

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: May 18, 2022

COMMODITY NAME: Office Supplies, Miscellaneous

CONTRACT NUMBER: R190303 (Omnia Partners)

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

RENEWALS REMAINING: 5

CONTRACTOR: ** ODP BUSINESS SOLUTIONS, LLC
F/K/A OFFICE DEPOT BUSINESS SOLUTIONS
PO BOX 1413
CHARLOTTE, NC 28201 - 1413
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: 652468

TERMS: Net 30

DELIVERY: F.O.B. Destination

MINIMUM ORDER: \$50.00

FOR FURTHER INFORMATION CONTACT: Rachel Cuervo, CPCP
P-Card Admin/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

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 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 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.