

SC SCHOOL DISTRICT COOPERATIVE

CONTRACT SHEET

EDUCATIONAL SUPPLIES & MATERIALS

(COOPERATIVE CATALOG DISCOUNT)

OFFICE DEPOT, INC

VENDOR	Office Depot, Inc
OUR CONTRACT #	15-009B
VENDOR'S REF # (Must appear on order)	219385523
CONTRACT TERM	03/30/2015 thru 03/31/2022 (Maximum contract term)
VENDOR ADDRESS	Office Depot 8658 J.W. Clay Blvd Charlotte, NC 28269
VENDOR PAYMENT ADDRESS	Office Depot PO Box 633211 Cincinnati, OH 45263
VENDOR WEBSITE	www.officedepot.com/education
CONTACT/SALES REP	Curtis Richardson
AREA/TERRITORY	Columbia & East (Except Horry & Georgetown Counties)
CONTACT EMAIL	Curtis.richardson@officedepot.com
CONTACT PHONE	843/560-9342
CONTACT CELL	
CONTACT FAX	561/438-8790
CONTACT/SALES REP	Andrew Sudiswa
AREA/TERRITORY	West of Columbia
CONTACT EMAIL	Andrew.sudiswa@officedepot.com
CONTACT PHONE	
CONTACT CELL	803/350-9381
CONTACT FAX	561/438-9310
CONTACT/SALES REP	Chris Trimby
AREA/TERRITORY	Horry & Georgetown Counties
CONTACT EMAIL	Christopher.trimby@officedepot.com
CONTACT PHONE	843/631-6363
CONTACT CELL	

CONTACT FAX	
CONTACT/SALES REP	Jennifer Stevens
AREA/TERRITORY	District Sales Manager for SC
CONTACT EMAIL	Jennifer.stevens@officedepot.com
CONTACT PHONE	336/240-4763
CONTACT CELL	
CONTACT FAX	
CATALOG DISCOUNT	50% Off list price current catalog (See Exceptions/Exclusions)
CATALOGS INCLUDED	Office Depot School Solutions 2015
CATLAOGS UPDATED	First quarter of each year
SHIPPING	Free Shipping, no minimum order
HOW TO PLACE ORDERS	
ONLINE	Business.officedepot.com/education User Must Log-In to see correct contract pricing
PO EMAIL ADDRESS	Email to your rep
PO MAILING ADDRESS	Office Depot 8658 J.W. Clay Blvd Charlotte, NC 28269
PO ORDER FAX	Fax to your rep
ORDER NOTES	Can order thru rep or on-line with login
EXCEPTIONS/EXCLUSIONS TO THE CONTRACT/DISCOUNT	Furniture & Equipment See attached Office Depot Memo
NOTES/COMMENTS	

ATTACHMENTS:

Office Depot Memo

Pricing and Clarifications

II. INSTRUCTIONS TO OFFERORS – A. GENERAL INSTRUCTIONS

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTER (PAGE 5 OF RFP):

(C) (ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

Office Depot is party to thousands of contracts with public agencies. The majority of these contracts contain provisions allowing the agency to terminate the contract at any time. There are a myriad of reasons why an agency would elect to terminate a contract prior to the scheduled expiration date. The team submitting this bid response is not aware of any Public Sector contracts that have been terminated for default within the 3 year period preceding this offer.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

As a publicly held company, Office Depot cannot certify as to our "stockholders" as owners, however, we can certify to all other "Principals" as defined in this section.

III. SCOPE OF WORK / SPECIFICATIONS

GENERAL TERMS AND CONDITIONS (PAGE 11 OF RFP):

g. Invoices shall match purchase orders and the conditions of the contract exactly. Invoices will be submitted in accordance with each district's billing requirements. The discount will be subtracted from the total on each order. Each invoice shall indicate the catalog price and the discount.

The Office Depot invoice and online systems will show the net sell price after all applicable discounts are applied. If list price and discount percentage is required for auditing purposes, Office depot can provide appropriate reporting in excel, upon request.

PRICING (PAGE 11 OF RFP):

Pricing shall be submitted as a percentage discount off the Offeror's published catalog pricing. Discounts shall apply to the quantity ordered. Percentage discount shall not decrease during the term of the contract but may increase at any time.

The Office Depot pricing offer for this bid consists of the following elements:

Catalog Assortment: Office Depot 2015 School Supplies Catalog- sku= 559772

Discount From Printed Catalog Price: 50%

Exceptions to Discounts:

- Toner- 25% off printed catalog price
- Technology & Technology Accessories- 25% off printed catalog price
- Furniture and Equipment- as per bid requirements, these are excluded from any resulting contract

Discounts: Will be firm for the initial term of the contract and any extensions.

Office DEPOT OfficeMax®

Now one company. Now great savings.

List Price: Shall be the printed list price in the above referenced catalog assortment, which will be updated in Q1 of each calendar year. As per feedback from District representative, the Office Depot bid does not include the utilization of any public index for the purpose of determining price changes, since the indicated discounts are firm for the term of the contract and any extensions.

Miscellaneous: Products within categories are determined by Office Depot in its sole discretion in accordance with its standard classifications.

Items that are not identified in the School Supplies Catalog (sku= 559772) shall not be subject to the discounts or pricing methodology otherwise set forth in any resulting Agreement. Rather, prices for such items will be established by Office Depot in its discretion and will be presented to the Customer at the point of sale or otherwise at the time of order placement

ORDERING INFORMATION (PAGE 12 OF RFP):

Contractor(s) must accept orders by phone (toll-free), fax modem, hard copy, or an electronic media provided by the contractor(s). All orders must be filled on an individual basis as required, with an itemized packing slip and delivery memo included with the order. The packing slip must identify the school/department, and name of authorized person ordering, order number accounting information, number of packages, department phone number(s), delivery point and contents of packages. An authorized representative of the department must sign all delivery memos. For a phone-in order, a copy of the original order form must be provided to the requesting department at the time of delivery.

Office Depot cannot provide a copy at delivery of the original order if the order is phoned into customer service. If the order is faxed or emailed we can provide a copy of the original order upon request within 30 days of the original order.

VII. TERMS AND CONDITIONS – A. GENERAL (PAGE 15)

Office Depot requests that notices not be given by either party, via fax and that all notices be sent via US Mail or some commercial method such as FedEx or UPS that can provide written confirmation of receipt.

Notwithstanding any provision of this RFP to the contrary, the information provided by Office Depot in response to this RFP is confidential, and the customer is responsible for maintaining the confidentiality of this information in accordance with the terms and conditions of this agreement. The response submitted in connection with this RFP is predicated upon the information that you, the customer, have provided to date. In the event any information provided by the customer proves to be inaccurate or incorrect, Office Depot reserves the right to adjust pricing accordingly. Our financial response is subject to Executive Committee and/or CEO approval. Prices provided are sold based on Office Depot's stocked brands and suggested unit of measure. If awarded the bid, Office Depot reserves the right to have any resulting contract reviewed by its Legal Department prior to execution. Note for all products: Pricing has been provided based on the requested unit of measure. In some cases, Office Depot will stock a different unit of measure than what is asked for in the RFP. For example each vs. dozen. In this case the price will be converted to the stocked unit of measure.