

Contract Instructions PADD15200009 – Office Depot

1. To use this contract, you will need to sign up for an account through our Office Depot account manager.
2. The account manager is:
Account Manager
Jeff Castor
Email: jeff.castor@officedepot.com
Phone: (503) 929-4405
3. The website to order office supplies is: <https://business.officedepot.com/> This contract is for a variety of office supplies as described in the file titled “Office Supplies Categories” on the statewide contracts webpage.

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 Jason.Skelton@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.