




Gavin Newsom
Mayor

Naomi Little
Director and Purchaser

Purchasing Division

January 5, 2005

To: Department Heads and Contracting Officers
From: 
Mike Ward
Assistant Director
Subject: New Office Supply Contractor/Required Training

Office of Contract Administration, Purchasing is pleased to announce that the City has awarded the office supply contract to **Office Depot**. (Single Citywide supplier.)

We plan to implement this contract on January 26, 2005. We will be conducting training sessions the week of January 10, 2005 to get your requestors familiar with the ordering process and online ordering system.

Included with this memorandum is the **Office Depot Account Set Up Form** that will need to be completed and brought to one of the training sessions. Office Depot will need to have this information to set up your account correctly and have the required authorization to allow your employees access to the ordering systems.

Each attendee will receive a training manual, order forms and catalogs that will provide them with all the information they will need to order office supplies. Please bring in your old catalogs for recycling.

Please make sure each attendee has completed the **Office Depot Account Set Up Form**, which provides authorization for Office Depot to ship orders to your department. Without this form being completed and authorized, office supplies will not be shipped to your department.

Training classes will be held at City Hall, Room 034, (Ground Floor) as listed in the schedule on Page 2. Each session will last one hour. Please have the key requestors in your department plan to attend.

Space is limited to 35 people per session. Please respond your attendance by **January 7, 2005** by calling **415.356.5764** or by sending an e-mail to **slee3@officedepot.com**

Training Sessions Schedule

Dates	Times				
January 10, 2005	9:00 – 10:00	10:30 – 11:30	12:00 – 1:00	1:30 – 2:30	3:00 – 4:00
January 11, 2005	9:00 – 10:00	10:30 – 11:30	12:00 – 1:00	1:30 – 2:30	3:00 – 4:00
January 12, 2005	9:00 – 10:00	10:30 – 11:30	12:00 – 1:00		
January 14, 2005	9:00 – 10:00	10:30 – 11:30	12:00 – 1:00	1:30 – 2:30	3:00 – 4:00
January 18, 2005	9:00 – 10:00	10:30 – 11:30	12:00 – 1:00	1:30 – 2:30	