

## OFFICE DEPOT FAQ

**Office Depot** has been awarded the **Exclusive Office Supply** business for five (5) years.

Cabrini is a member of the Philadelphia Area Collegiate Cooperative (PACC) that consists of local procurement professionals pooling their school's usage and spend to maximize discounts and rebates. PACC issued a Request for Proposal (RFP) with six (6) of the leading office supply vendors. The proposals were scrutinized for available product, pricing, service and rebate program.

**OFFICE DEPOT** is the **EXCLUSIVE VENDOR** for Cabrini of **Office Supplies, Janitorial Products, Printer Toners, Copier Paper, Kitchen Supplies** (plates, cups, coffee etc.) and some **Furniture** (with the prior review of the procurement manager Liz Kanaras).

- I. ***Built into the Office Depot agreement are the following incentives that Cabrini and PACC receives:***
  - **Next Day Desk Top Delivery** to Your Location for 2500+ Stocked Items;
  - **Free Shipping** for Orders over \$50;
  - Invoiced to Master Account. No PCard Reconciliation or Check Request Paperwork;
  - No TAX Charged;
  - Dedicated Inside Customer Service Support and an Onsite Sales Representative;
  - \$100,000 PACC Annual Shared Rebate;
  - \$20,000 Annual Student Scholarship;
  - On-Site Vendor Shows and Training.
  
- II. ***We often hear from our staff that they can get the same product cheaper, faster and better. We don't want staff to use other vendors because:***
  1. It becomes a liability for the employee(s) that physically drives to a store during work hours. They run the risk of a possible auto accident and/or personal injury;
  2. Most stores offer no or limited warranties and product cannot readily be repaired or replaced, if necessary;
  3. Tax is charged and we are a tax exempt institution;
  4. No participation in our standard educational discount or rebate programs.
  5. You are charged for shipping and returns;
  6. Run the risk of getting defective products, computer viruses, credit card fraud and using your own money.
  
- III. ***Therefore, purchasing the same and/or like items from the following vendors will be prohibited:***
  - **Staples**
  - **Amazon Business or Personal Prime Accounts**
  - **Big Box Stores** (BJ, Costco, etc.)
  - **Retailers** (Target, Walmart, Dollar Stores, Supermarkets, etc.)
  - **In Person Purchases Office Max / Office Depot** – DOES NOT QUALIFY for Cabrini discount
  - **Other Merchants**

If you repeatedly purchase these items on your PCard, your charging privileges may be suspended or permanently revoked. If you submit a check request, you may not be reimbursed.