

Contract Instructions

PADD15200009 Office Supplies

Office Max Office Depot

1. Go to http://purchasing.idaho.gov/statewide_contracts.html
2. Go to Office Supplies
3. To use this contract you will need to sign up for an account on Office Depot's website (<https://business.officedepot.com>)
4. Contact for this contract:
 - i. Boise All areas north to CDA and ISU
All areas east to Pocatello, Idaho Falls etc.: "Sashi" (Hisashi) Tatsumi
 - ii. Direct Number: 208-891-2753
 - iii. Email: Hisashi.Tatsumi@officedepot.com
 - iv. North Idaho: Linda Davis
 - v. Direct Number: 509-279-3722
 - vi. Email: Linda.Davis@officedepot.com
5. 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.).
6. This contract is based on the SP Richards wholesale catalog along with the new OfficeMax Maxi catalog. That comprises over 28k items. Customers will need to order "C" contracted items. You may see some items not available that you used to purchase as they are not with the 28K item assortment. There should be an option available within the new assortment.