

FSSI Office Supplies Solution Established BPAs: Ready for Use



Established BPAs: Ready for Use

The FSSI Office Supplies solution offers easy access to a best value procurement vehicle for paper, toner and general office supplies that offers AbilityOne (JWOD), Trade Agreement Act (TAA) and environmentally compliant products. The FSSI Office Supplies solution offers tiered discounts and significant socioeconomic participation.

Finding efficiencies and operational synergies is fundamental to supporting core missions, even when buying everyday items such as office supplies. Whatever the office supply requirements, acquiring these products is now quicker and more cost-effective for participating Federal agencies. GSA in partnership with participating Federal agencies has established Blanket Purchase Agreements (BPAs) as a multiple-award under the GSA Multiple Award Schedule 75, with thirteen vendors providing a full inventory of office supplies that include:

- **Paper – copy, printer and fax;**
- **Ink/toner;**
- **Pens, pencils and markers;**
- **Binders;**
- **Tape;**
- **Envelopes;**
- **Shredders;**
- **Computer media (including diskettes, disk cartridges and packs, optical disks, and CDs);**
- **Anti-glare/anti-radiation screens (VDT);**
- **Ergonomic products (including wrist and foot rests);**
- **Cleaning equipment and supplies (such as head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums and more);**
- **Physical storage, as well as security, protective and related ADP) supplies; and**
- **Much, much more!!**

Benefits of Using the FSSI Office Supply BPAs:

There are numerous benefits to using FSSI BPAs for both simple and complex office supply requirements, including:

- **The FSSI Office Supplies BPAs provide for savings of 1-30% off vendor Schedule prices with 85% of awards to small businesses, as well as tiered discounts as the amount of spend through the individual BPAs increase.**
- **Orders can be placed through: DOD EMALL, GSA Advantage!®, contractor operated website, email, fax, phone or other means agreed to by the ordering agency and the contractor**
- **Streamlined procurement process for contracting personnel and reduce workload**
- **Allows agencies to achieve socioeconomic goals**
- **Captures valuable expenditure data**
- **Savings to the federal government and taxpayers**
- **Maintains competition amongst BPA-holders**
- **Multiple vendors will allow for full coverage throughout federal government**
- **Reduced administrative costs**
- **Guaranteed AbilityOne (JWOD) and Trade Agreements (TAA) compliant products**
- **Customized reporting**



Ordering Office Supplies off of the FSSI Office Supplies BPAs is quick and cost-effective. In accordance with the Federal Regulations (FAR) 8.405-3

- **Orders at or below the micro-purchase threshold:**

Government Purchase Card (GPC) may place orders at, or below, the micro-purchase threshold with any BPA holder via the ordering medium of their choice.

- **For orders above the micro-purchase threshold:**

Reference the detailed ordering procedures available in the GSA Multiple Award Desk Reference Guide available for order or download at www.gsa.gov/cmls, publication # 5-08-00265 or ordering procedures directly in the FAR.

Additional Information

For more information visit www.gsa.gov/fssiofficesupplies; email smartshop@gsa.gov, or call (212) 264-0868.

Available BPA Vendors

Vendor contact information is provided below should you have any questions or wish to contact the vendors regarding their capabilities.

ACCESS PRODUCTS

GS-23F-FS012
800-779-7799

ADAMS MARKETING

GS-23F-FS002
800-322-6082

CORPORATE EXPRESS

GS-23F-FS004
703-480-2940

FUTURE SOLUTIONS

GS-23F-FS006
303-460-7007

GEORGE W. ALLEN INC.

GS-23F-FS003
301-614-8740

IMPAC COMPUTER SUPPLIES

GS-23F-FS008
201-656-7670

INDEPENDENT STATIONERS INC.

DBA IS GROUP
GS-23F-FS010
317-895-9155

METRO OFFICE GROUP

GS-23F-FS001
800-516-3876 ext. 28

MILLER OFFICE PRODUCTS

GS-23F-FS013
703-644-2200

SITA BUSINESS SYSTEMS INC.

GS-23F-FS009
703-222-7272

STAPLES INC.

GS-23F-FS011
886-488-9242

STEPHENS OFFICE SUPPLY

GS-23F-FS007
757-868-0914

VETERANS IMAGING

GS-23F-FS005
Lisa Holmes
630-200-2988