

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

Qty Purchase Agreement QPA Number	Page
00000000000000000000000019106	1 of 2
Requisition Nbr.:	Office Supplies, Ink & Toner
Effective Date:	06/01/2018
Expiration Date:	05/31/2021
Agency Number:	
Facility:	ASA-17-059
Vendor ID:	0000013851
Vendor Telephone Nbr:	
Name Of Contact Pers:	
Contact Email:	
FAX Number:	

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.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
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QPA# 19106
Commodities: Office Supplies, Ink, & Toner
Contractor: Office Depot INC

IDOA Contract Manager:
Kari Jagars
KJagars@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, Liftoff 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:

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Line Number	Quantity	UNIT	Article and Description	Unit Price
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Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3150		