

Admin Minnesota

Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

CONTRACT RELEASE: O-86(5)

DATE: JULY 26, 2023

PRODUCT/SERVICE: OFFICE SUPPLIES

CONTRACT PERIOD: SEPTEMBER 1, 2021 THROUGH AUGUST 31, 2024

EXTENSION OPTIONS: UP TO 24 MONTHS

ACQUISITION MANAGEMENT SPECIALIST/BUYER (AMS): JUSTIN PATRICK

PHONE: 651.201.2436

E-MAIL: justin.patrick@state.mn.us

WEB SITE: <https://mn.gov/admin/osp/>

CONTRACT VENDOR

CONTRACT NO.

TERMS

DELIVERY

INNOVATIVE OFFICE SOLUTIONS

192513

NET 30

1-3 DAYS ARO

151 East Cliff Road
Burnsville, MN 55337

INNOVATIVE EXECUTED CONTRACT

VENDOR NO.: 0000295401

CONTACT: Customer Support

PHONE: 952-808-9900 select #3

FAX: 952-894-7153

TOLL FREE: 866-574-5389 select #3

STATE AGENCY CONTRACT USE. The State contract for Office Supplies is a **mandatory use** contract. **State agencies must use the Punchout catalog to purchase office supplies through the State contract with Innovative Office Solutions.**

The use of the purchasing card is an alternate means of payment and must not circumvent the use of state contracts, purchasing laws, rules, policies, or procedures. See [Purchasing Card Use Policy 1b](#). OSP may review transaction reports and request purchasing card logs at any time.

Buyers seeking an exception to make off-contract purchases of office supplies must contact the contract administrator, Justin Patrick, at justin.patrick@state.mn.us. Punchout guidance can be found in the [SWIFT training guides](#).

In the event a product or service is not available:

- the State Agency should promptly email the contract administrator any correspondence from the Contract Vendor confirming a product or service is not available.

- Once the contract administrator reviews the documentation, they may provide the state agency an exception to procure via another state contractor through Authority for Local Purchase (ALP) authority pursuant to Purchasing Policy 23.

CONTRACT USERS. This Contract is available to the following entities as indicated by the checked boxes below

- ☒ State agencies
☒ Cooperative Purchasing Venture (CPV) members
☐ Limited to the following entities only _____

STATE AGENCY ORDERING INSTRUCTIONS. Orders are to be placed directly with the Contract Vendor. State agencies must use the eProcurement Catalog Punchout process creating a Catalog requisition (CTR). Agencies exempted or that have received an OSP approved written exemption from using Punchouts are to use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include their name and phone number. Orders may be submitted via fax. State agency instructions for creating a Catalog Punchout requisition can be found at:

[SWIFT Create Catalog Punchout Requisitions \(mn.gov\).](#)

PURCHASING CARDS. State Agencies **may not use Purchasing Cards** (P-Cards) unless they have an exemption. CPV Members and exempted State Agencies (or that have an OSP approved exemption) may use Purchasing Cards. The Contractor will accept a purchasing card for order placement in addition to accepting a purchase order, without passing the processing fees for the purchasing card back to the customer.

The State's single purchase limit is \$5,000 on the purchasing card.

SERVICE CERTIFICATION FORM REQUIREMENTS. Pursuant to Minn. Stat. § 16C.09, state agencies must complete a "Service Contract Certification Form" prior to issuing order for products that may have a service component. Services include but are not limited to: installation.

PROFESSIONAL/TECHNICAL (P/T) SERVICES. P/T Services cannot be purchased through this Contract. P/T Services include, but are not limited to, design services.

CONTRACT FEEDBACK. If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

SPECIAL TERMS AND CONDITIONS

SCOPE. The Contractor(s) must be able to provide a full line of office business supplies for order at contracted rates through an online ordering system and provide delivery of all orders to locations throughout the entire state of Minnesota. The Contractor(s) must also provide adequate staff for customer service, order execution, order support and overall contract management.

PLACING ORDERS. Ordering entities must be logged in as a State of Minnesota Contract customer to receive the contract pricing when using the online ordering system. For the Punch-Out Catalog users are portaled into the online ordering system through SWIFT.

[Click Here to View Discount Off List Percentages by Category](#)

[Click Here to View Innovative Office Solutions 2022 Price List](#)

PUNCH-OUT CATALOG. The Contractor is active on the State's Punch-Out Platform. State Agencies required to use the Punch-Out Platform must use it to place their Purchase Orders. State agency instructions for creating a Catalog Punchout requisition can be found at:

[SWIFT Create Catalog Punchout Requisitions \(mn.gov\).](#)

MINIMUM ORDER. Innovative does not require a minimum order. The State and Innovative suggest that whenever possible, larger orders should be submitted instead of multiple small orders. Innovative's online ordering system allows orders to be saved for up to 30 days before submitting.

DELIVERY. All prices must be FOB Destination, prepaid and allowed (with freight included in the price), to the Ordering Entities receiving dock or warehouse, or as otherwise instructed on the PO by the Ordering Entity. Any emergency, rush, out-of-state delivery charges may be invoiced, but not without prior written approval from the Ordering Entity. Rush deliveries that occur as a result of a Contractor error shall be free of charge.

CONTRACT PRICING. At no time should the ordering entity pay more than the Contract price. Ordering entities must contact the vendor immediately to resolve any pricing discrepancies between the price on the invoice and the Contract pricing. Ordering entities should contact the AMS immediately if these discrepancies are not resolved to the satisfaction of the ordering entity.

VERIFYING PRICES. Pricing is based on a discount by category off the current Innovative Office Solutions 2021 Essendant catalog list prices. The prices stated in the Innovative online catalog reflect the Contract price after discount.

PRODUCT SUBSTITUTION: Products ordered will not be substituted without prior approval of the ordering party.

IT ACCESSIBILITY. When agencies are making purchasing decisions, the purchasing entities are responsible for evaluating the accessibility of IT products in accordance with the State of MN IT Accessibility standards that incorporate both Section 508 standards and Web Content Accessibility Guidelines 2.0 level 'AA' standards. This contract requires vendors to provide accessibility information, known as VPATs, for the products available through this contract. It is the purchasing agency's responsibility to request, collect, evaluate, and make a purchasing decision in compliance with these state laws.



STATE AGENCY REQUIREMENTS FOR PAPER MADE IN MINNESOTA. Whenever practicable, a public entity must purchase paper which has been made on a paper machine located in Minnesota (Minn. Stat. § 16B.122). This contract provides a variety of papers from locations that may be both in and outside of Minnesota.



CUT SHEET PAPER PURCHASES/STATE AGENCIES ONLY. Cut sheet paper purchases of five (5) cartons or less should be purchased through this Contract. Paper purchases of six (6) or more cartons must be purchased through Merrick, Inc. Refer to Contract Release P-942(5) for Merrick's products and pricing.

State agencies can request an exception from this requirement by sending a request, with detailed justification to justin.patrick@state.mn.us . Please include pricing information and total cost of the order in the justification.

RECYCLED CONTENT FOR PAPER. All paper must be 30% recycled content or higher for 8.5x11, 11x17 and 8.5x14 twenty pound (20 Lb.) 92 Brightness paper.

- No virgin paper for these sizes and specifications will be allowed or available for use on this contract.
- Paper must have at least one of the following third-party certifications:

	SCS (Recycled Claim Verification)
	Forest Stewardship Council (FSC)

	UL (ECOLOGO or Recycled Claim Verification)
	Green Seal

SUSTAINABILITY PROGRAMS. The Contractor offers several programs currently and more will be tested and used during the contract term.

Users should try to maximize use of these programs whenever applicable:

- EPP Program: Environmentally Preferred Products, these will be identified by icons in the ordering system.
- Remanufactured Toner Program: A comprehensive program that reduces cost and waste. Users are strongly encouraged to use this program.

HP REWARDS PROGRAM. State Agencies and CPV Members may elect to sign up for the HP Rewards Loyalty Program under the Terms and Conditions of the HP Rewards Program. ANY rewards earned must be used to benefit the State Agency and may not be redeemed for personal benefit under any circumstances. CPV members must review their participation and rewards redemption policies prior to participation. HP Rewards Program Information and Links can be found at:

[Click Here to View Terms and Conditions](#)

Other information about the program and how to sign up can be found at:

[Click Here to View Invitation](#)
[Click Here to View Fact Sheet](#)
[Click Here to View Recycling](#)

The following is a list of items that are on other Contracts. This list may not be complete. State Agencies must read each Contract carefully to determine if an existing Contract must be used.

Product Class Description	MMD Contract Descriptions	MMD Contract Release No.
Audio Visual Equipment & Accessories	Audio Visual Products	A-203(5)
Badges – Name and Holders	Badges: Name (I.D. Tags, Plates, Plaques)	B-320(5)
Bags	Bags: Compostable Plastic Polyethylene for Waste and Adopt-A-Highway	B-351(5) B-298(5)
Chairs	Furniture: Seating, Standard & Ergonomic SEE MINNCOR	F-379(5) M-566(5)
Cleaners	Cleaning Supplies & Floor Care Products Mop buckets/Wringers/Brooms Cleaning Compounds & Detergents SEE MINNCOR	C-252(5) C-583(5) C-983(5) M-566(5)
Computer Accessories/Printers	Computer Equipment, Peripherals, and Related Services ADDITIONAL COMPUTER CONTRACTS ARE AVAILABLE AND CAN BE FOUND ON THE MMD WEBSITE USING "COMPUTER" IN THE CONTRACT TITLE SEARCH	C-871(5)
Copiers	Multi-Function Device (Copiers) Equip	C-1005(5)
Filing Cabinets	Furniture: Freestanding, Freestanding Modular Furniture: Wood Line, Tables - MINNCOR	F-379(5) M-566(5)
Flags	Flags: US, State of Minnesota, POW-MIA, Armed Forces	F-352(5)
Floor Mats	Matting: Entrance, Anti-Fatigue, Safety	M-389(5)

Product Class Description	MMD Contract Descriptions	MMD Contract Release No.
Furniture	Furniture: Seating, Systems, Office & Related Services Furniture: Wood Line, Tables – MINNCOR Furniture: Residential & Collegiate (Wood) – MINNCOR Furniture: Healthcare - MINNCOR Furniture: Systems Furniture and Related Services ADDITIONAL COMPUTER CONTRACTS ARE AVAILABLE AND CAN BE FOUND ON THE MMD WEBSITE USING "FURNITURE" IN THE CONTRACT TITLE SEARCH	F-379(5) M-566(5) M-566(5) M-566(5) F-522(5)
Lighting	Lamps: Fluorescent, Incandescent, and high-Intensity Discharge	L-290(5)
MINNCOR	Cleaning Supplies Furniture	M-566(5)
Mailing Equipment	Mailing Equipment, Maintenance & Meter Rental	M-499(5)
Medical Supplies (such as latex gloves, masks)	Defibrillators, Automatic external Medical Supplies, Services & Equipment	D-200(5) M-487(5)
Safety	Safety Flares Safety Garments	S-851(5) S-820(5)
Paper	Paper-Cut Sheets, 6 or more cartons Paper: Computer Printer Paper: Industrial-Tissue, Towel, Napkins Paper: Full Sheet Printing and Business (includes #10 envelopes) Rags & Sorbent Materials	P-942(5) P-682(5) P-661(5) P-741(5) R-454(5)
Signage	Signs: Interior ADA Compliant & Braille – Minn. State Industries	S-830(5)
Telephones	Telecom: Network Equipment, Maintenance and Support Telecom: Miscellaneous Telephone Equipment- Plantronic headsets may be purchased from Innovative	T-653(5) T-587(5)
Vacuum	Sweepers, Industrial, Scrubber, Vacuum	S-871(5)

REVISIONS:

07/26/2023	Amend 4 executed to extend the current contract out to August 31, 2024 at the same prices, terms and conditions.
08.22.2022	Amend 2 executed to extend the current contract out to August 31, 2023 at increased pricing.
11.15.2021	04.05.2022 AMS/Buyer updated from Mike Sutton to Justin Patrick.
11.01.2021	Amend 1 allowing HP Rewards Program participation by entity.
05.01.2021	Contract Awarded to Innovative Office Solutions.