

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.:	Office Supplies, Ink & Toner
Effective Date:	05/01/2022
Expiration Date:	05/31/2025
Agency Number:	
Facility:	ASA-17-059
Vendor ID:	0000405515
Vendor Telephone Nbr:	
Name Of Contact Pers:	
Contact Email:	
FAX Number:	

Name and Address of Vendor: ODP BUSINESS SOLUTIONS LLC
6600 NORTH MILITARY TRAIL
BOCA RATON FL 33496

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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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 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."

If you are needing to purchase an item that is restricted, please contact the IDOA Vendor Manager with justification for the purchase to have the item unrestricted.

The vendor has provided 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.

Toner Categories: Original Equipment Manufacturer, Functional Equivalent, Remanufactured

K-12 Schools and and Local Entities need to contact Mike McKowen to receive a quote.

IDOA Vendor Manager: Cindy Lewandowski, Clewandowski@idoa.in.gov

ODP Customer Service: StateOfIndiana@odpbusiness.com Sales: Mike McKowen,
Michael.Mckowen@odpbusiness.com

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

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		