



Department of Administrative Services

Empowering People
Collaboration
Customer Service

We Are Proud to Partner

Don't forget Staples® is an approved supplier for the State of Iowa!

Are you using your program benefits?

- Access to the national brands you prefer, plus value-priced options
- Pricing tailored for your organization's needs
- One stop shop for all your key business essentials
- A dedicated Account Management team to help manage your program
- Customized reporting so you'll see what you're buying and saving
- Easy online ordering on your staplesadvantage.com account
- Fast, free delivery

We are more than office supplies. You have access to products and solutions within the following categories:



Facility
Solutions



Breakroom
Solutions



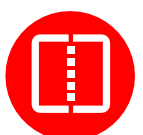
Pack & Ship
Solutions



Technology
Solutions



Furniture
Solutions



Business
Essentials

Who to contact:

Mindy Jones, Account Manager

For details on your customized program and special product/project needs.

515-779-6064

Mindy.Jones@Staples.com



Aaron Blass, Strategic Sourcing

To learn more about how a Staples partnership can support bold Strategic Sourcing efforts to drive greater value and compliance in your procurement process.

515-218-5741

Aaron.Blass@iowa.gov

Facility Solutions



Products for every area of your workspace



JanSan

- Liners
- Paper Towels
- Bath Tissue
- Soap/ Sanitizer
- Front of the House Cleaning Products
- Kitchen Cleaning Products
- Batteries



Building Maintenance

- Ceiling Tiles
- Door Kick Plates/Stoppers & Handles
- Plumbing Fixtures
- Air Filters
- Signage
- Changing Tables



First Aid & Safety

- AED
- First Aid Kit
- CPR Kit
- Wet Floor Signs
- Fire Extinguishers
- Ice Melt
- Covid Awareness



Receptacles

- Decorative
- Front of the House
- Back of the House
- Outdoor
- Pet Waste
- Smoker Station
- Recycle Programs



Floor Care

- Vacuums
- Wet Vac
- Floor Scrubber
- Front Entry
- Outside
- Custom Logo
- Finish



Lighting

- LED lamps/tubes
- Fluorescent lamps/tubes
- Incandescent lamps
- Ballasts
- Emergency Signs

Broad Assortment of Facility Products and Services

We have the following:

- **Exclusive opportunities** to test new, innovative products
- **Exclusive offering** that maintains quality standards with cost savings
- **Compliance** with consistent brands and products in all locations nationwide
- **Dispenser installation** pricing, support and coordination
- **Partnerships** with industry-leading manufacturers:





Keep your employees happy and increase productivity in your office with a fully-stocked breakroom from Staples. You'll find everything your breakroom needs including:

- Coffee programs, from single-cup options to pour-over machines and direct water-line choices
- Water filtration systems and bottled water delivery programs
- Snacks and beverages from your favorite brands
- Cleaning and paper goods, including eco-conscious options
- Stylish furniture to build a comfortable, relaxing space

Your Breakroom Checklist. Got it? Great! Need it? We have it!

Cleaning Supplies

- Dish Soap
- Disinfectant Spray/Wipes
- First Aid Kit
- Hand Sanitizer
- Multipurpose Cleaners
- Trash Bags

Furniture

- Bulletin Board
- Chairs
- Tables

Appliances

- Coffee Brewer
- Fridge
- Microwave

Paper Goods

- Bowls
- Plates
- Cups & Lids
- Hot Sleeves
- Cutlery
- Napkins & Paper Towels
- Stirrers

Food & Beverage

- Bottled Water
- Coffee
- Creamer
- Hot Chocolate
- K-Cup Pods
- Snacks
- Soda & Juice
- Tea
- Sugar





A shipping supplier that's competitive on price? That's only part of the total package. We understand that how you ship is every bit as important as what you ship. That's why we can design a customized pack & ship program that saves you time, money and manpower.

With our Pack & Ship Solutions you'll get:

- The right products, competitively priced
- Pack & ship specialists who can answer every question
- A program designed to improve productivity and profitability
- Convenient online tools and dedicated support
- On-time delivery wherever you need it + free shipping/no freight charges



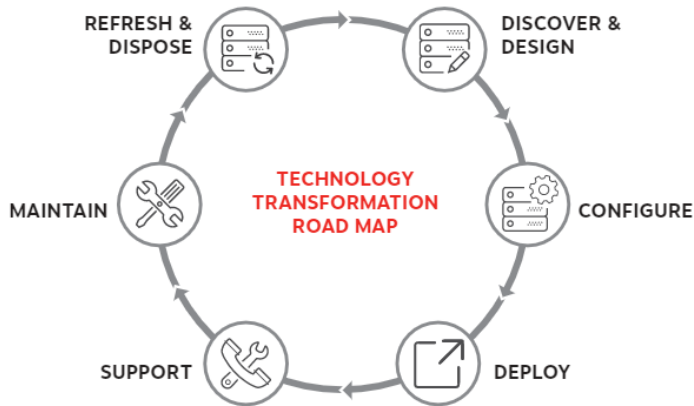
Pack & Ship Supplies:

- Poly Bags/ Shrink Products
- Mailers
- Stretch Wrap
- Corrugated Boxes
- Strapping
- Custom and Pre-Printed Labels
- Package Cushioning
- Tape – Stock and Pre-Printed
- Scales
- Pallets & Covers





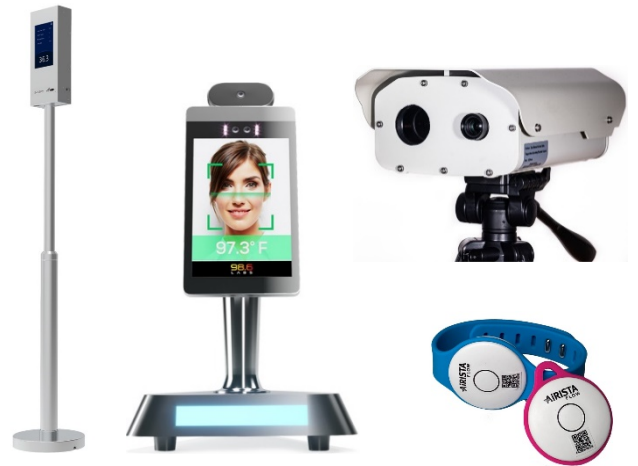
Staples Technology Solutions has best-in-class capabilities to assist your organization in all facets of technology. From purchasing hardware to providing end-to-end solutions, we can help manage your complete technology lifecycle.



Emerging Technology

To support all your ongoing Health & Wellness initiatives:

- Thermal Scanning
- Thermal Cameras
- Proximity Alert & Contact Tracing
- UV Light Sanitation
- Professional Cleaning Services
- People Count



Electronic Waste Management *Powered by* ERI

- Staples has partnered with ERI, a national one-stop electronic recycling solution provider, to ensure secure and sustainable recycling. ERI is a leader in the development of innovative and convenient programs for e-waste and IT assets.



As one of the largest commercial furniture dealers in North America, we provide world-class furniture solutions and services. Our dedicated staff of professional project managers and designers have years of experience. And our relationships with over 250 manufacturers enable us to offer the right products at the right price.

You can rely on us for complete furniture coverage of every space in your facility:



Supporting all your in office and remote working needs

Workspaces and offices

- Dividers, storage & structural elements to create distance
- Re-orient & reconfigure to create space and distance
- Height adjustability provides separation & comfort
- Use storage, dividers & flexible furniture to design productive workspaces

Remote Working

- Desks that are easy to assemble rated for all-day use
- Chair options with adjustability & features to enhance comfort
- Accessories to aid ergonomic wellness with risers and decor

Professional Enhanced Furniture Service

Industry-leading services and expertise

- Plan
- Manage
- Clean
- Disinfect
- Repair
- Install
- Reconfigure
- Move Management
- Decommission Your Space



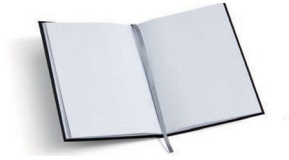


Your office is a non-stop hub of activity. There's a great flow that happens — a workday rhythm — and everyone's in sync. Your whole team's collaborating, checking off tasks and getting it all done. And that's what the right tools can do, like the wide selection of business essentials we have to help keep your workplace running like clockwork.



WRITING ESSENTIALS

Stock up on a wide selection of pens, highlighters and more.



NOTEBOOKS & JOURNALS

Sizes and styles for every note-taking need.



OFFICE ESSENTIALS

Put the right workday tools on everyone's desk.



INK & TONER

The full assortment you count on to stay up and running.



PAPER

The right size and stock for everything you print.



ORGANIZATION

Get squared away with filing, desk accessories, binders and more.