

Contract Instructions PADD15200009 – Office Depot

1. Go to https://purchasing.idaho.gov/statewide_contracts.html.
2. Click the letter “O”.
3. Go to Office Supplies.
4. Click on “Office Depot Website” to get to the login page.
5. To use this contract, you will need to sign up for an account with the account manager assigned to your region.

6. Account managers for this contract are as follows:
Account Manager (Southwest/Central/Eastern Idaho)
Martha Brocke
Phone: 208-794-6105
Email: Martha.Brocke@officedepot.com

Account Manager (North - Pacific Time Zone Area)
Linda Davis
Phone: 509-279-3722
Email: linda.davis2@officedepot.com

7. 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, drives, 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 multifunction copiers, etc.).

8. 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.