

Contract Instructions
PADD17200120 Office Supplies
Metro Office Solutions

1. To use this contract, you will need to sign up for an account with Metro Office Solutions. Please complete the account request form to submit to Steve DeJonghe who will assist with getting an account established.

2. Contact for this contract:

Stephen DeJonghe

Email: stephen.dejonghe@mymetroofficesolutions.com

Office: 775-356-7908 Cell: 775-848-5463

Contact for Customer Service: **Metro Office Solutions Customer Service: 877-696-7266 x3575**

3. Once you have an account you can access the website at: www.mymetroofficesolutions.com

4. This contract is for a variety of office supplies with the following items noted:

- Furniture is **excluded** from this PADD. Furniture includes (but is not limited to) panel systems as well as standalone office furniture (e.g. desks, chairs, filing systems, etc.).
- Computers, printers, scanners, monitors, drivers and large volume copy machines are also **excluded** from this PADD.
- Other commodities or services which are available on current Statewide Blanket Purchase Orders (SBPOs) or Participating Addendums (PADDs) that were executed by the state of Idaho prior to this PADD may only be procured from this PADD if the commodity or service cannot be obtained from the other SBPO/PADD (e.g. janitorial supplies, envelopes, MRO – maintenance, repair and operating supplies, lab equipment and supplies, computers, large volume multi-function copiers, etc.).

5. This contract is based on the Essendant wholesale catalog that comprises over 27,000 items. Customers will need to order "C" contracted items.

6. Delivery service will be fulfilled from the Salt Lake and Seattle warehouses to your desktop unless otherwise noted or instructed by your orders.