



March 12, 2020

Donna Reamey
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053

RE: Bid/RFP #50-129721

Dear Ms. Reamey:

Office Depot, Inc. ("Office Depot") respectfully requests an opportunity to provide an alternate proposal to the Bid/RFP referenced above.

It is Office Depot's intention to provide Jefferson Parish with a formal proposal to consider the use of the Region 4 ESC / OMNIA Partners, Public cooperative contract program in response to the referenced Bid/RFP. The pricing and other terms and conditions of the Region 4 ESC / OMNIA Partners, Public program – Office Supplies – Contract Number R190303 & School Supplies Contract R190502 – shall take precedence over any other terms and conditions if Office Depot is selected.

Upon reviewing the original request, we found the following conditions within the Region 4 ESC program to exceed your requirements as set forth in the Bid/RFP. Specifically, the Region 4 ESC program offers the following:

1. National Bid – Lead Agency – Region 4 Education Service Center (Houston, TX)

- Reduces administrative burden
- Inter-local contract that allows piggy-backing
- Cooperative Partner – OMNIA Partners, Public

2. Market Competitive Pricing:

- Core List: More than 1300 high-use Office Supply and 1300 high-use School Supply items with market competitive pricing will be designated as Core List items. The Core List includes certain paper, ink and toner items.
- Additional Optional Core List: Available for eligible participants

- Discount from Web Pricing for BSD Catalog: Office Depot will offer Discount from Web by Product Category pricing for items listed in the primary printed catalog in use for account customers (also known as “contract” customers) of the Business Solutions Division that is in circulation at the time of the order (“BSD Catalog”), subject to pricing updates. Pricing for items within the BSD Catalog will be as set forth on Office Depot’s Business Solutions Division website located at <https://business.officedepot.com>.

Product Category	Discount from Web
Printers, Telephones, Mobility, Memory, Drives, Custom Business Essentials, Audio and Video, Monitors & Projectors, Marketing/Visual Services	Web Match
PC Accessories, Ink Jet Cartridges, Blank Media, Electronic Labeling	15%
Furniture, Binding Machines, Laminating Supplies, Dated Books/Refills, Calendars, Seating, Labels, Breakroom, Currency, Security, Chests, Paper Trimmers, Cash Registers, Time Clocks, Presentation	20%
Binders, Report Covers, Indexes, Dividers, Sheet Protectors, Paper, School Supplies, Office Accessories, Office Essentials, Clean/Personal Care, Specialty Paper, Stationery & Cards	25%
Business Notetaking, Contact Management, Forms, Mailroom/Shipping, Writing, Filing, General Office Paper	30%

- Pricing Updates:
 - Core List pricing may be updated quarterly, in January, April, July and October of each year. Items such as paper, ink, toner and janitorial papers, tissues and trash bag liners, and janitorial chemicals may update more frequently when extreme market conditions are present.
 - Non-Core List Items that are identified in the BSD Catalog will be updated on a quarterly basis, in January, April, July and October of each year. Non-core list items will be updated based on a quarterly snap-shot of web-based market competitive pricing, with agreed upon additional discounts from the web price by product categories.
 - Paper, Ink, Toner, and Janitorial Papers, Tissues and Trash Bag Liners: Pricing for any of these items (on either the Core List or as part of the Non-Core List Items) will be based upon market conditions. Office Depot will provide Region 4 ESC with thirty (30) days’ notice, for the Lead Agency’s approval prior to being passed through to Participating Agencies.
 - Non-Core List Items that are not identified in the BSD Catalog: Non-Core List Items that are not identified in the BSD Catalog, but which are identified on www.officedepot.com at the time of the order will be priced at the regular sales price (promotions excluded) as set forth on www.officedepot.com at the time of order. Please note that there are some exceptions to this Non-

Core, Non-BSD Catalog pricing which can be found in the Region 4 ESC / OMNIA Partner, public Agreement. Non-Core Items that are not identified in the BSD Catalog and/or not on www.officedepot.com at the time of the order shall not be subject to this pricing methodology. Rather, prices for these items, will be established by Office Depot and will be presented to the Participating Agency at time of order placement.

3. **Copy and Print and Custom Printing Services:** Office Depot offers aggressive fixed pricing on over 800 frequently purchased printing formats. Such pricing shall be based upon market conditions and will be reviewed on a quarterly basis. Office Depot will provide Region 4 ESC with thirty (30) days' notice of any price updates. Custom printing services, including custom imprinting services and large format prints, may be custom priced at a discount off of the local retail price at the time of the order.
4. **Rebates:** In addition to receiving competitive pricing through the Region 4 ESC / OMNIA Partners, public contract, Jefferson Parish may also qualify for volume and copy & print category rebate incentives.

We understand that Jefferson Parish has followed a very specific process with respect to this solicitation, and we understand that Jefferson Parish is willing to consider alternative cooperative purchasing arrangements after the review of the submitted proposals are completed.

We are sincerely interested in continuing to develop a beneficial partnership with Jefferson Parish.

Thank you for your consideration of this request.

Sincerely,



Jim Pollman
Vice President