# FSSI OFFICE SUPPLY GENERATION II BLANKET PURCHASE AGREEMENTS

## ORDERING GUIDE

Federal Supply Schedule 75

One Government ■ One Mission ■ One Source

# Table of Contents

## FSSI Office Supply II BPAs Ordering Guide

1.0 Background ..... 1
2.0 Scope ..... 2
3.0 BPA Vendors Information ..... 3
4.0 Ordering Procedures ..... 4
5.0 Ordering Guides ..... 5

# 1.0 Background

The Federal Strategic Sourcing Initiative (FSSI), chartered under the purview of the Federal Government's Chief Acquisition Officers Council (CAOC), is governed by the Strategic Sourcing Working Group (SSWG). The Office of Federal Procurement Policy (OFPP) oversees the SSWG. Many agencies actively participate in FSSI through the Community of Practice (COP) and the Commodity Council providing user input to various FSSI procurement activities. Office products are one of several commodities for which the FSSI is seeking a more effective government-wide acquisition approach.

A recent memo from the Office of Management and Budget (OMB) mandated that all Federal Agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the acquisition savings plans the agencies submitted in response to this memo, many projected savings from the use of agency-wide and government-wide strategic sourcing initiatives. The government-wide strategic sourcing of office supply products and commodities under FSSI is anticipated to assist the Administration in achieving its goal of cutting $40 billion a year from procurement spending.

## 1.1. Objective

In partnership with more than 14 Federal Agencies both military and civilian, GSA has established Blanket Purchase Agreements (BPAs), as a multiple-award under the GSA Federal Supply Schedule 75 with 15 vendors. The BPAs are broken down into three distinct pools. GSA established nine vendors in Pool One providing a Full Office Supply Catalog with an emphasis on socioeconomic concerns and price. Three vendors were established in Pool Two providing a Full Office Supply Catalog with an emphasis on price and next date delivery, desktop delivery, secure desktop delivery, fill/kill and international shipping options. Three vendors were established in Pool Three providing only ink and toner products.

| Office Supplies Category | Office Supplies Sub-Category | Definition |
|---|---|---|
| **Paper** | Paper | Copier papers, computer paper, labels |
| **Toner** | Toner & Inkjet Cartridges | New and remanufactured ink and LaserJet cartridges, multi-color and black |
| **General Office Supplies** | Adding Machines & Calculators | Adding machines & calculators |
| | Binding & Filing Supplies | Binders, binding elements, file folders, document protectors, bank boxes & other filing boxes |
| | Calendars, Personal Organizers and other dated items | All calendars and organizers |
| | Cases & Portfolios | Carrying cases, presentation portfolios, leather and vinyl portfolios, twin pocket portfolios, and zipper portfolios |
| | Computer Accessories | Mouse pads, Wrist rests, Anti-glare screens, Screen cleaning supplies, Media storage, Keyboard drawers (excludes Electronic Information Technology) |
| | Computer Media | Diskettes, CDs, DVDs, data tape |
| | Drawing & Graphic Arts supplies | Adhesives and glue, erasers, rulers and measures |
| | Miscellaneous Office Supplies | Fastening items: staplers, paper clips, binder clips, etc.; adhesive tape, label makers, rubber stamps, ink, push pins, etc. |
| | Office Furnishings | Clocks, stools, picture frames, wastebaskets |
| | Shredders | Both office type and high security shredders |
| | Visual Communications & Meeting Aids | Blackboards, whiteboards, easels, videotape, audiotape, dictation supplies |
| | Writing Instruments | Pens, pencils, highlighters, markers |

# 2.0 Scope

## 2.1 Scope

This is a Blanket Purchase Agreement (BPA) for all Federal agency use, bound by GSA Federal Supply Schedule 75, for the full range of office supply products. Orders will be placed under the BPAs using the GSA Smartpay Government Purchase Card (GPC), and all other methods of payment under the MAS Schedule 75 contract for orders through GSA Advantage, DOD EMall, or directly with the vendor.

The BPA period of performance cannot exceed the period of performance of the vendor's GSA Federal Supply Service (FSS) 75 Contract. Therefore, the BPAs will expire on the expiration of the vendor's FSSI contract against which the BPA is written for four years after award, or whichever occurs first. The BPA period of performance is provided below:

- Base Year June 1, 2010 – May 31, 2011
- Option Year 1 June 1, 2011 – May 31, 2012
- Option Year 2 June 1, 2012 – May 31, 2013
- Option Year 3 June 1, 2013 – May 31, 2014

## 2.2 Contracting Officer

The Contracting Officer is the only person authorized to make or approve any changes to any of the requirements of these BPAs and notwithstanding any clauses contained elsewhere in these BPAs. This authority remains solely with the Contracting Officer.

The assigned Contracting Officer from GSA is:

**GSA Contracting Officer:**
**Michael Cullis (FSSI OS II BPAs)**
U.S. General Services Administration
26 Federal Plaza, Room 20-100
New York-Manhattan, NY 10278-0000
**E-mail Address:** michael.cullis@gsa.gov
**Phone:** (212) 264-3561

**GSA Contracting Officer:**
**Prince Choudhury (FSSI OS II BPAs)**
U.S. General Services Administration
26 Federal Plaza, Room 20-100
New York-Manhattan, NY 10278-0000
**E-mail Address:** prince.choudhury@gsa.gov
**Phone:** (212) 264-3025

## 2.3 FSSI Program Manager

The FSSI Office Supplies Program Manager will represent the Contracting Officer in the administration of technical matters within the scope of these BPAs. The Program Manager is also responsible for final inspection and acceptance of all reports and such other responsibilities as may be specified in these BPAs. The Program Manager is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or government. The Program Manager does not have authority to alter the vendor's obligations or to change the BPA specifications, pricing, terms or conditions. If, as a result of technical discussions, it is desirable to modify the BPA requirements or the Statement of Work, changes will be issued in writing and signed by the Contracting Officer.

The FSSI Program Manager assigned to the FSSI OS II BPAs is:

**Raymond Lewis**
General Services Administration
FSSI Office Supplies Program Manager
26 Federal Plaza RM 20-100
New York, NY 10278
**Phone:** (212) 264-5054
**E-mail:** raymond.lewis@gsa.gov

## 3.0 BPA Vendors Information

Vendor contact information is provided below should you have any questions or would like to contact the vendor regarding their capabilities.

**Pool One**: **Full Office Supply Catalog with an emphasis on socioeconomic concerns and price.** ***Nine*** **BPAs are established for this pool as follows:**

| | | |
|---|---|---|
| **Capitol Supply Inc.**<br>**BPA No.:** GSA-GS-02F-XA001<br>**Web:** www.capitolsupply.com/gov<br>**Vendor Rep:** Krystaal Chin<br>**Phone:** (888) 485-5001<br>**Fax:** (954) 485-0407<br>**Email:** sales@capitolsupply.com | **Document Imaging Dimensions, Inc.**<br>**BPA No.** GSA-GS-02F-XA002<br>**Web:** www.fssibpa.com<br>**Vendor Rep:** Don Hamilton<br>**Phone:** (877) 934-3462<br>**Fax:** (630) 553-3877<br>**Email:** fedsales@did-inc.com | **Independent Stationers, Inc (dba: IS Group)**<br>**BPA No.:** GSA-GS-02F-XA003<br>**Web:** fssi.independentstationers.coop<br>**Vendor Rep:** Angie Fenoglio<br>**Phone:** (317) 579-1127<br>**Fax:** (317) 585-8762<br>**Email:** gsa@independentstationers.coop |
| **Metro Office Products LLC**<br>**BPA No.:** GSA-GS-02F-XA004<br>**Web:** www.mymetrooffice products.net/fssi<br>**Vendor Rep:** Minh Tri V Dang<br>**Phone:** (877) 638-7641<br>**Fax:** (877) 859-1875<br>**Email:** fssi@mymetrooffice products.net | **Shelby Distributions, Inc**<br>**BPA No.:** GSA-GS-02F-XA005<br>**Web:** www.expressop.com<br>**Vendor Rep:** Joe Bradford<br>**Phone:** (915) 590-3050<br>**Fax:** (915) 590-3080<br>**Email:** customerservice@expressop.com | **Sita Business Systems**<br>**BPA No.:** GSA-GS-02F-XA006<br>**Web:** www.sitabs.com<br>**Vendor Rep:** Liesha Mehra<br>**Phone:** (703) 222-7272<br>**Fax:** (703) 263-0732<br>**Email:** fssisales@sitabs.com |
| **WESCSYS LLC**<br>**BPA No.:** GSA-GS-02F-XA007<br>**Web:** www.wecsysllc.com<br>**Vendor Rep:** Ajayi F. Akinkuotu<br>**Phone:** (763) 504-1069 X205<br>**Fax:** (763) 504-1062<br>**Email:** customerservice@wecsysllc.com | **New York Inkjet, LLC**<br>**BPA No.:** GSA-GS-02F-0119S<br>**Web:** www.newyorkinkjet.com/government<br>**Vendor Rep:** Corey R. Pettway<br>**Phone:** (800) 699-6292<br>**Fax:** (516) 223-1188<br>**Email:** sales@newyorkinkjet.com | **The Office Group dba: Stephens Office Supply**<br>**BPA No.:** GSA-GS-02F-XA014<br>**Web:** www.theofficestore.com<br>**Vendor Rep:** Gail Wojciechowski<br>**Phone:** (757) 868-0914<br>**Fax:** (757) 868-0507<br>**Email:** gwojo@theofficestore.com |

**Pool Two**: **Full Office Supply Catalog next day delivery, secure desktop delivery, fill/kill and international shipping:**

| | | |
|---|---|---|
| **EZ Print Supplies Inc.**<br>**BPA No.:** GSA-GS-02F-XA008<br>**Web:** www.ezprintsupplies.com<br>**Vendor Rep:** Toria Meadors<br>**Phone:** (818) 360-3310<br>**Fax:** (818) 360-3339<br>**Email:** toria@ezprintsupplies.com | **Office Depot**<br>**BPA No.:** GSA-GS-02F-XA009<br>**Web:** www.business.officedepot.com<br>**Vendor Rep:** John Travers<br>**Phone:** (888) 263-9586<br>**Fax:** (888) 263-9587<br>**Email:** fssi@officedepot.com | **Staples, Inc.**<br>**BPA No.:** GSA-GS-02F-XA013<br>**Web:** www.staples4government.com<br>**Vendor Rep:** Jason Gibson<br>**Phone:** (888) 212-7219<br>**Fax:** (888) 222-8618<br>**Email:** governmentteam@staples.com |

**Pool Three**: **Toner Catalogs Only with emphasis on socioeconomic concerns and price:**

| | | |
|---|---|---|
| **ASE Direct Inc.**<br>**BPA No.:** GSA-GS-02F-XA010<br>**Web:** www.govtoner.com<br>**Vendor Rep:** Bo D. Clift<br>**Phone:** (888) 204-1938<br>**Fax:** (888) 802-5651<br>**Email:** orders@asedirect.com | **Cartridge Savers Inc.**<br>**BPA No.:** GSA-GS-02F-XA011<br>**Web:** www.cartridgesavers.com<br>**Vendor Rep:** Robert Wangard<br>**Phone:** (608) 227-7283<br>**Fax:** (608) 227-7285<br>**Email:** sales@cartridgesavers.com | **Imaging Systems LLC, (dba: Access Systems)**<br>**BPA No.:** GSA-GS-02F-XA015<br>**Web:** www.fssitoner.com<br>**Vendor Rep:** Robert Roth<br>**Phone:** (719) 573-0800<br>**Fax:** (719) 573-0899<br>**Email:** sales@imagingsystemsllc.com |

# 4.0 Ordering Procedures

## 4.1 Ordering Options

Multiple options are available for placing orders against these BPAs: online via GSA Advantage!, DOD EMALL, or via the vendor's corporate Web sites. Ordering activities may also contact the vendor directly via phone, e-mail or fax to place orders, and, where applicable, make in-store purchases. Whatever method chosen, it is easy to get desired office supplies at a reasonable price and time

## 4.2 Orders at or below the micro-purchase threshold

An ordering agency may place orders at or below the micro-purchase threshold ($3,000) with any Pool One Full Catalog BPA holders, Pool Two Full Catalog BPA holders which include next day delivery, desktop delivery, secure desktop delivery, fill or kill and international shipping, and Pool Three Toner Only BPA holders. An ordering agency should attempt to distribute orders at or below the micro-purchase threshold among all BPA holders via any ordering medium: (1) GSA Advantage! (2) DOD EMALL; or (3) orders directly with the vendors (including in-store purchases) using a Government Purchase Card (GPC).

## 4.3 Orders exceeding the micro-purchase threshold but not exceeding the simplified acquisition threshold ($150,000 for SIN 200)

*An ordering agency shall place orders with the BPA vendor that can provide the supply or service that rep*resents the best value. Before placing an order, an ordering agency shall consider reasonably available information about the item(s) by reviewing the catalogs or price lists of at least three BPA vendors, or if less than three are available, the maximum available for the required item. Purchases above the micro-purchase threshold shall comply with all applicable maximum practicable competition per FAR 8.405-1 (c).

When an order contains brand-name specifications, the Contracting Officer shall provide a Request for Quote (RFQ) to the BPA vendors along with the justification or documentation as required by FAR 8.405-6. When determining best value, the ordering activity may also consider factors other than price, such as:

- Past performance;
- Special features of the supply or service required for effective program performance;
- Trade-in considerations;
- Probable life of the item selected, as compared with that of a comparable item;
- Warranty considerations;
- Maintenance availability;
- Environmental and energy-efficiency considerations; and/or
- Delivery terms.

## 4.4 Orders exceeding the simplified order threshold ($150,000 for SIN 200)

Each Schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. Before placing an order that exceeds the maximum order threshold, ordering activities shall:

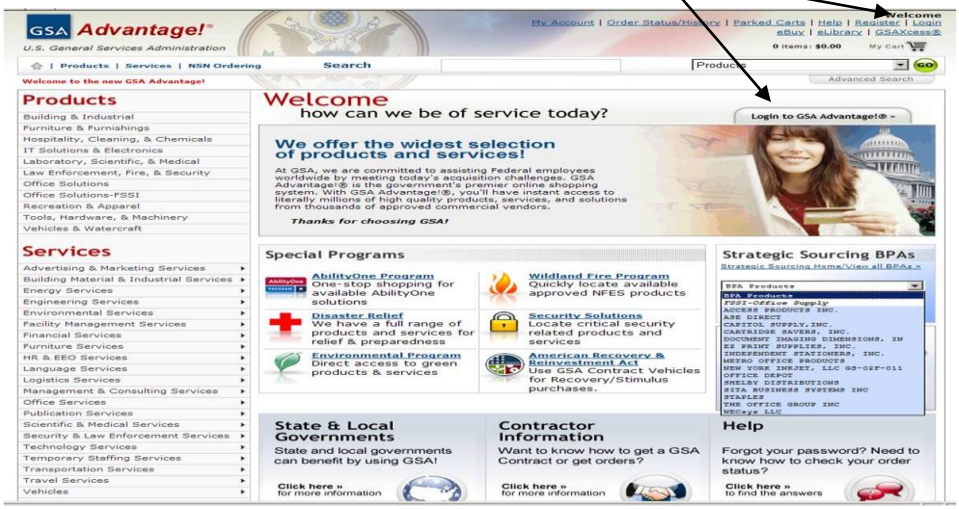
- Review the price lists of BPA vendors;
- Seek price reductions from the BPA vendor(s) considered to offer the best value; and
- Place the order with the BPA holder that provides the best value – if further price reductions are not offered, an order may still be placed.

# 5.0 Ordering Guides

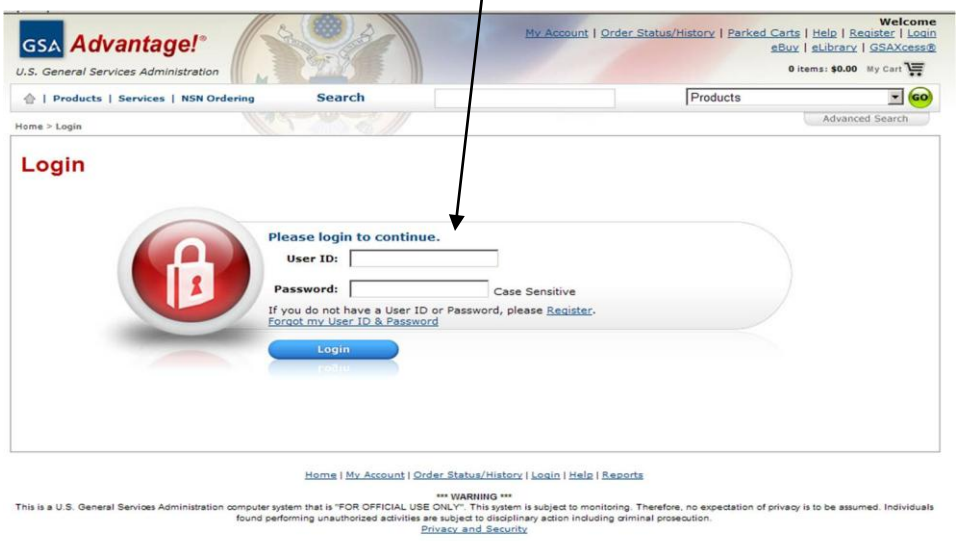
Steps for ordering office supplies through the FSSI BPA's are identified below:

## GSA Advantage!

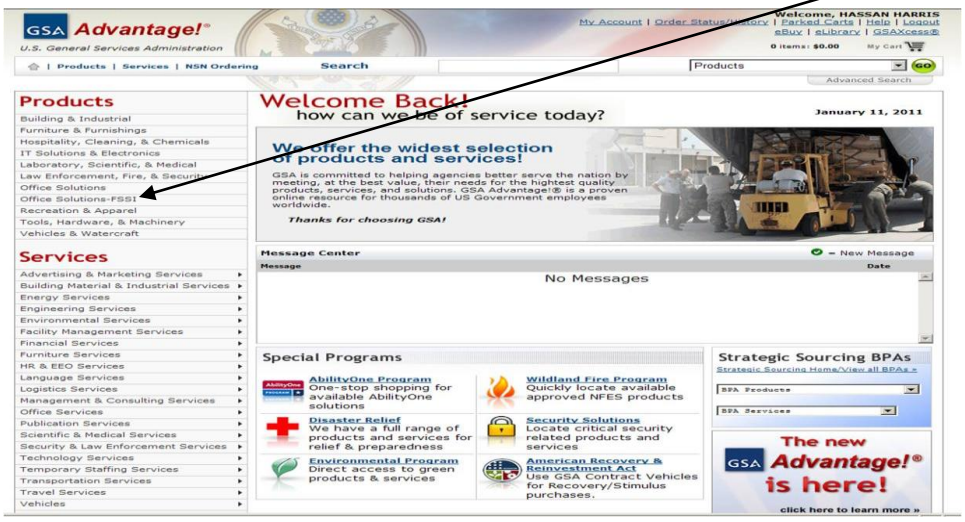
Step 1: Visit http://www.gsaadvantage.gsa.gov click on log In




Step 2: Enter your user name and password



Step 3: To access the FSSI Office Supplies BPA's you click on office solutions FSSI below.

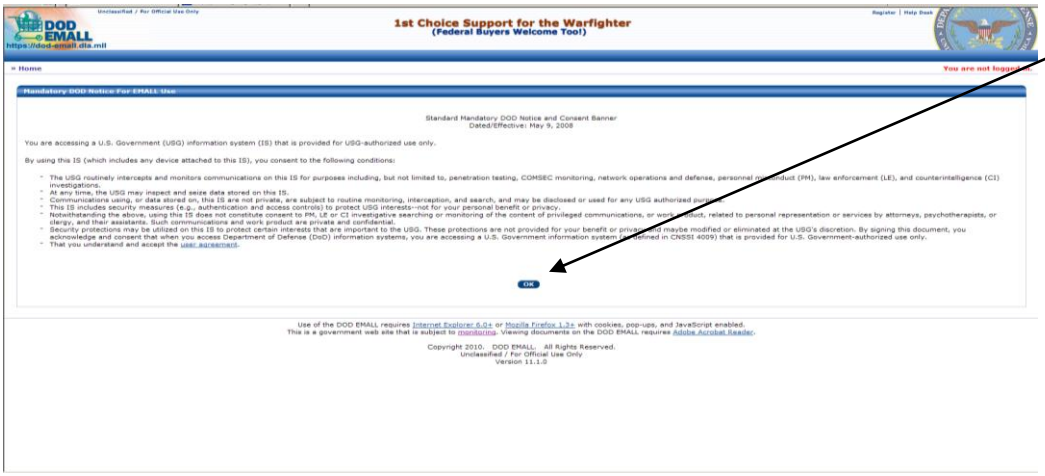



Step 4: You are in the FSSI Office Supplies Ordering Store you can Search by BPA contract number, Manufacture Part number or item description. In addition you can also filter by AbilityOne, Toner Supplies, Small Business Products, Green Products and for larger orders you can compete among the FSSI BPA orders only you can click on the eBuy link above

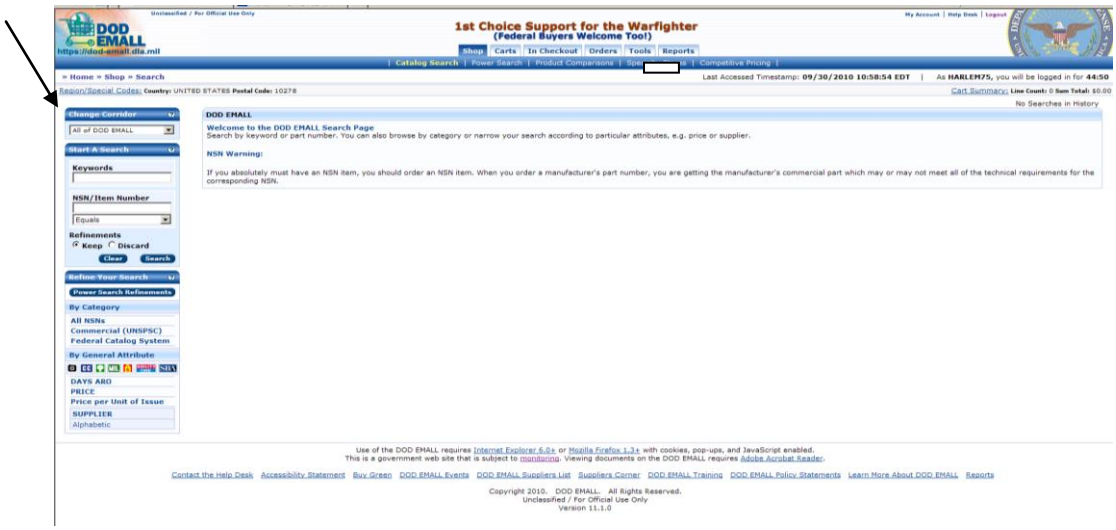
# DOD EMALL!

Step 1: Click on the Log In to DOD EMALL under Account

Step 2: Click on Okay and you will prompted to the next screen where you must have your Certificate Authentication will exist on your Common Access Cards (CACs)



Step 3: Ensure that you are in the Federal Strategic Sourcing Corridor before searching for your desired office supply products




## 5.1 Directly with BPA Vendors

### 5.1.1 BPA Vendors In Store Purchases

Purchases made in store using government purchase card will automatically receive the FSSI BPA negotiated pricing.

### 5.1.2. Fax Purchases

The BPA Vendors have streamlined the fax ordering process to its maximum efficiency.

For pre-approved, most frequently ordered products, use vendors standard fax form. Write in the quantities and fax the form. For infrequently ordered items, fill out the Non-Core Requisition Form. Write in the quantity, manufacture part number, unit of measure, description and fax the form.

A vendor's rapid turnaround time on faxed orders dictates that all orders are received within 3-4 business days. Please use vendor fax number for faxing orders. (See Section 3.0 Vendor Information)

## 5.2 Vendor Website Purchases

See Section 3.0 BPA for Vendor Information for vendor direct purchases.