

**PORTFOLIO TITLE:** [Office Supplies \(2015-2022\)](#)  
**LEAD STATE:** Oregon

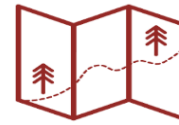
<p><b><u>OVERVIEW:</u></b></p> <p>The Master Agreements in this portfolio offer up to forty-nine (49) different product categories of standard office supplies.</p>	<p><b><u>TERM:</u></b> January 1, 2015 through December 19, 2022</p> <p><b><u>RENEWALS:</u></b> Initial term was 2 years with three additional 2-year renewal options.</p> <p><b><u>TOTAL TERM POSSIBLE:</u></b> 8 Years</p>
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**PRODUCT CATEGORIES:**



Standard office supplies in the following categories:

Category:	Description:
1	Adhesives, Glues, Glue sticks, Adhesive Removers
2	Dictionaries, Thesauruses, Diaries, Tickets, Reference Sets, etc.
3	Archive Boxes, Cardboard Boxes, Storage Containers
4	Award Frames, Displays, Plaques, Certificates
5	Badges, Badge Holders, Lanyards
6	Batteries, Chargers, UPS Power Supplies, Surge Protectors, Extension Cords
7	Binder Clips, Paper Clips, Panel Clips, Pushpins, Thumbtacks, Safety Pins, Rubber Bands, Scissors, Shears, Cutters, Trimmers, Hole Punches
8	Binders, Combs, Rings, Spines
9	Bookcases, Book Ends, Bookshelves
10	White Boards, Bulletin Boards, Cork Boards, Easels, Poster Boards, Display Rails
11	Appointment Books, Phone Message Books, Statement Books, Fax Message Books, While You Were Out Books, Forms, Calendars, Desk pads, Refills, Planners
12	Garbage Can Liners, Shredder bags
13	Carts, Hand trucks
14	CDs, DVDs, Cassette Tapes, Tape Cartridges, CD and DVD Cases, CD and DVD Storage, VHS Tapes, Computer Disks and Diskettes, CD Mailers, Ribbons, Computer Bags and Cases, Camera Film, Photo Paper, Camera Bags, Camera Cases
15	Chair Mats, Door Mats, Floor Mats, Anti-fatigue Mats
16	Clocks, Hooks, Lamps (including Desk Lamps and Light Bulbs)
17	Correction Fluid, Correction Tape, Correction Pens
18	Food Service Ware: Cups, Spoons, Forks, Plates, Bowls
19	Breakroom Cleaners: Dusters, Computer Air Dusters, Wipes, All Purpose Cleaners, Bathroom Cleaners, Disinfectants, Sanitizers, Hand Soaps, Glass Cleaners, Air Fresheners, Dust Pans, Stainless Steel Cleaners, Microfiber Cloths, Kitchen Cleaners, Furniture Cleaners and Other Cleaning Supplies
20	Chalk Erasers, Dry Erase Erasers, Chalk
21	Calculators, Digital Voice Recorders, Typewriters, Cameras, Fans, Heaters, Laminators, Shredders, Pencil Sharpeners, Air Cleaners
22	First Aid, Hand Lotions, Hand Sanitizers, Pain Relief, Gloves, Safety Supplies
23	Headsets, Headset Accessories, Headphones
24	Ink Pads, Refills, Calculator Ink, Stamps, Calculator Spools, Adding Machine Tape, Cash Register Tape, Wide Format Paper Rolls
25	Knives, Cutters, Blades, Scrapers
26	Labels, Label Makers, Label Holders
27	Mailing Tubes, Mailing Tubs, Packaging, Envelopes, Fingertips, Letter Openers, Moistener, Butcher Paper
28	Markers, Highlighters, Felt Pens



29	Mice, Keyboards, Wrist rests, Keyboard Pads, Mousepads, Keyboard Trays, Speakers
30	Paper: Notebooks, Notepads, Pads of Paper, Sticky Notes, Easel Pads, Stationery Paper
31	Office Organizers, Inboxes, Copyholders, Pen and Pencil Holders, Wastebaskets, Drawers, Desktop Shelves
32	Paper (including Copy Paper except for paper in category 49, Writing Paper, Color Paper, etc.)
33	Pencils, Pencil Erasers, Mechanical Pencils, Lead Refills, Pens, Pen Refills
34	Protractors, Rulers, Yardsticks, Compasses, Engineer Triangles, Measuring Tapes
35	Report Covers, Files, File Folders, Pocket Files, Portfolios, Jackets, Inserts, Folder Frames, Dividers, Wallet Files, File Guides, Index Cards, Business Cards, Card Holders, File Indexes, Tabs, Ledgers, Tab Reinforcements, Tags, Sheet Protectors, Letters, Numbers, Fasteners, Fastener Bases, Clipboards, Flag Tape
36	Signs, Sign Holders, Flyer Holders, Racks, Literature Displays, Name Plates
37	Staplers, Staples, Staple Removers
38	Storage Cabinets, Filing Cabinets, File Storage Systems, Rails
39	Tape, Tape Dispensers, Embossing Tape, Velcro Products
40	Breakroom Paper Products: Tissue, Paper Towels, Napkins
41	Toner Cartridges, LaserJet HP Brand only including High Yield
42	All Other HP Brand Toner and Ink Cartridges, Fusers, Kits, Drums
43	Toner and Ink Cartridges, Fusers, Kits, Drums, All Other Brands
44	High Yield, Remanufactured and Bio-based Toner and Ink Cartridges
45	Transparency Film, Transparency Paper, Laminating Supplies, Laminating Pouches
46	USB Drives, Flash Memory, Zip Disks
47	"School Supplies": Art Paper, Art Supplies, Construction Paper, Crepe Paper, Paint, Game/Learning Tools, Crayons
48	Un-Categorized
49	Paper Price (Based on RISI) (Including Recycled-Content Paper)

**SUPPLIERS AVAILABLE:**

- ✓ [Office Depot](#)
- ✓ [Staples](#)
- ✓ [360 Office Solutions](#) *(only available in Montana)*
- ✓ [Wist Office Products](#) *(only available in Arizona)*



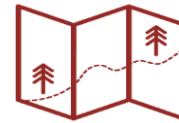
**KEY BENEFITS:**













The following key benefits were derived from the re-procurement of this portfolio:

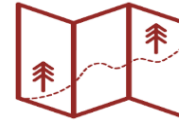
1. Achieved an average 2.26% additional discount for vendor catalog items and a 5.56% additional discount for wholesale catalog items when compared to previous contract.
2. Retained three of the suppliers from the previous contract.
3. Participating state may sign Participating Addendums with all awarded suppliers to allow the greatest flexibility to the state.

**PRICING:**

For a complete list of each supplier’s pricing please visit the supplier’s dedicated page within the [Office Supplies \(2015-2022\)](#) portfolio on the NASPO ValuePoint website.



<p><b><u>PROCUREMENT BACKGROUND:</u></b>          In 2013, the Sourcing Team requested re-procurement of the expiring Office Supplies portfolio. The NASPO ValuePoint Management Board approved conducting a re-solicitation and the Sourcing Team completed the RFP process in the early fall of 2014. In October 2014, the Sourcing Team sought and was granted approval of the award by the NASPO ValuePoint Management Board.</p>	
<p><b><u>STATES ON SOURCING TEAM:</u></b></p> <ul style="list-style-type: none"> <li> Oregon (Lead)</li> <li> Alaska</li> <li> Hawaii</li> <li> Idaho</li> <li> Missouri</li> <li> Montana</li> <li> Nevada</li> <li> Utah</li> </ul> 	<p><b><u>SOLICITATION INFORMATION:</u></b></p> <p>Type: Request for Proposal (RFP)          Solicitation Number: 102-2035-13          Date Released: June 30, 2014          Pre-proposal Conference: July 16, 2014          Date Closed: August 18, 2014</p>
<p><b><u>PUBLIC POSTING OF SOLICITATION:</u></b></p> <p>Solicitation was Publicly Advertised from June 30, 2014 to August 18, 2014.</p> <p>Website Posted On: Oregon's ORPIN</p> <p>Posting Link: <a href="#">RFP 102-2035-13</a></p> <p>Number of Days Solicitation was Publicly Posted: 50</p> <p>Number of Amendments Posted: 7</p>	<p><b><u>PUBLIC OPENING:</u></b></p> <p>Sealed responses were publicly opened on August 18, 2014 at 3:00 pm PST, in Salem, OR.</p> 
<p><b><u>VENDOR RESPONSES:</u></b></p> <p>Number of Vendor Responses Received: 12</p> <p>Number of Non-Responsive Vendor Responses: 1</p> <p>Number of Vendor Responses Evaluated: 11  <i>(Note: 4 of the 11 respondents were state specific responses for Arizona, Minnesota, Montana, and Washington only)</i></p>	<p><b><u>EVALUATIONS:</u></b></p> <p>Responses were evaluated by the members of the Sourcing Team during the week of September 30, 2014 to October 1, 2014 in Portland, OR.</p> 
<p><b><u>EVALUATION CRITERIA:</u></b></p> <p>Responses were evaluated based on the following Evaluation Criteria:</p>  <ol style="list-style-type: none"> <li>1. Mandatory Requirements (pass/fail)</li> <li>2. Business Proposal (50 Points)</li> <li>3. Desirable Criteria (600 Points)</li> <li>4. References (60 Points)</li> <li>5. Pricing (1000 Points)</li> </ol>	<p><b><u>SCORING:</u></b></p> <p>Responses were scored according to the RFP's Evaluation Criteria and anyone interested in receiving a copy of the scoring that was used to determine the awards for this RFP should contact the Lead State of Oregon as identified on the portfolio's <a href="#">NASPO ValuePoint website</a>.</p>



**AWARD:**

The RFP allowed for multiple vendor awards to the highest ranked proposers earning the most points out of the total 1,710 points possible during the scoring process.

**PUBLIC POSTING OF AWARD:**

Award Posting Start: June 30, 2014  
 Award Posting End: August 22, 2014  
 Posting Link: <https://orpin.oregon.gov>  
 Total Days Posted: 39 Business Days  
 Vendors Awarded: 7  
 Protests Received: 0



**AWARDED VENDORS:**

Nationwide:

- OfficeMax/Office Depot (*Changed name to Office Depot, LLC or OD, LLC in June 2020*)
- Metro Office Solutions (*Terminated 2/20/19*)
- Staples

Specific State Only:

- Complete Office (*Washington Only*)
- Wist Office Products (*Arizona Only*)
- Innovative Office Solutions (*Minnesota Only*)
- 360 Office Solutions (*Montana Only*)

**NOT AWARDED VENDORS:**

- Guy Brown
- Bah Fed
- Momentum
- LD Products