| Contract Name: | Office and Educational Consumables | Florida State Contract Number: 44111513-17-01 |
| Vendor: | Office Depot | Effective Dates: 04/18/2017 – 04-17-2022 |
| Vendor ID: | B00068743 | Number of Vendors: 1 |
| Vendor Address: | 5000 Bayou Blvd Pensacola FL 32503 | Payment Terms: Net 30 |
| Contact: | Stephanie Marinaccio | Accepts PCard: Yes |
| | Phone: 850-736-9178 | MBE: No |
| | Customer Svc: 888-777-4044 | Fax: 888-731-8794 |
| Email: | stephanie.marinaccio@officedepot.com | Website: https://business.officedepot.com/ |

**Contract Information:**

UWF employees can order office supplies for their department using their PCard. A partial catalog of items (16,000 awarded on Florida State Contract to Office Depot) is available on the Office Depot web site. Only the 16,000 items awarded will be viewable on the Office Depot contracted web site. All remaining items will be at retail pricing (no discount) and not covered by contract. If you do not find the particular office supply item at the Office Depot contracted web site, you will be required to shop at GCOP or Staples contracted items. Office supply items can be purchased from another vendor ONLY if the cost is less than what is available from either Office Depot, GCOP or Staples contracted items. You must print out your shopping comparison for PCard backup documentation files to prove that Office Depot, GCOP and Staples contracted web sites were checked before purchasing from any other vendor, including Office Depot, GCOP or Staples retail (non-contract items).

**Contract Advantages:**

- Next day delivery for orders placed before 3:30 pm:
- Desktop delivery to designated building and room #:
- Order online at above web site, paperless; and ,
- Online catalog with browsing capabilities.

**BEFORE** ordering on-line, you must first set up a profile and obtain a User ID and Password. Email denenglish@uwf.edu and stephanie.marinaccio@officedepot.com with the following information:

- First Name:
- Last Name:
- UWF User Name:
- Email (UWF):
- Phone Number [Include Area Code]:
- Shipping Address, including Bldg. and Rm. Numbers:
- Department Name:
- Banner Index Fund Code:

Your PCard number will be added to your profile when a new profile is created. Your PCard will also be registered for in-store use. Registering your PCard number allows you to shop at a retail store and receive the contract discount on any of the 16,000 items awarded on Florida State Contract. You must use your UWF PCard to pay for your in-store purchases in order to receive the contract discount on any of those items.

Please allow 12 hours for your profile to be set up before you try to log in to the Office Depot web site, OR make an in-store purchase with your PCard.

**UWF Employee Benefit:**

You can also set up a personal profile for personal purchases at a discount. All personal purchases are to be delivered to home address. Personal purchases are not to be delivered to campus. To set up a personal profile, email Stephanie Marinaccio. Please be sure to mention in the email that this request is for a personal profile.