



## OFFICE SUPPLIES - VENDOR RESOURCES (August 20, 2024)

**NOTE:** Piggyback/Cooperative Master Agreements can be used for office supply purchases. Listed below is information to access MSCS approved cooperative master agreements for office supplies, as well as the TN State master agreement. Each purchase/purchase order must be made within the term of the agreement for each vendor. **A purchase over \$3,500 must have a valid quote attached to the requisition, and the quote must state the name of the piggyback/cooperative entity and the contract number.**

A vendor doing business with MSCS must be approved in APECS. If a vendor is not in APECS, they must go to Procurement's website for online registration for approval before you can submit a requisition and/or invoice.

### **BuyBoard: Effective Until 11/30/24**

Please see the attachment to this document for the list of vendors and their contact information.

### **Office Depot (ODP Solution): TN State Contract SWC# 316 – Effective Until June 30, 2025**

Please see the attachment to this document for further instructions. Use the login below to browse the items and unit prices.

Username: MSCSBrowse  
Password: MSCSBrowse1  
(Password is Case Sensitive)

### **OMNIA Partners Cooperative Master Agreements:**

[https://www.omniapartners.com/solutions/contract-offerings?tx\\_solr%5Bsearch%5D%5Bkeyword%5D=office%20supplies&tx\\_solr%5Bsearch%5D%5Bindustry%5D=4](https://www.omniapartners.com/solutions/contract-offerings?tx_solr%5Bsearch%5D%5Bkeyword%5D=office%20supplies&tx_solr%5Bsearch%5D%5Bindustry%5D=4)

### **Sourcewell – Browse by Category**

<https://www.sourcewell-mn.gov/contract-search?msclkid=2bf7363bbe85124aaf1a50f831fdb433>

### **TIPS: (240402) Office and School Supplies, Products, and Services**

<https://www.tips-usa.com/vlist.cfm>

## BuyBoard Vendors (Office Supplies and Equipment: contract# 656-21)

Vendor	Contract Number	Contract	Effective	Expiration	Email	Phone	Website	Contact
Automated Financial Systems	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	afscashtexas@gmail.com	210-946-5400	www.texascashsystems.com	Bud Beyer
Claridge Products and Equipment, LLC	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	sc@claridgeproducts.com	972-247-8075	www.claridgeproducts.com	Kristi Popin
Dream Ranch Office Supplies	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	sheri@dreamranchtx.com	940-591-6565	www.dreamranchofficesupplies.com	Sheri DeWet
FP Mailing Solutions	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	majoraccounts@fp-usa.com	847-890-0223	www.fp-usa.com	Erika Langmaier
Gateway Printing & Office Supply, Inc.	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	csr.sanantonio@gatewayp.com	210-650-3995	www.gatewayp.com	Chris Del Bosque
Knowledge Tree	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	info@theknowledgetree.com	800-331-0994	www.theknowledgetree.com	Fred Wright Ernest
Kurtz Bros.(Bender-Burkot)	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	orders@kurtzbros.com	814-768-2602	www.kurtzbros.com	Christi Marshall
Liberty Office Products	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	orders@libertyoffice.com	713-789-3282	www.LibertyOffice.com	Scott Wiland
Pala Supply Company, Inc.	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	orders@schoolsupplypacks.com	806-748-4100	www.palасupplycompany.com	Larry Jost
Pitney Bowes	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	tracey.keyes@pb.com	480-206-2984	www.pitneybowes.com	Tracey Keyes
Positive Proof, Inc.	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	info@positive-proof.com	817-424-5268	www.positive-proof.com	Georgeann Berry
School Specialty	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	buyboardorders@schoolspecialty.com	888-388-3224	www.schoolspecialty.com	Customer Care
South Texas School Furniture	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	lauraj@texaslibrary.com	361-798-4364	www.texaslibrary.com	Laura Jirkovsky
Staples Contract & Commercial, Inc.	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	chuck.luchen@staples.com	877-826-7755	www.StaplesAdvantage.com	Chuck Luchen
Visual Techniques, Inc.	656-21	Office Supplies and Equipment (656-21)	12/01/2021	11/30/2024	orders@vtitx.com	903-297-4642	www.vtitx.com	Erica Fisher

## **SWC# 316 – Office Supplies** **Contract Usage Instructions**

**Contract Procurement:** The contract was competitively bid and awarded to one (1) vendor:  
**ODP Business Solutions, LLC.**

**Summary/Background Information:** This is a statewide contract for Office Supplies. This includes general office supply items (classification folders, ballpoint pens, highlighters, paper clips, post-it notes, etc.), ink and toner (new and remanufactured cartridges for various devices), office machines (shredders, electric staplers, label makers, voice recorders, etc.), basic data storage (CDs, DVDs, cassettes, thumb drives, etc.), boards and board accessories (white boards, easels, easel pads, dry erase markers, cork boards, chalk boards, etc.), and calendars and planners (desk calendars, planner inserts, etc.) just to name a few. The State has negotiated heavily discounted pricing for merchandise classified as “Core” and “Catalog” to ensure that cost-savings are passed to the agencies. A list of both Core and Catalog items can be found by following instructions for Access to Contract Documents Online (below), and by searching SWC 316, or Office Supplies. The Core and Non-Core Assortment List can be used as a cross-referencing tool when inquiring about **ODP Business Solutions, LLC.** item numbers.

### **Quotes and Special Requests:**

Items on the Core and Non-Core Assortment List do not require a quote as pricing has already been negotiated and established. Please reference the Core and Catalog Assortment List for complete pricing information.

To view the entire **ODP Business Solutions** contract assortment, please visit <http://www.ODPbusiness.com>.

**Username:** MSCSBrowse

**Password:** MSCSBrowse1

(Password is **Case Sensitive**)



Item 161636  
★★★★★ 162 Reviews  
Office Depot® Retractable Ballpoint Pens  
With Grips, Medium Point, 1.0 mm,  
Black/Blue/Red Barrels, Black/Blue/Red  
Inks, Pack Of 50 Pens

Availability: 2,338  
✓ Sold Online  
✓ Sold in Stores  
Best Value

Please Note, Contracted Items will be displayed with a **“Best Value”** icon (shown left). Any items with an icon have been priced at a discounted State of TN Rate, from, **ODP Business Solutions, llc.**

---

e Tower, 3<sup>rd</sup> Floor  
TN 37243

**To Place an Order or Request a Quote:**

**ODP Business Solutions, LLC**

Phone Number:

Email Address:

Hours:

**State of Tennessee Service Team**

1-833-740-4868 (toll free)

[StateofTN@ODPbusiness.com](mailto:StateofTN@ODPbusiness.com)

Monday - Friday 8am - 10:30pm ET

**Returns, Damaged Deliveries, and Backordered Items:**

**ODP Business Solutions, LLC.**, will accept returns up to thirty (30) calendar days after receipt of the order. General supply items should be returned in the original packaging. Your Original Receipt is required for all store returns or exchanges of technology. There are no restocking fees for returned goods. All returns will be credited within fifteen (15) business days of receipt.

[Dorit.Boxer@odpbusiness.com](mailto:Dorit.Boxer@odpbusiness.com)

[Kyle.Averette@odpbusiness.com](mailto:Kyle.Averette@odpbusiness.com)

[StateofTN@ODPbusiness.com](mailto:StateofTN@ODPbusiness.com)

**Vendor Contact Information**

**Customer Service:**

Name of Contact:

Phone Number:

Email Address:

Hours:

**Agency User Support Mailbox**

**ODP – Customer Service Team**

1-833-740-4868 (toll free)

[StateofTN@ODPbusiness.com](mailto:StateofTN@ODPbusiness.com)

(Dedicated Email Support box for State of Tennessee Contract Users)

Monday - Friday 8am - 10:30pm ET

- **Support mailbox developed to provide ODP Business Solution - State of Tennessee Agency users a central place for quick assistance. Please use the mailbox to:**
- Check on Existing Order Status
- Request Return Authorizations due to; damage or defective items, mis-ships, shortages, etc.
- Utilize to Create, Edit and/or Delete user profiles including “login credentials” or “password re-sets”, and “add” and/or “update” shipping addresses.
- Request copies of invoices, credit memos or proof of delivery. Note: you must provide the order number of the document you need. You will receive PDF of document in 24 – 48 hours.

**ODP Contract Representative: Agency Sales Support, Quotes, Special Order Requests**

Name of Contact Person: **Kyle Averette**  
Position of Contact: Teaming Representative, Inside Sales  
Phone Number(s) of Contact: 512.883.9985  
Email Address of Contact: [Kyle.Averette@ODPbusiness.com](mailto:Kyle.Averette@ODPbusiness.com)

**ODP Contract Representative: Program Manager**  
Name of Contact Person: **Dorit Shiloah-Boxer**  
Position of Contact: Strategic Account Manager  
Phone Number(s) of Contact: 901.606.9480  
Email Address of Contact: [Dorit.Boxer@ODPbusiness.com](mailto:Dorit.Boxer@ODPbusiness.com)

**Escalation Contact: Director**  
Name of Contact Person: **Terry Sterck**  
Position of Contact: Director, Major Partnerships - Public Sector East  
Phone Number(s) of Contact: 904.699.6377  
Email Address of Contact: [Terry.Sterck@ODPbusiness.com](mailto:Terry.Sterck@ODPbusiness.com)

To view the entire assortment of **ODP Business Solutions, LLC.**, items available, please visit:  
<http://www.ODPbusiness.com>.

Username: **MSCSBrowse**  
Password: **MSCSBrowse1**  
(Password is Case Sensitive)