SANITIZING HAND WIPES	BX	25	\$3.16
674392	SANDISK 4GB SD HC MEMORY CARD	EA	3	\$5.53
674756	HP 74XL BLACK INK	EA	2	\$29.31
675200	MARK-IT RETRACT PERM MRKR FIN	DZ	5	\$6.57
678824	PASTELS 8.5X11 SALMON PAPER RM	RM	8	\$3.77
679936	QUICKSHEET PROTECTOR QL119G-50	BX	18	\$7.05
679951	POST-IT 1.5X2 ULTRA 12PK	PK	11	\$4.56
688270	ALL IN ONE CADDY	EA	4	\$11.85
702512	DUCK ACRYLIC 1.88X60YD 8	PK	1	\$13.78
703715	BATTERY AA ALKALINE 20PK	PK	65	\$10.96
708317	VBALL BEGREEN RBALL RD XF DZ	DZ	1	\$9.60
708966	BOOK RECORD 300 12.5x7.75	EA	2	\$15.80
712993	HP CB435A BLACK-TONER	EA	3	\$54.10
712994	HP LASER JET CB436 FAM.PRTCART	EA	7	\$62.18
717813	DUST-OFF MONITOR WIPE TUB 2PK	PK	11	\$6.50
326196	FALCON DUST DESTOYER 7OZ 2PK	PK	5	\$4.00
727096	SCOTCH 2SIDE TAPE 3/4X36YD 2PK	PK	4	\$12.07
729553	STPL FILE FLDR HANG LAM 1/3LGL	BX	7	\$7.66
730788	BROTHER BLACK/WHITE TAPE 1/2IN	EA	6	\$5.53
733084	BRIGHTS 8.5X11 PINK RM	RM	6	\$6.47
735257	ROLODEX PINK BUSINESS CRD-HLDR	EA	1	\$9.78
736432	POSTIT FLAG DESKGRIPDISP ASST	PK	1	\$6.79
737672	11 X 17 POLY DIVIDER 8 TAB	ST	12	\$2.78
744100	STPLS HEAVY WEIGHT 3TAB MAN 50	BX	20	\$7.87
074820	BATTERY ALKALINE 9 VOLT	EA	116	\$1.22
750946	SECURE-A-PEN ANTIMICR PEN BLK	EA	40	\$1.53
751160	LYSOL SPRAY CRISP LINEN 19 OZ	EA	8	\$5.66
751540	POST-IT 2IN DUR TAB TIP BRT 24	PK	3	\$1.71
757105	GREAT ERASE DRY ERASE BOLD BLK	DZ	1	\$7.58
757793	BIC BRITE LINER RT ASST 5PK	PK	1	\$2.52

764756	SANITIZER PURELL OCEAN AA	EA	1	\$2.87
766105	BOARD ALUM CORK 24X36 2303	EA	1	\$21.49
771980	AVY INK LBL-30UP 100-1 X 2 5/8	BX	4	\$20.49
775311	HP 920XL CYAN INK	EA	19	\$12.89
775314	HP 920XL YELLOW INK	EA	21	\$12.89
775315	HP 920XL MAGENTA INK	EA	21	\$12.89
775488	STAPLES 100PK MONITOR WIPES	PK	38	\$1.35
779991	CLIP MINI BINDER 9/16 BK	DZ	112	\$0.13
780510	SHARPIE MARKER FINE GRN DZ	DZ	1	\$6.69
326197	FALCON DUST DESTROYER 7OZ 4PK	PK	24	\$8.42
790113	STAPLER DESK ELECTRIC BK	EA	8	\$28.04
791288	SEB REMAN TONER BRO TN-350	EA	2	\$27.25
791406	SEB REMAN TONER HP 13X HY	EA	1	\$36.25
791764	INDEX MAKER BULK 8 TABS LTR WE	BX	8	\$65.40
796611	12DIGITCALCULATOR CHECKCORRECT	EA	2	\$4.08
374814	1.5IN WHITE VIEW BINDER	EA	274	\$1.68
807773	FOLDR TT CLASS 3EX 3DIV LTR RD	BX	4	\$27.73
808634	STAPLES RUBBERBANDS #33/1-LB	PK	10	\$2.18
811028	PAD LEGAL 5X8 ASSORTED 2 EA GR	PK	5	\$6.98
811196	FLDR DOUBLE TOP 1/3CUT LEGAL B	BX	6	\$21.05
811197	FLDR DOUBLE TOP 1/3CUT LEGAL G	BX	13	\$21.05
811223	FLDR PRESSBOARD 2SECTION 2/5 L	BX	1	\$59.29
811758	NAME BADGE LABELPADS BLUE	PK	6	\$2.30
814624	PR-42 2PK BLK/RED INKROLL	PK	3	\$1.30
827733	MESH LETTER TRAY-BLACK	EA	8	\$1.67
831057	3TAB FAST LGL MAN 50	BX	13	\$14.10
831610	STAPLES LGE BINDERCLIPS 12CT	DZ	20	\$1.25
831610	STAPLES LGE BINDERCLIPS 12CT	PK	29	\$1.25
846026	DURACELL COPPERTOP AAA 20PK	PK	17	\$10.96
873986	POST-IT 4X6 ULTRA LINED 3PK	PK	7	\$6.00
893760	RECYCLED GW WHT 20# CS	CT	23	\$37.69
897894	HP C4127X BLACK TONER	EA	4	\$113.74
905663	2 POCKET PORT GREEN 10PK	PK	64	\$1.88
913261	HAM 8.5X11 CLR LASER 28/100 RM	RM	176	\$6.28
922783	DL951 DUAL LAINATION	RL	4	\$32.23

Criteria 4 – Category Discounts Offered

Please provide the discounts off of the manufacturer's list price as listed in your full line catalog for the following categories:

Breakroom: 40%

Furniture: 40%

Technology: 30%

Office Supplies: 51%

Business Machines: 30%

Non-Catalog Items: 35%

Janitorial/Sanitary: 40%

Paper-Cut Sheet: 58%

Criteria 5 – Toner Discount

Please provide the discounts off of the manufacturer's list price as listed in your full line catalog for the following categories:

Ink/Toner – Hewlett-Packard OEM: 38%

Ink/Toner – Other OEM: 38%

Ink/Toner – Remanufactured – Rhino-Tek for Hewlett-Packard: Staples will negotiate pricing once the product is determined.

Ink/Toner – Remanufactured – Other for Hewlett-Packard: 45%

Ink/Toner – Remanufactured – Other: 45%

Note: Almost 100% of the County's printer fleet is Hewlett-Packard; thus it is expected that the deepest discounts will be offered on Hewlett-Packard OEM and remanufactured toner cartridges.

Criteria 6 – Value Added Services

Past experience has shown that there are a number of value added services that an Office Supply Vendor may be able to offer the County. These include, but are not limited to, the following:

Assembly

The vendor may be required to unpack, assemble, and set-up some items – such as, but not limited to, chairs and other furniture items. Upon request, the awarded vendor shall coordinate with the end-user for assembly of the item after delivery. The vendor shall remove from the site and properly dispose of all packaging material.

Please state your additional charge(s) – if any – for unpacking, assembling, set-up, and disposal of packaging upon request:

There are no additional charges associated with standard delivery from Staples. The fees for services including unpacking, assembling, set-up and disposal of packaging will be determined on a per-order basis.

Returned Goods Policy

Specify your firm’s returned good policy:

Returns are rare, but when they happen, we process them quickly so you can get credited as soon as possible. At any time, you can call our Customer Service team to submit a return or use our no-hassle online return process offered through our online ordering site. Your delivery driver will pick up the returned item so no shipping expense is required from you.

Staples’ Return Policy

We will accept returns of a product in resalable condition, within the applicable return period, with its complete and original manufacturer’s packaging intact and undamaged, including Universal Product Code (UPC), manuals and parts and a copy of the packing slip. Your Strategic Account Leader, Cindy Carroll will work with you when occasional exceptions are needed, as a courtesy to you on a case-by-case basis.

- ◆ We guarantee 100% satisfaction on all Staples® brand, Sustainable Earth by Staples™ or Diversity Product Solutions by Staples™ products. You may return any of these products anytime if they don’t meet your satisfaction.
- ◆ We conduct a thorough analysis of all damaged or defective products to ensure that any quality issues are corrected by our manufacturers.

Product Category	Applicable Return Period
Office Supplies	30 Days
Software (unopened)*	30 Days
Technology & Business Machines	14 Days
Furniture	14 Days after delivery**
Custom-Imprinted	Not returnable unless damaged/defective

Opened or defective software may be exchanged for the same title and version within 30 calendar days of receiving the software.Only products in new condition, unassembled and in original packaging are eligible for return. A 35% restocking fee may apply. Special-order or non-stocked furniture is not returnable, unless such products arrive damaged or defective.*

Credits

Credits for returned items are issued once the returned item is received back at the Staples fulfillment center. Typically, returns are picked up within one to five business days and the credit is released within 24 to 48 hours after the fulfillment center receives and processes them.

Warranties

Staples will pass along all **manufacturers' warranties** to the customer. Staples will reasonably assist in coordinating the repair or replacement of the product by the manufacturer.

Important Notes about All Returns

- ◆ Non-defective dated goods such as forms, batteries, film, toner and ink cartridges are subject to approval and require a Return Authorization for credit.
- ◆ Calendars cannot be returned after January 31 of the year to which they correspond.
- ◆ For health and safety reasons, food, beverages, first aid and medical products cannot be returned.
- ◆ For similar reasons, janitorial and sanitation products (such as cleaning chemicals) can only be returned in unopened and unaltered original case quantities and packaging.
- ◆ Products purchased in bulk, including those intended to be used during a World Health Organization Epidemic or Pandemic alert, are subject to review prior to return.
- ◆ Neither party shall be liable for any consequential, incidental, special or exemplary damages arising out of or in connection with the sale, delivery, use or performance of the product. In no event shall Staples be liable (whether in contract, tort or otherwise) for damages arising out of or relating to a breach of any warranty or the sales, delivery, installation, use or performance of the product that exceed the purchase price of the product.
- ◆ Additional charges may be incurred for the shipping and handling of products classified as hazardous or oversized materials. Partial cartons or opened containers of hazardous materials cannot be returned. It is your responsibility to ensure the products are used and disposed of in accordance with all applicable federal, state, county and local laws and regulations, including environmental rules and regulations.

Other Value Added Services

Specify any other "value added services" you are prepared to offer to the county under this proposal:

Local Service and Support

Staples offers Lee County a level of local, dedicated and customized support that is unmatched by others in our industry.

Our key account management differentiators include the following:

- ◆ One convenient point of contact, your Staples Strategic Account Leader Cindy Carroll, for all your program and service needs. Cindy will continue to:
 - Serve as Lee County's dedicated business partner, providing consultative support to help you maximize savings and improve service performance over time
 - Conduct regular Business Reviews to ensure that our program is always aligned with Lee County's changing needs

- Not be responsible for developing business with new customers, which means she is 100% focused on serving the needs of existing customer programs
- ◆ Support teams, including, Compliance Specialists, Customer Service Representatives and E-commerce Consultants, to help manage your unique and complex program needs
- ◆ Dedicated support from our Field Marketing team who works collaboratively with Lee County and your Cindy Carroll to:
 - Develop customized communication campaigns and materials to help maximize compliance to your Staples program
 - Help ensure your end users are practicing purchasing behaviors that promote the most cost-efficient program possible
- ◆ A team of expert and responsive Customer Service Representatives who:
 - Provide knowledgeable and consistent support for your end users
 - Are empowered to solve customer problems on the first contact
- ◆ Relentless focus on program improvement:
 - As a supplier committed to providing a low-total-delivered-cost solution, we are continuously looking for ways to improve and enhance Lee County's program performance and savings
 - Our account management performance goals are directly tied to our ability to create the most cost-effective program for you
 - Our best-in-class reporting tools give us unparalleled access to key spend and purchase data which we use to identify improvement opportunities

Local Staples Retail Stores

As much as Lee County wants all of your purchases to be well planned, there are times when your employees just can't wait until tomorrow for a critical product to be completed. Our local retail network offers Lee County a solution for making sure these last minute purchase needs are fully captured in your program reporting and benefit from your negotiated contract pricing with us. This allows you to increase compliance to your program, better track your spend and ensure you are maximizing your full savings potential.

With five Staples retail stores located with Lee County, your end users access to convenient locations close to where they work. Our stores have evolved to offer more than just office products. Your users will find support for a wide range of technology needs as well as full Copy & Print Centers.

Staples retail store offering includes:

- ◆ Customers benefits from an easy-to-shop store with quality products that are in-stock and easy to find, with fast checkout and courteous, helpful and knowledgeable sales associates.
- ◆ Staples retail stores are designed to make buying office products easy. It features more than 8,000 items – from ink and paper to computers and business machines – as well as copy and print services through our Copy & Print Centers and technology support through our Easy Tech service.
- ◆ Stores also offer a UPS shipping center as well as in-store recycling for ink and toner, cell phones and a wide selection of computer and office technology, including free recycling for Dell technology.


Convenience Card for Retail Store Purchases

The Convenience Card allows Lee County to charge items in Staples retail store. Lee County is invoiced the **lower of the contract price* or retail store price**. The amount that is on their receipt from the store will reflect the retail price and any adjustments for contract price.


**Contract price: please note that when referencing “contract price” this includes both on contract and off contract pricing.*

Staples Retail Store Locations in Lee County, Florida


Staples

1631 Del Prado Boulevard 
Cape Coral, Florida 33990
Phone: 239-458-6628


Staples

1800 Pine Island Road NE 
Cape Coral, Florida 33909
Phone: 239-573-6192


Staples (Located at A1-75 and Alico Road)

10016 Gulf Center Drive 
Fort Myers, Florida 33913
Phone: 239-267-2899

Staples (Located at Colonial Drive and I-75)

3236 Forum Blvd 
Fort Myers, Florida 33905
Phone: 239-936-1255

Staples Cypress Lake Shopping Center

7191-3 Cypress Lake Drive 
Page Park, Florida 33907
Phone: 239-466-5487

Employee Purchase Program

Staples offers an Employee Purchase Program that enables Lee County’s employees to register their personal credit cards and receive their corporate discounted pricing on personal purchases made via StaplesAdvantage.com. To date, Lee County employees have made over \$28,600 in purchases utilizing this aspect of your current Staples program. Employees may have their products shipped to their home addresses or shipped directly to them at their offices, whatever Lee County prefers.

Local Staples Fulfillment Center and Delivery

Receiving your order when you expect it saves you money and hassle. Delivering our customer’s complete order on-time and accurately is our top priority. That’s why we have one of the most advanced distribution systems in the industry. With a Staples fulfillment center located less than 15 miles from your office on Hendry Street, you will continue to have the peace of mind knowing your deliveries will always arrive accurately and on time.

Lee County has specific delivery requirements, and you want a supplier that can make sure your needs are met. Cindy Carroll, your Strategic Account Leader, works with Lee County to make sure we’re providing the service levels you expect to keep your business running.

Utilizing Staples' own fleet of trucks and delivery drivers, we execute the most effective and efficient delivery plan to meet Lee County's needs - one that addresses the unique requirements of your locations yet can flex to grow with your business. During your Business Reviews, your Staples Account Management and Transportation teams assess your delivery requirements in more detail and maintain a plan that drives continual efficiencies to your program.

Timing is everything...That's why you get fast delivery on products you use most.

We're committed to on-time delivery. So you'll get 99% of the products on your core supply list by the next-business-day. Ordering other products in our growing assortment? Get an estimate of every item's shipping date by clicking the "View all delivery dates" button in your shopping cart.

See the following page for more details on your local Staples Account Management team:



LEE COUNTY

Meet Your Team!

Dedicated to making the most of your Staples Advantage[®] program.

Your Strategic Account Leader



Cindy Carroll

Cell # 239-561-3952

cindy.carroll@staples.com

The core of your Staples Advantage team, your Strategic Account Leader coordinates with all other team members to help you get the most value out of your program.



Technology



Argelia Alvarez

Cell : 305-494-0409

argelia.alvarez@staples.com

Ready to help you find the hardware and software you need for the office, telecommuters or a mobile workforce. quality equipment and labor-saving processes.



Copy & Print



Paul Taylor

Cell: 305-389-3369

Paul.taylor@staples.com

Ready to serve your print needs, whether you need a report prepared for presentation or your next direct mail campaign



Managed Print Services



Joe Rampulla

Cell # 954-379-5467

Joseph.rampulla@staples.com

An expert in reducing your workday print costs by setting up a more efficient print fleet and supply system, while changing your billing platform.



Janitorial , Break room, and Safety



Kimberly Kunze

Cell # 727-741-6618

Kimberly.kunze@staples.com

Supporting the cleanliness of your facility and safety for your employees with the highest-quality equipment, products and labor-saving processes.



Furniture



Linda Dombkowski

Cell # 239-565-0224

Linda.dombkowski@staples.com

Here to assist you with any furniture project, whether you're replacing a chair or designing a whole workspace.

PurchaseEdge Program

More than ever, businesses are looking for new, innovative ways to stretch their budgets and squeeze more out of every dollar. That's exactly what you get with PurchasEdge — a rewards program where you earn points for buying HP print supplies.

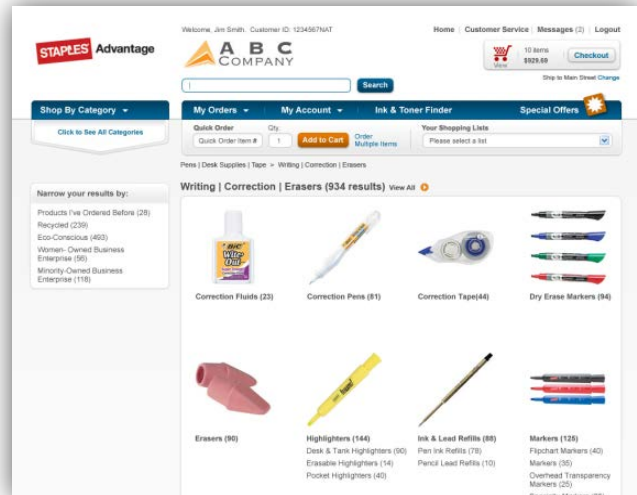
Here's how the PurchasEdge program works:

- ◆ Enroll in the program at PurchasEdge.com/join/staples.
- ◆ Earn points for every dollar you spend on more than 1,900 qualifying HP supplies, including LaserJet and inkjet print cartridges, paper and storage media.
- ◆ Staples will submit all your eligible invoices for you.
- ◆ Redeem your points for HP products, including printers, scanners, paper, Care Packs and more.

E-Commerce Website

Lee County can continue to maximize its ability to streamline and simplify purchasing through our highly customized e-commerce solution. As the largest business-to-business e-commerce company in the world, we offer you StaplesAdvantage.com. Our proprietary ordering site was built to be customized for our customers' needs. Recently upgraded and enhanced, StaplesAdvantage.com offers you all the features and functionality you need to help control your costs, streamline your ordering process and minimize your time spent on procurement.

You want to feel confident your ordering site can evolve and keep up with the latest technologies. Given our financial strength and capital resources, we are able to constantly enhance and invest in our technology to stay ahead of the curve. Customer feedback and usability studies drive these improvements. We recently invested tremendously in our e-commerce website to provide a seamless and intuitive experience for our customers while also dramatically improving ease-of-use for our end users.



StaplesAdvantage.com – Designed With You in Mind

We customize StaplesAdvantage.com to give you greater control of costs and administration of Lee County's purchasing by incorporating our platform into your existing e-commerce systems.

- ◆ **User Management** – Add and manage user profiles so you can minimize downtime and get new hires up and ordering quickly.
- ◆ **Approval Requirements** – Establish spending limits and approval routing to keep track of expenditures by individual user and department.
- ◆ **Efficiency Controls** – Achieve greater purchasing efficiency and help the environment by establishing controls that limit small orders.

- ◆ **Cost Savings Alternatives** – Customize automatic product notifications displaying lower cost alternatives to your end users.
- ◆ **User and Spending Reports** – Access detailed user information and summaries of your company's online purchases for up to 24 months.
- ◆ **Program Customization** – Display Lee County's customized product assortment and pricing, ensuring the benefits of your Staples program are accessible to all end users.
- ◆ **Messaging Features** – Customize StaplesAdvantage.com with special instructions and messages to keep end users informed.

Easy Ordering Tools

Getting the right products at the right price when you need them means you don't have to waste your time shopping around. StaplesAdvantage.com offers Lee County an easy ordering experience and provides instant access to your organization's customized product assortment.

Key features include:

- ◆ **Easy search and navigation** – Quickly find products by entering a keyword or item number. Narrow your results by category, brand, product ordered before, eco-conscious, recycled, MWBE or applicable product attributes.
- ◆ **Shopping lists** – Create and save lists of frequently ordered items for faster re-ordering. Create global shopping lists of preferred/contract items to help departments stay in compliance.
- ◆ **Ink & toner finder** – Quickly find ink and toner replacement products for your business machines simply by clicking on model type.
- ◆ **Order status** – Track orders, including the quantity of items ordered, delivery status and proof of delivery.
- ◆ **Customizable print products** – Customize business cards, greeting cards, rubber stamps, nameplates and other personalized products using your own design or standard company templates.
- ◆ **Digital copy and print ordering** – From black & white and color copies, to presentations, brochures and wide-format posters, you can order your digital copy and print projects, anytime. Upload and configure your documents, view online proofs and store your projects for quick re-ordering. We can ship materials to one destination or distribute them anywhere across the country.
- ◆ **Online returns** – Returns are time-consuming and add another level of cost. We make it easy by allowing you to process returns online.
- ◆ **Proactive live chat** – Helps users quickly find the products they need by interacting with a live agent and decreases returns.

Online Procurement Controls

Lee County achieves greater financial and administrative control over your purchasing with StaplesAdvantage.com.

We offer:

- ◆ **User/Location management** – Easily add new users, supervisors and account administrators and remove or add shipping locations.

- ◆ **Approval Controls** – Establish spending limits and approval routing to keep track of account expenditures by user/departments.
- ◆ **Small order controls** – As part of our ongoing efforts to help you maximize order efficiencies, we help you implement “hard stop” order controls that prevent users from placing orders under a minimum amount.
- ◆ **Customization features** – We customize your platform with special instructions and messages to help keep users in program compliance and make sure each order contains key business identifiers like purchase order number, cost center information and General Ledger codes.

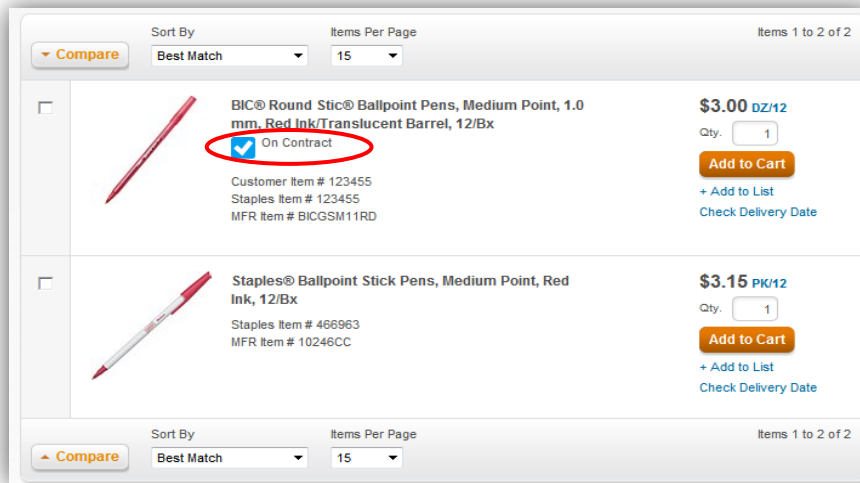
Preferred Items

We can notate preferred items with a blue, customizable ‘On Contract’ icon that can contains your own message (customized message can contain a maximum of 35 characters). This icon appears whenever product information is displayed. This includes, and is not limited to, the Product Pages, Shopping Lists, Shopping Cart and Order Status.

Some common flags used by customers include:

- ◆ On Contract Item
- ◆ Preferred Item
- ◆ Best Buy
- ◆ Green Product

On Contract Product Flag Screenshot

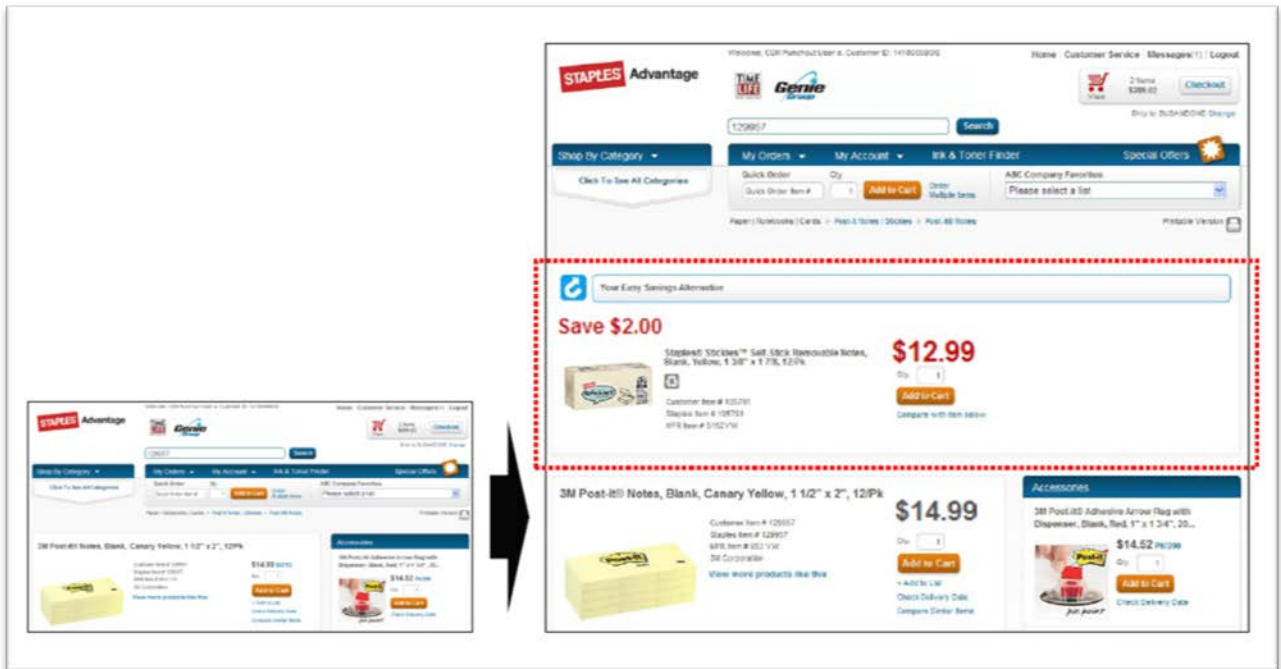


StaplesAdvantage.com makes it easy for your end users to stay in compliance with your program by offering item blocking of specified items, for example food related items. We work with Lee County, upon your request, to identify the items you would like excluded from your product list. If a user tries to order a blocked item, a customized, customer-specific blocked item message will be displayed. The message can detail what action the end user needs to take to order the item or inform them that the item is not available for purchase.

Easy Savings Alternatives

Some of the products on your StaplesAdvantage.com ordering system have a lower-cost alternative. Easy Savings Alternatives presents your end users with lower cost alternative items at the point of sale. Your end users have the choice to accept the presented Easy Savings Alternative item or to purchase their originally selected item. By picking these Easy Savings Alternatives, Lee County saves money. There are currently over 1,500 OEM to alternate item relationships on StaplesAdvantage.com.

Cindy Carroll your Strategic Account Leader, also provides reporting to track your cost-savings and find additional ways to save. Easy Savings Alternatives for the past twelve months for Lee County totaled \$12,076.00.



See the following page for a sampling of the Easy Savings Alternatives reporting available to Lee County.

EASY SAVINGS Report Examples

Easy Savings User Summary By Period											
FiscalYear	FiscalPeriod	Division	Customer#	CustomerName	UserID	UserFirstName	UserLastName	Metrics	Total Potential Savings	Savings Realized	Savings Lost
2011	5	LA	1031911	ABC INDUSTRIES INC	MASSEY	Jose	Massey		\$139.47	\$139.47	\$0.00
2011	5	LA	1031911	ABC INDUSTRIES INC	MYERS	Shelbey	Myers		\$28.84	\$0.00	\$28.84
2011	5	LA	1031911	ABC INDUSTRIES INC	NAZARETH	Irene	NAZARETH		\$11.90	\$0.00	\$11.90
2011	5	LA	1031911	ABC INDUSTRIES INC	ORALESB	Vangie	Morales		\$23.36	\$0.00	\$23.36
2011	5	LA	1031911	ABC INDUSTRIES INC	PADILLA	Kiana	Padilla		\$37.11	\$37.11	\$0.00
2011	5	LA	1031911	ABC INDUSTRIES INC	PERRY	Nancy	Perry		\$1.52	\$0.00	\$1.52
2011	5	LA	1031911	ABC INDUSTRIES INC	PESSSES	Yvonne	Pesses		\$11.46	\$11.46	\$0.00
2011	5	LA	1031911	ABC INDUSTRIES INC	PHARR	Ronald	Pharr		\$46.28	\$46.28	\$0.00
2011	5	LA	1031911	ABC INDUSTRIES INC	PIERSON	Tony	Pierson		\$63.95	\$0.00	\$63.95
2011	5	LA	1031911	ABC INDUSTRIES INC	PLOVIE	Mirna	Plovie		\$14.74	\$0.00	\$14.74
2011	5	LA	1031911	ABC INDUSTRIES INC	PROUTEY	LENNY	Proutey		\$71.09	\$27.45	\$43.64
2011	5	LA	1031911	ABC INDUSTRIES INC	REFICEB	Deborah	Refice		\$14.03	\$0.00	\$14.03
2011	5	LA	1031911	ABC INDUSTRIES INC	RICEJ	Gloria	Price		\$57.10	\$54.90	\$2.20

Easy Savings Sku Report												
Original Sku Class	Original Sku	Original Sku Desc	Alt Sku	Alt Sku Desc	Alt Displayed Count	Alt Accepted Count	Quantity Declined	Quantity Accepted	Total Potential Savings	Savings Realized	Savings Lost	
COPIER TONER AND CARTRIDG	378144	CANON E20 BLACK TONER	791309	SEB REMAN TONER CANON E20	1	1	0	0	\$14.78	\$0.00	\$14.78	
COPIER TONER AND CARTRIDG	507470	CANON FAX BLK FX-7	791324	SEB REMAN TONER CANON FX-7	1	0	2	0	\$27.28	\$0.00	\$27.28	
OEM FAX CARTRIDGES	483926	PANASONIC KXFA93 BLACK INK	520365	STPLS PAN KXFA93 FAX RIBBON	1	1	0	1	\$2.92	\$2.92	\$0.00	
DRUMS/DEVELOPER	585966	BROTHER DR-350 DRUM	791226	SEB REMAN DRUM, BRO DR-350	2	1	1	1	\$32.38	\$16.19	\$16.19	
OEM LASER TONER CARTRIDGE	378593	HP C4092A BLACK TONER	791204	SEB REMAN TONER, HP 92A	1	0	1	0	\$12.23	\$0.00	\$12.23	
OEM LASER TONER CARTRIDGE	380469	HP 82X (C4182X) TONER HI YLD	791197	SEB REMAN TONER, HP 82X, HY	1	1	0	1	\$37.11	\$37.11	\$0.00	
OEM LASER TONER CARTRIDGE	381015	HP C4096A BLACK TONER	436726	DPS REMAN TONER HP 96A C4096A	2	0	2	0	\$73.80	\$0.00	\$73.80	
OEM LASER TONER CARTRIDGE	392467	BROTHER TN-460 BLACK TONER	791275	SEB REMAN TONER BRO TN-460 HY	1	1	0	1	\$12.18	\$12.18	\$0.00	
OEM LASER TONER CARTRIDGE	396200	HP 92298A BLACK TONER	791221	SEB REMAN TONER, HP 98A	1	1	0	2	\$18.92	\$18.92	\$0.00	
OEM LASER TONER CARTRIDGE	452338	HP C8061X BLACK TONER	514213	DPS REMAN TNR HP 61X C8061X HY	1	0	1	0	\$44.90	\$0.00	\$44.90	

Easy Savings Detail															
CustomerName	UserID	UserFirst Name	UserLastName	Order#	Original Sku	Original Sku Desc	Alt Sku	Alt Sku Desc	Fiscal Year	Fiscal Period	Metrics	Total Quantity	Total Potential Savings	Savings Realized	Savings Lost
ABC INDUSTRIES INC	PERRY	Dick	Perry	7074521536	130567	REFILL-TAPE MAGIC 3/4 X 1296	487908	TAPE STAPLES 3/4X1296 12PK	2011	5		2	\$1.52	\$0.00	\$1.52
ABC INDUSTRIES INC	PERRY	Dick	Mayer	7074686568	130567	REFILL-TAPE MAGIC 3/4 X 1296	487908	TAPE STAPLES 3/4X1296 12PK	2011	5		4	\$3.04	\$0.00	\$3.04
ABC INDUSTRIES INC	PLOVIE	Latrena	HOWES	7075173153	243550	RIBBON PRNT OKIDAT 52102001 BK	723421	PNTR RIBBON F/OKIDATA 182	2011	5		6	\$26.52	\$26.52	\$0.00
ABC INDUSTRIES INC	DELASHMUTT	Toni	Davis	7074577703	460902	SARASA GEL RET ASST 10PK	634984	SPLS SONIX RT GEL MED ASST 12	2011	5		1	\$2.20	\$0.00	\$2.20
ABC INDUSTRIES INC	WHITE	Andria	Hardiman	7074996409	460902	SARASA GEL RET ASST 10PK	634984	SPLS SONIX RT GEL MED ASST 12	2011	5		2	\$4.40	\$0.00	\$4.40
ABC INDUSTRIES INC	DYCUS	Cindy	Davalos	7075264361	812967	SIGN HLDR STAND UP 8.5X11 EA	665596	11X8.5STANDUP SIGN HOLDER	2011	6		1	\$4.58	\$4.58	\$0.00
ABC INDUSTRIES INC	CUELLAR	Jose	Bache	7075576585	854518	SWINGLINE OPTIMA STAPLES HI-CA	588764	STAPLES HIGH CAPACITY 3000/BX	2011	6		2	\$1.58	\$0.00	\$1.58
ABC INDUSTRIES INC	RUDLING	Shelbey	Silva	7075007783	854518	SWINGLINE OPTIMA STAPLES HI-CA	588764	STAPLES HIGH CAPACITY 3000/BX	2011	5		1	\$1.01	\$1.01	\$0.00
ABC INDUSTRIES INC	SILVA	Elizabeth	Manno	7075318531	854518	SWINGLINE OPTIMA STAPLES HI-CA	588764	STAPLES HIGH CAPACITY 3000/BX	2011	6		2	\$1.58	\$0.00	\$1.58
ABC INDUSTRIES INC	TORRES	LENNY	Bizuneh	7074688326	555500	TONER HPLJ 3500-BLACK	791428	SEB REMAN TONER HP Q2670A	2011	5		1	\$26.00	\$0.00	\$26.00
ABC INDUSTRIES INC	PEREZ	Jorge	Mayer	7075366488	487348	TYLENOL EXTRA STRENGTH 50/2PK	565186	PHYSIC. CARE ACETAMINOPHEN TAB	2011	6		1	\$2.68	\$0.00	\$2.68



Your Easy Savings Alternative

Training

Training is essential to program acceptance and ongoing compliance. In order to ensure Lee County's employees continue to have a full understanding of the program, we conduct customized, comprehensive end user training campaigns for Lee County.

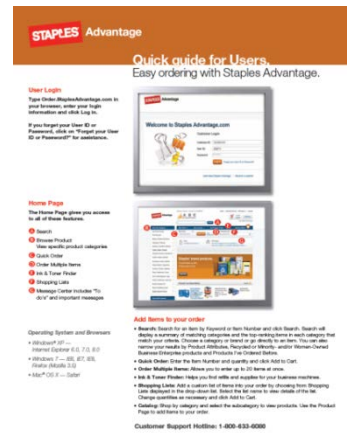
Here's an overview of the support we will continue to provide Lee County:

Onsite/Live Training

- ◆ Host vendor shows and training classes at Lee County's locations to educate your users on the ease and functionality of our e-commerce site, StaplesAdvantage.com
- ◆ Provide "meet and greets" with your Staples team and offer free product samples from our vendors
- ◆ Announce these trainings via customized emails and poster announcements weeks in advance, with accessible times and dates
- ◆ Conduct tutorials for employees to learn all of the site's features and enhancements so they can continue to enjoy the easiest buying experience

Training Materials

- ◆ Distribute a Staples e-welcome kit that includes program information, ordering website login credentials, and a number of essential training materials
- ◆ Sample training materials include:
 - Ordering Handbook
 - Quick Guide
 - Quick Tips



Online Training

- ◆ Offer online training tours accessible anytime through the Customer Service Support page on StaplesAdvantage.com
- ◆ Provide an interactive overview of the site and its key shopping and administrative control features

Seminars

- ◆ Conduct seminars or “Lunch & Learns” – at your request – on topics such as ergonomics, workplace organization and security solutions
- ◆ Provide seminars on new StaplesAdvantage.com functionalities and enhancements
- ◆ Work with you to determine the appropriate schedule of seminars to get the most participation

Customer Service

Lee County expects fast, dependable customer service that keeps your people focused on their work, rather than tracking down issues. We have built a customer service network that is structured to support this goal, while providing the highest levels of satisfaction at all times.

Our Customer Service organization consists of four call centers, located in Englewood, New Jersey; Rochester, New York; Aurora, Colorado and Halifax, Nova Scotia. These call centers employ approximately 800 customer service call center associates who handle more than four million telephone, email and fax inquiries from our customers per year.

Key differentiators that result in higher satisfaction for Lee County:

- ◆ A One & Done service commitment – Our associates are empowered and trained to resolve the majority of issues upon first contact, without having to transfer customers to another person. On average, we resolve close to 95% of the most common issues upon first contact.
- ◆ A direct connection to a live Customer Service Representative – You will not be transferred to an overseas call center or automated computer system.
- ◆ Proactive notification and alerts if your delivery is expected to be delayed for some reason.
- ◆ A knowledgeable, highly trained Customer Service team – With an average tenure of five years with Staples, our associates offer the experienced insight and solutions you expect. Every new call center associate is required to attend an extensive three-week training program that includes customer service skills, procedures, product information and problem resolution.
- ◆ A continuous feedback loop – We review all customer feedback and if you’re not satisfied, we’ll follow up directly with you to make things right.
- ◆ In-house support team – Unlike some suppliers who outsource their call center operations, our customer service call centers are staffed with Staples associates, which results in a more consistent customer service experience for your organization.

Serving Your Needs

Staples Customer Service is conveniently available Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time, at 1-877-826-7755 or scchalifax@staples.com.

Staples’ Customer Service will continue to provide Lee County’s end users with daily, ongoing support for the following needs:

- ◆ Placing orders
- ◆ Verifying pricing
- ◆ Checking order status
- ◆ Confirming inventory levels

- ◆ Cross-referencing stock numbers
- ◆ Expediting rush and will-call orders
- ◆ Processing customer returns and credits
- ◆ Delivering special service requirements
- ◆ Providing packing slip and invoice documentation

Staples' Customer Service Representatives and your Strategic Account Leader share the same goal – to help keep your office running smoothly.

Strategic Account Leader – Cindy Carroll

As your business consultant, Cindy is responsible for maintaining your satisfaction with your Staples program as well as keeping you informed and updated through Business Reviews and reporting. Cindy is here to:

- ◆ Conduct Business Reviews to ensure your expectations are being met
- ◆ Ensure your Staples program is aligned with your goals
- ◆ Manage your Staples program business and recommend vendor consolidation opportunities with other Staples categories
- ◆ Service as your dedicated business partner, providing consultative support to help maximize savings and improve service performance

Invoices

Staples' billing process is flexible and completely customizable to your requirements. Our experts have assessed your internal accounting practices and information-systems capabilities to recommend the best solution. It's our goal to help you reduce paperwork and enjoy an easier and more efficient payment process.

Our customizable offering includes:

- ◆ **Easy** layout options that allow you to have your invoice pre-sorted and organized to your specific requirements
- ◆ **Line item** invoicing that breaks out each line item order by a specific budget center, making it easier to reconcile and allocate payments
- ◆ **Flexibility** to schedule invoice delivery by a daily, weekly, monthly or bimonthly cycle or a specified day of the month or week
- ◆ **Formats** that work best for your organization, including paper, PDF and Excel
- ◆ **XML or EDI** invoicing delivered directly to your accounts payable system
- ◆ **Billing** by accounting unit (up to 32 digits)
- ◆ **ACH** and wire payments and notification via fax, email or EDI

All the Essential Information

Every invoice includes the standard information you need, including:

- ◆ Invoice number
- ◆ Invoice amount due and due date
- ◆ Remittance address

We can further tailor invoices to include any additional information you need, including:

- ◆ Ship-To
- ◆ Department Name Within the Location
- ◆ Department Number (up to 50 characters)
- ◆ Purchase Order Number
- ◆ Release Number
- ◆ Net Amount of Order
- ◆ Tax Per Order
- ◆ Summary Total
- ◆ Net Amount for Payment
- ◆ Quantity Ordered
- ◆ Quantity Shipped
- ◆ Product Description
- ◆ Unit Price

Layout Options

Whatever format works best for you, your Strategic Account Leader Cindy Carroll will set it up to meet your needs. Our standard layout options consist of the following elements:

Remittance Page

- ◆ Designed to provide a snapshot of total amount due, due date and key payment information
- ◆ Includes the portion of invoice to return with payment

Invoice Summary Page

- ◆ Simplifies cost allocation and gives you a high-level snapshot
- ◆ Breaks down your invoice by your preferred sort – purchase order, budget center, release number or ship-to (or combination of two of these values)

Invoice Detail Page

- ◆ Provides all the detail needed to reconcile your invoice
- ◆ Includes detailed product, price and sales tax information for every order

Reporting

Accurate, detailed reporting on Lee County's supply program gives you transparency and visibility to make smarter purchasing decisions. Staples offers a broad range of options to help you meet your reporting needs.

Our reporting capabilities are differentiated by the scope of what we can offer as well as the ease of access and quality of the information we deliver. Given our ordering, invoicing and reporting systems operate on one national platform, you can be assured of reporting that's accurate and consistent for all Lee County locations, giving you total transparency and visibility into your spend.

Staples' reporting capabilities offer Lee County the following benefits:

- ◆ **Easy access** - From online to email, Excel to PowerPoint, our reports are accessible through a variety of methods and formats.
- ◆ **Timely** - Reports can be delivered on demand or at pre-determined intervals.
- ◆ **Comprehensive** - Measure everything from product usage to service levels with our robust reporting systems.
- ◆ **Detailed** - Our reports allow you to gain a complete view of your spending – from individual purchasers across all your departments, budget centers and all your locations.

Our reporting categories consist of the following:

- ◆ **Activity reports** – Usage, service level and compliance reports delivered by your Strategic Account Leader
- ◆ **Online reports** – User and spending reports available through our e-commerce site
- ◆ **Environmental reports** – Environmental attributes/savings information delivered by your Strategic Account Leader

Activity Reports

Lee County wants the ability to track performance levels of your suppliers to ensure you are getting the most value. With Staples' activity reports, Lee County can continue to track your product usage as well as Staples' service performance levels for your program.

Reports detailing purchases of recycled items or those from minority vendors give you clear metrics to support your corporate responsibility initiatives.

Usage Reports - It's important to have visibility to product usage so you can find opportunities for savings and improvement. With usage reports, Lee County can track your product usage organization-wide and drill down by facility, department, office or individual user. Product usage can be reported by:

- ◆ Vendor
- ◆ Order method (phone, online)
- ◆ Product category
- ◆ Contract versus non-contract item
- ◆ Recycled and environmentally preferable products
- ◆ MWBE products

Service Level Reports - These reports provide Lee County with statistical information to track Staples' performance and service levels. Service Level Reports measure:

- ◆ Fill rate
- ◆ On-time delivery rate
- ◆ Order accuracy
- ◆ Sales breakdown of contract versus non-contract items
- ◆ Backorder report/orders shipped complete
- ◆ Returns

- ◆ Credits/debits
- ◆ Average order information and summary by size

Online Reports

At any given time, end users that Lee County has designated as administrators can easily access the following reports on your e-commerce ordering site:

- ◆ **User Reports** provide pertinent end 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 end user for up to 24 months, including details on ordering method, order totals, number of orders and average order size.

Environmental Reports

You want to be able to show your stakeholders the value of your environmental programs and how they are helping to reduce your impact on the planet. We make it easy for Lee County to measure the impact of your sustainable initiatives through environmental reporting that quantifies the benefits achieved through the following:

- ◆ Recycled paper spend
- ◆ Increased usage of online catalogs over paper versions
- ◆ Consolidation of orders and deliveries

We use Environmental Defense Fund data (<http://www.edf.org/papercalculator>) to demonstrate the benefits of your recycled product use in terms of energy, trees and water saved, carbon emissions avoided and other metrics related to your sustainability efforts.

Business Reviews

Staples has established a program of regular Business Reviews with Lee County. Through our experience with you, we've found this to be a best practice in helping to establish clear metrics for your program, identifying cost savings and giving you full transparency and visibility into your spend.

The structure, format and focus of the Business Review are entirely customized to you and are based on the mutual goals we establish. These not only include financial goals, but the compliance, service, environmental and diversity goals that are also important to measuring Lee County's program success.

The Business Review is intended to:

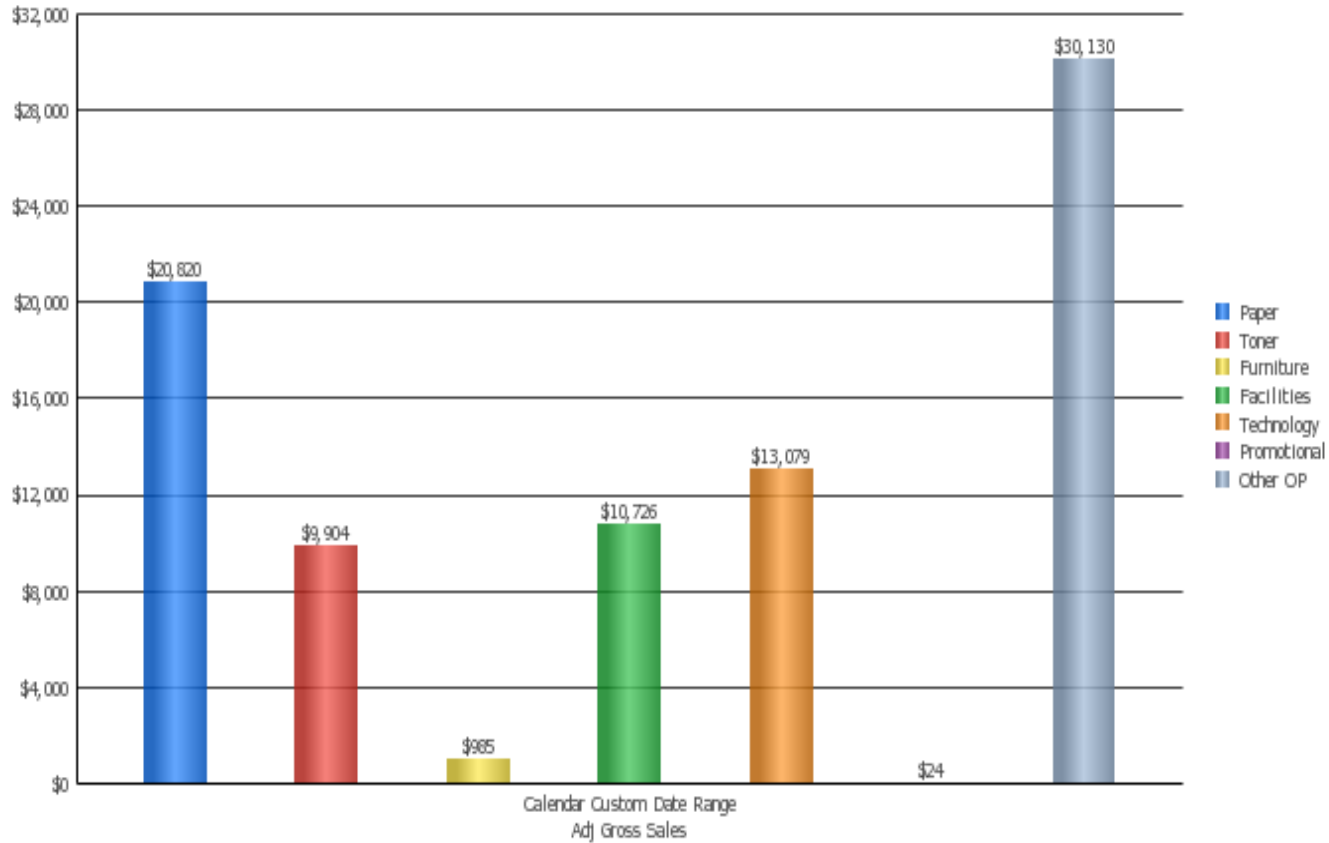
- ◆ **Measure program compliance** and identify strategies and opportunities for increasing compliance (e.g., conducting end user education campaigns)
- ◆ **Demonstrate Staples' performance** in meeting key delivery and service levels to Lee County, such as fill rate and cycle times
- ◆ **Share key product usage metrics** that are important to Lee County's program, such as purchases by product category and environmental and diversity product spend
- ◆ **Benchmark Lee County's program results against your stated business goals**, so you can measure and track progress and continually identify improvement

-
- ◆ **Share key order activity data**, such as return rate, average order size and online order rate, and **demonstrate savings and efficiencies** gained through initiatives to improve order processes
 - ◆ Highlight new products and services of value to Lee County
 - ◆ Identify cost savings opportunities such as:
 - Rationalizing product assortments
 - Reducing invoices and administrative costs
 - Improving online ordering percentages
 - Isolating where Staples® brand products can offer better value
 - Setting goals for minimizing returns and small orders to decrease overall program costs
 - ◆ **Define annual goals** and develop action plan to achieve results

Supported by findings in the Business Review, your Strategic Account Leader Cindy Carroll will make recommendations to Lee County regarding product substitutions, additions or deletions based on your strategic goals and objectives. Should Lee County choose to make these changes, your contract will be immediately updated.

Please see the following pages for a sample Business Review.

Spend Analysis - Secondary Product Category



Observations:

1. Observation
2. Observation
3. Observation
4. Observation

Reporting Period: April 01, 2011 - June 30, 2011

Program Summary	Q2 2010	Q3 2010	Q4 2010	Q1 2011	Q2 2011
Total Sales	\$ 12,244	\$ 11,345	\$ 9,023	\$ 11,105	\$ 16,243
Average Order Size	\$ 98	\$ 102	\$ 112	\$ 125	\$ 133
Orders <\$50.00	30%	28%	27%	26%	26%
Online Ordering % of Spend	95%	96%	95%	90%	84%
Returns % of Spend	1%	1%	2%	0%	7%
Diversity % of Spend	2%	2%	2%	1%	2%

Observations:

1. Total purchases have decreased...
2. Observation
3. Observation
4. Observation
5. Observation

Ship Level Metrics

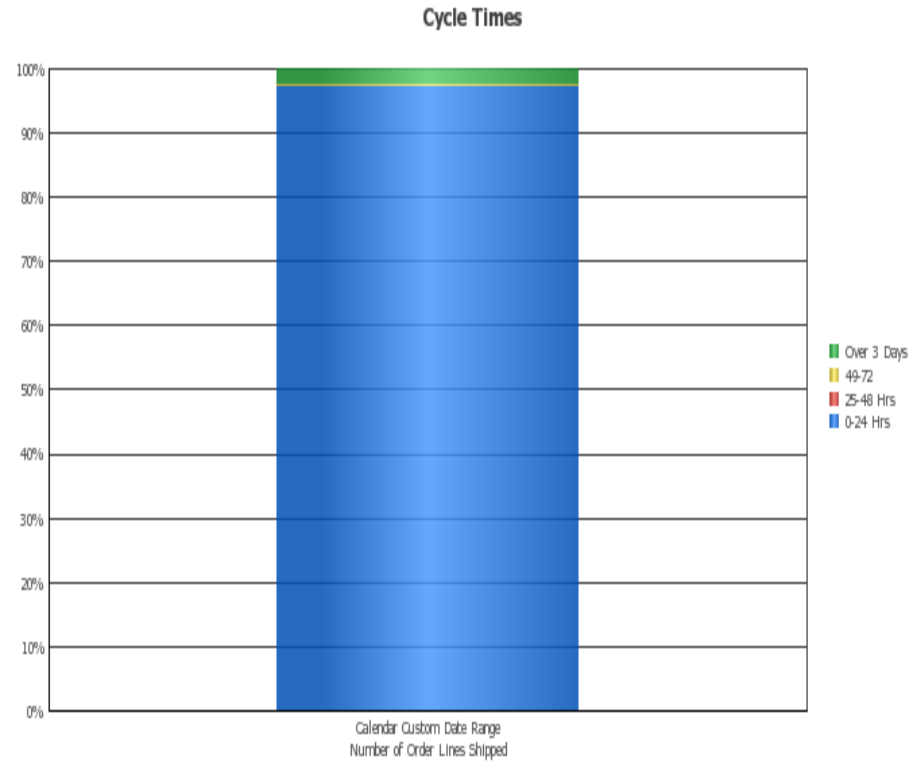
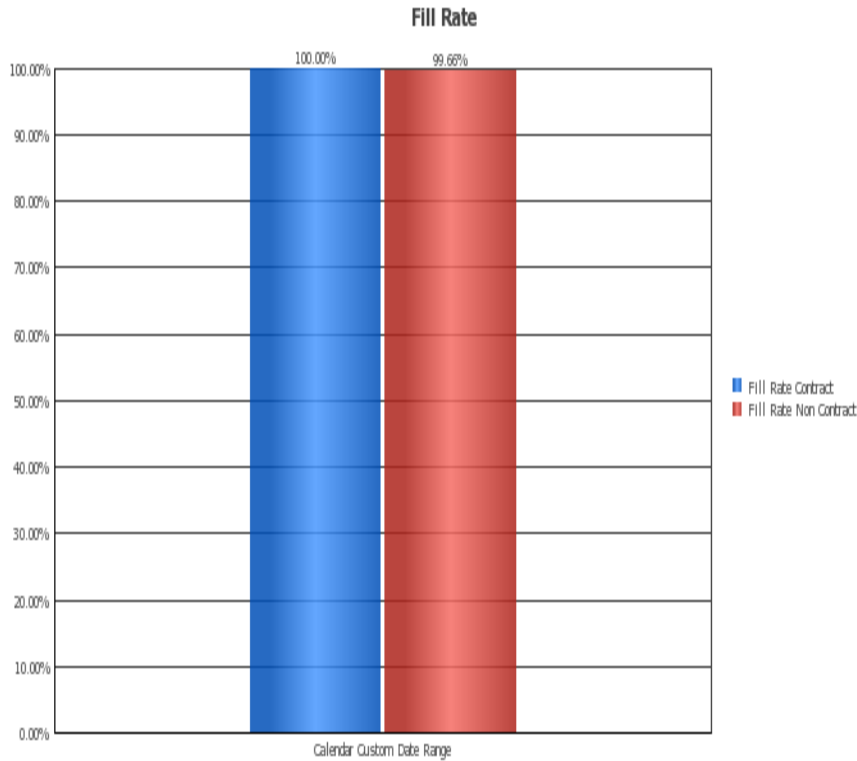
Calendar Year Number	2012		Total
Calendar Quarter Name	Q1	Q2	
Metrics			
Purchases	\$50,822.36	\$36,524.43	\$87,346.79
Adj Gross Sales	49,750	35,917	85,667
Adjusted Gross Sales - Product Usage	50,822	36,524	87,347
Adj Gross Sales_Contract	30,321	19,682	50,003
Adj Gross Sales_Contract %	60.95%	54.80%	58.37%
Adj Gross Sales_Diversity %	2.20%	1.82%	2.04%
Adj Gross Sales_Electronic %	92.48%	95.72%	93.84%
Adj Gross Sales_NonContract	19,429	16,235	35,664
Adj Gross Sales_NonContract %	39.05%	45.20%	41.63%
Adj Gross Sales_Wholesaler %	0.73%	2.09%	1.30%
Adj Gross Sales_Special %	0.00%	0.08%	0.03%
Adj Gross Sales_Recycled	\$19,749.20	\$11,901.63	\$31,650.83
Adj Gross Sales_Recycled %	39.70%	33.14%	36.95%
Returns & Credits	(1,073)	(607)	(1,680)
Returns & Credits %	(2.16%)	(1.69%)	(1.96%)

Calendar Year Number	2012		Total
Calendar Quarter Name	Q1	Q2	
Metrics			
Fill Rate_Contract	100.00%	100.00%	100.00%
Fill Rate_NonContract	100.00%	99.04%	99.66%

Order Level Metrics

Calendar Year Number	2012		Total
Calendar Quarter Name	Q1	Q2	
Metrics			
AOSS	\$191.49	\$209.42	\$198.65
% Orders Below \$50	1.59%	2.99%	2.15%

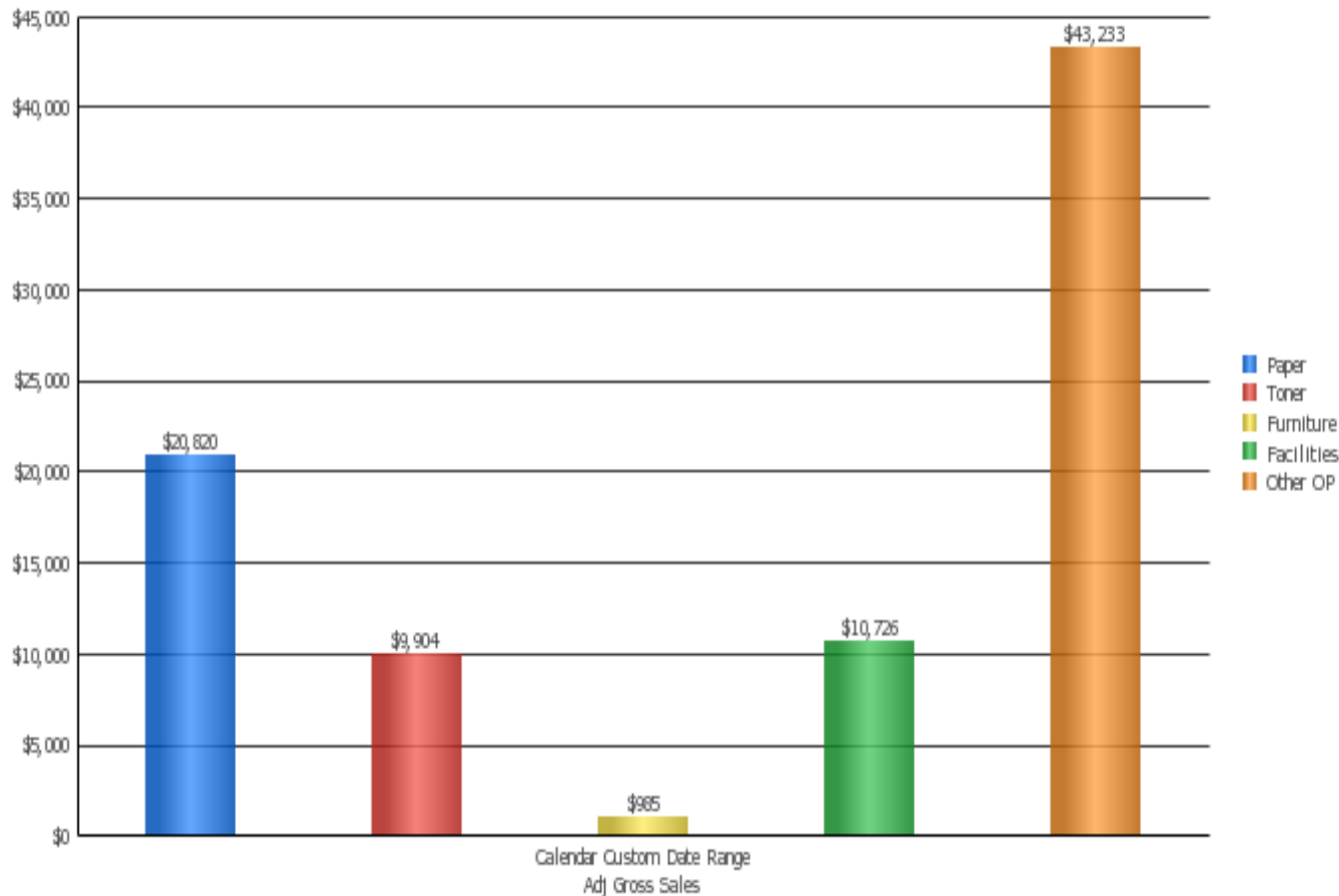
Fill Rates and Cycle Times



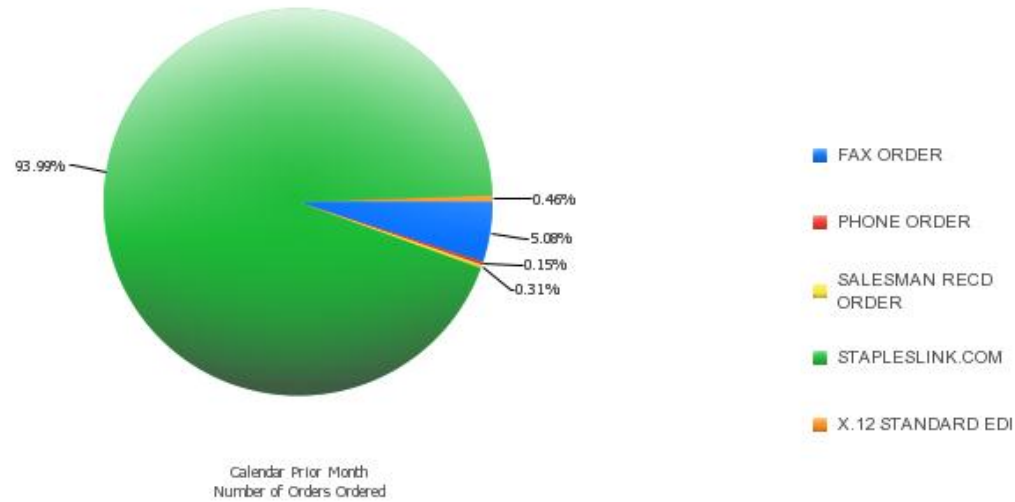
Calendar Custom Date Range	Calendar Custom Date Range
Metrics	
Fill Rate Contract	100.00%
Fill Rate Non Contract	99.66%

Calendar Custom Date Range	Calendar Custom Date Range
Metrics	Number of Order Lines Shipped
Time Frame	
0-24 Hrs	2,409
25-48 Hrs	5
49-72	2
Over 3 Days	67

Spend Analysis - Primary Product Category

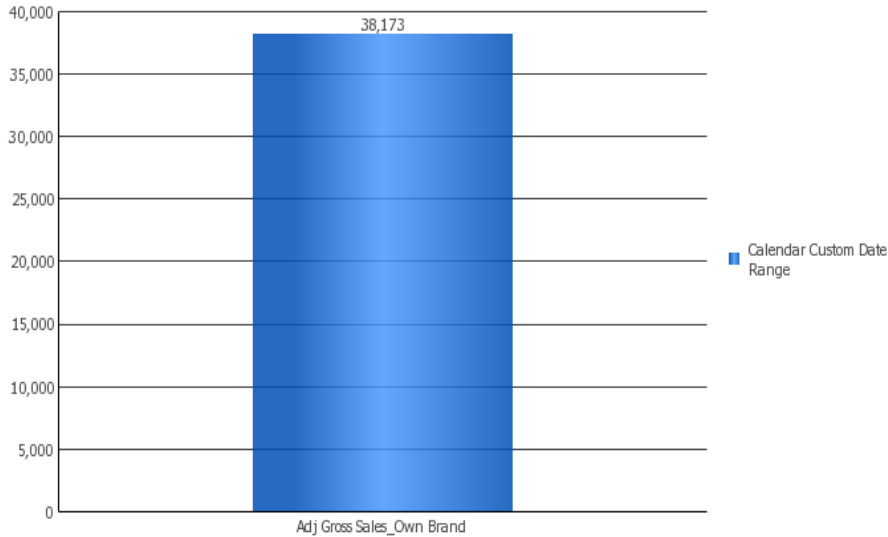


Order Activity : Average Order Size – Order Method

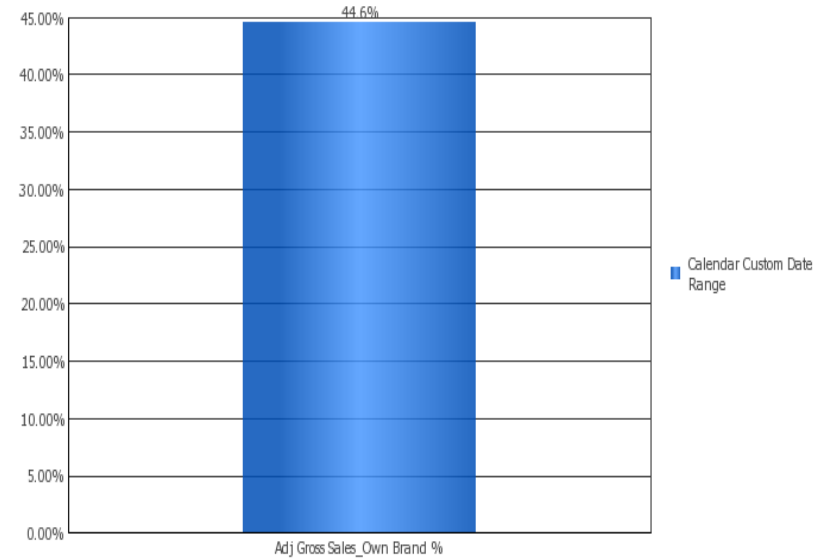


	Calendar Prior Month		Calendar Prior Month		
	Metrics	Orders	Orders %	Order Amt	Order Amount %
Order Method Grouping	Order Method Description				
Manual Orders	FAX ORDER	33	5.08%	\$5,132	3.45%
	PHONE ORDER	1	0.15%	\$164	0.11%
	SALES MAN RECD ORDER	2	0.31%	\$118	0.08%
	Total for Manual Orders	36	5.55%	\$5,415	3.64%
Electronic Orders	STAPLES LINK.COM	610	93.99%	\$143,045	96.27%
	X.12 STANDARD EDI	3	0.46%	\$127	0.09%
	Total for Electronic Orders	613	94.45%	\$143,172	96.36%
Grand Total		649	100.00%	\$148,587	100.00%

Staples Brand Review - Staples Purchases \$



Staples Brand Review - Staples Purchases %

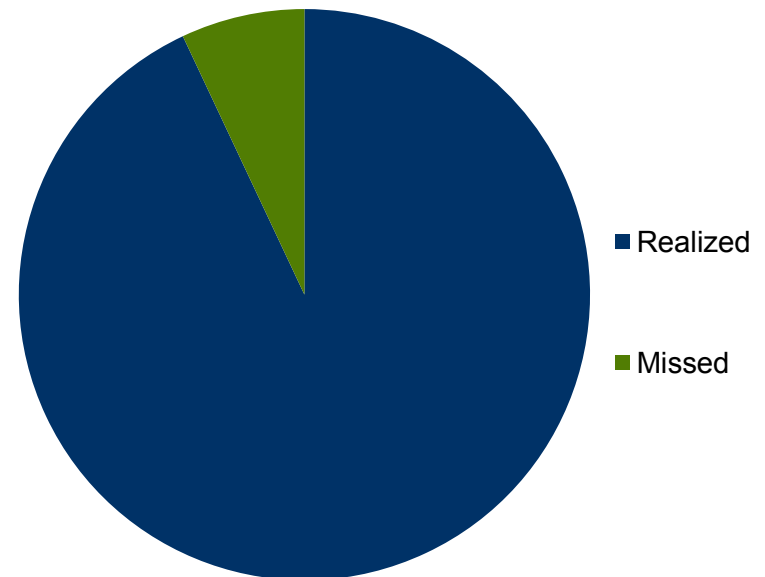


Calendar Custom Date Range	Calendar Custom Date Range		
Metrics	Adj Gross Sales	Adj Gross Sales_Own Brand	Adj Gross Sales_Own Brand %
Secondary Product Hierarchy			
Paper	\$20,819.70	19,995	96.04%
Toner	\$9,903.75	3,356	33.89%
Furniture	\$984.67	236	24.01%
Facilities	\$10,725.63	938	8.75%
Technology	\$13,079.05	2,390	18.28%
Promotional	\$24.00	0	0.00%
Other OP	\$30,129.87	11,257	37.36%

- An Easy Savings summary report of master account level data is available detailing the use of product alternatives within your organization.
- Summary data and reporting to include:
 - Total number of product alternatives offered
 - Accepted and declined alternatives (by period, quarter, year)
 - Savings achieved (accepted products alternatives)
 - Savings lost (declined product alternatives)

	ABC Corporation
YTD Sales	\$200,000.00
YTD Easy Savings Possible	\$4,500.00
YTD Easy Savings Realized	\$300.00
Missed Savings as % of Sales	2.00%

Total Possible Easy Savings



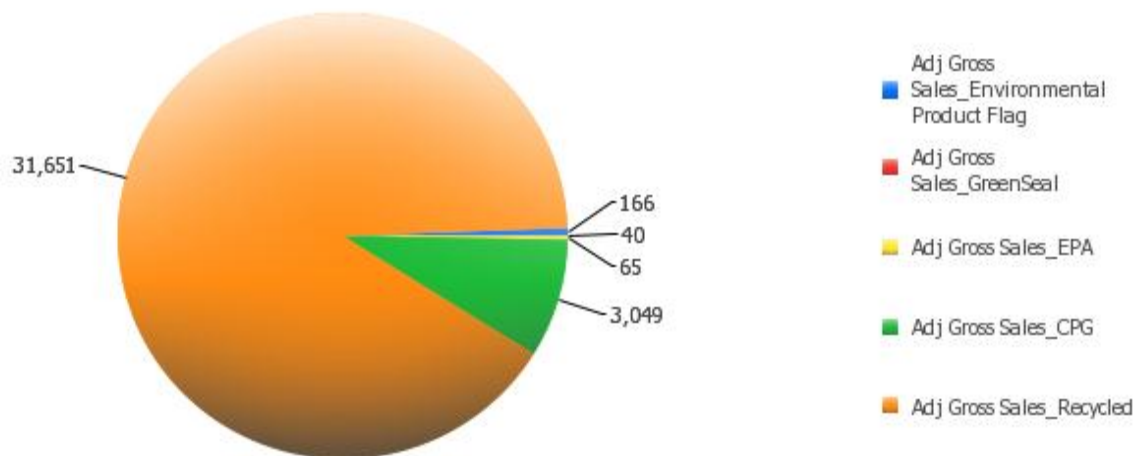
Environmental Report

Div: BOS
Master Customer: EMERSON COLLEGE 52810

Total Volume	24,988.56	(lbs)
Total Post Consumer Recycled Content	12,294.35	(lbs)
Average Post Consumer Recycled Content	49.20	(%)
Greenhouse gas emissions reduced (CO2) equivalents	13,652.87	(lbs)
Equivalent number of average US cars not driven per year	1.32	(cars)
Water saved	62,670.43	(gallons)
Trees saved	104.50	(trees)
Wood Resources saved	42,661.38	(lbs)
Total energy (BTUs) saved	104,501,936.24	(BTUs)
Energy equivalent to oil saved	746.44	(gallons)
Equivalent number of average US Homes heated per year	2.70	(homes)
Energy equivalent to electricity saved	29,755.68	(Kwh)
Equivalent number of average US homes powered per year	2.62	(homes)

Environmental impact estimates were made using the Environmental Defense Paper Calculator and publicly available US DOE data. For more information visit <http://www.papercalculator.org>

Eco Office Chart



Calendar Custom Date Range

Environmentally Preferable Purchasing - This icon indicates products that have a lesser or reduced effect on human health and the environment.

Comprehensive Procurement Guidelines - This icon indicates items that are part of EPA's continuing effort to promote the use of materials recovered from solid waste.

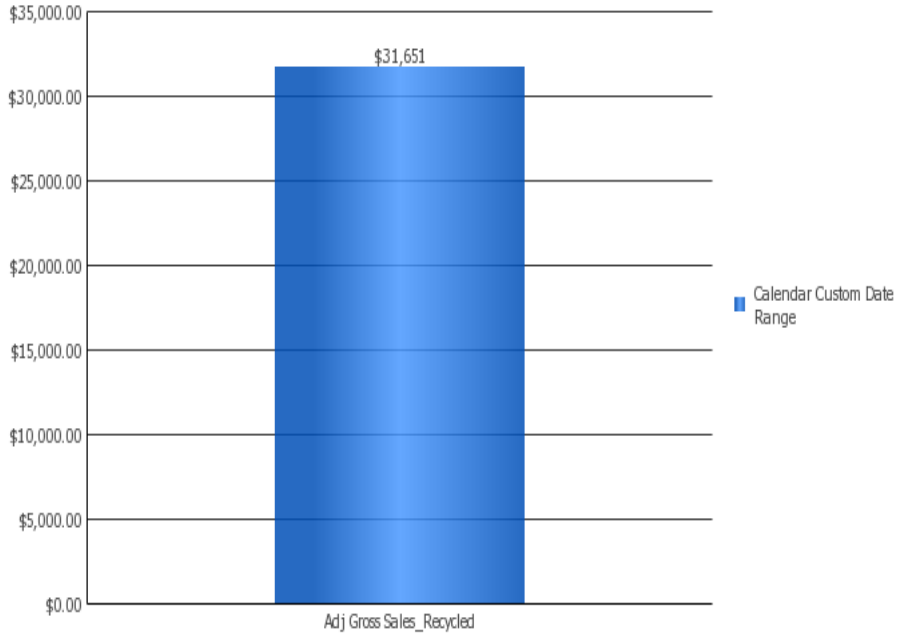
Green Seal Certification - This icon indicates products that meet or exceed the Green Seal standards.

Environmental Products - This icon indicates products that are reusable.

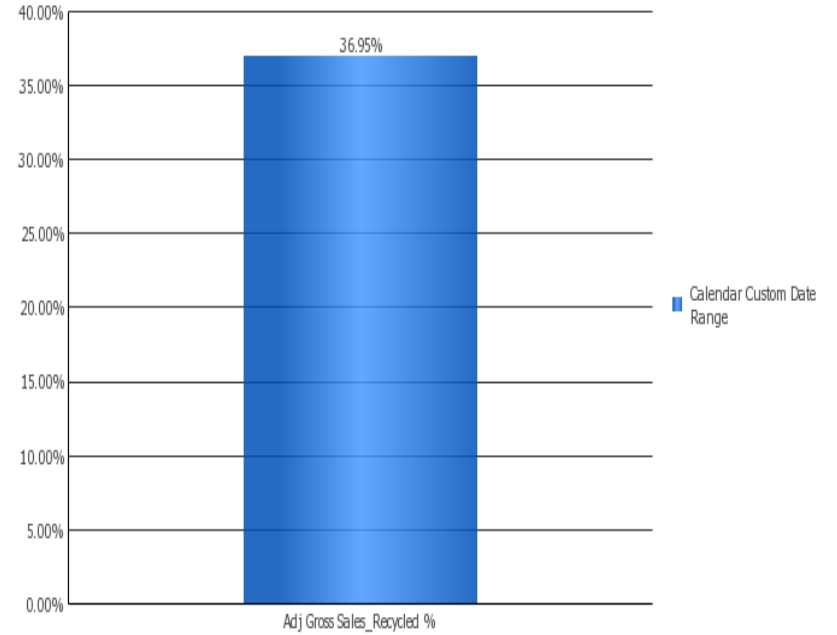
Recycled - This icon indicates products that contain at a minimum 10% post consumer waste.

Recycled Product Summary

Recycled - Purchases \$



Recycled - Purchases %



Calendar Custom Date Range	Calendar Custom Date Range	
Metrics	Adj Gross Sales_Recycled	Adj Gross Sales_Recycled %
Secondary Product Hierarchy		
Paper	\$18,133.52	87.10%
Toner	\$3,336.49	33.69%
Furniture	\$0.00	0.00%
Facilities	\$406.80	3.79%
Technology	\$211.24	1.62%
Promotional	\$0.00	0.00%
Other OP	\$9,562.78	31.74%

			Calendar Prior Month	Calendar Prior Month
			Metrics	Adj Gross Sales
Div	Master Account Name	Master Account Number	Diversity	
DET	CORIZON	1042355	AFRICAN AMERICAN	\$3,016
			ASIAN AMERICAN	\$531
			HISPANIC	\$185
			NATIVE AMERICAN	\$61
			OTHER MINORITY	\$5,074
			PHYSICALLY CHALLENGED	\$77

<%Customer_Name%>'s Current Program

	Office Supplies	Break room		Facilities and Janitorial			Safety		Technology			Furniture		Promotional		Print		
	Core Essentials	Coffee and Water	Snacks and Supplies	Towel, Tissues and Liners	Chemicals and Soap	Cleaning Equipment and Tools	Emergency Preparedness	Protective and First Aid	Computer Accessories	Managed Print Services	Computing and Data Center	Chairs, Desks and Furniture	Space Planning	Apparel/Logoed Items	Event Giveaways	Kitting and Fulfillment	Digital Copy Services	Custom Print, Labels and Packaging
Implemented Efficiently buying in this category																		
Partially Implemented Area of opportunity, could be more efficient																		
Exploring Discussing future implementation for this category																		
Not Active Not buying in this category																		

Criteria 7 – Non-Core List Pricing

As the goal of this proposal is to obtain the best possible pricing on the office supplies the County actually buys, a list of non-core items with an average quantity purchased of 20+ each is provided as an attachment to this solicitation. It is provided to proposers in an Excel format and may be downloaded as part of the complete package from the Lee County Procurement website.

Grand Total Cost of Items on Non-Core List: \$2,105.43

Vendors must quote on all items on the Non-Core List in order to be considered for an award. However, should an item be discontinued, state “Item has been discontinued” and do not quote a replacement.

Vendor must quote on the exact item as described on the Core List. However, there are several Staples “house” brands listed – in that case, please price your equivalent “house” brand in the same package quantity. Lee County reserves the right to be the final judge of quality and to delete items from the list/evaluation process in order to achieve a true evaluation.

Staples has included our Non-Core List Pricing on the following pages and as an attachment to this proposal in its original Excel format.

RFP140256 - OFFICE SUPPLIES

SKU	Customer Item	Manufacturer Prefix	Vendor Part Number	Item Description	Sell UOM	Qty	Price Each
269571	269571	269	269571	8 1/2INX98 THERMAL FAX PPR.5CR	CT	20	\$35.04
273151	273151	DL2	DL2032B	DL2032 3 VOLT LITHIUM BATTERY	EA	20	\$1.66
462895	462895	EW2	EW2135C	EXTRA WIDE INSERT 5TAB CLEAR 1P	ST	20	\$1.11
489607	489607	114	11453	IM TRANSLUCENT BLUE 8-TAB	ST	20	\$6.44
503532	503532	MN1	MN1400VR8Z	DURACELL COPPERTOP C 8PK	PK	20	\$13.25
521906	521906	503	50337/WOC12	CORRECT FLUID FOR ALL 20ML WE	EA	20	\$0.56
525881	525881	999	99911	CLIP PAPER STL #1/.034	BX	20	\$0.33
633699	633699	DPS	DPSJB-12	DUST-OFF 3.5OZ	EA	20	\$3.42
801100	801100	25-	25-093	MEMO BOOK TOP OPENING 3X5	EA	20	\$1.28
886640	886640	201	20111-CC	DISINFECTING WIPE FRESH 75/PK	PK	20	\$4.79
905810	905810	133	13386-US	2 PKT PORT W/FAST BLACK 10PK	PK	20	\$6.67
982826	982826	129	12952-13	RTS 285356	EA	20	\$5.32
249755	249755	201	201300006	20 SNAP-HOOK KEY TAGS	PK	21	\$5.72
423880	423880	CN0	CN055AN#140	HP 933XL MAGENTA INK	EA	21	\$12.39
445278	445278	970	97086	2GB VERBATIM USB DRIVE	EA	21	\$5.85
540500	540500	221	22175/19208	WASTE 13QT. BLACK PLASTIC	EA	21	\$7.20
810897	810897	183	18391	WOOD FRAME 8.5INX11IN BLACK	EA	21	\$8.49
364843	364843	CN0	CN051AN#140	HP 951 MAGENTA INK	EA	22	\$14.82
396594	396594	13L	13L0034	RIBBON FABRIC BK-LEXMARK 422	EA	22	\$43.06
423890	423890	CN0	CN056AN#140	HP 933XL YELLOW INK	EA	22	\$12.39
493213	493213	E15	E1524E	POCKET 100%RECY 3 1/2 EXP LTR	EA	22	\$1.91
507619	507619	816	816088BGE	CONTAINER FIRE-RESIST 15GAL	EA	22	\$151.85
512495	512495	NUD	NUD1811M/R302	AWARD-A-PLAQUES WALNUT	EA	22	\$19.79
521749	521749	897	89701	14 MNTH VO BLUE DSK PAD 22X17	EA	22	\$9.45
775751	775751	C49	C4905AN#140	HP 940 YELLOW INK	EA	22	\$14.84
531152	531152	531	531152/997362	2.25 ADD ROLL 1 PLY 100 CT	RL	23	\$0.54
423881	423881	CN0	CN054AN#140	HP 933XL CYAN INK	EA	24	\$12.39
514546	514546	HT1	HT1500	2014 VISORG MTH DESKPAD 22X17	EA	24	\$10.26
574850	574850	C65	C6578AN#140	HP 78XL COLOR INK	EA	24	\$51.66
651946	651946			EPSON ERC31B RIBBON CTG	EA	24	\$3.25
808618	808618	177	17783-US	STAPLES RUBBERBANDS #32/1-LB	PK	24	\$4.65
USKMW39243	KMW-39243			US KMW39243 - TABLET,POWERBOLT CHRGR,BK	EA	24	\$14.91
436642	436642	79-	79-795	HEAVY DUTY VIEW BINDER 1.5INWE	EA	25	\$7.43
668479	668479	111	11109	TAB DIVID 5TAB INDX INSRT CLRD	ST	25	\$0.84
709122	709122			SOU CERTIFICATE IVORY MATTE 15	PK	25	\$5.48
764398	764398	169	16948	SPLS 7OUTLET GREEN SURGE 2250J	EA	25	\$20.07
775313	775313	CD9	CD975AN#140	HP 920XL BLACK INK	EA	25	\$27.39
893251	893251	893	893251	1-50 CLR2 32LB ULTRA PREM	EA	25	No Bid
907790	907790	133	13387-US	2 PKT PORT W/FAST BLUE 10PK	PK	25	\$6.67
775752	775752	C49	C4902AN#140	HP 940 BLACK INK	EA	26	\$20.05
511282	511282	CA-	CA-2014R-US	CA AMPLIFIED SPEAKER SYSTEM	EA	27	\$14.29
515390	515390	PM1	PM1-28	14 AAG MONTHLY WALL 8X11	EA	27	\$6.12
634797	634797	136	13612	DRY ERASE ERASER	EA	27	\$1.72
775753	775753	C49	C4904AN#140	HP 940 MAGENTA INK	EA	27	\$14.84
861132	861132	197	19703	SPLS 4GB RELAY FLASH - SLED	EA	27	\$11.04
364841	364841	CN0	CN052AN#140	HP 951 YELLOW INK	EA	28	\$14.82
364842	364842	CN0	CN049AN#140	HP 950 BLACK INK	EA	28	\$21.04
387215	387215	387	387215	1-50 CLR CRD	EA	28	No Bid
722917	722917	SIH	SIH-R185B	SPLS REMAN HP88 HY BK INK CART	EA	28	\$26.51
751488	751488	171	17144	3 TOUCHGARD ANTIM BINDER	EA	28	\$9.69
752994	752994	168	16800	OOPS RT CORRECT TAPE GRY/BLU 2	PK	28	\$2.92
863058	863058	CH5	CH564WN#140	HP 61XL COLOR INK	EA	28	\$24.80
917860	917860	TZE	TZE-231	P-TOUCH TAPE 1/2IN BLK/WHT	EA	28	\$8.89
118257	118257	952	9521	A-Z FILE GUIDES LTR MAN 25	ST	29	\$6.64
364844	364844	CN0	CN050AN#140	HP 951 CYAN INK	EA	29	\$14.82
347403	347403	322	322 1/3	3TAB FLDR 100%R LGL MAN 100	BX	30	\$19.84

SKU	Customer Item	Manufacturer Prefix	Vendor Part Number	Item Description	Sell UOM	Qty	Price Each
411635	411635	919	91901	LETTER SIZE SIDETAB INDEX 1-25	ST	30	\$3.70
445525	445525	970	97087	4GB USB DRIVE	EA	30	\$7.15
709134	709134			SOU HOLDER NAVY MATTE 10PK	PK	30	\$5.48
005514	NSP SPECIAL			2" END STOPS	EA	30	No Bid
462762	462762	WI2	WI2138C	WORKSAVER 8 TAB CLEAR	ST	31	\$1.30
863057	863057	CH5	CH563WN#140	HP 61XL BLACK INK	EA	31	\$23.48
622853	622853	127	12735-US	STAPLES 100PK DVD-R SPINDLE	PK	32	\$17.20
463683	463683	103	10300	BINDER VIEW EASYOPEN 1IN WHITE	EA	33	\$6.20
775747	775747	CD9	CD971AN#140	HP 920 BLACK INK	EA	33	\$16.02
515706	515706	SK2	SK25-17	14 AAG MNTH DESKPAD BLUE 22X17	EA	34	\$9.06
899668	899668	129	12906	COVER REPORT PRESSBOARD BK	EA	34	\$2.24
917829	917829	CN6	CN684WN#140	HP 564XL BLACK INK	EA	34	\$18.66
423882	423882	CN0	CN053AN#140	HP 932XL BLACK INK	EA	35	\$25.04
775750	775750	C49	C4903AN#140	HP 940 CYAN INK	EA	35	\$14.84
USAAG8058005	AAG-8058005	AAG	AAG8058005	US AAG8058005 - REGISTER,VISITORS,BK	EA	35	\$13.70
974834	974834	PMF	PMF04995	KEYCHAIN COIL WRIST	EA	36	\$1.15
501737	501737	R33	R330-12AP	POST-IT 3X3 POP GRNR PASTEL 12	PK	37	\$12.26
517360	517360	70-	70-207-05	14 AAG DAILY APPT BK 5X8	EA	37	\$17.99
764110	764110	GOJ	GOJ955212CMR	SANITIZER PURELL MTHPY WE	EA	38	\$4.09
167220	HOD-150HD	HOD	HOD150HD	14 DESK PAD CALENDAR 22X17	EA	38	\$7.09
772998	772998	C49	C4908AN#140	HP 940XL MAG	EA	39	\$20.34
517738	517738	70-	70-260G-05	14 AAG MNTH RECYC BLK 9X11	EA	40	\$10.92
867590	867590			RIBN UNIVS CALCULATOR-EPC ECR	EA	41	\$2.01
153866	153866	CI2	CI2138	INSERTABLE DIVIDERS 8TAB COLOR	ST	43	\$1.24
516217	516217	70-	70-260-05	14 AAG MNTH APPT BK 9X11	EA	43	\$9.94
569264	569264	833	83303	SLIM CLIPBOARD STORAGE BOX	EA	43	\$7.52
772994	772994	C49	C4907AN#140	HP 940XL CYAN INK	EA	43	\$20.34
900897	900897	SAN	SAN65873PP	REFILL GEL IMPCTR BK 2PK	PK	43	\$2.19
404831	404831	263	26300	BINDER CLEARVUE D-RING 1IN WHT	EA	46	\$4.60
522003	522003			CLIPBOARD LTR MASNTE 9X12.5 BN	EA	46	\$1.60
823492	823492	340	34001/17001	1/2 DURABLE VIEW BINDER BLACK	EA	47	\$5.06
830051	830051	CE2	CE262A	HP COLOR LASERJET CE262A YELLO	EA	47	\$247.76
521864	521864	506	50605/WOFQD12	CORRECT FLUID QUIK DRY 20ML WE	EA	48	\$1.00
731585	731585	CC6	CC653AN#140	HP 901 BLACK INK	EA	48	\$12.15
404835	404835	263	26310	BINDER CLEARVUE D-RING 1.5 WHT	EA	50	\$5.64
452556	452556	103	10366	STAPLES 100PK CD-R SPINDLE	PK	50	\$12.80
772997	772997	C49	C4909AN#140	HP 940XL YELLOW INK	EA	50	\$20.34
830053	830053	CE2	CE263A	HP COLOR LASERJET CE263A MAGEN	EA	54	\$247.76
514969	514969	SD3	SD387-13	14 AAG DAILY HRDCVR 5X7	EA	55	\$21.11
518863	518863	E71	E717-50	14 AAG DAILY REFILL 3X6	EA	55	\$4.08
005516	NSP SPECIAL			2" HOOK CLIPS	EA	55	No Bid
113571	113571	101	10134	SORT KWIK FINGER TIP MOISTENER	EA	56	\$2.52
374815	374815			1 IN WHITE SIMPLY VIEW BINDER	EA	56	\$4.62
786399	786399	173	17370	STAPLES MICROFIBER CLOTH	PK	56	\$3.91
279102	279102	279	279102	2014 FULL LINE CATALOG	EA	60	No Bid
750944	750944	287	28704	SECURE-A-PEN ANTIM REPLACE BLK	EA	61	\$1.24
404836	404836	263	26320	BINDER CLEARVUE D-RING 2IN WHT	EA	62	\$6.63
689269	689269	149	14993-US	SPLS NO-DRIP ROLL-ON DISP 2PK	PK	65	\$3.95
486149	486149	119	11903	INSERTABLE TAB DIVIDER 8-TABS	ST	66	\$2.77
830056	830056	CE2	CE261A	HP COLOR LASERJET CE261A CYAN	EA	70	\$247.76
753915	753915	138	13806	PRE-SHARPENED TICONDEROGA PEN	DZ	83	\$2.88
772995	772995	C49	C4906AN#140	HP 940XL BLK INK	EA	92	\$30.52
830188	830188	CE2	CE260A	HP COLOR LASERJET CE260A BLACK	EA	111	\$136.69
019684	019684	591	59112	TAB 59-112 INDEX	BX	120	\$2.08
153897	153897	129	12951-14	2014 STAPLES DESKPAD 22X17	EA	120	\$3.24
526012	526012	998	99858	FASTENER SELF ADHESIVE 2.75X2	BX	151	\$7.59
609421	609421	827	8274	FIRST AID KIT TRAVEL 70 PCS	EA	200	\$5.45
421102	421102	CFS	CFSFURN	FURNITURE	EA	242	No Bid
445741	445741	52-	52-0008	CRAYOLA 8 CT CRAYONS-TUCK BOX	BX	350	\$0.70
738006	738006	811	811-2PK	MAGIC REMOVE TAPE .75X1296 2PK	PK	2,182	\$6.63

Insurance Requirements

Staples' insurance coverage meets and exceeds Lee County's minimum insurance requirements as stated in this solicitation. We have included a sample insurance certificate in the following pages, for your review.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/21/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Beecher Carlson Insurance Services 6 Concourse Parkway, Suite 2300 Atlanta, GA 30328 www.beechercarlson.com	CONTACT NAME: (ATL) Diane Stalcup	
	PHONE (A/C, No, Ext): 678-539-4877	FAX (A/C, No): 678-539-4890
E-MAIL ADDRESS: dstalcup@beechercarlson.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: ACE American Insurance Company		22667
INSURER B: ACE Property & Casualty		20699
INSURER C: Indemnity Insurance of North America		43575
INSURER D:		
INSURER E:		
INSURER F:		


COVERAGES CERTIFICATE NUMBER: 18988480 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		HDO-G27330472	2/1/2014	2/1/2015	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ISA-H08818897	2/1/2014	2/1/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 3,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			XOO-G27368566	2/1/2014	2/1/2015	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
								\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WLR-C47878305(AZ,CA,MA) SCF-C47878317(WI) WCU-C47878329 (OH) WLR-C47878299(AOS)	2/1/2014	2/1/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
A					2/1/2014	2/1/2015	E.L. EACH ACCIDENT	\$ 1,000,000
A					2/1/2014	2/1/2015	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
C					2/1/2014	2/1/2015	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The certificate holder is included as Additional Insured to the extent required by written contract only.

CERTIFICATE HOLDER	CANCELLATION
** Evidence of Coverage **	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	 Sharon D. Brainard

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ACORD 25 (2010/05)

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ADDITIONAL REMARKS SCHEDULE

AGENCY Beecher Carlson Insurance Services		NAMED INSURED Staples, Inc. and the attached Named Insureds 500 Staples Drive Framingham MA 01702	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability (05/10)

CERTIFICATE HOLDER: ** Evidence of Coverage **

ADDRESS:

INSURED: Staples, Inc.
POLICY PERIOD: 2/1/14 - 2/1/15

NAMED INSUREDS:

Staples the Office Superstore East, Inc.

Staples the Office Superstore LP

Staples Contract & Commercial, Inc., including:

- Staples National Advantage
- Business Interiors by Staples (fka Corporate Express Business Interiors)
- Coastwide Laboratories, Inc.
- Staples Promotional Products (fka Corporate Express Promotional Marketing, Inc.)
- Kross Outfitters
- Corporate Express Imaging & Computer Graphic Supplies
- Any other entity formerly known as Corporate Express
- Staples Technology Solutions.com
- Staples Enterprise Advantage
- Staples Business Advantage
- Staples Advantage
- Staples Industrial
- Staples Print Solution

Quill Corporation
- MAP (Medical Arts Press, Inc.)

Schoolkids.com, Inc.

Smilemakers, Inc.

Thrive Networks, Inc.

Corporate Express Document & Print Management, Inc.

Lonesource

Addendum Acknowledgement

Staples acknowledges Addendum One issued on June 13, 2014.

Capabilities at a Glance

Expertise that sparks new thinking. Solutions that lower costs. Service and people you can depend on. As a Staples customer, the advantages are all yours.

The Right Expertise

Make smarter purchasing decisions with the help of our highly trained experts. Reduce costs. Simplify processes. Gain a better understanding of your spend at the local level. Only Staples can offer the diverse range of expertise your organization needs to excel. Count on:

- ◆ **Strategic** expertise to help you lower total costs, consolidate suppliers and operate efficiently
- ◆ **Product and service** expertise to help you find the right solutions, at the best value
- ◆ **E-procurement** expertise to help you automate and better control ordering
- ◆ **Corporate responsibility** expertise to help you achieve environmental and diversity spend goals

The Right Solutions

With Staples, it's always about you and nobody else. Your program is tailored with the right selection of products, service and savings based on your organization's needs. Only Staples can offer the broad range of solutions to give you the most flexibility. Benefit from:

- ◆ **Office supply solutions** – Millions of products from the most trusted brands
- ◆ **Facility solutions** – Products and services to keep your buildings clean, safe and efficient
- ◆ **Technology solutions** – Leading assortment of services and products for everything IT
- ◆ **Promotional product solutions** – More than 700,000 products customizable for your brand
- ◆ **Print solutions** – Solve any print need, from complex forms and labels to digital copy
- ◆ **Furniture solutions** – Everyday furniture and complete services, design to installation

The Right Service

Reliable, dependable service that exceeds your expectations: That's the hallmark of our brand. Our financial stability means you can feel confident in our ability to always deliver what you need. Depend on:

- ◆ **Dedicated** Strategic Account Leader who continually finds new opportunities for improvement
- ◆ **Easy** and efficient website that reduces ordering time and keeps employees productive
- ◆ **Accurate** and free next-business-day delivery
- ◆ **Simplified** billing processes that reduce paper work and payment reconciliation time
- ◆ **Local** Staples[®] retail stores for last-minute purchases at your negotiated pricing
- ◆ **No-hassle** shipping, returns and customer service policies – simple, transparent and clear

For more information, please contact:

Name: Cindy Carroll

Title: Strategic Account Leader

Phone: 239-561-3952

Email: Cindy.Carroll@Staples.com