

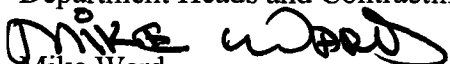


Gavin Newsom
Mayor

Naomi Little
Director and Purchaser

Purchasing Division

January 18, 2005

To: Department Heads and Contracting Officers
From: 
Mike Ward
Assistant Director
Subject: Old Office Supply Contracts Expiring January 25, 2005

Further to my memorandum dated January 5, 2005, please be advised that the current office supply contracts with MSI and Corporate Express will expire January 25, 2005, 12 midnight. Please discontinue ordering office supplies from them after the above date.

The City has awarded the new office supply contract to **Office Depot**. We will implement this contract on **January 26, 2005**.

If you need training please contact Office Depot directly at **415.356.5764** or send an email to slee3@officedepot.com. An alternate number call **Bob McGuire** at **415.356.5701**, email address bob.mcguire@officedepot.com.

Included with this memorandum is the **Office Depot Account Set Up Form** that will need to be completed and brought to the training session. 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 catalog that will provide all the information to order office supplies.

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.

If you have already attended a training session but did not submit this form, please fax the completed and authorized form to **415.863.0352**, attention **Jean Lee** or email to slee3@officedepot.com.

If you have any questions, please give me a call at 415.554.6740.