

Contract Instructions PADD15200009 – ODP Business Solutions, LLC

1. To use this contract, you will need to sign up for an account through our ODP Business Solutions, LLC account manager.
2. The points of contact for this contract are:
Tom Burns
Strategic Account Manager, Public Sector
Phone: 425.922.8078
Email: thomas.burns@officedepot.com
Peter Anderson
Public Solution Specialist
Phone: 855.337.6811 ext. 16042
Email: peter.anderson@officedepot.com
Customer Service
Phone: 888.2.OFFICE
Email: B2BTeam@odpbusiness.com
3. The website to order office supplies is: <https://odpbusiness.com/> This contract is for a variety of office supplies as described in the file titled “Office Supplies Categories” on the statewide contracts web page. Specifically restricted items are as follows:
 - Office furniture is excluded from this contract. Office furniture includes (but is not limited to) panel systems as well as standalone office furniture (e.g., desks, chairs, filing systems, bookcases, etc.).
 - Computers, monitors, printers, scanners, all-in-ones, large volume copy machines, networking equipment, and software are also excluded from this contract.
4. If an item is restricted and you have a need for it, email Mike.Gwinn@adm.idaho.gov and request to have the restriction removed. After reviewing the request, a determination will be made, and you will be notified if the restriction will be removed.