

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Procurement Division
320 Hospital Drive Ste. 23
Warrenton, VA 20186

Phone: (540) 422-8353

Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

DATE: November 7, 2017

COMMODITY NAME: Office Supplies, Miscellaneous

CONTRACT NUMBER: TCPN #R141703

CONTRACT PERIOD: March 1, 2015 – February 28, 2019

RENEWALS REMAINING: 1

CONTRACTOR: ** Office Depot Inc.
PO Box 633301
Cincinnati, OH 45263-3301
Phone: 540-454-9550
Fax: 561-438-3647
Sales Representative: Michael Carta
michael.carta@officedepot.com
Customer Service Phone – 888-777-4044

VENDOR NUMBER: 630971

TERMS: Net 30

DELIVERY: F.O.B. Destination

MINIMUM ORDER: \$50.00

FOR FURTHER INFORMATION CONTACT: Tomeka Price, Senior Buyer
Ph: (540) 422-8353

**** Please Note: Office Depot has bought Office Max. The merger process is ongoing. Michael Carta has informed us that products from Office Max should be available through the Office Depot website.**

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order goods and services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. Blanket Purchase Order: Blanket Purchase Orders may be issued to cover purchases during the fiscal year to expedite the order of supplies under this contract. Departments interested in ordering supplies on-line should contact the Sales Representative to be set up for on-line ordering.
3. The contract number, department number, vendor number, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
4. Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
5. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
6. Catalogs: Catalogs are delivered to each site by the Office Depot sales person. Michael Carta is our contract sales representative. He can be reached by calling 540-454-9550 or e-mail: michael.cart@officedepot.com. You may also call Sharon Hodges in Procurement for assistance. If you wish to be set up for internet ordering contact the sales representative and he will provide you with a user name and password for ordering directly to your location.