

**Quantity Purchase Agreement  
With The State Of Indiana**

<b>Qty Purchase Agreement QPA Number</b>	<b>Page</b>
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<b>Requisition Nbr.:</b>	<b>Office Supplies, Ink &amp; Toner</b>
<b>Effective Date:</b>	<b>06/01/2018</b>
<b>Expiration Date:</b>	<b>05/31/2022</b>
<b>Agency Number:</b>	
<b>Facility:</b>	<b>ASA-17-059</b>
<b>Vendor ID:</b>	<b>0000013851</b>
<b>Vendor Telephone Nbr:</b>	
<b>Name Of Contact Pers:</b>	
<b>Contact Email:</b>	
<b>FAX Number:</b>	

Vendor: OFFICE DEPOT INC  
Remit to: OFFICE DEPOT, INC  
PO BOX 633211  
CINCINNATI OH 45263-3211

Name and Address of Vendor: OFFICE DEPOT INC  
OFFICE DEPOT, INC  
PO BOX 633211  
CINCINNATI OH 45263-3211

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement. The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement. **Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

<b>Line Number</b>	<b>Quantity</b>	<b>UNIT</b>	<b>Article and Description</b>	<b>Unit Price</b>
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QPA# 19106 Commodities: Office Supplies, Ink, & Toner Contractor: Office Depot INC IDOA  
Contract Manager: Kyla Catellier KCatellier1@idoa.IN.gov Vendor Contact: Rob Cockrum  
Rob.cockrum@officedepot.com Vendor Customer Service: Stateofindiana@officedepot.com This is an award of a Quantity Purchase Agreement for office supplies, inkjet and toner products for all state agencies. All item prices include delivery, shipping, service and administrative costs required to provide delivery to all State locations. The vendor has agreed to extend the pricing terms of this contract to all local governmental entities (universities, cities, towns, counties, municipalities, quasi-agencies, elected officials, etc.), K-12 schools and libraries through the OneIndiana Initiative. The vendor will provide an online catalog through PeopleSoft known as the punch out site. Therefore, you must enter all purchases (regardless of dollar amount) in PeopleSoft, in the purchasing module. The vendor shall use reasonable best efforts to provide next business day delivery for orders placed by 5:00 pm local time on the previous day. Orders will be dispatched to the vendor electronically from PeopleSoft at 5:00pm local time. Please make sure your PO is successfully transmitted when the state of the PO is "Dispatched." Office Supply Categories: Adhesives, Badge, Batteries, Binders, Binding Supplies, Bookend, Breakroom Supplies, Calculator, Cash Handling, Chalk, Cleaning Supplies, Clipboard, Clips, Computer-related Supplies, Copy Paper, Correction Supplies, Desk/Office Accessories, Dry Erase Supplies, Easel Pad, Envelope, Eraser, Folder, Index Card, Key Tag, Labels, Label Tape, Laminating Supplies, Liffoff Tape, Machine/Printing Roll, Magnet, Mailer, Marker, Moistener, Paper Products/Notebooks, Pen, Pencil, Supplies, Photo Supplies, Presentation Supplies, Punch, Push Pin, Redi-Tag, Report Cover, Ribbons, Rubber Bands, Rubber Finger, Ruler, Scissor, Self-Stick Notes, Sheet Protectors, Shredder/Supplies, Stamp/Supplies, Staplers/Supplies, Storage Boxes, Tack Board, Tape, Tray, Trimmer, Wastebasket Toner Categories: Original Equipment Manufacturer, Functional Equivalent, Remanufactured

The following UN/CEFACT Unit of Measure Common Codes are used in this document:

<b>Signature of Purchasing Officer</b>	<b>Typed Name</b>	<b>Signature Of Approval Office Of the State Attorney General</b>	
	<b>Date Signed</b>	<b>Typed Name</b>	<b>Date Signed</b>
<b>Authorized Signature</b>	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		