

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: October 2, 2019

COMMODITY NAME: Office Supplies, Miscellaneous

CONTRACT NUMBER: R190303 (Omnia Partners)

CONTRACT PERIOD: June 1, 2019 – May 31, 2024

RENEWALS REMAINING: 5

CONTRACTOR: \*\* Office Depot Inc.  
PO Box 633301  
Cincinnati, OH 45263-3301  
Phone: 910-988-6384  
Fax: 561-438-3647  
Sales Representative: Dr. Sandy Arteaga  
[sandra.arteaga@officedepot.com](mailto:sandra.arteaga@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: Ellen Mayhugh Jr. Buyer  
Ph.: (540) 422-8352  
[Ellen.Mayhugh@fauquiercounty.gov](mailto:Ellen.Mayhugh@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

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 email, fax or courier.
6. Catalogs: Catalogs are delivered to each site by the Office Depot sales person. Dr. Sandy Arteaga is our contract sales representative. She can be reached by calling 910-988-6384 or e-mail: [sandra.arteaga@officedepot.com](mailto:sandra.arteaga@officedepot.com). You may also call Ellen Mayhugh 422-8352 in Procurement for assistance. If you wish to be set up for internet ordering contact the sales representative and she will provide you with a user name and password for ordering directly to your location.



### Request for Contract Update

R190303, R190502, Office Supplies, Educational Supplies,  
R142212, R160204, Furniture, Technology, Janitorial &  
R162102 & R171404 for Managed Print Solutions

Pursuant to the terms of contract number \_\_\_\_\_ Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc. \_\_\_\_\_ hereby provides notice of the following update on  
(Contractor)

this date 8/21/19

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
\_\_\_\_ New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** Tarriff Import Surcharge Fees  
\_\_\_\_ X Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary). Recent government tariffs have affected the costs of a wide array of goods throughout the marketplace. As a consequence of these government tariffs, Office Depot has begun to implement import surcharges on impacted core list items. Region 4 ESC and the contract suite using customers are able to see the relevant import surcharge at the item level while in cart, checkout and on order confirmation and order history. By implementing the surcharge as a line item fee rather than a price increase we are able to provide full transparency to the fees. This method also allows Office Depot to react to a change in the marketplace, if and when these fees cease to exist we are able to quickly remove the fee link and return to business as usual.

Submitted By: Nancy Davis

**Approved by Email:** Date 9/24/2019

Title: National Program Manager, Public Sector

**Denied by Email:** Date \_\_\_\_\_

Email Address: nancy.davis@officedepot.com

DocuSigned by:  
Region 4 ESC Robert Biegelmann  
0B1D33BB0130490...