

NASPO ValuePoint Office Products Cooperative



Lead agency	The State of Oregon ("Lead State"), acting by and through its Department of Administrative Services, Enterprise Goods and Services, Procurement Services ("DAS PS")
Contract #	PO-10700-00012990
Effective date	12/8/2022
Renewable through	12/31/2027
Product categories	Categories included in this contract are noted within categories 1–49, exhibit 3, of the NASPO contract. (See reverse for list.)
Pricing schedule and details	Pricing is discount-from-list methodology, updated every six months, and includes 48 product categories. Additional discounts range up to 75% off list price on items in the ODP Business Solutions™ catalog and 65% off list price on items in the Wholesaler catalog. Participating agencies can bring their HP Big Deal to this contract.
Custom core list	NASPO members have the ability to establish a custom core list of curated items.
Delivery fees	No delivery fee for qualifying orders of \$25 or more. Orders below \$25 will be processed subject to a \$5.99 small-order fee. Minimum purchase required is after discounts and before taxes. Additional freight charges may apply for items exceeding 70 lbs. in weight and/or 110" in length/ width; furniture; bulk items; cases of bottled water and other beverages; Hawaii, Alaska, and Puerto Rico orders; special orders and/or rush deliveries. Non-qualifying orders incur a delivery charge (minimum charge of \$5.99). Many orders can be delivered the next business day (between 8:30 a.m. and 5:00 p.m.) if placed online or via phone by 3:00 p.m. or via fax by 1:00 p.m. local time (in most locations).
Payment terms	Net thirty (30) billing with consolidated monthly billing available.
Return policy	30-day return for full refunds or replacements on most items. 14-day return for full refunds or replacements on furniture, computers, and business machines in original packaging and with all accessories. No returns or exchanges on special order products, cleaning, sanitation, breakroom, safety (including PPE), facility, and other related products and supplies.



Product category list and discounts

Category #	Category type	Contract DFLs for ODP catalog	Contract DFLs for third-party wholesaler
1	Adhesives, glues, glue sticks, adhesive removers	63%	48%
2	Dictionaries, thesauruses, diaries, tickets, reference sets, etc.	48%	33%
3	Archive boxes, cardboard boxes, storage containers	61%	50%
4	Award frames, displays, plaques, certificates	53%	39%
5	Badges, badge holders, lanyards	60%	45%
6	Batteries, chargers, USB power supplies, surge protectors, extension cords	57%	47%
7	Binder clips, paper clips, panel clips, push pins, thumb tacks, safety pins, rubber bands, scissors, shears, cutters, trimmers, hole punches	72%	46%
8	Binders, combs, rings, spines	65%	55%
9	Bookcases, bookends, bookshelves	51%	37%
10	Whiteboards, bulletin boards, cork boards, easels, poster boards, display rails	55%	36%
11	Appointment books, phone message books, statement books, fax message books, "while you were out" books, forms, calendars, desk pads, refills, planners	58%	46%
12	Garbage can liners, shredder bags	47%	40%
13	Carts, hand trucks	47%	32%
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	46%	31%
15	Chair mats, door mats, floor mats, anti-fatigue mats	70%	50%
16	Clocks, hooks, lamps (including desk lamps and light bulbs)	50%	36%
17	Correction fluid, correction tape, correction pens	61%	48%
18	Food service ware: cups, spoons, forks, plates, bowls, etc.	55%	44%
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	50%	45%
20	Chalk erasers, dry-erase erasers, chalk	58%	47%
21	Calculators, digital voice recorders, typewriters, cameras, fans, heaters, laminators, shredders, pencil sharpeners, air cleaners	42%	29%
22	First aid, hand lotions, hand sanitizers, pain relief, gloves, safety supplies	52%	41%
23	Headsets, headset accessories, headphones	37%	30%
24	Ink pads, refills, calculator ink, stamps, calculator spools, adding machine tape, cash register tape, wide-format paper rolls	63%	55%

Continues >

Product category list and discounts

Category #	Category type	Contract DFLs for ODP catalog	Contract DFLs for third-party wholesaler
25	Knives, cutters, blades, scrapers	61%	49%
26	Labels, label makers, label holders	56%	44%
27	Mailing tubes, mailing tubs, packaging, envelopes, fingertips, letter openers, moisteners, butcher paper	67%	58%
28	Markers, highlighters, felt pens	63%	48%
29	Mice, keyboards, wrist rests, keyboard pads, mousepads, keyboard trays, speakers	43%	30%
30	Paper: notebooks, notepads, pads of paper, sticky notes, easel pads, stationery paper	73%	58%
31	Office organizers, inboxes, copyholders, pen and pencil holders, wastebaskets, drawers, desktop shelves	64%	49%
32	Paper (including copy paper except for paper in Category 49, writing paper, colored paper, etc.)	75%	65%
33	Pencils, pencil erasers, mechanical pencils, lead refills, pens, pen refills	65%	55%
34	Protractors, rulers, yardsticks, compasses, engineer triangles, measuring tapes	70%	55%
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 reinforcement, tags, sheet protectors, letters	70%	60%
36	Signs, sign holders, flyer holders, racks, literature displays, name plates	60%	36%
37	Staplers, staples, staple removers	65%	50%
38	Storage cabinets, filing cabinets, file storage systems, rails	51%	36%
39	Tape, tape dispensers, embossing tape, hook-and-loop products	60%	50%
40	Breakroom paper products: tissue, paper towels, napkins	52%	44%
41	Toner cartridges, HP LaserJet brand only [high yield only]	45%	37%
42	Toner and ink cartridges, fusers, kits and drums; all other HP brand models [high yield only]	42%	31%
43	Toner and ink cartridges, fusers, kits and drums; all other OEM brands, excluding biobased products [high yield only]	35%	30%
44	Toner and ink cartridges [remanufactured and/or USDA-certified biobased only]	52%	50%
45	Transparency film, transparency paper, laminating supplies, laminating pouches	63%	35%
46	USB drives, flash memory, Zip disks	35%	18%
47	School supplies: art paper, art supplies, construction paper, crepe paper, paint, crayons, games/learning tools	57%	50%
48	Uncategorized spend	42%	30%

Valid at odpbusiness.com or by phone at 888.263.3423 and fax at 888.813.7272 only. ODP Business Solutions updates pricing, product, and service assortment on a regular basis as a result of a variety of factors, including, but not limited to, market and competitive forces, and reserves the right to change pricing and product assortment at any time without notice. Offers are non-transferable. ODP Business Solutions reserves the right to limit quantities sold to each customer. We are not responsible for errors.