

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: February 20, 2024

COMMODITY NAME: Workspace Furniture & Interiors

CONTRACT NUMBER: R191812 (Omnia Partners)

CONTRACT PERIOD: May 1, 2020 – April 30, 2023
RENEWAL May 1, 2023 – April 30, 2024

RENEWALS REMAINING: 2

CONTRACTOR: ** Office Depot Inc.
PO Box 633301
Cincinnati, OH 45263-3301
Phone: 512-865-6206
Sr. Account Exec—Simone Skeete-Adair
simone.skeetadair@odpbusiness.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.
 - [K-12 Look Book](#)

Office Depot Workspace Furniture & Interiors

Also see K-12 Look Book



Workspace Interiors by Office Depot® provides workplace solutions that help redefine how your employees work and help create the mindset that reflects the culture of your organization. We are a full-service North American office furniture dealership, which will work with you from concept to completion.

Comprehensive product assortment and services

- Top-grade office furniture from top brands
- Custom-made solutions to fit your unique space
- Space planning and design services
- Certified, insured, factory-trained North American installation technicians
- Repair and restoration services
- Flexible financial services that include leasing and renting options

North American footprint

- Several skilled Furniture associates available throughout many locations
- Expansive network brings lower costs, higher service levels, on-time project completion and reliable delivery from coast to coast

Experienced furniture account team

- From small upgrades to complete multilocation installations, our professional team of furniture specialists provides the service you need to turn all your workspace ideas into reality

[K-12 Look Book](#)

Contact: Kirby.Dore@officedepot.com , 410-409-9454.



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