



Office of the Comptroller  
PURCHASING SERVICES  
210 Martin Luther King Jr. Blvd., Rm 513  
Madison, WI 53703-3346  
Phone (608) 266-4521

Web Site: <http://www.cityofmadison.com/purch.html>

## NEW OFFICE SUPPLIES CONTRACT

|   |  |
|---|--|
| VENDOR:   | <b>OFFICE DEPOT<br/>Business Services Division</b>   |
| MAIN LINK:  | <a href="http://bsd.officedepot.com">http://bsd.officedepot.com</a>  |
| ACCOUNT NAME:   | <b>City of Madison</b>   |
| ACCOUNT #:  | <b>84032194</b>  |
| <b><u>DEDICATED<br/>STATE OF WI<br/>CUSTOMER SVC TEL:</u></b> | <b>888-777-4044</b>  |
| CUSTOMER SERVICE FAX:   | <b>800-973-3376</b>  |
| MAIN CONTACT:   | <b>Lynn Schoeni<br/>Account Manager II<br/>Office Depot Business Services Division<br/>608-242-4214 (direct)<br/>608-800-613-4624 x4374<br/><a href="mailto:lschoeni@officedepot.com">lschoeni@officedepot.com</a></b> |

## OFFICE DEPOT CONTRACT DETAILS:

### 1. BASIS

The City has contracted with Office Depot, Business Services Division, <http://bsd.officedepot.com>, for all office supplies. This contract includes new toner (*not remanufactured laser toner.*) **This is a mandatory contract.**

### 2. POINT TO REMEMBER

- You must be set-up in the Office Depot Business Services Division system (not the retail services division) in order to get the appropriate contract discount. Only Purchasing can set you up as a user of the system.
- There is a dedicated State/City customer service number (**888-777-4044**) that is different than that shown on the initial Office Depot login screen.

### 3. MDS ORDERS

MDS/Corporate Express will no longer be the City's portal for ordering *office supplies*. However, continue to use MDS for the Fisher Scientific or Grainger contracts.

### 4. EFFECTIVE DATE

- The new pricing structure will be available on the web on or before November 1, 2005. You may start using Office Depot immediately.
- Please transition all orders to Office Depot as soon as possible. Orders to other office supply companies will be flagged by Accounting/Purchasing starting December 1, 2005.

### 5. P-CARDS.

- Unless agencies direct us otherwise, Purchasing will link all p-card numbers to the Office Depot's system to ensure that everyone gets the right discount.
- Note: If you do not want all your p-card holders to be linked, submit names to be deleted to Purchasing.

### 6. SET-UP FOR CURRENT AND NEW CUSTOMERS

- a. Currently registered Office Depot users will only need to re-enter new P-card number and expiration date on the Office Depot website.
- b. New users:
  1. Purchasing /Office Depot will initially do a mass data entry of all new users into the Office Depot system:
    - Name
    - P-card #
    - P-card Exp. Date
    - Tel No.
    - Ship-To (Each user will have access to all of his/her agency's ship-to addresses as entered in SXD.)
  2. You will need to change your password upon your next log-in.

c. New User set-up after initial program.

Contact Purchasing to be set-up as a new user to the Office Depot website.

**7. PRICING DISCOUNT STRUCTURE.**

|                      |  |
|----------------------|--|
| First Tier Pricing : | <ul style="list-style-type: none"><li>• Best value and most aggressive pricing</li><li>• Approx. 1500 most commonly used items</li><li>• These items are shown by categories on the web under the "MY SHOPPING LIST" function.</li></ul> |
| Second Tier Pricing: | <ul style="list-style-type: none"><li>• Approx. 5700 items with approx 38% discount off the Wholesaler, United Stationers lowest end column pricing. Prices are adjusted quarterly.</li></ul>  |
| Third Tier Pricing:  | <ul style="list-style-type: none"><li>• Remainder of the items are on a 'cost plus 40%' basis</li></ul>  |

- Note: While not all items will have the lowest price in every instance, the overall total savings for the City in time and dollars will be significant if all office supplies are purchased from the Office Depot contract.
- If you find lower priced items either on sale in the Office Depot store/circular or in the Office Depot retail division website, call Lynn and she will adjust your prices accordingly.
- If purchasing in larger quantities, also call Lynn for best prices.

**8. DELIVERY.**

Monday-Friday: Orders placed before 5:00 p.m. will be delivered next business day.

Saturday/Sunday: Orders will be delivered on Tuesday.

**9. IN-STORE PURCHASES** are highly discouraged, and tolerated only in emergency situations. Travel to and from stores and shopping time for office supplies are generally a waste of City resources and therefore must be restricted. Shopping after City hours must also be avoided due to risk management issues.

**10. QUESTIONS.** Contact Purchasing :

Monette McGuire at 267-4969, [mmcquire@cityofmadison.com](mailto:mmcquire@cityofmadison.com)

Sarah Helmstetter at 266-4521, [shelmstetter@cityofmadison.com](mailto:shelmstetter@cityofmadison.com)