



# *STATE OF MISSISSIPPI*

**CONTRACT NUMBER  
8200056009**

**OFFICE DEPOT COOPERATIVE AGREEMENT  
FOR OFFICE SUPPLIES**

**DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF PURCHASING AND TRAVEL  
701 WOOLFOLK BUILDING, SUITE A  
501 NORTH WEST STREET  
JACKSON, MISSISSIPPI 39201**

**OFFICE DEPOT  
and  
THE STATE OF MISSISSIPPI**

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**SCOPE:** Office Depot Contract for Office Supplies **CONTRACT**

**NUMBER:** 8200056009

**SMART NUMBER:** 1130-21-C-SWCT-00240

**EFFECTIVE DATES:** March 4, 2021 – June 30, 2022

**CONTACTS:**

**State of Mississippi**

Belinda Russell

[Belinda.Russell@dfa.ms.gov](mailto:Belinda.Russell@dfa.ms.gov)

601-359-5041

**Office Depot Contract Administrator:**

Sonya Prendergast

Phone: 601-829-0509

Fax: 601-829-0503

[sonya.prendergast@officedepot.com](mailto:sonya.prendergast@officedepot.com)

**WEBSITE:** business.officedepot.com

**LOG-IN:** State of MS

**PASSWORD:** Mississippi1

**ACCOUNT NUMBER:** 24803525

The password is Case Sensitive. The user will need to capitalize the M in Mississippi1

We have established an agreement with Omnia Partners to allow purchases from their cooperative contract with Office Depot for commodities only. It is the buyer's responsibility to ensure this contract is not used in place of a required competitive process or as a substitute for other required purchasing approvals as required by Mississippi law. This cooperative contract was approved as another option for agencies to save money on office supplies that are not currently covered by our competitively bid state contracts, and provides that the provisions thereof may be available to any county, municipality, school board or other local public agency or authority of the State of Mississippi which may elect to purchase at the prices, terms and conditions of sale specified therein.

The Office Depot contract pricing is available with a user ID and password, provided by Office Depot, to their government website. Office Depot can also associate your state procurement cards so the contract pricing will also be available at any local Office Depot retail location. The Office Depot contact information is listed above.

**PLEASE NOTE:** The Omnia Partners cooperative contract with Office Depot is NOT an approved purchasing mechanism in Mississippi for computer and telecommunications equipment. While Office Depot has attempted to flag computer and telecommunications equipment as "Restricted Items" in their online catalog for view by the State of Mississippi, it is the buyer's responsibility to ensure this contract is not used in place of a required competitive process or as a substitute for other required purchasing approvals as required by Mississippi law. Purchasers who are uncertain whether a particular item falls within this restriction may review the ITS Procurement Handbook or call the ITS Procurement Help Desk at 601-432-8166.