

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

Procurement Division

320 Hospital Drive Ste. 23

Warrenton, VA 20186

Phone: (540) 422-8352

Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

DATE: November 9, 2021

COMMODITY NAME: Managed Print Services

CONTRACT NUMBER: R171404 (Omnia Partners)

CONTRACT PERIOD: March 1, 2018 – February 28, 2023

RENEWALS REMAINING: 0

CONTRACTOR: ** Office Depot Inc.
PO Box 633301
Cincinnati, OH 45263-3301
Phone: 410-409-9454
Account Manager: Kirby Dore
Kirby.Dore@OfficeDepot.com

Customer Service Phone: 888-777-4044
Billing Support: 800-721-6592

VENDOR NUMBER: 630971

TERMS: Net 30

DELIVERY: F.O.B. Destination

MINIMUM ORDER: \$50.00

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, Buyer
PH (540) 422-8353
Rachel.Cuervo@fauquiercounty.gov

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

- 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.
- 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. P-Cards should be used for online orders within their single transaction limits.
- 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.
- Inspection on delivery and approval of contractor's invoice is the responsibility of the receiving using department.
- 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 email, fax or courier.
- Catalogs: Catalogs are available online at Office Depot - Business Account. Kirby Dore is our account manager. She can be reached by calling 410-409-9454 or e-mail: Kirby.Dore@OfficeDepot.com. You may also call Rachel Cuervo 540-422-8353 in Procurement for assistance. If you wish to be set up for internet ordering contact Rachel Cuervo or the sales representative and she will provide you with a user name and password for ordering directly to your location.

Office DEPOT. OfficeMax®

Taking care of business

YOUR K12 PRINT SERVICES RESOURCE GUIDE

- ✓ **Save valuable staff time**
- ✓ **Control your overall costs**
- ✓ **Take advantage of the year-round discounted printing**
- ✓ **No volume purchasing requirements**
- ✓ **GROUND SHIPPING INCLUDED on orders over \$50.00!**

FOR K12 PRINT SERVICES REQUESTS ONLY, EMAIL YOUR REQUEST TO:

Email: k12@officedepot.com

This centralized email will submit your request for one of our experienced and dedicated K12 Print Services Project Leads to reach out and assist with your specific print project!

Common Print Services requests include:

- ✓ *General print quote requests*
- ✓ *Curriculum Printing projects*
- ✓ *Schedule a phone consultation*
- ✓ *Questions about your existing Print Services order*

Please include the basic information with your request:

- School District Name along with your School Name or Department
- Your name and phone number
- Quantity needed and specifications of print project
- Number of shipping locations for order and include the shipping addresses
- File information – Is the file attached to the email or do you need an upload link sent to you to upload the bulk or large file to)

If your school district needs assistance with your existing Brand Identity Program for branded business cards, letterhead, etc, please email: bieastregion@odcallcenter.com

**For office and school supply needs,
please reach out to your Office Depot Account Manager.**



MPS TECHNOLOGY SOLUTIONS FOR EDUCATION CAN CREATE LONG TERM SAVINGS

Office Depot Managed Print Services

As we move through these uncertain times, it is important that Educational institutions take advantage of available technology to help reduce costs and take the worry out of data and print management. We can help.



HARDWARE & TECH

Replacing older printers and other devices with new tech will help reduce costs through greater efficiency.

Upgrade your equipment to:

- Help reduce costs
- Create better efficiency
- Provide employee badge access options and cost center payment coding options



ASSESSMENT

We will perform a print assessment of your environment to develop a Custom Solutions Plan designed to impact your workplace and your bottom line.

We offer:

- Free Assessments
- Optimized printing plans



MPS

Our MPS program will manage your print fleet with just-in-time supplies and service, reducing costs and allowing your teams to focus on teaching.

Our program includes:

- Maintenance and Repair
- Additional security and software options

Ready to get started? Contact your account representative today.