Mandatory Office Supply Contract

The Texas Tech University System is entering into an exclusive office supply agreement with Summus Industries/Staples. This contract will be mandatory for Texas Tech, Texas Tech System, Angelo State University, and Texas Tech Health Sciences Center employees. **This contract will be effective on May 4, 2012 and will apply to both purchase order and PCard transactions** (PCards may be used in-store at Staples).

The following are the products that will be mandatory and not mandatory on this contract as well as instructions for the Exception Process.

**The exclusive products that will be mandatory under this contract include:**

- Binders
- Binding systems and supplies
- Boards, bulletin boards
- Calculators and supplies (non-scientific)
- Calendars, desk
- Calendars, wall
- Card filing and cards
- Chalk/Crayons
- Clips, clamps, and clipboards
- Columnar pads/books
- Copyholders
- Correction fluid/tape/supplies
- Dictation tapes and diskettes
- Envelopes: All purpose, business, inter-department, mailers
- Erasers
- Fasteners
- File carts
- Files
- Folders
- Highlighters
- Hole punchers
- Index cards
- Inserts, index tab
- Label holders
- Labels
- Label makers
- Letter openers
- Magnifiers
- Markers
- Notebooks and organizers
- Notepad
- Paper: copier, color, card, and cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment, etc.)
- Paper punchers and trimmers
- Pencils and sharpeners
- General writing Pens (not specialty including refills)
- Pins, push, and straight
- Post-It products
- Report covers
- Ribbons: typewriter, printer
- Rolodexes
- Rubber bands
- Rulers
- Scissors
- Sheet protectors
- Stamps/stamp pads/ink
- Staplers, staples, removers
- Scotch Tape and dispensers
- Telephone message pads
- Thumbtacks
The following commodities and services will not be mandatory but will be optional under the awarded contract:

- Adding machines
- Any item pre-printed with the Texas Tech logo
- Appointment books
- Arts and craft materials
- Bathroom tissue
- Batteries
- Break room supplies (plates, napkins, cutlery, etc.)
- Calculators (scientific)
- Cameras
- Cartridges/Toner/Ink
- Coffee/creamer/sugar/tea
- Desk accessories and pads
- Desktop printers/scanners
- Dictionaries and reference books
- Dry-erase boards
- Duct and industrial tapes
- Easels
- Facial tissue
- Fax supplies
- First aid supplies
- Floor mats
- Furniture and interior furnishings
- Glues and adhesives
- Janitorial supplies
- Planners and refills
- Restroom supplies
- Safes: fire resistant and impact
- Safety equipment, supplies and locks
- Shelving
- Shredders
- Specialized writing pens and refills
- Storage boxes
- Surge protectors
- Time clocks, time cards and accessories
- Typewriters