



OFFICE SUPPLIES, RELATED PRODUCTS AND SERVICES
Executive Summary

Lead Agency: Region 4 Education Service Center

Solicitation: RFP 19-03

RFP Issued: December 5, 2018

Pre-Proposal Date: December 18, 2018

Response Due Date: January 24, 2019

Proposals Received: #7

Awarded to: Office Depot, Inc. R190303

The Region 4 ESC Procurement Office issued RFP 19-03 on December 5, 2018 to establish a national cooperative contract for Office Supplies, Related Products and Services.

The solicitation included cooperative purchasing language in Sections I – Scope of Work:

Region 4 ESC, as the Principal Procurement Agency, defined in APPENDIX D, has partnered with OMNIA Partners to make the resultant contract (also known as the “Master Agreement” in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through OMNIA Partners’ cooperative purchasing program. The Region 4 ESC is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a “Participating Public Agency”). APPENDIX D contains additional information about OMNIA Partners and the cooperative purchasing agreement.

Notice of the solicitation was sent to potential offerors, as well as advertised in the following:

- Region 4 ESC website
- OMNIA Partners, Public Sector website
- USA Today, nationwide
- Arizona Business Gazette, AZ
- San Bernardino Sun, CA
- Honolulu Star-Advertiser, HI
- The Advocate – New Orleans, LA
- New Jersey Herald, NJ
- Times Union, NY
- Daily Journal of Commerce, OR
- The State, SC
- Houston Community Newspapers, Cy Creek Mirror, TX
- Deseret News, UT
- Richmond Times, VA
- Seattle Daily Journal of Commerce, WA
- Helena Independent Record, MT

On January 24, 2019 proposals were received from the following offerors:

- EPIC Business Essentials
- Gonzalez Solutions for Business
- Lamrite West, Inc.
- Office Depot, Inc.
- Quill LLC
- Rapp Productions dba FurnitureLab
- Waterlogic Americas

The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to recommend awards to EPIC Business Essentials, Gonzalez Solutions for Business, Office Depot, Inc. and Quill LLC. The vendors submitted comparable proposals with competitive pricing and product ranges.

On April 23, 2019 the Board of Directors of Region 4 Education Service Center (ESC) approved the multiple awards for office supplies, related product and services to EPIC Business Essentials, Gonzalez Solutions for Business, Office Depot, Inc. and Quill LLC.

The Board of Directors of Region 4 Education Service Center and OMNIA Partners, Public Sector executed the agreement with a contract effective date of July 1, 2019

Contract includes:

- Offering a wide range of products and solutions
- Customized core list capabilities, customer access to online ordering and billing solutions
- Program Incentive Rebates
- National network of retail locations

Term:

Initial five-year agreement from July 1, 2019 to through June 30, 2024 with the option to renew for five (1) additional one-year periods through June 30, 2029.

Pricing/Discount:

- Fixed Net Priced
- Web less discount pricing by category for all Non-Core in current printed Office Depot BSD and the BSD School Solutions Catalog
- Qualified Free Delivery: \$50 minimum purchase

OMNIA Partners, Public Sector Web Landing Pages:

<https://www.omniapartners.com/publicsector/contracts/supplier-contracts/office-depot>

Region 4 Education Service Center (ESC)

Contract # R190303

for

Office Supplies, Related Products and Services

with

Office Depot, Inc.

Effective: June 1, 2019 revised to be effective July 1, 2019

The following documents comprise the executed contract between the Region 4 Education Service Center and Office Depot, Inc., effective June 1, 2019 revised to be effective July 1, 2019:

- I. Vendor Contract and Signature Form
- II. Supplier's Response to the RFP, incorporated by reference
- III. Memo incorporating Office Depot effective date of June 1, 2019 revised to be effective July 1, 2019



Request for Contract Update

Pursuant to the terms of contract number R190303 and R190502 for Office Supplies, Related Products & Services and Educational Supplies. Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Office Depot, Inc. (Contractor) hereby provides notice of the following update on

this date May 10, 2019.

Instructions: Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

Authorized Distributors/Dealers
____ Addition
____ Deletion
____ Supporting Documentation

Price Update
____ Supporting Documentation

Products/Services
____ New Addition
____ Update Only
____ Supporting Documentation

Discontinued Products/Services
____ Supporting Documentation

States/Territories
____ Supporting Documentation

Other Contract Start Notification
____ X Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Office Depot wishes to begin both of the recently awarded contracts; Office R190303 & Educational Supplies R190502 on the same day to provide the most consistent customer experience. We are opting to align with the Educational supplies contract begin date of July 1, 2019. Request letter is attached.

Submitted By: Susan Cummings

Approved by Email: Date 5/22/2019

Title: Vice President, Public Sector

Denied by Email: Date _____

Email Address: susan.cummings@officedepot.com

Region 4 ESC DocuSigned by:
Robert Engelmann
0B1D33BB0130490...



May 10, 2019

Robert Zinglemann,
Chief Financial Officer Finance and Operations Services
Region 4 Education Service Center
7145 West Tidwell Road
Houston, TX 77095

RE: Office Supplies, Related Products & Services Contract R190303
Educational School Supplies Contract R190502

Dear Mr. Zinglemann:

Office Depot is honored to have been recently awarded the contracts for Office Supplies R190303, effective June 1, 2019 and Educational School Supplies R190502 effective July 1, 2019. We look forward to once again partnering with Region 4 to bring this world class contract to our valued customers.

So that we can provide a consistent contract transition solution to all our agencies, Office Depot is electing to delay the start of the Office contract to align with the effective date of the School contract, July 1, 2019.

Please let us know if you need any additional details or clarification as it pertains to our plan to shift the start of the new contract R190303 to July 1, 2019 and end the current contract R141703 on June 30, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Cummings", is written over a light blue horizontal line.

Susan Cummings
Vice President, Public Sector

cc: Christine Dorantes, OMNIA Partners Public Sector



OFFER AND CONTRACT SIGNATURE FORM

The undersigned hereby offers and, if awarded, agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing.

Company Name Office Depot, Inc

Address 6600 North Military Trail

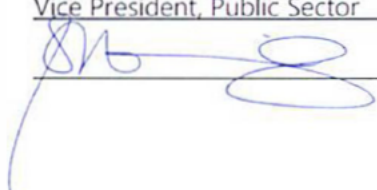
City/State/Zip Boca Raton, FL 33496

Telephone No. 561-438-4800

Email Address Susan.Cummings@OfficeDepot.com

Printed Name Susan Cummings

Title Vice President, Public Sector

Authorized Signature 

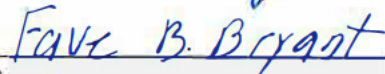
Accepted by Region 4 ESC:

Contract No. R190303

Initial Contract Term June 1, 2019 to May 31, 2024


 Region 4 ESC Authorized Board Member

4/23/19
 Date


 Print Name


 Region 4 ESC Authorized Board Member

4/23/19
 Date


 Print Name