



### **EXCLUSIVE OFFICE SUPPLY CONTRACT (UPDATED 1/11/13)**

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 April 4, 2012 and will apply to both purchase order and PCard transactions.*** The projected savings from this contract are estimated to be at 11.6% from the current contract.

#### ***Benefits include:***

- 100% HUB Credit on TechBuy orders (HUB credit for in-store purchases will be available later this year)
- Easy purchasing in TechBuy through the Staples punchout in TechBuy
- Free shipping (in most cases within 24 hours).
- No minimum purchase for in-store purchases
- Free returns
- Desktop delivery for TTU and System employees for TechBuy orders
- E-invoicing for TechBuy orders
- Additional 1% discount on TechBuy orders greater than \$500. This discount will be reflected on the invoice.
- Additional discounts on the top 500 market basket products.
- TTU discount is extended for personal purchases.
- Special Quotes are available for large quantity purchases. Email [tiffany.robinson@staples.com](mailto:tiffany.robinson@staples.com) or contact Staples support at 1-800-527-3068

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

Binders	Folders
Binding systems and supplies	Highlighters
Boards, bulletin boards	Hole punchers
Calculators and supplies (non-scientific)	Index cards
Calendars, desk	Inserts, index tab
Calendars, wall	Label holders
Card filing and cards	Labels
Chalk/Crayons	Label makers
Clips, clamps, and clipboards	Letter openers
Columnar pads/books	Magnifiers
Copyholders	Markers
Correction fluid/tape/supplies	Notebooks and organizers
Dictation tapes and diskettes	Notepad
Envelopes: All purpose, business, inter-department, mailers	Paper: copier, color, card, and cover stock, photo, computer, wide format (does not include specialized paper that may be needed for scientific equipment, etc.)
Erasers	Paper punchers and trimmers
Fasteners	Pencils and sharpeners
File carts	
Files	

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 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/creamers/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

***In-store Purchase process:***

By using a Texas Tech pcard, you will enable the purchase of in-store items on this contract.

***Employee Purchase Program:***

A supplemental document will be created to provide instructions to receive the discounted pricing for personal purchases. Personal purchases may NOT be made through TechBuy and cannot be made on University funds.

***Off-Campus Locations (locations other than Lubbock main campus):***

Off-campus locations should ensure that a ship to code is set up in TechBuy for those locations. You can email the TechBuy ship-to setup form to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) to complete this.

<http://www.depts.ttu.edu/procurement/purchasingContracting/documents/purchasingForms/Set%20up%20a%20New%20Ship%20To%20in%20TechBuy.pdf>

If there is a Staples store within ten miles, then purchases must be made at that local store. If there is not, then an exception may be granted.

To locate Staples stores go to the following link:

<http://stores.staples-locator.com/staples/>

Use of the Staples contract is not mandatory when a faculty, staff, or student is in travel status.

***Exception process:***

Employees of Texas Tech University or TTU System may request an exception for valid exceptions such as the need for a specialized product. Send an e-mail to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu). Provide a description of the goods/services. Provide as much information as possible (i.e. catalog number, brand, or model) and price per unit.

The Procurement Services department will maintain and utilize this information to lower the overall cost and provide the best value of materials and goods for the entire university through the contract process.

University purchases of office supplies must be made on the exclusive contract for the commodities and services that are mandated by contract. If a “significant” savings can be achieved (i.e. a savings greater than \$2,000.00 or 20% of the Office Supply Contract price) please contact the [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for authorization prior to any purchase.

Vendors, as a marketing tool, will advertise cost savings on certain commodities. This is known as a “Loss Leader or Door Buster.” We encourage you to send this information to the Purchasing and Contracting department for evaluation. The purpose of the “Loss Leader” is to offer one product at a very low price and with the hope that the customer will purchase additional items at a higher cost (example extremely cheap printer that requires a more expensive toner cartridge).

Shoppers should also request special pricing for any large volume purchases by contact Staples.