Quantity Purchase Agreement With The State Of Indiana

Qty Purchase Agreement QPA Number	**Page**
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Requisition Nbr.:	**Cleaning & Paper Products**
Effective Date:	**01/22/2014**
Expiration Date:	**01/31/2017**
Agency Number:	
Facility:	**ASA-4-RFP13-57**
Vendor ID:	**0000237950**
Vendor Telephone Nbr:	**812-821-1456**
Name Of Contact Pers:	**Dallas Waggoner**
Contact Email:	
FAX Number:	

Vendor Remit to:
STAPLES CONTRACT AND COMMERCIA
STAPLES ADVANTAGE
300 ARBOR LAKE RD
COLUMBUS SC 29223

Name and Address of Vendor:
STAPLES CONTRACT AND COMMERCIA
STAPLES ADVANTAGE
300 ARBOR LAKE RD
COLUMBUS SC 29223

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.
The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date.
The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.
Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.

Line Number	Quantity	UNIT	Article and Description	Unit Price

QPA# 13092
Commodities: Janitorial Products & Paper Products/Dispensers
Contractor: Staples Contract & Commercial
IDOA Contract Manager: David Brandon-Friedman
Information on the web:

This is an award of a 2 year Quantity Purchase Agreement for janitorial products, paper products, and dispensers for All State Agencies. QPA can be mutually renewed yearly for two additional years.

Awarded Categories:

Commercial Cleaning Products and Supplies
-Chemicals
-Equipment

Paper Products and Dispensers
-Paper
-Dispensers

All item prices include delivery, shipping, service and administrative costs required to provide delivery to all State locations. The vendor has agreed to extend the pricing terms of this contract to all local governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc.), K-12 schools and libraries through the OneIndiana Initiative.

The vendor will provide an on-line catalog through PeopleSoft known as the Punch-out site. Therefore, you must enter all purchases (regardless of dollar amount) in PeopleSoft, in the purchasing module.

The vendor shall use reasonable best efforts to provide next business day delivery for orders placed by 5:00pm local time on the previous day. Orders will be dispatched to the vendor electronically from PeopleSoft at 5:00PM local time. Please make sure your PO is in approved status with a valid budget check. you will know your order has been successfully transmitted when the status of the PO says, "Dispatched."

1	0.00	EA	Janitorial Product	0.0000

The following UN/CEFACT Unit of Measure Common Codes are used in this document:
EA Each

Signature of Purchasing Officer	**Typed Name**	**Signature Of Approval Office Of the State Attorney General**	
	Date Signed	**Typed Name**	**Date Signed**
Authorized Signature	**Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150**		