



TO: All IUC-PG Member Institutions

November 5, 2020

**Awarded supplier:  
Staples/Brown Enterprise Solutions (BES)**

**IUC-PG Agreement UN20-112  
Office Supplies**

This agreement is for the provision of Office Supplies for the State of Ohio Institutions of Higher Education as represented on the IUC-PG roster.

The agreement is based upon a competitive RFP conducted by the Inter-University Council Purchasing Group (UN20-112 Office Supplies). The term of this agreement shall commence on January 1, 2021 and shall terminate on December 31, 2025. By mutual consent, the agreement may be renewed for two (2) additional years, one year at a time, subject to mutual agreement of both parties. The IUC-PG reserves the right to cancel this agreement with the supplier according to the Cancellation/Termination clause in the RFP. The IUC-PG reserves the right to extend the resultant agreement(s) beyond the normal expiration date if the IUC-PG determines it to be in their best interest and the selected supplier(s) agree(s) to the extension.

The provisions expressed in Request for Proposal (RFP) (UN20-112), including a request for a diverse supplier, the RFP response from the selected vendor, several negotiated items noted herein, and Appendix A,B,C & D are made part of this contract. Please see the attached Appendix A for specific service and pricing details.

**Members interested in utilizing this agreement should contact:**

Staples  
Rebecca Jacobs  
330-242-0478  
[Rebecca.jacobs@staples.com](mailto:Rebecca.jacobs@staples.com)

Brown Enterprise Solutions (Certified State of Ohio MBE & EDGE)  
George Brown  
614-588-0248  
[gbrown@besolutions.org](mailto:gbrown@besolutions.org)

Darren Rushford  
330-268-9288  
[Darren.rushford@staples.com](mailto:Darren.rushford@staples.com)

For additional information or details, please contact the IUC-PG ([info@iucpg.com](mailto:info@iucpg.com))

**Administrative Fee:** *Suppliers will provide to the Inter-University Council Purchasing Group (IUC-PG), a Contract Administrative Fee (CAF), to be calculated quarterly, which is equivalent to one and one-quarter percent (1.25%) of the total invoice amounts of all orders shipped pursuant to this Agreement during each calendar year. These fees are to offset the expenses of the IUC-PG in administering this Agreement and are disclosed to and approved by its Members. The selected supplier(s) is required to complete its Quarterly Usage Reports online through the IUC-PG website. The Administrative Fee due shall be made payable to The Inter-University Council Purchasing Group and sent to the following address within 30 days from the end of each quarter: IUCPG, c/o Inter-University Council of Ohio, Attention: Cindy McQuade, 10 West Broad Street, Suite 450, Columbus, OH 43215.*

(Signature on File)

Jennifer March-Wackers  
Executive Director, IUC-PG

**The Public Universities of Ohio**

The University of Akron  
University of Cincinnati  
Miami University  
Ohio University  
Wright State University

Bowling Green State University  
Cleveland State University  
Northeast Ohio Medical University  
Shawnee State University  
Youngstown State University

Central State University  
Kent State University  
The Ohio State University  
The University of Toledo