Office Supplies and Business Services

SV

Effective August 1, 2020 through July 31, 2023

Products and Services Available

This category includes the distribution of routine office supplies, paper, toner, furniture, janitorial and sanitation supplies and associated business services.

How to Operationalize These Agreements

- A Participating Member Designation Form (PMDF) or electronic price activation (PA) is required at Tier 2 or higher with AOPD, Essendant, Guy Brown, Office Depot and Tech Assurance.
- A PMDF/PA is required at all tiers with Staples for new customers only.

Aggregation Opportunities

Aggregation is allowed for multi-facility systems, group purchasing organizations and established networks of facilities with all suppliers.

- With Staples, facilities that are members of a GPO or aggregated group must independently commit to 75% of their product purchases to seller.

Class of Trade

Agreements are available to acute care, non-acute healthcare, non-healthcare, retail pharmacies and durable medical equipment suppliers.

- With Office Depot, products must be purchased for member's "own use."

Other Key Value and Terms

- Price protection varies by product and supplier.
  - Core list product pricing is firm for 12 months with AOPD, Essendant, Guy Brown, Office Depot and Staples. Thereafter annual price increases will be capped at 3 to 5 percent in aggregate. Tech Assurance does not have core list products.
  - Paper pricing is firm for 3 to 6 months with AOPD, Essendant, Guy Brown, Office Depot and Staples. Thereafter annual price increases will be capped at 5 percent in aggregate. Tech Assurance does not have paper.
  - Toner pricing is firm for 6 months with all suppliers. Thereafter annual price increases will be capped at 5 percent in aggregate.
- Financial analysis reveals:
  - AOPD's new agreement pricing offers an overall 4.4 percent savings compared to its expiring agreement pricing.
  - Guy Brown's new agreement pricing has an overall 8.5 percent increase compared to its expiring agreement pricing.
  - Office Depot's new agreement pricing offers an overall 11.2 percent savings compared to its expiring agreement pricing.
  - Staples' new agreement pricing offers an overall 0.6 percent savings compared to its expiring agreement pricing.
  - Staples is the low-cost supplier on crossed items.
- Office Depot is offering an employee purchase program, additional custom items to core list and assistance with HP Big Deals as value-adds. See Exhibit K for details.
- Staples is offering local core items, a premium program, a janitorial distribution program, an employee purchase program, a project furniture rebate and a janitorial/environmental services rebate as value-adds. See Exhibits J and K for details.
- All suppliers offer early payment discounts.

Contracted Suppliers		
Supplier	New Contract	Expiring Contract
AOPD	**PP-SV-281**	PP-MM-479 PP-MM-476*
ESSENDANT	**PP-SV-282**	New
GUY BROWN	**PP-SV-283**	PP-MM-477
Office DEPOT	**PP-SV-284** **AS-SV-284**	PP-MM-481 AS-MM-481
Staples	**PP-SV-285**	PP-MM-480
TECH ASSURANCE	**PP-SV-286**	New

AOPD is a small business enterprise (SBE). Guy Brown is a minority-owned business enterprise (MBE).

*FriendsOffice and AOPD pooled their dealer network and co-bid; AOPD is the primary contract holder.

The current agreement with Materials Management Services (PP-MM-478) expires July 31, 2020.

ASCEND®: This category has been designated as ridge. Visit the ASCEND portal for ASCEND launch materials.

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Other Key Value and Terms (Continued)

- Staples has a $35 minimum order requirement; each order below $35 will incur a $5.99 service fee.
- Each supplier has provided key performance indicators. Please see each supplier's Exhibit J for details.
- Available through distribution: AOPD, Essendant
- Available direct: Essendant, Guy Brown, Office Depot, Staples, Tech Assurance

Supplier Contact Information

- American Office Products Distributors (AOPD) Inc.: Angela Sumner-Price, 630.761.0600, angela@aopd.com
- Essendant Co: Kim Washkowiak, 815.343.9705, kwashkowiak@essendant.com
- Guy Brown LLC: Marisa Rodriguez, 929.334.1039, marisa.rodriguez@guybrown.com
- Office Depot Inc.: Jim Czajka, 630.679.1649, jim.czajka@officedepot.com
- Staples Contract and Commercial LLC: Jennifer Ren, 919.632.1013, jenifer.ren@staples.com
- Tech Assurance Inc: Paul Moreau, 318.325.1011, premier@techassuranceit.com

Note: Supplier contact information is current as of June 1, 2020. For up-to-date contact information, see supplier's detail tab in Supply Chain Advisor.

Purchased Services Field Team

The Purchased Services Field Team is available to help you with these agreements.

- East Coast and Midwest: Michele Sines, 301.582.9053, michele_sines@premierinc.com
- West Coast: Lisa Austin, 706.662.3243, lisa_austin@premierinc.com

Related Categories

- Furniture and Systems, Casegoods, Seating and Accessories: Furniture, cabinetry, casegoods, seating and related accessories
- Hardware and Software Resellers: Companies that sell products and services such as computer accessories and professional services
- Managed Print Services, Devices and Accessories: The professional services, hardware, equipment and accessories used to execute and manage costs and efficiencies of printing, faxing and scanning electronic and paper images via a device
- Paper and Janitorial Supply Distribution: Distributors that provide products and services in the janitorial and sanitary supply arena

Full Launch Content and Additional Resources Available in Supply Chain Advisor

Value analysis toolkit: A PDF document that includes detailed category information, product/service offering, purchasing considerations, pricing tiers, financial analysis, market highlights and terms and conditions.

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