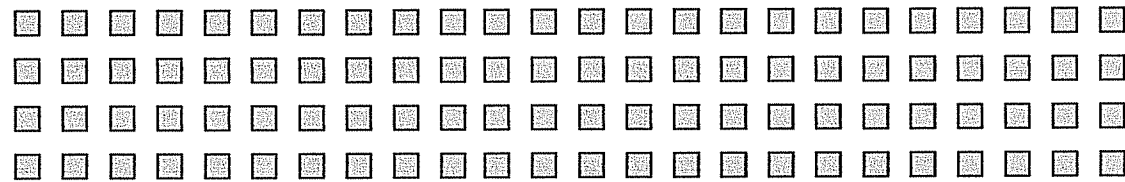
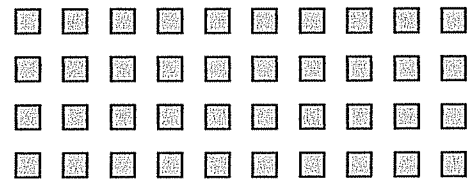




State of West Virginia



Business Solutions Division



Office DEPOT

Value, Integrity, Excellence

Request for Proposal Response

January 25, 2007

ORIGINAL

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PURCHASING DIVISION
STATE OF WV

Table of Contents

- **Tab 1 – Cover Letter**
- **Tab 2 – Written Responses**
- **Tab 3 – Original RFP with Required Signatures**
- **Tab 4 – Pricing**
- **Tab 5 – Legal**



Office DEPOT

GLOBAL BUSINESS SOLUTIONS DIVISION

January 25, 2007

Ms. Betty Francisco
Senior Buyer
State of West Virginia
Department of Administration
Purchasing Division
State Capital Complex
2019 Washington Street, East
Charleston, WV. 25305

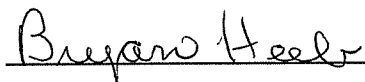
Dear Betty:

We are pleased to have the opportunity to present a proposal for the procurement of office products to the State of West Virginia. Enclosed you will find our comprehensive proposal per your request, highlighting the benefits to the State of West Virginia's current and future purchasing plans.

On behalf on the entire Office Depot Business Services Division, we look forward to earning the right to move forward in you selection process, combining the strengths of Office Depot and the State of West Virginia to create a mutually beneficial business relationship for many years to come.

Should you have any questions please feel free to contact me directly at 888-294-1187, Ext 7337.

Sincerely,



Bryan Heeb
Business Development Manager

Vendor Responsibilities

1. Successful vendors shall provide catalogs/price lists, at no charge, upon request to various state agencies. Additional price lists/catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. State agencies may obtain the catalogs/price lists by contacting the contract coordinator (vendor representative)

Response:

Office Depot will be happy to provide additional catalogs and price lists to any of the State of West Virginia's various state agencies. Your point of contact, Bryan Heeb would be the individual to coordinate this for the State of West Virginia.

2. Orders shall be delivered within twenty four (24) hours or one (1) working day after orders are received. Spending unit must be advised in writing if orders will be delayed for any reason.

Response:

Delivery Systems

Office Depot is prepared to provide next day delivery to over 90% of the U.S. Thus, there are three elements to providing next-business-day delivery of your office supply orders and Office Depot has a competitive advantage in each area; *Inventory, Order Cut-off times and Delivery Network.*

Inventory: Office Depot stocks on average more than 15,000 SKU's in our Delivery Centers. In addition, we consistently achieve over a 98% fill rate company wide. Therefore we can assure the State of West Virginia we will have adequate stock to meet the demands of your end users.

Order Cut-Off Times: Office Depot has the latest cut-off times in the industry. We control our own inventory and ordering process and can provide later cutoff times for all of your locations. By utilizing our Internet you can order up until 5:00 p.m. in your local area and still have next day delivery to your place of business.

Delivery Network: Office Depot operates a Business-to-Business Delivery Network that allows us to maintain a local, regional and national presence. In addition to our own fleet, your orders may be delivered via UPS or another third-party carrier to ensure complete nationwide delivery coverage.

We fill and deliver over 100,000 deliveries a day with an on-time delivery of 99% based on reconciled manifests. That accuracy is possible because we have a fully integrated warehousing system and operate our own coast-to-coast distribution and delivery network. Overall, it means you can feel confident that your order will ship complete and on time.

We can provide a **Service Plan** for the State of West Virginia. We match up each of your locations to provide our delivering distribution center location, the order lead time and the closest retail location in mileage.



3. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract. Excessive out of stock and back orders will not be tolerated. Substitutions of products shall only be accepted if cleared by the agency prior to shipping of such substitution.

Response:

Office Depot purchases 93.5% of all warehouse stock items *direct from the manufacturer*. This figure includes normal stock keeping units (SKU's) as well as special ordered items. We will occasionally ask for support from two wholesalers. Our primary wholesaler is S.P. Richards who represents approximately 5.0% of the items Office Depot warehouses purchase. Our secondary wholesaler relationship is with United Stationers, which represents approximately 1.5% of purchases. All of this ensures that the State of West Virginia receives the right products at the right place at the right time.

Office Depot's National Account Desk will only substitute a product after they have communicated directly with your authorized end-user. We will only offer substitutions if your contract management team gives Office Depot prior authorization.

4. Each delivery shall be placed as requested in one location at the delivery site. Dock deliveries are not acceptable unless so requested by the agency. All deliveries must be made during normal working hours for the delivery location. All orders (including back orders) shall not be invoiced until the item is actually delivered. Agencies may request non-ordered items to be picked up within five days of a delivery, even if there are no deliveries within this five-day time frame.

Response:

All deliveries will be made via UPS and will be delivered to the address on the shipping label provided by the State of West Virginia for the end user.

5. Successful vendor must be able to accept orders via phone, fax, internet, USPS.

Response:

Phone Ordering

Office Depot's customer service team, headquartered in Delray Beach, FL, provides you with easy access phone ordering through the use of an 800 toll free number. We do offer regionalized customer service, but most customers prefer one centralized team trained to manage their requirements.

Your Customer Service Representatives (CSR's) will customize their service to your needs. They will learn your frequently ordered products, quantities, cost centers and any other information unique to you.

Having the following information will make your call fast and accurate:

- Account Number
- Shipping Address
- Contact Name and Telephone Number



- Billing Information (i.e. Purchase Order number, dept./cost center)
- Items to Order

Fax Ordering

Office Depot has streamlined the fax ordering process to its maximum efficiency. For your pre-approved, most frequently ordered products, you may use our Core Requisition Form. These products are already listed for you. You need only to write in the quantities and fax the form.

For infrequently ordered items, you may fill out the Non-Core Requisition Form. You can write in the quantity, Office Depot 6 digit SKU number, unit of measure, description and fax the form.

Office Depot's rapid turnaround time on faxed orders dictates that all orders received by 4:00 p.m. E.S.T. will be delivered on the next business day.

eCommerce

Today's competitive business climate requires efficient, lean operations by doing more with less. Office Depot offers added value and convenience with our best eCommerce solutions that are designed to increase productivity, reduce expenses and lower the overall cost of doing business!

Office Depot's eCommerce strategy is to continue to lead our industry in providing tools for our customers to improve their procurement process. By recognizing this growing need for purchasing organizations Office Depot has partnered with several ePurchasing software systems such as:

Ariba
Higher Markets/Sciquest
Data Stream
Iprocure
nuBridges
Oracle
Perfect Commerce
Peoplesoft
Supplyworks
SAP/OCI
Verian

The key to our success in working with these organizations is the fact that our industry leading web site has tremendous scale and reliability allowing for a dramatic number of users. Our electronic catalog has robust content; our system searches are fast. We have invested tremendous resources in training and support to our customers who take advantage of eCommerce.

Most of our customers' proprietary systems evolve around how they can link their order entry systems to our order entry systems or how they can link to our electronic catalog. We have field IT support that works in conjunction with our National Account Managers. Our IT team will set up the interface between the State of West Virginia and Office Depot's ordering system.



Electronic Data Interchange - EDI

EDI Technology (Electronic Data Interchange) has been used since 1989 by Office Depot customers to speed purchasing, invoicing and banking. Typically EDI systems are employed by our largest companies and are often linked directly to corporate accounting systems offered by companies such as Oracle, PeopleSoft, and SAP. Office Depot's EDI system is fully capable of interacting with these systems.

Office Depot has added an unprecedented new dimension to the EDI process. For the first time, EDI users have the option to create their order in an interactive mode using the search and browse capabilities of the Office Depot Internet Catalog. After you create the order, it is routed back to your EDI system. There it is converted to the universally accessible ANSI x .12 format before being sent through the standard EDI processing.

Procurement Cards (P-Cards)

Through the use of your Visa, MasterCard or American Express Card, Office Depot is able to expand our business partnership with you. All Office Depot purchases can be paid with this card, whether by phone, fax or Internet.

6. All products must be highly efficient and effective in the performance of the tasks for which the product is intended to be used.

Response:

Office Depot provides a 100% Satisfaction guarantee on anything we sell. If you are not completely satisfied with a purchase, you may return the item up to 30 days for an exchange or refund. Our Private Label items meet rigorous testing and performance standards. In fact, everyone of our private label branded items carries this seal.



In addition, we have a strong program with our current vendors called the Strategic Vendor Program. The Strategic Vendor Program is a growth initiative of Office Depot for its delivery business. The program focuses the organization's finite resources in a manner that yields the best opportunity for profitable sales growth. With over 3000 suppliers, the program reaches over sixty percent of the delivery business through a select few vendor partners. Objectives for the program include:

- Strengthen key vendor relationships
- Leverage joint brand equity
- Drive mutually beneficial economic impact
- Leverage Office Depot and vendor capabilities to enhance sales effectiveness
- Drive profitable sales growth

The program is a collaborative effort by owners in marketing, merchandising and sales, with full support from the broader organization. In 2004, this team modified the program structure to meet market changes and enhance the value proposition for all participating entities. The enhanced 2004 Strategic Vendor Program was developed using feedback from all constituent groups, industry best practices and a shared vision for continuous improvement.



Purpose Statement

The Strategic Vendor Program provides definition and direction to key vendor relationships. It better focuses and leverages resources and expertise towards providing customers with the best possible products, services and business solutions. A simple premise guides the program: by selectively partnering with Strategic Vendors, the company can better focus its internal efforts towards identifying and maximizing the market opportunities that lead to long-term profitable sales growth.

7. Credits must be handled quickly and efficiently, promptly replacing incorrect items and processing credits in a timely fashion.

Response:

Office Depot's strength lies in our flexibility, and we are committed to providing you with a flexible program and procedure for returned or damaged goods. Returns are handled in a fashion that is unique to our industry. Credit pickups are keyed into our system like orders. A pick ticket will be printed in our distribution center and the return will be picked up within 5 business days. Credit/returns are tracked through our system, and reports are generated daily. Most products (see below for specifics) can be returned for credit within 30 days of the purchase date for any reason, if the product is in sellable condition and in the original manufacturer's container.

Policy

Your complete satisfaction is our primary concern. For returns, please contact your Customer Service Representative. Furniture, computers, monitors, printers, scanners, faxes and all-in-one machines, with accessories in original packaging, can be returned within 14 days after purchase for a full refund. Notebooks, PCs and opened software (with accessories in original packaging) can be exchanged for the same item within 14 days of purchase.

Folding chairs and tables, which are out of their original carton, may not be returned. All custom ordered products, furniture and chairs are made to your specific request and are excluded from this policy and cannot be returned

We apologize, but returns on stocked furniture are subject to a freight and/or restocking charge, and must be in new condition.

Online Returns

Office Depot has recently added a new feature to our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:

- Click on order tracking towards the top of screen
- Then click on the order number you need to place a return on
- On the order detail page you click on submit return
- Then select the item or items you want to return and hit continue



- Last review the information for the return and hit submit return at which point you will get a confirmation number for the return

Telephone Returns Process

Step # 1: Call Our Customer Service Department

- Please provide your Customer Service representative with all the pertinent information.
- Be sure to include your invoice number and SKU number of the product being returned/credited.

Step # 2: Give A Brief Description Of The Reason For The Return/Credit

- Product is damaged/defective
- Delivery related
- Original order incorrect
- Customer request

8. Internet Access – Vendor must be able to provide internet ordering access. The successful bidder shall be responsible for training agency personnel in using their internet site for placing orders and coordinating the return pick ups. Successful bidders must be able to ensure the discounts shall be given through the internet site.

Response:

Internet Web Site

As an eCommerce pioneer, Office Depot has connected over 325,500 mid to large corporations with over 1,388,000 users. 70% of their business with us comes via the internet. In addition, Office Depot is the #3 internet retailer just behind Dell and Amazon. By utilizing our knowledge and experience, you can integrate systems that make online ordering not only easy for you but for your users too.

Our contract customer BSD web site offers the following advantages:

- Live Inventory Status- Real Time Inventory viewing of all our distribution centers based on your shipping location.
- 18 months of Order History & Tracking on-line.
- Your contract pricing on all items.
- The ability to build both personal and company wide Custom Shopping Lists containing best value (contract) items, favorites, frequently ordered items, etc...
- Browse our 14,500+-item catalog on-line.



Features:

- Multiple Search/Order Functions
- On-line catalog; Search For function including search by feature and compare functions; Order by Item #
- Toner/ink Find-Search by manufacturer make and model # to identify all items that fit your business machines
- Custom Stationary Online
- On-line backorder options
- On-line Returns
- On-line account/user administration - "Super user"
- Individual user profiles define parameters/capabilities for each user as well as all user information
- Group Login Identities
- On-line Reporting
- Order History & Tracking sort functions
- OD STAR- Order Status/Tracking, including on-line delivery verification, electronic signature capture and exact delivery details
- On-line email notification and email order approval release (HTML)
- Hierarchy/Approval/Workflow Process Levels- Up to 11 total levels
- Best Value/Contract item identification
- Four Accounting/Information fields available for account customization and identification on all orders/billing documents
- Restrict items from being purchased at the user level by department, class, item and/or dollar amounts
- Ability to define dollar amounts and expiration dates for PO's and cost centers
- Customer Bulletin Board to communicate program information and post company logo
- Flexible Delivery Dates and Future order site
- Real Time credit card authorization
- Link to Tech Depot our technology company
- As well as many other features/capabilities

Internet WebSite Access and Sign-On – "Test Site":

Type: <http://bsd.officedepot.com>

User Name – type: demo2005

Password – type: demo2005



Program Support

Office Depot will deploy as many personnel and resources to fulfill the needs and support of the State of West Virginia and Office Depot program. No cost or responsibility is incurred by the State of West Virginia for the organization of Office Depot personnel and training.

Office Depot has several ways to ensure your users become knowledgeable and feel comfortable with new processes. Through our local representation, we provide:

1-on-1 Internet ordering training

Classroom training

Our Internet Website has online help

We provide Internet demonstrations

We leave users with Office Depot's Internet user's Guide

Level 1 Support (Customer) – To support your questions during implementation and to provide ongoing support, it is recommended to assign responsibility to a help desk staff within your internal organization. The help desk at your location then provides Level 1 Support to monitor performance, including connectivity, and to manage problem resolution. During the implementation phase, Office Depot will provide training to your help desk for troubleshooting common problems.

Level 2 Support (Office Depot) – For problems not related to connectivity and configuration, the Level 2 Support at Office Depot may be called upon to provide technical expertise.

The help function within our Website provides an e-mail link to contact Office Depot. You may also call the Electronic Commerce Technical Support Desk staffed by trained MIS Professionals and is available from 7:00 a.m. – 8:30 p.m. EST, Monday through Friday at (800) 269-6888 at no cost to the customer.

All other areas of service are covered during our National Rollout program. Our Rollout Kit includes specific information for all new users with policies, procedures and specific instructions like:

- How to place orders?
- Who to call with problems or questions?
- How do I place a return?
- And, much more.



9. The successful bidder must provide a contract coordinator as a sole "point of contact" for the State of West Virginia.

Response:

Your Global Business Development Manager Bryan Heeb will be responsible for the decision-making regarding this RFP. Bryan's efforts are supported by the entire Business Solutions Group team which is composed of the following key support teams, senior sales executives, Implementation, IT Integration, Training, Transportation and Warehouse.

10. Vendor must restrict purchases of merchandise classifications to the West Virginia State agencies that are not allowed through the office product contract. (Note: Political subdivisions are not limited by this restriction.)

Response:

In order to assist you in controlling costs, Office Depot has created a variety of order restrictions to support standardization of product purchases and control the dollar purchases for a specified period.

Product standardization can be accomplished by restricting users to a specified list of items, or by presenting a standardized list to the user first, before allowing them to purchase outside the list.

Restrictions can be setup to exclude purchases of:

- A specific set of items identified by item number.
- All items made by one or more Manufacturers.
- All items belonging to one or more Product Categories.
- All items belonging to one or more Product Classes.
- All of the above

A maximum dollar amount restriction can be specified by:

- Account
- Department
- Order
- Line
- All of the above



11. Bidder shall provide a discount from list price for all items and produce for WV Procurement Officers a customer "Net Pricer" for daily use. The catalog and net pricer must contain a minimum of 10,000 items available from the successful vendor. This should be available in paper and CD format. Agencies are encouraged to use the CD format.

Response:

Office Depot will be happy to provide our current "Net Pricer" in both CD-R and paper formats to the State of West Virginia.

12. Bidder shall neither offer nor promote seasonal/promotional items to encourage the purchase of additional office supplies.

Response:

Office Depot acknowledges and understands your statement.

13. Bidder shall schedule quarterly meeting with the Purchasing Division to discuss and report on the contract activities and the contract purchase volumes.

Response:

Our Business Review process is a high level summary which ties together all of the statistical information that we gather on our performance and service levels. We will provide the State of West Virginia specific performance data by geographic location or business unit. Each business review completed will then be rolled up into a master review of for entire company. This process of creating multiple reviews allows us to compare each of your locations against one another to find best practices, innovations and ensure all locations are performing to minimum State of West Virginia standards. Our review will be customized to provide the specific format and metrics that the State of West Virginia would like to evaluate. The goal of these reviews is to provide you with more than "raw data". Our objective is to create documents that will show you in one page how we are doing in meeting your objectives in the following areas: achievement of your corporate goals, IT and systems interface performance, delivery, service-level, customer satisfaction, compliance and rogue spend, transition success and strategic development.

The State of West Virginia's Global Business Development Management team will schedule a quarterly reviews globally. The Office Depot Account Managers will assist each State of West Virginia location by analyzing spending and usage data. This process helps the State of West Virginia by providing a quarterly focus to drive greater usage to their core product list, identify rogue spend outside their endorsed contract stationer, and analyze actual product usage.

To continue our ongoing commitment for your total customer satisfaction, Office Depot has implemented a customer Business Review process to evaluate our effectiveness as a supplier. Our Business Reviews are held both quarterly and annually with our customers.



Business Reviews Include:

- Our customer's initial objectives
- Previous time period accomplishments and objectives for the next reporting period

Sales Statistics:

- Purchases by product group
- Sales by location
- Average monthly sales
- Special categories

Performance Measurements:

- Customer Report Card
- Customer Quarterly Review
- Customer Evaluation Survey
- Office Depot's plan of action to ensure customer satisfaction

Independent Business Reviews:

- Customer Focus Groups
- Customer Interviews
- Customer Telephone Surveys
- Store Exit Interviews

14. Bidder must provide office supplies statewide (all agencies in the entire State of West Virginia) with no exceptions via private or common carrier.

Response:

All deliveries will be made via UPS and will be delivered to the address on the shipping label provided by the State of West Virginia for the end user.

15. Vendor must send packing slip in each order.

Response:

Office Depot acknowledges and understands your requirement. Office Depot includes a packing slip with every order. Our packing slip contains the following information:

Header

- Order number
- Delivery center location
- Route and stop of delivery
- Order Date



- Delivery Date
- Preferred Time of Delivery
- Sales ID

Bill To/Ship To

- Customer billing and shipping address information

Customer Information

- Customer Number
- Purchase Order Number
- Release Number
- Contact Name / Phone Number
- Department Number
- Order Comments

Order Details

- SKU / Customer Number
- Item Description
- Order Quantity
- Ship Quantity
- Backorder Quantity
- Unit of Measure
- Unit Price
- Total Cost
- Pieces Delivered
- Customer Copies
 - Item Totals
 - Delivery Charge
 - Sub-total
 - Sales Tax
 - Total Order Amount
 - Balance Due
 - Signature Block



Reports

Successful vendor shall provide quarterly reports and annual summaries showing the quantities, dollar value, agencies, and political subdivisions which have used this contract. Additionally, the reports must show the method of order placement (internet, fax, ect.) both by the percentage and dollar amount. Vendor must also provide reports of the number of orders place monthly, the total number of individuals set up to place orders. A report must be also prepared that indicates the percentage of orders that are received within the one-day delivery requirement. Successful vendor shall also be able to provide report showing the top 100 items purchased during the contract period. This report is mandatory and failure of the successful bidder to supply such reports may be grounds for cancellation of the contract.

Response:

One of the most powerful tools Office Depot offers is extensive usage and tracking reports. This information is specific to the overall program for the entire National Account covering all products, orders and spend. Office Depot and the State of West Virginia will mutually schedule a quarterly review process. We will assist you with analyzing spend and usage data. This will allow you to drive greater usage to their contract list, identify rogue spending outside their endorsed contract stationer and see actual product usage.

Office Depot can easily accommodate your reporting needs. Reports can be sorted up to nine levels using a combination of any of these fields:

- Customer Number
- Customer Product Code
- Customer Department Number
- Office Depot Product Code
- Office Depot Catalog vs. Non-catalog products
- Contract vs. Non-Contract Products
- End-User Name of Desktop Location
- Office Depot Merchandise Department
- Parent Number if usage is rolled up by groups
- Ship to or Location Number
- Ship to by City, State, or Zip
- Office Depot Product Categories
- Purchase Order Number
- Product Description
- Contact Name
- Order Source
- Customer Size

The media type used can be paper, diskette or email (Excel or CVS file).

Formats and reports available include, but are not limited, to the following options:

Usage Reporting

- Item and dollar usage



- Descending dollar usage
- Descending times item sold
- Descending quantity usage
- Contract vs. Non-Contract
- Customer department number
- Desktop location or end-user name
- Ship-to or location number

Cost Savings Opportunity Reporting

- Customer product code
- Office Depot product code
- Office Depot merchandise department
- Office Depot product category
- Product description

Order Method Reporting

- Internet
- Fax
- Phone
- Store Purchasing Card
- Procurement Card

Distribution Cost Reporting (Average order size)

- Customer number
- Ship-to or location number

Product Reporting

- Minority products
- Recycled products
- Manufacturer name
- Product description
- Unit of measure
- Quantity sold for period
- Dollar amount sold for period

Online Reporting

Only general account and order information is available through the Internet for a period of 18 months. Online reporting is available on our contract Website and is simple to use. Our system provides the ability to:

- Manage visibility to information based on your user roles
- Create, analyze and print usage reporting
- Sort the history of the purchases by product type, PO and ship-to location
- Manage and control your spending on office supplies



During the implementation phase, the Super User will designate those State of West Virginia end users who will have access to view your online reports.

We also have the ability to send you your reports electronically via e-mail within 48-72 hours of your request. The general format is in Excel, but a customer can be set up to receive CSV files automatically by e-mail.

As an endorsed vendor, Office Depot will identify the reports required and their formats. They can be sent on a prescheduled basis or by request. You are not limited to the formats and can request customized reports at any time.

Additional Solutions

A Partnership of Excellence!

Office Depot is excited that the State of West Virginia is accepting our response to your bid proposal for your office supply needs and requirements. We are confident that you will find that we have a proven track record to be efficient, reliable and cost effective. Furthermore, by selecting Office Depot you will find a financially solid supplier which ensures quality products, high fill rates, stable operating systems, leading-edge technology, and an investment in a successful partnership.

For over 19 years, Office Depot has strived to provide our valued customers with the very best in office products, solutions, and services. Our customers are the reason we have become the industry leader.

No other office supplier will earn your business like Office Depot. Our friendly, knowledgeable employees can provide you with information, support and solutions to help select the products and services that can best contribute to your business' growth. Knowledge paired with support has emerged as a key commitment for Office Depot in order to develop loyalty and affinity among both our customers and employees, making Office Depot the preferred place to shop.

Office Depot is committed to quality and to your satisfaction as our valued customer. It's why we look forward to every opportunity to meet and exceed your office supply needs. Throughout this response, you will find a comprehensive overview of Office Depot and our capabilities that we feel will suit your overall business needs.

Catalogs

Office Depot Business Solutions Group offers a variety of catalogs to meet your needs.

BSD Full Line Catalog

This general-line catalog represents an in-stock inventory of over 14,500 office products. Some features of the catalog include color-coded section references to assist in the location of specific product categories and MWDVE, Recycled and New Item symbols for easy product identification. This catalog contains 1080 pages and our revised annual publication is released in July.

Frequently Ordered Items

Our Frequently Ordered Items Catalog contains our 3,957 most popular products in our wide assortment. This catalog is specifically designed for use in branch offices or smaller work groups. This catalog contains 208 pages and is released annually in August.



Green Book Catalog

Office Depot's 2005 Green Book is the only catalog of environmentally preferable office products printed on elemental chlorine-free 100% PCW recycled paper. Offering 85% more items than the 2004 Green Book, the catalog contains about 2,500 environmentally preferable products. These items are equal in performance to standard office products, but save natural resources, conserve energy, or reduce or prevent the emission of toxic chemicals.

School Catalogs

Office Depot produces School specific catalogs twice a year that focus on our wide product selection and programs for the K-12 market. These catalogs include an expanded Arts and Crafts section, as well as Teacher Resource Material, and Health and PE Equipment. Please learn more about our school program following this section under "*K-12 Education*".

Custom

Our custom catalogs feature those products and services specific to your company, allowing for overall control of office supply expenditures. The Office Depot custom catalog is produced in-house, therefore guaranteeing extreme flexibility in the design to meet each of our customers' individual needs.

K-12 Education

Office Depot's Business Services Division is proud to serve our nation's educational institutions with specialized solutions, services, people and products that address each school's educational and operational needs.

Office Depot is your single source for quality office and classroom supplies and services that increase efficiency such as centralized online ordering, billing and usage reports.

Stockless Inventory Management and Cost Management Solutions help schools reduce costs, improve service levels, leverage buying power and assure efficient spending.

Our experts can provide solutions that address current Federal Funding Initiatives, such as Title I, E-rate and No Child Left Behind, helping to maximize your school's benefits.

Lasting relationships with ASBO and AESA further underline our insight into the business of education, as do Office Depot's strong ties with other local and national organizations such as NCSA and NAIS

5% Back to Schools⁺

Office Depot has donated millions of dollars in credits for free supplies to thousands of US and Canadian schools through the 5% Back to Schools Program⁺. All qualifying purchases made by school administrators, teachers, parents and students using the school's ID number earn credit toward future purchases for that school.

National Backpack Program

For the past five years, Office Depot has donated backpacks full of supplies to non-profit organizations and schools, giving a greater chance at success to more than 880,000 disadvantaged children.

Star Teacher Program

Pre-K through 12th Grade teachers participating in our Star Teacher Program receive instant 5-15% discounts on qualified in-store purchases and Copy & Print Center Services, Advantage



Rewards up to 10% in-store, by phone and online, special event invites, exclusive offers and detailed monthly purchase accounting online.

Branding & Product Choices

With more than 14,500 in-stock office supply products; our extensive variety of products and services enables the Business Solutions Group to serve the needs of all of its customers nationwide. Our commitment as a company is to supply your office product needs with quality brand name and private label products and solutions.



Our Everyday Office Supplies assortment includes: Binders & Storage, Paper, Forms, Envelopes, Pens, Pencils & Markers, Printer & Fax Supplies, AV Supplies & Equipment, Basic Supplies & Labels, School Supplies, Business Cases, Calendars & Planners, Desk Accessories, Executive Gifts, Filing, Custom Imprints.

Office Depot is your Total Solutions Provider to meet all of your office needs. Our products and services are vast and varied, allowing for innumerable solution orientated opportunities. Office Depot's services lend themselves to each customer's individual needs. Among our many business solutions include the following:

Office Depot Private Label Solutions

Approximately 20% of our skus are private label items. Paper and office products are the largest contributors. There are many private label brands beside Office Depot brand; Office Accents, Texflex, Castlebridge, Tech Gear, and Vector are all Office Depot owned private label brands. Office Depot brand will represent national brand quality offered at a substantial discount in price to the consumer. The product will be tested and compared to the national brand when possible. Product quality will be required to be equal or better than the national brand or equivalent. Our factories will be reviewed and monitored by an independent company and will be socially responsible to Office Depot's standards as well as local laws and regulations. We have the confidence to place our name and reputation on every private label product. Other advantages include direct involvement in product design and pricing. We are also able to include items in our assortment that are exclusive to Office Depot. All Office Depot private label products are backed with a 100% satisfaction guaranteed policy. It's also important to know that quite often the Original Manufacturer is actually the source for many of our private label products.



Recycled Products

More than ever before, Office Depot customers have a wider range of high quality, environmentally preferable office products that can be substituted for traditional office supplies. These products are equal in performance but save natural resources, conserve energy, or are manufactured in a way that reduce or prevent the emissions of toxic chemicals. For example, Office Depot. stocks thousands of environmentally preferable products, including

- Paper products



- Remanufactured ink and toner cartridges
- Binders and floppy disks made from recycled plastic
- Paper clips and garbage cans made from recycled metal

To make it easy for our business customers to purchase environmentally preferable office products, in January, 2004, Office Depot, Inc. launched the first ever Green Book Catalog, the industry's first catalog consisting solely of environmentally preferable products that is printed on elemental chlorine free, 100 percent post consumer waste (PCW) recycled content paper.

With respect to paper products containing post-consumer recycled content, Office Depot has a comprehensive policy to work with our suppliers to:

1. Increase the amount of recycled material in paper products, and
2. Increase the number and range of products containing recycled materials.

Strategic Vendor Program

The Strategic Vendor Program was established to better leverage vendor expertise and Office Depot's collective resources in order to offer you the very best in products and services. To evaluate the existing and potential vendor base, Office Depot focuses on two primary areas: product offering and quality and supply chain management.

Product Offering and Quality

Our merchandising group works closely with our vendor's product management teams to develop products that add value to the consumer at the most competitive prices. In some of the paper based commodity areas we are able to leverage our buying power to help reduce the procurement costs of raw materials for some of our core vendors. This gives us a competitive advantage that gets passed directly to you, our contract customers. We work with our vendors to employ independent third party product testing companies to evaluate certain items in our product offering to ensure the highest quality standards. Our merchant team also negotiates with our wholesalers to inventory products that have been chosen in our national assortment.

3M
Acco
Alliance
American Tombow
Avery
Binney & Smith
Brother
Bunzl
Bush Furniture
Dixon
Esselte
FireKing
Global

Hon
Hewlett Packard
International Paper
Lexmark
Nikon
Nu-Kote
OIC
Pelouze
Quality Park
Sanford
Smead
Tops
Weyerhaeuser



Supply Chain Management (Logistics & Distribution)

We thoroughly investigate the vendor's ability to provide product when, where and in the volume that we require it. We make absolutely sure our vendors have the manufacturing capacity to service our needs today and have the ability and resources to increase their capacity as our demand grows. We audit the vendor's capabilities in the following areas: forecasting techniques, vendor managed inventory (VMI) and electronic data interchange. We require that our vendors provide us with a dedicated support infrastructure providing us with specific contact persons for each functional area of our business. We leverage information about the vendor's existing service level statistics (line fill rate, length of time on backorder, damaged/defective %, etc.) in order to make sure they meet our quantifiable measurement criteria.

Return Policy

Your complete satisfaction is our primary concern. If you are dissatisfied for any reason, you will receive full credit. General supply items should be returned in the original packaging within 30 days. Technology and stocked furniture items should be returned in the original packaging within 14 days. Special order non-stocked merchandise will be ordered upon request and may be returned if damaged or defective.

Supply Chain Enhancements

Office Depot is constantly developing our warehouse and delivery technologies to ensure we are operating at maximum efficiency. The principle focus for these quality and efficiency enhancements is our continued commitment to fanatical customer service. Every movement of product within our warehouses is tracked to ensure the right product is in the right box, the right box is loaded on the right truck and we deliver the right order to the right customer.

Based on that premise, the volume of incoming inventory and our ability to manage it efficiently is vital. In the table below we discuss our latest enhancements as well as the various benefits followed by a more in-depth discussion of how each can most benefit our customers.

Technology Enhancement	Benefit to the Customer
Scan Receiving/Scan Put-away	<ul style="list-style-type: none"> Guarantees our inventory is in stock and available when you place your order. Ensures you will receive the right product.
Scan Letdown	<ul style="list-style-type: none"> Improved customer service through improved inventory integrity.
Voice Picking	<ul style="list-style-type: none"> Makes sure the correct product has been picked to the correct customer carton, improving outbound quality.
Check Weigh	<ul style="list-style-type: none"> Affirms that you get the correct product as ordered.
Scan to Truck	<ul style="list-style-type: none"> Ensures your order is properly loaded on the correct delivery truck so you receive the correct package.
OD S.T.A.R.	<ul style="list-style-type: none"> Electronically captures and stores your signature for proof of delivery to be viewed online. Real-time delivery information.
Wholesaler Re-engineering	<ul style="list-style-type: none"> Maintains high service levels and the ability to track receipt and return of wholesaler products.

With the automation of the **Scan Receiving/Scan Put-away** process, Office Depot has the ability to increase the quality of customer orders while improving the overall fill rate and service level. The Scan Receiving/Scan Put-



away process ensures that Office Depot has the right product, in the right place at the right time for all our customers.

The automation of the **Scan Letdown** process was designed to increase product location integrity. As customer orders are picked, the Scan Letdown process moves product from our reserves into the picking area to be sure we have enough of the available product to fill your orders without delay. The process increases item location, integrity and improved quality to our customers.

As Office Depot picks the items to fill your orders, we have a voice-activated system that directs our employees to the correct pick destination. The picker will scan the carton, which will prompt the voice message in the picker's headphones to tell them what item to pick, where to get the item, what quantity, color, SKU number, etc. In addition to improving Office Depot's internal efficiencies, **Voice Picking** ensures the correct items are picked to precisely fill your orders.

To ensure that you receive the correct product as ordered, in-line scales measure the weight of each carton known as **Check Weigh**. Check Weigh reads the barcode on each box and determines the total box weight, verifying the set weight of each item and carton. This determines that the carton for your order contains all the correct items based on the individual weight of each product.

Scan to Truck was designed to improve our loading process from our warehouses and improve the accuracy of customer deliveries. This process ensures that each box is properly loaded onto the correct delivery truck. Scan to Truck allows the driver to know exactly where the cartons are located on the truck whereby ensuring you receive the right product.

In 2001, Office Depot rolled out a "signature tracking and reporting" system called **OD S.T.A.R.** This tracking device enables our drivers to capture the customer's signature upon delivery. That's one of the benefits of OD S.T.A.R., having a database of all the signatures that can be accessed instantly.

With the use of a Palm Pilot which includes bar code scanning, this technology allows Office Depot to transmit wireless messages throughout the day back to our order entry system (AOPS), our contract website – bsd.officedepot.com and our public website – www.officedepot.com, providing real-time delivery status on all your orders. Proof of delivery signatures are available online just ten minutes after our drivers return back to the servicing distribution center. What this means to our customers is that they can call to track their order status and receive real-time delivery information. Consequently, the system provides the capability of giving the customer an estimate of their delivery's arrival.

Supplier Diversity

Supply Chain Diversity is part of a focused government effort geared towards increasing capacity and overall opportunity for businesses owned and operated by disadvantaged and underutilized groups. These efforts are supported by the Title 13 (Business Credit and Assistance); Chapter 1 (Small Business Administration); Section 124 (8a Business Development/Small Disadvantaged Business Status Determination) statute. The overarching objective of these efforts is to drive; economic and business development and job creation.

Office Depot has established a leading position in supplier diversity initiatives. The Office Depot commitment to supplier diversity is represented in our three dimensional approach to developing collaborative, productive relationships with promising HUB's* (Historically Underutilized Businesses, which include: Minority, Women,



Disabled, Veteran, Disabled-Veteran, and Small (SBA 8(a), SDB, and HUB Zone) enterprises), these relationships are defined as:

- 1) **Tier I:** Under the Tier I arrangement, the customer purchases goods and services "directly" from the HUB supplier firm.
- 2) **Tier II:** Under the Tier II arrangement, the customer purchases good and services "indirectly" from the diversity supplier firm. Example: Customer buys from Office Depot who buys directly from the HUB firm.
- 3) **Supply Diversity:** Under the Supply Diversity arrangement, Office Depot purchases goods and services from HUB firms for internal use and not for resell.

Represented in each of the above supplier diversity programs, Office Depot has developed relationships with firms that possess the following certifications:

Type/Program	Acronym
Women Business Enterprise.....	WBE
Minority Business Enterprise.....	MBE
Historically Underutilized Business.....	HUB
HUB Zone Designated Area.....	HUBZone
Small Business Administration.....	SBA
8a Business Development.....	8aBD
National Minority Suppliers Development Council.....	NMSDC

Office Depot Tier I Solution

The Office Depot Tier I Program is intended to map to the spirit of the Supplier Diversity initiative and supporting legislation. The goal of the initiative is to enhance the capabilities of independently owned and operated MWDVE firms in a manor that positively contributes to their economic development, job creation and long-term viability. To accomplish this objective, Office Depot has taken a mentor protégé approach toward leveraging its expertise to enhance the capabilities of our MWDVE partners. In the spirit of enhancing partners long-term business viability, Office Depot provides our Strategic Partners, training and education in several key functional areas necessary to enhance their overall effectiveness. Inclusive in the Tier I Partner Training program are the following modules:

- | | |
|----------------------------|---------------------------|
| -Sales Training | -Prospecting Strategies |
| -Territory Management | -Recruiting and Profiling |
| -Training Skills | -Interviewing Skills |
| -Business Plan Development | -Territory Planning |

Strategic Partners will perform the following activities:

1. All capital management and accounts receivables activities (all payments would be made directly to the Tier I Partner).
2. All primary customer service and support inquires.
3. All billing of customer invoices and preparation of statements.
4. All primary billing inquiries
5. Primary management of the account.



6. Primary sales and marketing.
7. Contract negotiations.

Office Depot will perform the following activities:

1. Product order picking, packing wrapping and labeling.
2. Delivery of the products to the customer's location.
3. Secondary sales activities in geographic areas where the Tier I Partner does not have sales representatives.

Activities that Strategic Partners and Office Depot may work on together:

1. Initial implementation of the contract.
2. Technology issues (our separate IT systems will be performing functions between one another and will be linked to each other, so it may or will require our technology team members to work together depending on the issue).
3. Preparations for bidding the contract.
4. Preparations for final negotiation of the contract.
6. Quarterly or semi-annual reviews with the customer would be performed with both company's representatives being present.
7. Management personnel from both companies will work together to make sure that the customer's overall experience with purchasing from this Strategic Partnership is a positive one and that it provides the expected "valued added" services.

1. Office Depot Tier I Partnership

This program consists of national, regional and locally scoped partnerships. Office Depot Tier I Partners has demonstrated experience and expertise in driving the overall scalability of the customer relationships. Under this approach, Office Depot functions as the outsourced partner to the Tier I company and performs the order fulfillment and delivery functions. Office Depot also provides secondary sales and customer service support. Given the complexity of large customer relationships, specifically national accounts, it is imperative the Office Depot BSD rep stay engaged and leverage internal capabilities to effectively service this type of customer.

Office Depot Strategic Partners:

- ❖ P.D. Morrison Enterprises
- ❖ Workplace Solutions
- ❖ Materials Management Services
- ❖ Mail Center Plus
- ❖ Hoffman Technologies
- ❖ Integrated Business Supplies

These partners are state certified by a national organization and have scaling ability to meet the broader needs of customers outside their geographic locations.

In addition, Office Depot maintains essential partnerships with various local and national diversity organizations including the National Urban League, the National Minority Supplier Development Council, the National Association of Women Business Owners, the Women's Business Enterprise National Council, Florida Minority Supplier Development Council, and many others. It is through these relationships and access to various other diversity knowledgebase, Office Depot has immediate access to thousands of Tier I certified candidates.



Periodically, candidates are filtered through our pre-qualification process such that we maintain a pool of pre-qualified firms.

Office Depot's objective is to offer you options that enable you to purchase from the type of suppliers that meet your specific diversity preferences. Office Depot has adopted an expansion strategy that allows us to expand our MWDVE partner base, based on the needs of our customers. With your specific diversity preferences in mind, Office Depot will partner with qualified MWDVE suppliers and market their capabilities through our field sales team, support organizations and vendor partners.

To ensure you have the access to superior MWDVE suppliers, Office Depot has deployed a comprehensive six-stage selection and evaluation process that enables us to rapidly identify, evaluate and implement those partners that may best service your specific needs. Once a candidate has been pre-qualified, the process takes seven to eight weeks before final decision, and an additional two weeks for full integration. With further understanding of your specific requirements and diversity objectives, Office Depot will determine whether to work with an existing Tier I partner to expand their market reach, add a new local partner.

Tier II Program

Another potential solution to your stated requirements is our Tier II program. This solution has been implemented with other customers with similar requirements.

The Office Depot Vendor Diversity program objective is to provide small disadvantage businesses with economic development support through expanded market exposure. Currently, Office Depot has 65 MWDVE firms who collectively represent over 800 products featured in our BSD catalog. With your specific needs in mind, Office Depot will work to identify a local partner whose products may be purchased through your relationship with Office Depot.

Currently, Office Depot is providing the State of Texas and the State of Florida with products from our local MWDVE Vendor partner relationships. To satisfy your ink, toner and/or paper needs; Office Depot will assist local qualified minority vendors to become certified and thereby make their products part of our distribution program.

Some of Office Depot major MWDVE Vendors include:

BAUMGARTEN'S	Woman-Owned
SMEAD MANUFACTURING COMPANY	Woman-Owned
ALLIANCE RUBBER COMPANY	Woman-Owned
OFFICEMATE INTERNATIONAL	Asian Pacific-Owned
MASTER CASTER COMPANY	Woman-Owned
AMERICAN PRODUCT (REPLEN)	African American-Owned
PAPER MANUFACTURES	Woman-Owned
REDI-TAG CORPORATION	Woman-Owned
PACIFIC HANDY CUTTER INC.	Woman-Owned
QPL, INC.	Hispanic-Owned
ADVANTUS CORP	Woman-Owned
AMERICAN PRODUCT	African American-Owned
CORPORATE DIST. (LOLLIPOPS)	African American-Owned



AMERICAN PRODUCT (SO)
SOUTH COAST PAPER

African American-Owned
African American-Owned

Supplier Diversity promotes the use of MWDVE firms' goods and services for Office Depot internal use. The Supplier Diversity Team has made great strides to reinforce Office Depot's commitment to improving economic development. Office Depot actively seeks out promising HUB firms to ensure equal opportunity in the Office Depot supplier selection process. The Team has also formed mentoring relationships with current and potential HUB's to assist in raising their capabilities from primarily local or regional players to being potential competitors for national and international business. Office Depot is dedicated to not only seeking out and retaining these businesses as vendors, but more importantly, to the establishment of mentoring and training relationships that ensure HUB's are equipped to grow and prosper in today's marketplace. Through this effort Office Depot has made a significant contribution to the prosperity of the communities in which we live and serve.

The Office Depot Supplier Diversity Team, which is located in our Internal Procurement Services Department, officially began in 2002, but has already achieved so much. For example:

- In 2002, Office Depot identified a team specifically responsible for implementing Supplier Diversity throughout Office Depot.
- In 2003, Office Depot identified hundreds of current suppliers that have the ability to pursue HUB Certification.
- In 2003, Office Depot's Internal Procurement Officers worked with the Florida Regional Minority Business Council to create a comprehensive janitorial outsourcing program.

Total Supply Chain Diversity Sales:

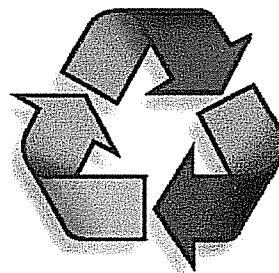
- In 2003, Office Depot had sales of over \$460 million in MWDVE product and services.
- In 2004, Office Depot had sales of over \$500 million in MWDVE product and services.
- In 2005, Office Depot had sales of over \$560 million in MWDVE products and services.
- In 2006, Office Depot had sales of over \$600 million in MWDVE products and services.

Our Environmental Commitment

Office Depot believes that environmental stewardship is good for our communities and essential for our future.

Providing Customers with Greener Products

Office Depot's commitment to sustainability begins with providing a wide range of environmentally friendly products. We sell an unparalleled selection of recycled and energy-efficient items.



- Our catalog includes more than 2,000 products - from Post-it notes to computer disks - that are made from recycled material or are otherwise environmentally preferable. These items range from copy paper, to legal pads, to file folders to pencils to plastics to cardboard and even paper clips. Products containing recycled content are noted in our catalog and on-line to help our customers make more environmentally-aware choices.
- Office Depot offers a large selection of computers, copiers, and printers that have been certified by the Federal Energy Star program as being among the most energy efficient in the market. Copiers that have earned the ENERGY STAR label "sleep," or power down, when not in use, and use 40% less electricity compared to standard models.
- Our Office Depot-brand recycled copy paper contains 35% post-consumer recycled content, which is higher than the standard required by the Federal government. By purchasing recycled paper instead of virgin paper, customers can help to reduce municipal waste, save energy, conserve water and cut air and toxic chemical pollution.
- In an effort to encourage more customers to utilize our capability to recycle their empty ink and toner cartridges while simultaneously encouraging them to try our Green Top papers, Office Depot has announced a program to provide a FREE ream of EnviroCopy™ Recycled Copy Paper (500 sheets) for each ink or toner cartridge returned to our stores. (See store for details.)
- Office Depot sells a wide range of remanufactured toner cartridges and also operates a national program to collect used laser and inkjet cartridges for remanufacture. Each cartridge reclaimed is one that does not wind up in a landfill, and each conserves, on average, the equivalent of half a gallon of oil compared to manufacturing one from scratch.

Office Depot Auditing and Verification Policy

Office Depot values the contribution of our many suppliers who have worked with us to promote environmental stewardship and to set new standards for measurability in our industry.

To encourage and reward the environmental initiatives undertaken by our suppliers and to increase the value of their efforts among our stakeholders, Office Depot will increasingly:

1. Rely on independent auditing and verification of paper suppliers and the management practices of the forest operations from which their wood fiber is sourced;
2. Require our paper suppliers to submit performance reports detailing their progress in environmental management and forest certification programs;
3. Give preference to suppliers who source their materials from forest lands certified by an independent, third-party to be sustainable; and
4. Review and, as appropriate, audit the manufacturing process of our paper suppliers and the environmental forest practices of the operations from which their wood fiber is sourced, to ensure that the paper products containing recycled fiber and forest management processes are in accordance with the claims of the supplier.

Office Depot believes that an increasing reliance on independent verification strengthens our public commitment to environmental stewardship and our responsible, transparent and accountable approach to the implementation of our policies.



Environmental Procurement Policies

Office Depot's environmental procurement initiatives center on the following guiding principles:

Recycling and Pollution Reduction

Office Depot gives preference to products made with recycled materials; works with suppliers to increase the amount of recycled material in the paper products it distributes; increases the distribution of products containing recycled materials and post-consumer waste; and encourages its suppliers to increase the use of products made with unbleached paper made in ways that reduce or eliminate the use of chlorine compounds.

Sustainable Forest Management



Office Depot gives preference to products made of wood fiber sourced from well-managed, sustainable forest operations that have been independently certified as such. Office Depot will not knowingly extend its preferred status to: (i) products made with wood fiber sourced from forests that are naturally rare and at risk of significant reduction in area or, (ii) forests with exceptional conservation value where inappropriate forest practices endanger the ecological resilience and long-term sustainability of the natural forest. Office Depot is committed to working with our stakeholders to phase out the use of wood fiber from such areas.

Issue Awareness and Market Development

Office Depot promotes and develops markets for environmentally sound products by communicating to its customers, employees, shareholders and other key stakeholders, the value of its environmental policies and products. It also contributes to research and environmental organizations to develop a better understanding of environmental issues.

Sustainability at Office Depot

Office Depot is committed to sustainability throughout the company, both behind the scenes and in very public ways. Our Annual Report and collateral materials contain post-consumer waste recycled paper, for example. With 70,000 - 80,000+ reports printed annually, this is an important step that is making a positive contribution toward reducing Office Depot's environmental footprint.

Office Depot Recycles

Office Depot has launched a new, expanded waste prevention and recycling program at our corporate headquarters that targets more than 80% of our waste stream. Every additional ton of paper this program recovers will conserve 17 to 24 trees, and each extra ton of aluminum cans and plastic bottles we recycle will conserve more than 2,000 gallons of gasoline. We are dedicated to achieving equally comprehensive waste prevention and recycling efforts at all of our locations.

Using Recycled and Energy Efficient Products

Office Depot is committed to increasing its own use of products that are recycled and that save energy. We are conducting a Sustainability Audit of all the paper and office supplies we procure. The audit will identify



environmentally preferable alternatives to the items we now buy, and will document the environmental benefits of using a more sustainable mix of products.

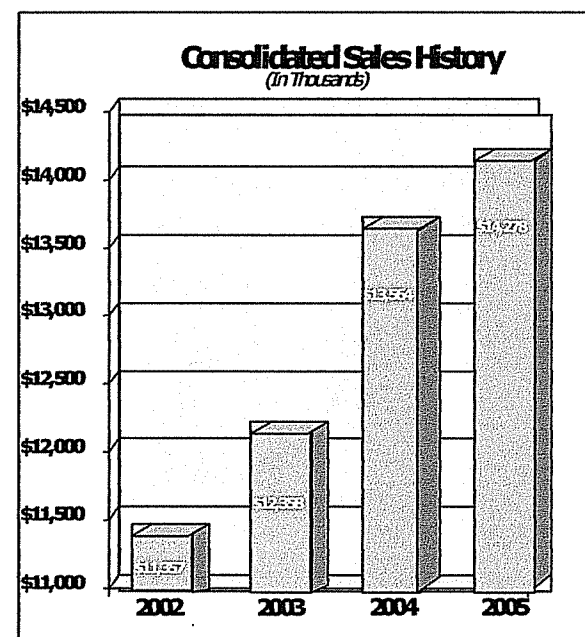
Reducing Paper Usage

Office Depot has focused on reducing the amount of paper we use in everyday transactions.

- In September 2001, we launched an Intranet-based retail store portal for our retail employees. By utilizing our Corporate Intranet to allow store employees to access information in new ways, we have been able to eliminate the large paper-intensive reports and operations manuals that used to be distributed chain-wide, allowing us to eliminate the use of millions of sheets of paper over the 18-month period since the roll-out.
- We have implemented an on-line procedure to enable employees to "receive" their paycheck stub evidencing the direct deposit of their earnings without the need for actually providing every person a paper receipt. Employee payroll information is available through the Corporate Intranet instead.
- We have implemented an Intranet-based bill paying and receipt management program, moving to an online-based office systems management approach that virtually eliminates paper from these formerly photocopy and paper intensive processes.

Financial Stability

Office Depot is one of the largest office products distributors in the world. Our total revenue encompassing each of Office Depot's divisions – North American Retail Stores, the Business Solutions Group and the International Division - exceeded \$14.2 billion in 2005. The combined resources of these three divisions have truly enhanced our management expertise and leveraged our buying power considerably.



The worldwide office products industry is a very large, highly fragmented market made up of thousands of contract stationers, mail order operators and retailers. Customers range from individual consumers, home offices and small businesses to large global conglomerates. The size of the North American office supply market is estimated to be over \$340 billion. Over the past 18 years, Office Depot's Retail Store Division and Business Solutions Group have significantly increased market share globally. Office Depot's market share represents almost 4% of the industry-wide total.

Office Depot is a financially strong organization with the balance sheet to prove it. The Company has traded publicly on the New York Stock Exchange for over 18 years (ODP). We maintain the highest standards in our financial reporting with a very strong financial team that is fully engaged and dedicated to the highest standards of financial responsibility. In addition, Deloitte & Touche has audited Office Depot's balance sheets thus ensuring our financial integrity and position in the marketplace.



For your benefit, we are providing Office Depot's Federal Tax Identification number (59-2663954) and our Dun & Bradstreet number (15-3531108) to provide an assessment of Office Depot's financial standing in the marketplace. Additional financial ratings, ratios and corporate information are available to the public.

	2005	2004	2003
High	\$33.15	\$18.50	\$19.50
Low	\$16.50	\$10.28	\$13.87
Close	\$31.40	\$16.71	\$17.36

Accomplishments and Awards

Office Depot believes in fanatical customer service satisfaction and strives to continue improving the way we conduct business with our customers. Each year, we are honored with various industry awards for our accomplishments.

2006

- **Office Depot is named to the Companies That Care Honor Roll**



2005

- **International Council of Shopping Centers and the U.S. Environmental Protection Agency-** Outstanding Retailer Award
- **DiversityBusiness.com-** Top 50 Corporations for Multicultural Business Opportunities
- **Committee for Purchase from People who are Blind or Severely Disabled-** Outstanding Distributor
- **Anti-Defamation League-** Honors Monica Luechtefeld at their annual dinner
- **Center for Companies That Care-** Office Depot is listed on the "Companies That Care Honor Roll"

2004

- **State of Florida, Office of Supplier Diversity-** Office Depot is named "Corporation of the Year"
- **Hispanic Network Magazine: Supplier Diversity-** Office Depot is ranked in "Best of the Best" list
- **Project Equality-** Pride in Excellence Award, Employee of the Year
- **Bayside Community Center-** Founders Award
- **Web Marketing Association-** Standard of Excellence WebAward
- **League of American Communications Professionals-** Office Depot's *WYN2K* employee magazine receives the Gold Overall Award and Silver Award, Most Engaging in the Newsletters/Magazines Category
- **Agawam, Massachusetts, Public Schools-** Outstanding School Partner



- **Birmingham Parent Magazine**- Best Companies For Working Family Award
- **In Business Magazine**- Best of the Best Award
- **PR News Magazine**- CSR Award for Philanthropy Communications, PR & Marketing Network Awards Program
- **League of American Communications Professionals**- Office Depot's *2004 Corporate Social Responsibility* Report receives the Gold Overall Award and Platinum Award, Most Engaging, in the Annual Reports Category

What we do for the Community and World

Office DEPOT


Caring... and making a difference

profound social impact.

Office Depot supports worthwhile causes that make an impact in neighborhoods, cities and countries around the world. While we support organizations financially, we believe it is equally vital to assist them by building awareness of their mission and goals and by inspiring our customers and employees to become involved. Likewise, we seek to enhance the quality of life in communities nationwide and to serve humanity by supporting and inspiring involvement with causes that make a

Philanthropic Partnerships

Through partnerships with organizations as wide-ranging as Junior Achievement, City of Hope, Toys for Tots, America's Second Harvest, the Canadian Association of Food Banks, the Dream Foundation and Gifts in Kind International, Office Depot provides our employees worldwide with opportunities to support one of our primary corporate values – *Caring and Making a Difference*. We further focus these efforts by investing in the future of our children.

Helping Kids and Schools

- **National Backpack Program**- In 2004, Office Depot provided new backpacks and school supplies to more than 250,000 underprivileged schoolchildren.
- **Star Teacher Program**-Office Depot offers the Star Teacher Program throughout the United States and Canada. The program includes everyday discounts on purchases and a variety of special events and promotions during the year.
- **5% Back to Schools Program**- this program gives you an opportunity to help local schools receive credits for FREE supplies when you shop at Office Depot for student school supplies.

Office Depot Foundation

The Office Depot Foundation helps Office Depot employees, outside nonprofit organizations and local communities during times of extreme hardships. In some cases, such assistance might make a difference in one person's or one family's ability to cope with a difficult loss. On other occasions, these funds might assist an entire community ravaged by a natural disaster, such as a fire, flood, hurricane or tornado. The Office Depot Foundation is supported primarily by contributions from employees.



Office Depot Supports Tsunami Relief

The entire Office Depot family has been moved by the devastating events surrounding the December 2004 earthquake and tsunamis in Southern Asia and India. We extend our deepest sympathies to the many nations and millions of people who were affected by these terrible tragedies.

In support of our Company's ongoing commitment to *Caring and Making a Difference* on a global scale, the Office Depot Disaster Relief Foundation donated \$100,000 and Office Depot made a corporate contribution of \$150,000 to the American Red Cross' International Response Fund. This combined donation of \$250,000 helped to provide immediate and long-term support to those in need through supplies, technical assistance and other means.

The Right Choice for You

In summary, Office Depot can provide you everything you need from an office supplier. We are a financially strong company with the revenue to show for it. We have the right supplies, value and service that you need from an office supplier.

Our dedicated selling resources provide high-quality customer service and the ability to focus on specific customer needs. Our Business Solutions Group (BSG) is a selling organization dedicated to business customers ranging from the Small Business Entrepreneur to large, multi-location, institutional, national and global accounts. Through a dedicated selling organization we are able to leverage local, national and global resources to provide consolidated efforts that foster unique relationships with our business customers.

In addition, we bring not only value to the products we offer but the integrity of a premier sales organization. We provide excellence in execution in getting the right product to you, at the right time and at the right price for all your business needs. In addition, we look to continuously strive to find ways to satisfy your business requirements as well as offer you solutions for all of your procurement needs.





State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
OFFICE07	1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO 304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE
 OFFICE DEPOT INC
 2200 OLD GERMANTOWN ROAD
 DELRAY BEACH, FL 33445

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/12/2006				
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
REQUEST FOR QUOTATION						
THE PURCHASING DIVISION IS SOLICITING BIDS FOR A BLANKET OPEN-END STATEWIDE CONTRACT FOR OFFICE SUPPLIES FOR ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS.						
*****NOTICE*****						
A MANDATORY PRE-BID MEETING SHALL BE HELD ON JANUARY 11, 2007 AT 10:30 A.M. THE MEETING SHALL BE HELD IN THE PURCHASING DIVISION CONFERENCE ROOM LOCATED AT 2019 WASHINGTON STREET EAST, (CAPITOL COMPLEX - BUILDING 15), CHARLESTON, WV 25305. ANY VENDOR WHO WISHES TO BID ON THIS CONTRACT MUST BE REPRESENTED AT THIS MEETING. FAILURE TO ATTEND THE PRE-BID CONFERENCE SHALL DISQUALIFY A VENDOR FROM BIDDING ON THIS CONTRACT. NO PERSON CAN REPRESENT MORE THAN ONE BIDDER.						
*****ATTACHMENTS: SPECIFICATIONS, DATED DECEMBER 11, 2006 PRICING PAGES AFFIDAVIT WV-96*****						
0001		LS		615-99-99-999		
MISCELLANEOUS OFFICE SUPPLIES						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Michael C. ...</i>	TELEPHONE 561-438-4800	DATE JANUARY 22, 2007
TITLE VICE PRESIDENT - SALES PLANNING	FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER: OFFICE07	PAGE: 2
ADDRESS CORRESPONDENCE TO ATTENTION OF: BETTY FRANCISCO 304-558-0468	

RFQ COPY
 TYPE NAME/ADDRESS HERE
**OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL 33445**

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED: 12/12/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
------------------------------------	---------------	----------	--------	---------------

BID OPENING DATE: **01/25/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THIS CONTRACT IS MANDATORY FOR USE FOR ALL OFFICE SUPPLY ORDERS IN EXCESS OF \$100.00. ORDERS OF LESS THAN \$100.00 MAY BE PURCHASED FROM A LOCAL VENDOR IF THE PRODUCTS ARE NEEDED IMMEDIATELY OR IF A SAVINGS RESULTS. NOTE: STRINGING (ISSUING A SERIES OF REQUISITIONS TO CIRCUMVENT THIS LIMIT) IS A VIOLATION OF PURCHASING POLICY.</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE DISCOUNT FROM LIST HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) SUCCESSIVE ONE (1) YEAR PERIODS.</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>[Signature]</i>	TELEPHONE 561-438-4800	DATE JANUARY 22, 2007
TITLE VICE PRESIDENT SALES PLANNING	FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
OFFICE07

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**BETTY FRANCISCO
 304-558-0468**

RFQ COPY
 TYPE NAME/ADDRESS HERE
**OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL 33445**

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED: 12/12/2006	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THERE IS GUARANTEE OF ANY FUTURE USE.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>[Signature]</i>	TELEPHONE 561-438-4800	DATE JANUARY 21, 2007
TITLE VICE PRESIDENT - SALES PLANNING	FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER	PAGE
OFFICE07	4

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO 304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE
 OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL
 33445

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/12/2006				
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ULECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A LOCAL BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY FOR ORDERS THAT ARE LESS THAN \$2,500 AS A CONDI TION OF AWARD.</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS AN INDIVIDUAL RESIDENT VENDOR AND HAS RESIDED CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORA TION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD- QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR 80% OF THE OWNERSHIP INTEREST OF BIDDER IS HELD BY ANOTHER INDIVIDUAL, PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR WHO HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	561-488-4800	JANUARY 22, 2007
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VICE PRESIDENT - SALES PLANNING	59-2463954	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
OFFICE07	5

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO 304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE
 OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL 33445

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/12/2006				
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>OF BUSINESS CONTINUOUSLY IN WEST VIRGINIA FOR FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION; OR</p> <p>() BIDDER IS A CORPORATION NONRESIDENT VENDOR WHICH HAS AN AFFILIATE OR SUBSIDIARY WHICH EMPLOYS A MINIMUM OF ONE HUNDRED STATE RESIDENTS AND WHICH HAS MAINTAINED ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA CONTINUOUSLY FOR THE FOUR (4) YEARS IMMEDIATELY PRECEDING THE DATE OF THIS CERTIFICATION.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() BIDDER IS A RESIDENT VENDOR WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES WORKING ON THE PROJECT BEING BID ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;</p> <p>OR</p> <p>() BIDDER IS A NONRESIDENT VENDOR EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS OR IS A NONRESIDENT VENDOR WITH AN AFFILIATE OR SUBSIDIARY WHICH MAINTAINS ITS HEADQUARTERS OR PRINCIPAL PLACE OF BUSINESS WITHIN WEST VIRGINIA EMPLOYING A MINIMUM OF ONE HUNDRED STATE RESIDENTS WHO CERTIFIES THAT, DURING THE LIFE OF THE CONTRACT, ON AVERAGE AT LEAST 75% OF THE EMPLOYEES OR BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>Michael C. Ryan</i>	TELEPHONE 561-438-4800	DATE January 22, 2007
TITLE VICE PRESIDENT - SALES PLANNING	FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER OFFICE07	PAGE 6
ADDRESS CORRESPONDENCE TO ATTENTION OF BETTY FRANCISCO 304-558-0468	

RFQ COPY
 TYPE NAME/ADDRESS HERE
**OFFICE DEPOT INC
 2200 OLD GERMANTOWN ROAD
 DELRAY BEACH, FL 33445**

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 12/12/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL.</p> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: <u>OFFICE DEPOT INC</u></p> <p>DATE: <u>JANUARY 22, 2007</u></p> <p>SIGNED: <u>[Signature]</u></p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <u>[Signature]</u>	TELEPHONE 561-438-4800	DATE JANUARY 22, 2007
TITLE VICE PRESIDENT - SALES PLANNING	FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER OFFICE07	PAGE 7
ADDRESS CORRESPONDENCE TO ATTENTION OF: BETTY FRANCISCO 304-558-0468	

RFQ COPY
 TYPE NAME/ADDRESS HERE
**OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL 33445**

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 12/12/2006	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 01/25/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				TITLE: <i>Vice President Sales Planning</i>		
<p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B".</p> <p>NOTICE</p> <p>AN ORIGINAL, SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>YOUR BID MUST CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPES OR THE BIDS MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:-----BETTY FRANCISCO-----</p> <p>RFQ. NO.:-----OFFICE07-----</p> <p>BID OPENING DATE:-----JANUARY 25, 2007-----</p> <p>BID OPENING TIME:-----1:30 PM-----</p>						

SIGNATURE <i>[Signature]</i>		TELEPHONE 561-438-4800	DATE JANUARY 22, 2007
TITLE VICE PRESIDENT - SALES PLANNING	FEIN 59-2643954	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER	PAGE
OFFICE07	8

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO 304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE
 OFFICE DEPOT INC
 2200 OLD GERMAN TOWN ROAD
 DELRAY BEACH, FL 33445

ALL STATE AGENCIES
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 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/12/2006				

BID OPENING DATE: 01/25/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 513-881-7275 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY): ----- Bryan Heeb -----						
***** THIS IS THE END OF RFQ OFFICE07 ***** TOTAL:						B.H. 1124107 216,649.75 233,702.75

SEE REVERSE SIDE FOR TERMS AND CONDITIONS		
SIGNATURE <i>[Signature]</i>	TELEPHONE 561-438-4800	DATE JANUARY 22, 2007
TITLE VICE PRESIDENT - SALES PLANNING FEIN 59-2663954	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Certification

OFFICE07

By submitting a signed bid for OFFICE07 – office supplies – vendor hereby certifies under penalty of perjury that all mandatory specifications contained in the Request for Quotation are met.

OFFICE DEPOT INC.
Vendor (Type Name of Company)

2200 OLD GERMANTOWN ROAD; DELRAY BEACH, FL; 33445
Address

MICHAEL COSGROVE
Name (Type Name)

VICE PRESIDENT - SALES PLANNING
Title


Signature

JANUARY 22, 2007
Date

Note: No contract shall be awarded prior to receipt of this certification.s

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Unit of Measure	Extended Price	United Catalog Page	SPR Catalog Page
1	Badges	55130	A55130	POUCH,NECK,ID CD,CONV,BK	BAUGTN	250	58%		\$ 3.95	\$ 1.66	EA	\$ 415.00		0216
2	Badges	5384	A55384	BADGE,NAME,LSR,CLIP,3X4	AVERY	200	58%	0699	\$ 57.89	\$ 24.31	BX/40	\$ 4,862.00	0308	0214
3	Batteries	MN15RT16ZDUP	L9MN15RT16ZDUP	BATTERY,DURACL,AA 16PK	DURACL	100	60%		\$ 22.23	\$ 8.89	PK	\$ 889.00	0314	0229
4	Batteries	MX1500B8Z	L9MX1500B8Z	BAT,ULTRA,AA,8/PK	DURACL	100	60%		\$ 14.81	\$ 5.92	PK	\$ 592.00	0314	0229
5	Binders	CV11-20-WE	L2CV11-20-WE	BINDER,VIEW,2-CAP,WE	AVERYD	1000	75%	0030	\$ 9.83	\$ 2.46	EA	\$ 2,460.00	0329	0241
6	Binders	CV11-10-WE	L2CV11-10-WE	BINDER,VIEW,1-CAP,WE	AVERYD	2500	75%	0030	\$ 6.40	\$ 1.60	EA	\$ 4,000.00	0329	0241
7	Binders	CV11-25-WE	L2CV11-25-WE	BINDER,VIEW,3-CAP,WE	AVERYD	2500	75%	0030	\$ 13.54	\$ 3.39	EA	\$ 8,475.00	0329	0241
8	Board	558CHL	J4558CHL	BOARD,POST-IT NOTE,2X1.5',CCL	3M	100	59%	0055	\$ 17.45	\$ 7.15	EA	\$ 715.00	0370	0279
9	Calculator	TI-30XIIS	M1TI-30XIIS	CALCULATOR,12 DIGIT,2LINE	TEXAS	100	50%		\$ 20.00	\$ 10.00	EA	\$ 1,000.00	0448	0342
10	Calculator	LS82Z	M1LS82Z	CALC,8-DIGIT,PORTABLE	CANUSA	100	50%		\$ 9.95	\$ 4.98	EA	\$ 498.00	0453	0337
11	Calculator	TI-503SV	M1TI-503SV	CALC,HANDHELD,SUPERVIEW	TEXAS	100	50%		\$ 5.00	\$ 2.50	EA	\$ 250.00	0454	0339
12	Calculator	TI-1706SV	M1TI-1706SV	CALCULATOR,SOLAR,8DIGIT	TEXAS	100	50%		\$ 10.00	\$ 5.00	EA	\$ 500.00	0455	0337
13	Calendar	SK24-00	B1SK24-00	CAL,PAD,22X17,JAN-DEC	ATAGLA	100	60%		\$ 8.39	\$ 3.36	EA	\$ 336.00	0483	
14	Calendar	GG2500-00	B1GG2500-00	CAL,PAD,YR,JAN-DEC,BK	ATAGLA	100	60%		\$ 9.99	\$ 4.00	EA	\$ 400.00	0483	0373
15	Calendar	E717-50	B1E717-50	CAL,REFILL,YR,JAN-DEC	ATAGLA	50	60%		\$ 4.89	\$ 1.96	EA	\$ 98.00	0480	
16	Card & Card Filing	67570	F467570	CARD,ROTARY,2.25X4,100PK	ELDON	100	63%	0168	\$ 1.48	\$ 0.55	PK	\$ 55.00	0515	0395
17	Chairmat	64483	E964483	CHAIRMAT,WKSTN,L,CR	ELDON	250	63%		\$ 123.49	\$ 45.69	EA	\$ 11,422.50	0175	0146
18	Chairmat	76730	E976730	CHAIRMAT,HRDFLR,CR,46X60	ELDON	250	63%		\$ 79.01	\$ 29.23	EA	\$ 7,307.50	0176	0149
19	Clips	72360	H472360	CLIP,PPR,GEM,#1,100/BX	ACCO	500	65%		\$ 0.51	\$ 0.18	BX	\$ 90.00	0547	0479
20	Clocks	625-195	K5625-195	CLK,WALL,LCD DAY/DTE,GY	HOWARD	75	48%		\$ 45.95	\$ 23.89	EA	\$ 1,791.75	0553	
21	Computer Accessories	91141	E691141	WRISTREST,MSEPD,CRYST,BE	FELLO	200	59%		\$ 18.75	\$ 7.69	EA	\$ 1,538.00	0600	0555
22	Computer Accessories	91137	E691137	WRISTREST,GEL,CRYSTAL,BE	FELLO	200	59%		\$ 18.75	\$ 7.69	EA	\$ 1,538.00	0600	0555
23	Computer Accessories	91441	E691441	WRISTREST,MSEPD,CRYST,PE	FELLO	200	59%		\$ 18.75	\$ 7.69	EA	\$ 1,538.00	0600	0555
24	Copy Holder	DH140	S6DH140	CPYHLDR,DOC WEDGE,BK	3M	200	59%		\$ 7.49	\$ 3.07	EA	\$ 614.00		0583
25	Desk Accessories	21002-0	K321002-0	TRAY,SDL,LTR,STCKBLE,BK	OFFMAT	175	60%		\$ 3.08	\$ 1.23	EA	\$ 215.25		0622
26	Desk Accessories	21001	K321001	TRAY,LTR,SLIDE,STACK,SKE	OFFMAT	175	60%		\$ 3.08	\$ 1.23	EA	\$ 215.25		0622
27	Desk Accessories	21101-0	K321101-0	TRAY,LGL,SIDE,STACK,SKE	OFFMAT	50	60%		\$ 8.58	\$ 3.43	EA	\$ 171.50		0622
28	Diskettes	12881	S712881	DISK,3.5,DS,HD,FRM,10/BX	IMATIO	750	56%		\$ 5.62	\$ 2.47	PK	\$ 1,852.50	0665	0538
29	Diskettes	12381	S712381	DISC,CD-RW,1X-4X,700MB	IMATIO	500	56%	0297	\$ 1.40	\$ 0.62	EA	\$ 310.00		0535
30	Diskettes	17332	S717332	DISC,CDR,52X,JEWEL,10PK,SR	IMATIO	500	56%	0296	\$ 8.84	\$ 3.89	PK	\$ 1,945.00	0654	9999
31	Envelopes	86048	P286048	ENVELOPE,PADDED,14.25X20	SEALED	1000	70%	0674	\$ 1.54	\$ 0.46	EA	\$ 460.00	1052	0895
32	Envelopes	85985	P285985	ENVELOPE,PADDED,9.5X14.5	SEALED	1000	70%	0674	\$ 0.75	\$ 0.23	EA	\$ 230.00	1052	0895
33	Envelopes	11116Q	P211116Q	ENVELOPE,RECYC,4X9.5	QUALPK	1000	70%	0386	\$ 45.25	\$ 13.58	BX/500	\$ 13,580.00	0739	0667
34	Erasers	81505	N281505	ERASER,WHITE BOARD	SANFRD	200	59%		\$ 3.25	\$ 1.33	EA	\$ 266.00	1214	0277
35	Erasers	ZER-2	N6ZER-2	REFILL,CLIC ERASER,2/PK	PENTEL	250	61%		\$ 1.85	\$ 0.72	PK	\$ 180.00	1148	
36	Ergonomic Accessories	48121	E648121	FOOTREST,STANDARD,ADJUST	FELLO	75	59%	0480	\$ 24.39	\$ 10.00	EA	\$ 750.00	0181	0753
37	Ergonomic Accessories	91712	E691712	RISER,MON PM,2'4"	FELLO	50	59%		\$ 22.69	\$ 9.30	EA	\$ 465.00	0606	0573
38	Filing Supplies	S26E	F1S26E	POCKET,FILE,LEGAL,BULK	ESSELT	500	64%		\$ 2.05	\$ 0.74	EA	\$ 370.00		
39	Filing Supplies	S24E	F1S24E	FILE,POCKET,LTR,STR,BULK	ESSELT	500	64%		\$ 1.50	\$ 0.54	EA	\$ 270.00		
40	Filing Supplies	S34G	F1S34G	FILE,POCKET,EXP,5.25	ESSELT	500	64%		\$ 1.79	\$ 0.64	EA	\$ 320.00		
41	Filing Supplies	S36G	F1S36G	FOLDER,REC,LGL,5PC	ESSELT	500	64%		\$ 2.19	\$ 0.79	EA	\$ 395.00		
42	Filing Supplies	1524EB-OX	F11524EB-OX	POCKET,FILE,LTR,BE,3.5EX	ESSELT	500	64%		\$ 2.56	\$ 0.92	EA	\$ 460.00		0716
43	Index Dividers	CI2138C	L3CI2138C	INDEX,BDR,11X8.5,8 CLEAR	AVERY	750	60%	0364	\$ 1.78	\$ 0.71	ST	\$ 532.50	0926	0819
44	Index Dividers	CI2135C	L3CI2135C	INDEX,BDR,11X8.5,5 CLEAR	AVERY	500	60%	0364	\$ 1.22	\$ 0.49	ST	\$ 245.00	0926	0819
45	Index Dividers	CI2138	L3CI2138	INDEX,BDR,11X8.5,8 COLOR	AVERY	500	60%	0364	\$ 1.78	\$ 0.71	ST	\$ 355.00	0926	0819
46	Labels	5160	A55160	LABEL,ADD,LSR,1X2 5/8 3K	AVERY	250	70%	0636	\$ 42.00	\$ 12.60	BX	\$ 3,150.00	1003	0850
47	Labels	4150	A4150	LABELS,PRINTER,F/S114	AVERY	200	70%		\$ 13.75	\$ 4.13	BX	\$ 826.00	1000	0850
48	Labels	5202	A55202	LABEL,FILE,PERM,WE,248PK	AVERY	200	70%	0644	\$ 4.83	\$ 1.45	PK	\$ 290.00	1009	0856
49	Labels	30252	A530252	LABEL,ADD 11/BX3,2R/L/BX	DYMO	200	70%	0625	\$ 24.95	\$ 7.49	BX	\$ 1,498.00	0999	0836
50	Labels	05729	A505729	LABEL,REINFORC, WE,200	AVERY	200	70%	0043	\$ 1.71	\$ 0.51	PK	\$ 102.00	0342	0230
51	Paper			Hammemill Titai MP Copy Paper 20 # 92 Bright	Hammemill	750	80%	0745	\$ 16.55	\$ 3.31	RM	\$ 2,482.50	1104	0961
52	Paper			HP, 20 lb, 92Bbrightness	HP	500	80%	0744	\$ 16.85	\$ 3.37	RM	\$ 1,685.00	1105	0961

AFFIDAVIT

West Virginia Code §5A-3-10a states:

No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION:

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING:


Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: OFFICE DEPOT INC

Authorized Signature:  Date: JANUARY 22, 2007



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER	PAGE
OFFICE07	1

ADDRESS CORRESPONDENCE TO ATTENTION OF
BETTY FRANCISCO 304-558-0468

RFQ COPY
 TYPE NAME/ADDRESS HERE

OFFICE DEPOT INC
 2200 OLD GERMANTOWN ROAD
 DELRAY BEACH, FL 33445

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
01/16/2007				
BID OPENING DATE:	01/25/2007	BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 01						
1.				WV-96 IS ATTACHED. THIS MUST BE SIGNED PRIOR TO ISSUANCE OF ANY CONTRACT AND SHOULD BE SIGNED AND RETURNED WITH BID.		
2.				QUESTIONS RECEIVED AND ANSWERS ARE ATTACHED.		
3.				ADDENDUM ACKNOWLEDGMENT IS ATTACHED. THIS SHOULD BE SIGNED AND RETURNED WITH BID. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION OF BID.		
4.				REVISED PRICING PAGES ARE INCLUDED IN THIS ADDENDUM; ADDITIONALLY, AN ELECTRONIC COPY OF THESE PAGES IS INCLUDED. BIDDERS ARE REQUESTED THAT IN ADDITION TO THE REQUIRED PAPER BID THAT AN ELECTRONIC VERSION ON A CD OR A DISKETTE BE INCLUDED WITH THEIR BID. VENDORS SHALL NOT E-MAIL THE ELECTRONIC COPY.		
6.				VENDORS SHALL NOT REARRANGE THE ITEMS ON THE PRICING PAGES - EITHER ON THE PAPER VERSION OR THE ELECTRONIC VERSION. OF COURSE, IF ANY DISCREPANCY OCCURS BETWEEN THE PAPER AND THE THE ELECTRONIC VERSIONS, THE PAPER COPY SHALL PREVAIL. BIDS THAT CONTAIN A REARRANGEMENT OF THE PRICING PAGE ITEMS SHALL BE DISQUALIFIED.		
*****END OF ADDENDUM NO. 02*****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
	561-438-4800	JANUARY 22, 2007
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE
VICE PRESIDENT - SALES PLANNING	59-2663954	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

AGREEMENT ADDENDUM

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **ARBITRATION** - Any references to arbitration contained in the agreement are hereby deleted. Disputes arising out of the agreement shall be presented to the West Virginia Court of Claims.
2. **HOLD HARMLESS** - Any clause requiring the Agency to indemnify or hold harmless any party is hereby deleted in its entirety.
3. **GOVERNING LAW** - The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES** - Provisions in the agreement requiring the Agency to pay taxes are deleted. As a State entity, the Agency is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will the Agency file any tax returns or reports on behalf of Vendor or any other party.
5. **PAYMENT** - Any references to prepayment are deleted. Payment will be in arrears.
6. **INTEREST** - Should the agreement include a provision for interest on late payments, the Agency agrees to pay the maximum legal rate under West Virginia law. All other references to interest or late charges are deleted.
7. **RECOURPMENT** - Any language in the agreement waiving the Agency's right to set-off, counterclaim, recoupment, or other defense is hereby deleted.
8. **FISCAL YEAR FUNDING** - Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the Agency agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATION** - Any clauses limiting the time in which the Agency may bring suit against the Vendor, lessor, individual, or any other party are deleted.
10. **SIMILAR SERVICES** - Any provisions limiting the Agency's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted.
11. **ATTORNEY FEES** - The Agency recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT** - Notwithstanding any clause to the contrary, the Agency reserves the right to assign the agreement to another State of West Virginia agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of Agency prior to assigning the agreement.
13. **LIMITATION OF LIABILITY** - The Agency, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages or limiting the Vendor's liability under a warranty to a certain dollar amount or to the amount of the agreement is hereby deleted. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE** - Agency shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor.
15. **TERMINATION CHARGES** - Any provision requiring the Agency to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. The Agency may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by the Agency prior to the end of any current agreement term.
16. **RENEWAL** - Any reference to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE** - Any provision requiring the Agency to insure equipment or property of any kind and name the Vendor as beneficiary or as an additional insured is hereby deleted.
18. **RIGHT TO NOTICE** - Any provision for repossession of equipment without notice is hereby deleted. However, the Agency does recognize a right of repossession with notice.
19. **ACCELERATION** - Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **AMENDMENTS** - All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties. No amendment, modification, alteration or change may be made to this addendum without the express written approval of the Purchasing Division and the Attorney General.

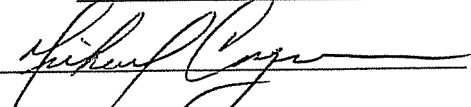
ACCEPTED BY:
STATE OF WEST VIRGINIA

VENDOR

Spending Unit: _____

Company Name: OFFICE DEPOT INC

Signed: _____

Signed: 

Title: _____

Title: VICE PRESIDENT - SALES PLANNING

Date: _____

Date: JANUARY 22, 2007

WV-36a STATE OF WEST VIRGINIA PURCHASING CONTINUATION SHEET	Buyer:	Page	Req. or P. O. No.:
---	--------	------	--------------------

Vendor:	Spending Unit:
---------	----------------

Requisition No.: OFFICE 07

ADDENDUM ACKNOWLEDGEMENT

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

Addendum No.'s:

No. 1 X

No. 2 _____

No. 3 _____

No. 4 _____

No. 5 _____

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.



Signature

OFFICE DEPOT INC

Company

JANUARY 22, 2007

Date

OFFICE07 Pricing Pages

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Extended Price
1	Badges	55130	A555130	POUCH,NECK,ID CD,CONV,BK	BAUGTN	250	70%	234	\$ 3.95	\$ 1.19	\$ 297.50
2	Badges	5384	A55384	BADGE,NAME,LSR,CLIP,3X4	AVERY	200	70%	234	\$ 57.89	\$ 17.37	\$ 3,474.00
3	Batteries	MN15RT16ZDUP	L9MN15RT16ZDUP	BATTERY,DURACL,AA,16PK	DURACL	100	55%	UN314	\$ 22.23	\$ 10.00	\$ 1,000.00
4	Batteries	MX1500B8Z	L9MX1500B8Z	BAT,UL,TRA,AA,8/PK	DURACL	100	55%	UN314	\$ 14.81	\$ 6.66	\$ 666.00
5	Binders	CV11-20-WE	L2CV11-20-WE	BINDER,VIEW,2-CAP,WE	AVERYD	1000	70%	UN317	\$ 9.27	\$ 2.78	\$ 2,780.00
6	Binders	CV11-10-WE	L2CV11-10-WE	BINDER,VIEW,1-CAP,WE	AVERYD	2500	70%	UN317	\$ 5.91	\$ 1.77	\$ 4,425.00
7	Binders	CV11-25-WE	L2CV11-25-WE	BINDER,VIEW,3-CAP,WE	AVERYD	2500	70%	UN317	\$ 13.14	\$ 3.94	\$ 9,850.00
8	Board	558CHL	J4558CHL	BOARD,POST-IT,NOTE,2X1.5,CCL	3M	100	53%	772	\$ 17.45	\$ 8.20	\$ 820.00
9	Calculator	TI-30XIIS	M1TI-30XIIS	CALCULATOR,12 DIGIT,2LINE	TEXAS	100	47%	983	\$ 21.95	\$ 11.63	\$ 1,163.00
10	Calculator	LS82Z	M1LS82Z	CALC,8-DIGIT,PORTABLE	CANUSA	100	47%	SP337	\$ 9.95	\$ 5.27	\$ 527.00
11	Calculator	TI-503SV	M1TI-503SV	CALC,HANDHELD,SUPERVIEW	TEXAS	100	47%	983	\$ 6.95	\$ 3.68	\$ 368.00
12	Calculator	TI-1706SV	M1TI-1706SV	CALCULATOR,,SOLAR,8DIGIT	TEXAS	100	47%	983	\$ 10.00	\$ 5.30	\$ 530.00
13	Calendar	SK24-00	B1SK24-00	CAL,PAD,22X17,,JAN-DEC	ATAGLA	100	60%	734	\$ 7.89	\$ 3.16	\$ 316.00
14	Calendar	GG2500-00	B1GG2500-00	CAL,,PAD,,YR,,JAN-DEC,BK	ATAGLA	100	60%	SP373	\$ 9.99	\$ 4.00	\$ 400.00
15	Calendar	E717-50	B1E717-50	CAL,,REFILL,,YR,,JAN-DEC	ATAGLA	50	60%	439	\$ 5.19	\$ 2.08	\$ 104.00
16	Card & Card	67570	F467570	CARD,ROTARY,2.25X4,100PK	ELDON	100	65%	471	\$ 3.02	\$ 1.06	\$ 106.00
17	Filing	64483	E964483	CHAIRMAT,WKSTN,L,CR	ELDON	250	60%	SP146	\$ 123.49	\$ 49.40	\$ 12,350.00
18	Chairmat	76730	E976730	CHAIRMAT,HFD,FLR,CR,46X60	ELDON	250	60%	SP149	\$ 79.01	\$ 31.60	\$ 7,900.00
19	Clips	72360	H472360	CLIP,,PPR,,GEM,#1,100/BX	ACCO	500	62%	293	\$ 0.45	\$ 0.17	\$ 85.00
20	Clocks	625-195	K6625-195	CLK,,WALL,,LCD DAY/DITE,,GY	HOWARD	75	65%	UN553	\$ 45.95	\$ 16.08	\$ 1,206.00
21	Computer Accessories	91141	E691141	WRISTREST,,MSEPD,,CRYST,,BE	FELLO	200	59%	836	\$ 18.75	\$ 7.69	\$ 1,538.00
22	Computer Accessories	91137	E691137	WRISTREST,,GEL,,CRYSTAL,,BE	FELLO	200	59%	836	\$ 18.75	\$ 7.69	\$ 1,538.00
23	Computer Accessories	91441	E691441	WRISTREST,,MSEPD,,CRYST,,PE	FELLO	200	59%	836	\$ 18.75	\$ 7.69	\$ 1,538.00
24	Copy Holder	DH140	S6DH140	CPYHLDR,,DOC WEDGE,,BK	3M	200	65%	SP583	\$ 7.49	\$ 2.62	\$ 524.00
25	Desk Accessories	21002-0	K321002-0	TRAY,,SDLD,L,TR,,STCKBLE,,BK	OFFMAT	175	60%	SP622	\$ 3.08	\$ 1.23	\$ 215.25
26	Desk Accessories	21001	K321001	TRAY,,L,TR,,SLIDE,,STACK,,SKE	OFFMAT	175	60%	SP622	\$ 3.08	\$ 1.23	\$ 215.25
27	Desk Accessories	21101-0	K321101-0	TRAY,,LGL,,SIDE,,STACK,,SKE	OFFMAT	50	60%	SP622	\$ 3.08	\$ 1.23	\$ 61.50
28	Diskettes	12881	S712881	DISK,3.5,DS,,HD,FRM,10/BX	IMATIO	750	60%	UN665	\$ 5.62	\$ 2.25	\$ 1,687.50
29	Diskettes	12381	S712381	DISC,CD,,RW,1X-4X,700MB	IMATIO	500	60%	UN535	\$ 1.40	\$ 0.56	\$ 280.00
30	Diskettes	17332	S717332	DISC,CDR,52X,,JEWEL,10PK,SR	IMATIO	500	60%	UN654	\$ 8.84	\$ 3.54	\$ 1,770.00
31	Envelopes	86048	P286048	ENVELOPE,PADDED,14.25X20	SEALED	1000	67%	SP895	\$ 82.31	\$ 27.16	\$ 27,160.00
32	Envelopes	85985	P285985	ENVELOPE,PADDED,9.5X14.5	SEALED	1000	67%	SP895	\$ 80.07	\$ 26.42	\$ 26,420.00
33	Envelopes	11116Q	P211116Q	ENVELOPE,RECYC,4X9.5	QUALPK	1000	67%	SP667	\$ 45.25	\$ 14.93	\$ 14,930.00
34	Erasers	81505	N281505	ERASER,WHITE BOARD	SANFRD	200	61%	413	\$ 3.25	\$ 1.27	\$ 254.00
35	Erasers	ZER-2	N6ZER-2	REFILL,CLIC ERASER,2/PK	PENTEL	250	61%	427	\$ 1.85	\$ 0.72	\$ 180.00
36	Ergonomic Accessories	48121	E648121	FOOTREST,,STANDARD,,ADJUST	FELLO	75	65%	841	\$ 22.99	\$ 8.05	\$ 603.75

OFFICE07 Pricing Pages

Item #	Product Group	Catalog Identifier	Office Max #	Item Description	Mfg	Est Qty	Group Discount %	Bidder's Catalog Page No.	Bidder's Catalog Price	Net Price	Extended Price
37	Ergonomic Accessories	91712	E691712	RISER,MON PM,24"	FELLO	50	65%	846	\$ 21.59	\$ 7.56	\$ 378.00
38	Filing Supplies	S26E	F1S26E	POCKET,FILE,LEGAL,BULK	ESSELT	500	66%	UN7997	\$ 2.05	\$ 0.70	\$ 350.00
39	Filing Supplies	S24E	F1S24E	FILE,POCKET,LTR,STR,BULK	ESSELT	500	66%	UN7997	\$ 1.50	\$ 0.51	\$ 255.00
40	Filing Supplies	S34G	F1S34G	FILE,POCKET,EXP,5.25	ESSELT	500	66%	UN7997	\$ 1.79	\$ 0.61	\$ 305.00
41	Filing Supplies	S36G	F1S36G	FOLDER,REC,LGL,5PC	ESSELT	500	66%	UN7997	\$ 2.19	\$ 0.74	\$ 370.00
42	Filing Supplies	1524EB-OX	F11524EB-OX	POCKET,FILE,LTR,BE,3.5EX	ESSELT	500	66%	SP716	\$ 2.56	\$ 0.87	\$ 435.00
43	Index Dividers	C12138C	L3C12138C	INDEX,BDR,11X8.5.8 CLEAR	AVERY	750	65%	SP819	\$ 1.78	\$ 0.62	\$ 465.00
44	Index Dividers	C12135C	L3C12135C	INDEX,BDR,11X8.5.5 CLEAR	AVERY	500	65%	SP819	\$ 1.22	\$ 0.43	\$ 215.00
45	Index Dividers	C12138	L3C12138	INDEX,BDR,11X8.5.8 COLOR	AVERY	500	65%	SP819	\$ 1.78	\$ 0.62	\$ 310.00
46	Labels	5160	A55160	LABEL,ADD,LSR,1X2 5/8 3K	AVERY	250	69%	221	\$ 42.00	\$ 13.02	\$ 3,255.00
47	Labels	4150	A4150	LABELS,PRINTER,FIS114	AVERY	200	69%	224	\$ 13.75	\$ 4.26	\$ 852.00
48	Labels	5202	A55202	LABEL,FILE,PERM,WE,248PK	AVERY	200	69%	228	\$ 4.83	\$ 1.50	\$ 300.00
49	Labels	30252	A530252	LABEL,ADD 11/8X3,2RL/BX	DYMO	200	69%	SP836	\$ 24.95	\$ 7.73	\$ 1,546.00
50	Labels	05729	A505729	LABEL,REINFORC, WE,200	AVERY	200	69%	SP230	\$ 1.71	\$ 0.53	\$ 106.00
51	Paper			Hammermill Titl MP Copy Paper 20 # 92 Bright	Hammermill	750	68%	25	\$ 104.12	\$ 33.32	\$ 24,990.00
52	Paper			HP, 20 lb, 92Bbrightness	HP	500	68%	25	\$ 80.96	\$ 25.91	\$ 12,955.00
53	Paper			Xerox 20 lb, 92 brightness,	Xerox	500	68%	25	\$ 147.93	\$ 47.94	\$ 23,670.00
54	Paper	HPM1120	P1HPM1120	PAPER,HP,MULTI,20#WE	Hewlett Packard	500	68%	27	\$ 9.08	\$ 2.91	\$ 1,455.00
55	Paper	P13R11380		Xerox 24 #, 98 brightness,	Xerox	250	68%		\$ -	\$ -	\$ -
56	Paper	P1HPB1124		Hewlett-Packard, 24#, 100 Brightness	Hewlett Packard	750	68%	30	\$ 14.00	\$ 4.48	\$ 3,360.00
57	Paper Writing	20-244	P320-244	PAD,LEGAL,3HP,8.5X11,WE	AMPAD	250	66%	SP945	\$ 6.59	\$ 2.24	\$ 560.00
58	Paper Writing	78-908	P363651	Notebook, Steno	Tops	500	66%	79	\$ 11.67	\$ 3.97	\$ 1,985.00
59	Pen, Writing	31021	N131021	PEN,RLRBL,GELINK,FPT,1BE	PILOT	200	66%	377	\$ 23.76	\$ 8.08	\$ 1,616.00
60	Pen, Writing	RLC11BE	N1RLC11BE	PEN,ROLLER,GEL,MM,BLUE	BIC	200	66%	378	\$ 17.40	\$ 5.92	\$ 1,194.00
61	Pen, Writing	30006	N130006	PEN,BALLPT,RETRACT,M,BE	PILOT	200	66%	369	\$ 23.40	\$ 7.96	\$ 1,592.00
62	Pencil	12235	N512235	PENCIL,#2,PRE-SHARPENED	FABERC	500	65%	UN1149	\$ 2.88	\$ 1.01	\$ 505.00
63	Pencil	02254	N502254	PENCIL,WOOD,BK,#2	BEROL	250	65%	426	\$ 3.80	\$ 1.33	\$ 332.50
64	Pencil	20051	N520051	GRIP,PENCIL,ASST,5/1PK	POINTE	250	65%		\$ -	\$ -	\$ -
65	Pencil	12132	N512132	PENCIL,#2,UNSHARPENED	FABERC	250	65%	426	\$ 2.79	\$ 0.98	\$ 245.00
66	Punches	74300	H274300	PUNCH,PPR,3 HOLE,32 SHT	SWING	250	67%	282	\$ 66.30	\$ 21.88	\$ 5,470.00
67	Punches	74050	H274050	PUNCH,PPR,2HOLE,BK,1/4	SWING	200	67%	SP1143	\$ 23.75	\$ 7.84	\$ 1,568.00
68	Report Cover	57525	L257525	PORTFOLIO,TWNPKT,BE,25BX 6468	ESSELT	500	70%	NO PAGE	\$ 1.35	\$ 0.41	\$ 205.00
69	Report Cover	A7025971A	L2A7025971A	CVR,RPRT,BK,SIDE-BD	ACCO	250	70%	211	\$ 2.90	\$ 0.87	\$ 217.50
70	Report Cover	A7025972A	L2A7025972A	CVR,RPRT,SIDE-BD,LBE	ACCO	250	70%	211	\$ 2.90	\$ 0.87	\$ 217.50
71	Report Cover	47985	L247985	PORT,2 PKCT 25,DBE	AVERY	250	70%	SP1156	\$ 16.98	\$ 5.09	\$ 1,272.50
72	Shredders	3260204	K73260204	P-55C SHREDDER	FELLO	25	56%	SPTM	\$ 109.95	\$ 48.38	\$ 1,209.50
73	Shredders	3860504	K73860504	POWERSHRED PS-65C SHREDDER	FELLO	25	56%	SPTM	\$ 179.95	\$ 79.18	\$ 1,979.50
74	Shredders	3661401	K63661401	SHREDDER,SB95C,POWERSHRD	FELLO	25	56%	SPTM	\$ 459.00	\$ 201.96	\$ 5,049.00
75	Shredders	3240004	K63240004	SHREDDER,CONFETTI CUT,BK	FELLO	25	56%	SP1253	\$ 79.95	\$ 35.18	\$ 879.50
76	Staplers	54501	H154501	STAPLER,FULLSTRIP,BK,545	SWING	175	66%	277	\$ 12.56	\$ 4.27	\$ 747.25
77	Staplers	44401	H144401	STAPLER,444,FULL,BK	SWING	175	66%	277	\$ 27.18	\$ 9.24	\$ 1,617.00
78	Staplers	74701	H174701	STAPLER,4IN REACH,BK	SWING	175	66%	SP1273	\$ 30.45	\$ 10.35	\$ 1,811.25
79	Storage Files	74106	P574106	BOX,12X12.25X3,-7/8",WE	QUALPK	500	67%	UN1055	\$ 3.55	\$ 1.17	\$ 585.00
							%	Discounted Total			



1/25/07

POINTS OF INTEREST FOR OFFICE07 PRICING PAGES

- 1) Under the "Bidders Catalog Page No." Column, a catalog page that is described as UN followed by a page number, will be found in the United Stationers Catalog enclosed. I have placed a label on this Catalog for identification. Also, if a catalog page is described with a SP followed by a page number, this item will be found in the S.P. Richards Catalog enclosed. I have also placed a label on this Catalog for identification. A item without a UN or SP will be found in the Office Depot Catalog, dated July 2006-June 2007.
- 2) Line #55, Catalog identifier number P113R11380, this item has been discontinued by Xerox. We do have documentation supporting this and if you would like a copy, please let me know.

Sincerely,

Bryan Heeb

**ADDENDUM TO
STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
REQUEST FOR QUOTATION
OFFICE SUPPLIES
BID NO. OFFICE07**

This Addendum to the Request for Quotation for Inks and Toners, Bid No. INKCR07 ("Bid") is entered into by and between Office Depot, Inc. ("Vendor" or "Seller") and State of West Virginia, Department of Administration ("State"). The parties hereby further agree as follows:

As to General Terms and Conditions:

1. Section 5, at end of paragraph insert **State shall pay for all services rendered up to and including the date of termination.**
2. Section 6, at end of paragraph insert **Payment terms are net 30. State's credit limit shall be established by Vendor's Credit Department. Vendor reserves the right to lower State's credit limit or refuse to ship any orders if at any time: (1) State's account is materially past due and State has not responded with a reasonable response within three business days of written notice of said delinquency to work with Vendor to resolve the issues; (2) in Vendor's commercially reasonable opinion, State's credit standing becomes impaired as a result of State's payment habits having slowed down to an unsatisfactory level with all non-critical suppliers including Vendor; (3) State's financial condition becomes unstable based on State's financial reports or reputable third party ratings, or (4) if there are severe risk alerts from reputable third party credit bureaus.**
3. Section 10, add **Vendor may terminate any resulting contract without cause by providing sixty (60) days prior written notice to the State.**

As to Agreement Addendum:

1. Section 5, Payment, insert **Payment terms are net 30. State's credit limit shall be established by Vendor's Credit Department. Vendor reserves the right to lower State's credit limit or refuse to ship any orders if at any time: (1) State's account is materially past due and State has not responded with a reasonable response within three business days of written notice of said delinquency to work with Vendor to resolve the issues; (2) in Vendor's commercially reasonable opinion, State's credit standing becomes impaired as a result of State's payment habits having slowed down to an unsatisfactory level with all non-critical suppliers including Vendor; (3) State's financial condition becomes unstable based on State's financial reports or reputable third party ratings, or (4) if there are severe risk alerts from reputable third party credit bureaus.**
2. Section 8, Fiscal Year Funding, insert **State shall pay for all services rendered up to and including the date of termination.**
3. Section 11, Attorney Fees, line 1, prior to "attorney's fees" insert **reasonable.**
4. Section 14, Right to Terminate, insert **Vendor may terminate any resulting contract without cause by providing sixty (60) days prior written notice to the State.**

As to Request for Quotation:

5. Page 2 Renewal, at end of paragraph insert **Any resulting agreement is subject to review by Vendor's Legal Department.**
6. Page 3, Cancellation, at end of paragraph insert **Vendor may terminate any resulting contract without cause by providing sixty (60) days prior written notice to the State.**

7. Add new paragraph **Payment terms are net 30. State's credit limit shall be established by Vendor's Credit Department. Vendor reserves the right to lower State's credit limit or refuse to ship any orders if at any time: (1) State's account is materially past due and State has not responded with a reasonable response within three business days of written notice of said delinquency to work with Vendor to resolve the issues; (2) in Vendor's commercially reasonable opinion, State's credit standing becomes impaired as a result of State's payment habits having slowed down to an unsatisfactory level with all non-critical suppliers including Vendor; (3) State's financial condition becomes unstable based on State's financial reports or reputable third party ratings, or (4) if there are severe risk alerts from reputable third party credit bureaus.**

Conflict: In the event of a conflict between the terms and conditions of this Addendum and the terms and conditions of the Bid, the terms and conditions of this Addendum shall control.

OFFICE DEPOT, INC.

**STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION**

By: _____

Name: Mike Cosgrove

Title: Vice President

Date: _____

By: _____

Name: _____

Title: _____

Date: _____