

**PSA Contract No. 13-100**

**Office Supplies, Related Products and Services**



**Contract Details**

**Vendor POC:**

OfficeMax North America, Inc.  
Brian Gill, National Account Manager  
Phone: (713) 742-3682  
Email: BrianGill@officemax.com

Download the contract flyer.

**Contract:** The contract enables members to access OfficeMax's complete line of products and services, including (but not limited to) paper, toner, office supplies, cleaning and breakroom supplies, technology products, print and document services, furniture and space planning services, and promotional products.

**Contract Term:** 5.19.2013 through 5.18.2015. Three – 1 year Extensions Available.

**Orders:** Orders are placed directly with OfficeMax, referencing the PSA Contract No. 13-100.

**Pricing:** Consists of highly discounted products on a 750+ item core list supplemented with specific manufacturer discounts for products/supplies offered. In addition, each participating PSA member may customize its office products program by negotiating special pricing above and beyond the contract products to meet specific agency product needs. The contract core list and other pricing information is available upon request. See sample pricing via the contract pricing "hot list".

**Delivery:** F.O.B. to customer's destination, full freight allowed and prepaid. Most orders placed by 5p.m. local time via phone, fax or [www.officemaxworkplace.com](http://www.officemaxworkplace.com) will be delivered next business day (some exceptions may apply for outlying areas, special order items, same-day deliveries, rush deliveries requested, furniture, promotional and technology items).

**Prompt Payment Discount:** 2% discount on each invoice if paid net 10 days through electronic funds transfer (EFT).

**Volume Rebate – 1.5% rebate, 2.5% rebate to 3% rebate:** PSA members that purchase \$500,000 or less from OfficeMax in one year will receive a reimbursement equal to 1.5% of the net sales volume. For purchases that total more than \$500,000.01 up to \$1,000,000 from OfficeMax in one year will receive a reimbursement equal to 2.5% of the net sales volume. For purchases that total \$1,000,000.01 and above from OfficeMax in one year will receive a reimbursement equal to 3% of the net sales volume.

**Electronic Commerce Rebate – 1% rebate:** PSA member agencies with 75% of purchases via [www.officemaxworkplace.com](http://www.officemaxworkplace.com) will receive a reimbursement equal to 1% of their annual net sales volume



Phone: 800-695-2919  
Fax: 800-211-5454  
Email: info@buyboard.com

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Vendor Name: **Staples Contract & Commercial, Inc.**  
 Address: 3711 Braripark Drive  
 Suite 275  
 Houston, TX 77042  
 Phone Number: (817) 727-5898  
 Email: michael.murphy2@staples.com  
 Website: [www.staplesadvantage.com/buyboard/](http://www.staplesadvantage.com/buyboard/)  
 Federal ID: 04-3390816  
 Contact: Michael Murphy  
 Accepts RFQs: Yes

Minority Owned Vendor: No  
 Women Owned Vendor: No  
 Contract Name: Office Supplies & Equipment  
 Contract Description:  
 Contract#: 407-12  
 Effective Date: 11/01/2012  
 Expiration Date: 10/31/2015  
 Payment Terms: Net 30 days  
 Delivery Days: 5

Shipping Terms: Pre-paid and added to invoice  
 Freight Terms: FOB Shipping Point  
 Ship Via: Common Carrier  
 Region Served: All Texas Regions  
 States Served: All States  
 Contract Exceptions: See attached  
 Quote Reference Number: 407-12  
 Return Policy: See attached  
 Additional Dealers: Austin TX, Houston TX

**Regulatory Notice:** BuyBoard contract pricing does not include bonding or insurance. Each entity must determine the need for bonding and insurance, including any limitation such as workers' compensation insurance as may be required by state or local law. If required, it is the responsibility of each entity to obtain such bonding and insurance or confirmation of coverage, as applicable, from the vendor.

Also, each entity must assess their individual projects to determine whether the project is subject to prevailing wage rate requirements under the federal Davis Bacon Act or state or local law. If any such requirements apply, it is the responsibility of each entity to take appropriate action to determine compliance by the vendor.

The Texas Professional Services Procurement Act, Chapter 2254 of the Texas Government Code ("Act"), prohibits a governmental entity from using a competitive bid process that initially considers price in the procurement of professional services covered under the "Professional services" under the Act includes, but is not limited to, professional engineering, architecture, accounting, landscape architecture, land surveying, and real estate appraisal services. Additionally, the Texas Interlocal Cooperation Act provides that a governmental entity may not use an interlocal contract with a purchasing cooperative to procure engineering or architectural services (Texas Government Code, Section 791(h)). BuyBoard® contracts do not, and are not intended to, include professional services that must be procured in accordance with the Act. Cooperative members are reminded they must comply with the Act whenever a contract includes professional services as



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[Proposal Document](#)

[Back](#)

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**Vendor Name:** Perry Office Plus  
**Address:** P.O. Box 1200  
 Temple, TX 76501  
**Phone Number:** (800) 234-6605  
**Alternate Phone Number:** (254) 776-4755  
**Email:** buyboard@perryop.com  
**Website:** buyboard.perryop.com  
**Federal ID:** 74-2262229  
**Contact:** Harry Macey  
**Accepts RFQs:** Yes  
**Minority Owned Vendor:** No  
**Women Owned Vendor:** Yes  
**Contract Name:** Office Supplies & Equipment  
**Contract Description:**  
**Contract#:** 407-12  
**Effective Date:** 11/01/2012  
**Expiration Date:** 10/31/2015  
**Payment Terms:** Net 30 days  
**Delivery Days:** 3  
**Shipping Terms:** Pre-paid and added to invoice  
**Freight Terms:** FOB Shipping Point  
**Ship Via:** Common Carrier  
**Region Served:** All Texas Regions  
**States Served:** All States  
**Contract Exceptions:** Perry Office Plus will maintain a minimum margin.  
**Quote Reference Number:** BuyBoard  
**Return Policy:** Returns accepted within 30 days of purchase, returns must be in saleable condition in original packaging containing manuals, parts & receipt. Defective items are covered under manufacturer warranty.  
**Additional Dealers:** Belton TX  
**Regulatory Notice:** BuyBoard contract pricing does not include bonding or insurance. Each entity must assess their individual projects to determine the need for bonding and insurance, including any limitation such as workers' compensation insurance as may be required by state or local law. If required, it is the responsibility of each entity to obtain such bonding and insurance or confirmation of coverage, as applicable, from the vendor.

Also, each entity must assess their individual projects to determine whether the projects are subject to prevailing wage rate requirements under the federal Davis Bacon Act or state or local law. If any such requirements apply, it is the responsibility of each entity to take appropriate action to determine compliance by the vendor.

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1314 Hines Avenue  
San Antonio, TX 78208

Ph: 210.370.5204  
Fx: 877.418.6544

March 6, 2012

AHI Enterprises, LLC  
Attn: Mark Nolan  
16120 College Oak, Suite 105  
San Antonio, TX 78249

Dear Mark Nolan:

The PACE Purchasing Cooperative is pleased to renew AHI Enterprises, LLC the contract for the items or services listed below:

<u>Bid</u>	<u>Vendor</u>
P00106 Office Supplies	AHI Enterprises, LLC

This contract is effective immediately and will expire on 12/31/2014. The contract may be renewed annually for up to one more year, if mutually agreed to by PACE and AHI Enterprises, LLC.

We expect PACE and AHI Enterprises, LLC to build a strong relationship to assist in increasing the efficiency of our PACE cooperative members. Please feel free to contact me so that we can work together with your staff to insure that they can support the contract and the cooperative membership.

Sincerely,

Jim Metzger

PACE, Purchasing Coordinator

**(Note: Wilton's Office Work's is a member of the PACE Cooperative)**