

REPORT

DATE ISSUED: September 9, 2008

REPORT NO: HCR 08-98

ATTENTION: Chair and Members of the Housing Commission
For the Agenda of September 19, 2008

SUBJECT: Award of Office Supplies Contract

REQUESTED ACTION:

That the Housing Commission award a contract for office supplies to Office Depot, Inc.

STAFF RECOMMENDATION:

That the Housing Commission approve the award of a contract to Office Depot, Inc. in the amount of \$250,000 per year for office supplies, for the period of two (2) years with three (3) additional one (1) year options, at a negotiated rate not to exceed the base contract amount plus the increases in the Consumer Price Index for All Urban Consumers (CPI-U).

FISCAL CONSIDERATIONS:

The Housing Commission approved the fiscal year 2009 budget on May 20, 2008. Funds for this contract are included in that budget.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

On June 9, 2008 a Request for Proposals was issued for this work. Advertisements were placed in the *San Diego Union Tribune*, *The Voice and Viewpoint*, and *La Prensa*. In addition, an announcement was posted on the San Diego Housing Commission's website, and thirteen (13) invitations were sent as outreach to office supply vendors in the community.

On June 16, 2008 a pre-proposal conference was conducted with three (3) vendors in attendance. At bid closing on July 3, 2008 five (5) proposals were received. Information on the submitted proposals is outlined below:

<u>Bidder</u>	<u>Responsive Bidder</u>	<u>DBE</u>	<u>Total Score</u>
Staples	Yes	No	282
Office Depot, Inc.	Yes	No	345
Complete Office	Yes	No	252
Carroll Business Supply	Yes	Yes	261
Office Max	Yes	No	302

Office Depot, Inc. is a major supplier of office products and services. Staff analysis indicates that Office Depot, Inc. has submitted the lowest price and technically acceptable proposal.

ENVIRONMENTAL REVIEW:

This action is categorically exempt from provisions of California Environmental Qualities Act (CEQA) pursuant to the State CEQA Article 19 Guidelines Section 15301 (existing Facilities). It is also categorically excluded from provisions of the National Environmental Protections Act (NEPA), under the provisions of 24 Code of Federal Regulations 58.35(b).

Respectfully submitted,


C. Terry Whitesides
Director of Business Services

Approved by,


Carrol M. Vaughan
Interim President & Chief Executive Officer

Attachment 1: Contract

Distribution of these attachments may be limited. Copies available for review during business hours at the Housing Commission offices at 1122 Broadway, San Diego, CA 92101, Main Lobby and at the Office of the City Clerk, 202 C Street, San Diego, CA 92101.

Attachment 1

SAN DIEGO HOUSING COMMISSION

AGREEMENT FOR

Office Supplies

WITH

The Office Depot, Inc.

Contract No.

THIS AGREEMENT, entered into this 1st day of October, 2008

Between the Commission:

SAN DIEGO HOUSING COMMISSION
1122 Broadway, Ste 300
San Diego, CA 92101
619.231.9400

and the Contractor:

The Office Depot, Inc.
220 Old Germantown Road
Delray Beach, FL 33445
858.352.0437

101. DESCRIPTION OF WORK

Contractor shall provide Office Supplies to the Commission as generally described in the specifications/scope of services attached hereto.

102. CONTRACT ATTACHMENTS

The above services shall be performed in accordance with the following listed documents which are attached hereto and made a part hereof:

1. General Provisions, Contract Attachment No. 1
2. Specifications/Scope of Service, Contract Attachment No. 2
3. Compensation Schedule, Contract Attachment No. 3
4. Certificate of Compliance, Contract Attachment No. 4
5. Workforce Report, Contract Attachment No. 5
6. Vendor's written proposal Contract Attachment No. 6

103. TIME OF PERFORMANCE

All services required pursuant to this Agreement shall commence effective October 1, 2008 through October 1, 2010, with three additional one (1) year options.

104. COMPENSATION AND METHOD OF PAYMENT

a. Rates

For services performed under this Agreement, the Commission shall pay the Contractor at the rates set forth in Contract Attachment No. 3, "Compensation Schedule", attached hereto and made a part hereof.

b. Maximum Compensation

The total compensation for all services performed pursuant to this Agreement shall not exceed the sum of Two Hundred Fifty Thousand Dollars (\$250,000.00) per calendar year. Contractor acknowledges that the Commission is under no obligation to compensate Contractor for services rendered or expenses accrued under this Agreement in excess of the maximum compensation specified above. It shall be the responsibility of the Contractor to monitor its activities to ensure that the scope of services specified in Contract Attachment No. 2 (Specifications) may be completed and no charges accrued in excess of the maximum compensation during the term of this Agreement. In the event that the work required cannot be completed within the amount specified, or it appears that the maximum compensation provided may be exceeded before the term of the Agreement expires, Contractor shall promptly notify the Commission.

Further, the SDHC may cancel the Agreement, without cause, by written notice to the Contractor at any time during the term of the Agreement, or any extension thereto, in the event that the SDHC and/or the Housing Authority of the City of San Diego fails to appropriate funds for the rendition of services set forth in this Agreement. This right to cancel is in addition to the rights of the Commission to terminate the Agreement as set forth in Section 214 of this Agreement.

c. Method of Payment

The Contractor shall submit monthly invoices to the Commission specifying the amount due for goods and services performed by the Contractor's staff. Such invoices shall: (1) reference the Contract number assigned hereto; (2) describe the goods and or services performed in detail, as specified in Contract Attachment No. 2; and (3) indicate the amount charged for the goods and or services rendered. Such invoice for payment shall contain a certification by the Contractor specifying payment requested is for goods and or services provided in accordance with the provisions of this Agreement. Upon approval of the invoice, the Commission shall make payment within thirty (30) business days. Payments will be made to Contractor at the address given above.

105. NOTICES

Notices to the parties shall, unless otherwise requested in writing, be sent to the Commission and the Contractor at the addresses given above.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year first above written.

COMMISSION:

SAN DIEGO HOUSING COMMISSION

By: _____

Title: _____

Date: _____

CONTRACTOR:

By: _____

Title: _____

Date: _____

Christensen & Spath
A Limited Liability Partnership

By: 

General Counsel

San Diego Housing Commission

Date: 8/21/08

CONTRACT ATTACHMENT NO. 1

200. GENERAL PROVISIONS

201. Status of Contractor

This contract calls for the performance of the services of the consultant as an independent Contractor. Contractor will not be considered an employee of the Commission for any purpose.

202. Ownership of Materials and Documents

Any and all sketches, drawings and other materials and documents prepared by the Contractor shall be the property of the Commission from the moment of their preparation, and the Contractor shall deliver such materials and documents to the Commission whenever requested to do so by the Commission. However, the Contractor shall have the right to make duplicate copies of such materials and documents for his own file or for other purposes as may be authorized in writing by the Commission.

203. Non-Disclosure

The designs, plans, reports, investigations, materials, and documents prepared or acquired by the Contractor pursuant to this Contract (including any duplicate copies kept by the Contractor) shall not be shown or disclosed to any other public or private person or entity directly or indirectly, except as authorized by the Commission. The Contractor shall not disclose to any other public or private person or entity directly or indirectly, any information regarding the activities of the Commission during the term of this contract or at any time thereafter except as authorized by the Commission.

204. Conflict of Interest

(a) For the duration of this Contract, the Contractor will not act as a consultant or perform services of any kind for any person or entity which would conflict with the services to be provided herein, without the written consent of the Commission.

(b) A conflict occurs when circumstances, known to the Contractor, place the Commission and the Contractor's new client in adverse, hostile or incompatible positions wherein the interests of the Commission, the Authority, or the City of San Diego may be jeopardized. Contractor shall promptly notify the Commission in the event that such a conflict occurs.

(c) In the event of such a conflict, Contractor shall meet and confer with the Commission to agree upon modifications of its relationship with said new client or Commission in order to continue to perform services for said client and/or Commission without compromising the interests of either. Should no agreement regarding modification be reached, Commission may terminate its contract with Contractor.

(d) When consent has been given, Contractor shall endeavor to avoid involvement on behalf of said new client which would in any manner undermine the effective performance of services by Contractor for Commission. Under no circumstances may Contractor convey, utilize, or permit to be utilized confidential information gained through its association with Commission for the benefit of any other client.

(e) Contractor agrees to alert every client for whom consent is required, to the existence of this conflict of interest provision and to include language in its agreement with said client which would enable Contractor to comply fully with its terms. This last paragraph shall not apply to existing clients of the Contractor for which Contractor has previously received the Commission's consent.

(f) This Agreement may be unilaterally and immediately terminated by the Commission if Contractor employs an individual who, within twelve months immediately preceding such employment, in their capacity as a Commission employee, participated in negotiations with or otherwise had an influence on the selection of the Contractor.

205. Contractor's Liability

(a) The Contractor shall be responsible for all injuries to persons and for all damages to real or personal property of the Commission or others, caused by or resulting from the negligence of itself, its employees, or its agents during the progress of or connected with the rendition of services hereunder.

(b) Contractor shall indemnify and hold harmless the Commission, the Housing Authority of the City of San Diego, the City of San Diego, and all officers and employees of each agency from any and all liability, claims, costs (including reasonable attorney's fees), damages, expenses and causes of action:

- 1) for damages to real or personal property, or personal injury to any third party resulting from the negligence of Contractor, its employees or its agents; or
- 2) for any breach of any obligations, duties or covenants of Contractor under this Contract or transactions related to it.

206. Insurance

Contractor shall not commence work until Contractor has obtained, at its sole cost and expense, all insurance required under this Section. The insurance obtained shall be approved by the Commission. Contractor agrees to the following:

(a) Contractor shall provide public liability and property damage insurance in the minimum amount of \$1,000,000 for injury to or death of one or more persons and/or property damage arising out of a single accident or occurrence, insuring against all liability of the

Commission, Contractor, its Sub-contractors and its authorized representatives, arising out of or in connection with the Contractor's performance of work under this Agreement.

(b) Contractor shall purchase and maintain in full force and effect worker's compensation insurance for Contractors, sub-contractors, employees and agents in form and amount acceptable to the Commission during the full term of this Contract.

(c) Contractor shall provide automobile liability insurance on owned and non-owned motor vehicles used in the performance of services as detailed in the Scope of Services, both on site or in connection therewith for a combined single limit for bodily injury and property damage of no less than \$500,000 per occurrence.

(d) All insurance required to be purchased and maintained by the Contractor shall name the Housing Commission, the Housing Authority and the City of San Diego as additional insured's and shall contain cross-liability endorsements.

(e) The Contractor shall furnish to the Commission Certificates of Insurance evidencing the insurance carried in compliance with this Section. This Certificate shall contain a provision that at least 30 days prior written notice will be given to the Commission in the event of cancellation, reduction or nonrenewal of the insurance.

207. Correction of Work

The performance of services by the Contractor shall not relieve the Contractor from any obligation to correct any incomplete, inaccurate or defective work at no further cost to the Commission, when such inaccuracies are due to the negligence of the Contractor, provided such work has not been accepted in writing by an authorized representative of the Commission.

208. Equal Opportunity Programs

During the performance of this Contract, the Contractor agrees as follows:

(a) Contractor shall comply with all applicable local, state and federal Equal Opportunity Programs, as well as any other applicable local, state and federal law. Each month, the Contractor will report to the project manager, payments made to all vendors by month, contract to date and percentage of overall contract value.

(b) Contractor and each Sub-contractor, if any, shall fully comply with and shall submit a Report of San Diego County Workforce Report and Certificate of Compliance with Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act, and any other applicable Federal and State law and regulations hereinafter enacted.

(c) Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, gender, disability or national origin or any other basis prohibited by law. Contractor shall ensure that applicants for employment and employees are treated equally without regard to their race, color, religion, ancestry, gender, disability or national origin or any other basis prohibited by law.

(d) If any underrepresentation is found after submission of Contractor's workforce report, the Commission may request an equal employment opportunity plan (EEOP). An acceptable plan to correct the identified underrepresented categories shall be submitted within 30 days. Once the EEOP has been approved by the Commission, the Contractor shall adhere to said plan. In the case of multi-year contracts, the Contractor will be required to submit annual workforce reports and EEOP updates as requested.

(e) Contractor understands that failure to comply with the above requirements and/or submitting false information in response to these requirements may result in penalties provided for in State and Federal law. In addition, the Contractor may, at the election of the Commission, be barred from participating in Commission projects for not less than one (1) year.

209. Cost Records

In accordance with generally accepted accounting principles, the Contractor shall maintain full and complete records of the cost of services performed under this Agreement. Such records shall be open to the inspection of the Commission or to the appropriate federal agencies after reasonable notice, and at reasonable times.

210. Subcontracting

(a) No services covered by this Contract shall be subcontracted without the prior written consent of the Commission.

(b) In order to obtain consent, Contractor shall submit a list of all potential sub-contractors, and a description of work to be performed by each sub-contractor, to the Commission. Once this list has been approved, no changes to the list will be allowed except by written approval of the Commission.

(c) The Contractor shall be as fully responsible to the Commission for the acts and omissions of his sub-contractors, and of persons directly or indirectly employed by them, as he is for acts and omissions of persons directly employed by him.

211. Assignability

(a) The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Commission.

(b) Claims for money due or to become due to the Contractor from the Commission under this Contract may be assigned to a bank, trust company, or other financial institutions, or to a Trustee in Bankruptcy, without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Commission.

212. Changes

The Commission may, from time to time, request changes in the Scope of Services of the Contract to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon, by and between the Commission and the Contractor, shall be incorporated into this Contract.

213. Documents and Written Reports

The Contractor, when preparing any document or written report for or under the direction of the Commission or the City of San Diego, shall comply with the provisions of Government Code Section 7550; to wit,

"(a) Any document or written report prepared for or under the direction of a state or local agency,

which is prepared in whole or in part by non-employees of such agency, shall contain the numbers and dollar amounts of such contracts and subcontracts relating to the preparation of such document or written report; provided, however, that the total cost for work performed by non-employees of the agency exceeds five thousand dollars (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.

(b) When multiple documents or written reports are the subject or product of the Contract, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports."

214. Termination

This Contract may be terminated by the Commission on thirty (30) days written notice to the Contractor, the effective date of cancellation being the 30th day of said written notice with no further action required by either party.

215. Attorney's Fees and Costs

If any legal action or any arbitration or other proceeding is brought for the enforcement of this Contract, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Contract, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

216. Entire Agreement

Contract represents the sole and entire agreement between the Commission and supersedes all prior negotiations, representations, agreements, arrangements or understandings, either oral or written, between or among the parties hereto, relating to the subject matter of this Contract, which are not fully expressed herein. No waiver, alteration, or modification of any of the provisions of this Contract shall be binding unless in writing and signed by a duly authorized representative of both the Commission and Contractor.

217. Partial Invalidity

If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

218. Contract Governed by Law of State of California

This Contract and its performance and all suits and special proceedings under this Contract shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, under, or because of this contract, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

219. Interest of Member of Congress

No member or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

220. Interest of Current or Former Members, Officers, Employees

No member, officer or employee of the Commission, no member of the governing body of the locality in which the work is situated, no member of the governing body in which the Commission was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the assignment of work, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof. Any violation of this section shall result in unilateral and immediate termination of this contract by the Commission.

221. Drug-free Workplace

Contractor shall certify to the Commission that it will provide a drug-free workplace and do each of the following:

1. Publish a statement notifying its employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) is prohibited in Contractor's workplace and specify the actions that will be taken against employees for violation of the prohibition.
2. Establish a drug-free awareness program to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace.
 - (b) The Contractor's policy of maintaining a drug-free workplace.
 - (c) Any available drug counseling, rehabilitation and employee assistance programs.
 - (d) The penalties that may be imposed upon employees for drug abuse violations.
3. Post the statement required by subdivision 1 in a prominent place at Contractor's main office and at any job site large enough to necessitate an on-site office.

222. Plan of Operation

The Contractor shall submit to the Contracting Officer a complete plan of operations. The Contractor is responsible for notifying the Contracting Officer of any changes to the plan of operations.

223. Labor Provisions

It is the responsibility of the Contractor to be fully aware of and comply with every requirement under Federal and State law pertaining to labor provisions.

224. Extension of Contract Term

(a) Provided that the Contractor is not in default under the terms of this Agreement, the Chief Executive Officer of the Housing Commission may extend the terms of the Agreement for a period not to exceed ninety (90) days, on the same payment schedule, terms and conditions, in effect on the date that the Agreement would otherwise have terminated, including the option period, if any. The option to extend the Agreement shall be at the Commission's discretion only, and may not be exercised by the Contractor.

(b) The Agreement may not be extended for an aggregate period of more than ninety (90) days, but may be exercised in multiple "Notices of Extension", of not less than seven (7) days in duration, for each such notice. The Agreement may be extended by the Commission by delivery of a Notice of Extension in writing to the Contractor and that the stated terms and conditions of the Agreement shall be adhered to by the Contractor and the Commission during the term of the extension.

(c) Nothing contained herein, however, shall require the Commission to exercise any option to extend the Agreement. During the extension of the Agreement, the Contractor shall provide the Commission with additional certificates of insurance, if necessary, covering the term(s) of the extension.

(d) Notice of Extension may be served by the Commission upon the Contractor not earlier than sixty (60) days before the original termination date of the Agreement and not later than eighty-three (83) days after the original termination date of the Agreement. Nothing contained herein shall be construed as granting the Contractor a right to compel the Chief Executive Officer of the Housing Commission to exercise the option to extend the Agreement.

(e) The SDHC and Housing Authority of the City of San Diego hereby delegate the authority to the Chief Executive Officer of the SDHC to pay compensation to Contractor, during the option period, on a prorata basis, for any extension period, based upon the contract rate in effect on the date of the exercise of the extension.

(f) All contracts which are approved by the SDHC and/or Authority and include options for renewal may be renewed by the Chief Executive Officer or his/her designee at the previously stated terms for renewal. The Chief Executive Officer's authority to execute the option for renewal includes authorization to execute the required documents, identify appropriate funding source and authorize payment of funds for the continuation of services identified in the Scope of Services.

225. Statement of Economic Interest Disclosure Form (for consulting services only)

Contractor shall file a completed and executed Statement of Economic Interest Disclosure Form (Form 700), a copy of which is attached to this Agreement as Attachment No. 5, at the following times:

- (a) Upon execution of contract;
- (b) Annually on or before April 1 of each year;
- (c) Within 30 days after completion of the contract.

Said form will be filed within ten (10) days of written notice from the Commission to the

Contractor.

226. Conflict between Agreement and Attachments

To the extent that the provisions of the Agreement and the Attachments and Schedules conflict, the following order of construction shall apply:

(a) To the extent that the Agreement and any Attachments or Schedules conflict, the terms and conditions of the Agreement shall prevail; and,

(b) To the extent that any Contract Attachment and any Schedule conflicts, the Contract Attachment shall prevail.

227. Section 3 Contract Clauses

(a) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

(c) The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The Contractor agrees to include the Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the sub-contractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any sub-contractor where the Contractor has notice or knowledge that the sub-contractor has been found in violation of the regulations in 24 CFR part 135.

(e) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.

(f) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

(g) With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment subcontracts shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

228. HUD Program-Specific Audit Requirement

24 CFR 45-1 require that nonprofit institutions with combined receipts of Federal financial assistance and outstanding Federal direct, guaranteed or insured loan balances totaling \$300,000 or more a year shall have an audit conducted in accordance with the requirement of OMB Circular A-133 or a program specific financial audit, depending on the amount of funds received and the number of programs. Nonprofit institutions having only outstanding HUD direct, guaranteed or insured loans that were made guaranteed or insured prior to the effective date of the part, are required to conduct audits in accordance with HUD program specific audit requirements.

229. Lobbying Provisions

Contractor hereby certifies to the Commission, under penalty of perjury, under the terms of applicable federal law, that at all applicable times before, during and after the term of the agreement, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

- (3) Contractor will require that the above stated language be included in the award documents for all subawards at all tiers, including subcontracts, subgrants, loans, contracts, and cooperative agreements concerning the subject matter of this Agreement; and
- (4) Further, Contractor and all subrecipients, at all times, shall certify compliance with the provisions of 31 USC 1352 and any and all terms and conditions of the Byrd Anti-Lobbying Amendment, as amended from time to time.

COMMISSION:

SAN DIEGO HOUSING COMMISSION

By: _____

Title: _____

Date: _____

CONTRACTOR:

By: _____

Title: _____

Date: _____

Christensen & Spath
A Limited Liability Partnership

By:  _____

General Counsel

San Diego Housing Commission

Date: 8/21/08

CONTRACT ATTACHMENT NO. 2
SPECIFICATIONS/SCOPE OF SERVICES

Packing and Shipping

Contractor shall pack the Goods to prevent damage and deterioration. Unless this contract specifies otherwise, the price includes shipping charges for Goods FOB destination. The Commission may charge Contractor for damage deterioration of any Goods resulting from improper packing or packaging. Unless this contract specifies otherwise, Contractor will ship the Goods in accordance with the following instructions:

- (i) Shipments by Contractor or its sub-contractors must include packing sheets containing the Commission contract number, line item number, description and quantity of Goods shipped, part number or size, if applicable, and appropriate evidence of inspections. Items shipped on the same day will be consolidated on one bill of lading or air bill unless the Contracting Officer authorizes otherwise. The shipping documents will describe the material according to the applicable classification. The total number of shipping containers will be referenced on all shipping documents.
- (ii) The Commission will select the carrier and mode of transportation for all shipments where freight costs will be charged to the Commission.
- (iii) Contractor will include copies of documentation supporting prepaid freight charges (e.g., carrier invoices or UPS shipping log/manifest), if any, with its invoices.

Pricing

Contractor will provide a discounted pricing structure that will ensure that the Commission is receiving the best possible pricing on all office supplies and equipment for both store and name brands. Pricing shall be held firm for the duration of the initial contract period. Pricing changes (increase as well as decrease) will be considered bi-annually upon submittal of verifiable justification.

Fairness in Pricing

Upon commencement of the contract, products considered "on Contract" by this agreement are those listed in the Attached "Statement of Frequently Procured Items" The Commission reserves the right to place orders for non-contract items (items not listed on the "Statement of Frequently Procured Items) with the firm offering the best price at the time of purchase. All discounts (except for paper pricing which is done on a quarterly basis) will be locked in for the term of the original agreement. Non-contract items, however, will be adjusted quarterly based on manufacturer cost increases and decreases. Contractor must provide to the Commission the proof of manufacturer cost changes through regular reports.

Delivery The Contractor shall ensure the delivery of items follows: deliveries will be made to the commission main offices between the hours of 12:00 noon and 2:00 pm Monday thru Friday and to outlying locations for "On Contract" Items; 72 hours for items not on contract; 14 business days for back ordered items. As the commission does not maintain supply store rooms, all orders will be on an as needed basis.

Reporting The Contractor will conduct quarterly reviews of the contract performance and usage patterns with the Commission. During these reviews, the Commission will have the option with mutual agreement from The Office Depot Inc. to make periodic changes to the contract price structure.

- Customer Control over Use of PO#, Dept. #, Ship-to, User Password, etc.
- Validation of Critical Information (i.e. PO#, Dept. #)
- Pull-down On-line Contract Item/Requisition/Shopping Lists (Company & Personal)
- Displays List & Customer's Net Pricing

Ordering Orders will be accepted by phone or fax, as well as online. A limit of \$1,000.00 per order shall be imposed on all orders. The website provided by the Contractor for the ordering of goods shall be user-friendly and shall provide an online "custom" catalog with our "contract items" Contractor shall provide website address with any necessary passwords required for access to allow Commission personnel to order from the site. The vendor's technical staff will be required to work with the Commission's Information Technology Staff to resolve any technical issues at no additional cost to the Commission. Training of Commission Staff on website use will be required. Both group and individual training sessions will be provided by the vendor. Online ordering will offer the following features:

- Live Inventory Status- Real Time Inventory viewing of all relevant distribution centers.
- Capability to provide 12 months of order history.
- Order tracking.
- Current pricing on all contract items.
- The ability to build "Custom Shopping Lists."
- Browsing capability of Vendor's full catalog for "Super Users."
- Ability to place orders for custom printing items.
- Ability to place orders for technical products.
- Request returns and credit on the same site.
- Create and store individual custom shopping lists.

Account Management Contractor shall provide at no charge phone access for Commission staff to contact Customer Service. In addition, Contractor shall provide on line account management with the following features:

- Private Log-On/Password Authentication
- Ordering Restrictions by Account (Broad/General)
- Ordering Restrictions by Password/User-Specific (i.e. Dollar Limits)
- Icon by product description identifies restricted items to all users

Storefront: Contractor shall provide to the commission a list of retail locations available for the purchase of immediate/emergent needs. Contractor shall provide training to outline the process that will ensure that store purchases will be invoiced on summary billing as well as enforce the Commission's required daily \$1,000 limit per department.

\$1,000 limit per department.

Shipping: Only the products specifically ordered are to be shipped. No substitutions or alternates will be shipped without the prior consent of the Commission. In the event that the Contractor is unable to completely fill an order within 48 hours of receiving said order, it is the responsibility of the Contractor to notify the Commission of the product shortage and to offer suitable alternatives or allow the Commission to cancel that portion of the order.

Rebate/Bonus: A 2% volume rebate of the annual revenue of payments received, based on calendar year shall be payable at the end of the calendar year, additionally for option years the Contractor shall offer rebates as outlined in the rebate schedule on page 19 of the contractor's proposal.

COMMISSION:

SAN DIEGO HOUSING COMMISSION

By: _____

Title: _____

Date: _____

CONTRACTOR:

By: _____

Title: _____

Date: _____

Approved as to Form:

Christensen & Spath
A Limited Liability Partnership

By:  _____
General Counsel

San Diego Housing Commission

Date: 8/29/08

Pricing for SD Housing Commissior

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
10X13 INTEROFFICE_ENVELOPE 28LB	844803	BX	\$ 48.19	76%	\$ 11.56
3M POST IT EASEL PAD	987156	PK	\$ 77.40	59%	\$ 31.59
BATTERY,AA,1.5V,ENERGIZER,4/PK	343749	PK	\$ 7.05	61%	\$ 2.72
BATTERY,AAA,ALKA,ENERGIZER,4PK	343772	PK	\$ 7.05	61%	\$ 2.72
BINDER,PL,VIEW,.5",BLACK	396921	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,.5",WHT	396941	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1",BLACK	396311	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1",WHITE	396291	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1.5",BLACK	396271	EA	\$ 7.99	79%	\$ 1.70
BINDER,PL,VIEW,1.5",WHITE	396251	EA	\$ 7.99	79%	\$ 1.70
BINDER,PL,VIEW,2",BLACK	396231	EA	\$ 9.61	80%	\$ 1.96
BINDER,PL,VIEW,2",WHITE	396241	EA	\$ 9.61	80%	\$ 1.96
BINDER,PL,VIEW,3",BLACK	396221	EA	\$ 13.51	77%	\$ 3.08
BINDER,PL,VIEW,3",WHITE	396201	EA	\$ 13.51	77%	\$ 3.08
BOOK,COMPOSITION,100SHTS,WD,RL	588268	EA	\$ 3.85	79%	\$ 0.82
BOOK,PHONE,MESSAGE,200SET	848853	EA	\$ 4.56	65%	\$ 1.59
BOOK,PHONE,MESSAGE,400SET	848861	EA	\$ 5.70	62%	\$ 2.19
BOOK,STENO,6X9,70CT,GREEN	524405	EA	\$ 3.20	82%	\$ 0.58
BOX, STORAGE LETTER 24"	808121	EA	\$ 13.29	81%	\$ 2.49
BOX,LGL,Your Brand,QUICK SETUP,4PK	352008	EA	\$ 2.03	49%	\$ 1.03
CASE,CD,JEWEL,10PK,DOUBLE SLIM	271936	PK	\$ 10.99	74%	\$ 2.90
CASE,CD,JEWEL,25PK,SLIM,BLACK	271952	PK	\$ 11.09	66%	\$ 3.72
CASE,CD,JEWEL,STD,12/PK,BLACK	271960	PK	\$ 10.99	74%	\$ 2.88
CDR,Your Brand,52X, 15-PK,SLIM	679768	PK	\$ 13.99	71%	\$ 4.04
CDR,Your Brand,52X,100-PK,SPINDLE	676688	HU	\$ 39.99	67%	\$ 13.11
CD-R,Your Brand,52X,50-PK,SPINDLE	678120	PK	\$ 19.99	67%	\$ 6.56
CDRW,Your Brand,12X,10-PK,SLIM	679792	TP	\$ 12.99	61%	\$ 5.07
CLEANING WIPES,100CT,P/L	267761	EA	\$ 999.00	75%	\$ 252.08
CLIP,BINDER,LARGE,2IN,12BX	308957	BX	\$ 6.30	92%	\$ 0.48
CLIP,BINDER,MED,1.25IN,12/PK	825190	PK	\$ 25.41	91%	\$ 2.33
CLIP,BINDER,MEDIUM,	429431	BX	\$ 2.10	88%	\$ 0.25
CLIP,BINDER,SM,3/4IN,144/PK	825182	PK	\$ 1.07	93%	\$ 0.08
CLIP,BINDER,SMALL,12/BOX	429415	BX	\$ 1.10	91%	\$ 0.10
CLIP,PAPER,#1 REG,SMOOTH,100BX	429266	BX	\$ 1.09	95%	\$ 0.05
CLIP,PAPER,#1 REG,SMOOTH,10PK	308478	TP	\$ 4.60	85%	\$ 0.69
CLIP,PAPER,JUMBO,SMOOTH,100BX	429175	BX	\$ 1.59	90%	\$ 0.16

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
CLIP,PAPER,JUMBO,SMOOTH,10PK	308239	TP	\$ 15.56	87%	\$ 2.03
CORRECTION,DISPOSABLE,DRYLINE	987172	PK	\$ 4.04	73%	\$ 1.09
CORRECTION,FLUID,WHITE	909135	EA	\$ 1.89	91%	\$ 0.17
CUBE,MEMO,2-7/8X2-7/8,AQUATIC	366864	PK	\$ 8.07	59%	\$ 3.33
CUBE,MEMO,3X3",390SHT,NEON	941807	PK	\$ 8.07	59%	\$ 3.33
DAY PLANNER REFILLS VARIOUS BRANDS	NMI	EA			
DISK,Your Brand,3.5 IBM,100P	405791	PK	\$ 34.99	54%	\$ 16.15
DISK,Your Brand,3.5,IBM,10BX	405891	BX	\$ 5.99	73%	\$ 1.61
DISKETTE,Your Brand,IBM FMT,30PK,NEON	676621	PK	\$ 11.99	53%	\$ 5.61
DISPENSER,CLIP,MAG,SMK,3/PK	825281	EA	\$ 2.23	85%	\$ 0.33
DIV,INS,5,EXTRA WIDE,ASTD,Your Brand,BI	574929	ST	\$ 1.83	77%	\$ 0.42
DIVIDER,INSERT,5TAB,6SETS/PK	369088	PK	\$ 3.64	67%	\$ 1.21
DIVIDER,INSERT,OD,8TAB,CLR,4PK	369113	PK	\$ 3.73	66%	\$ 1.25
DIVIDERS,XW,Your Brand,INS,8ST,CLR	574964	ST	\$ 2.88	77%	\$ 0.65
DIVIDERS,Your Brand,INS,XW,8ST,ASTD	574978	ST	\$ 2.88	77%	\$ 0.65
DIVIDERS,Your Brand,XW,5ST,CLR	574943	ST	\$ 1.83	77%	\$ 0.42
DUSTER,AIR,10OZ	329576	EA	\$ 12.99	71%	\$ 3.74
ENVELOPE,#10,PLN,24#,500CT,WHT	633888	BX	\$ 30.78	80%	\$ 6.01
ENVELOPE,CD,50PK	560941	PK	\$ 10.62	77%	\$ 2.46
ENVELOPE,CLASP,12X15.5,100BX	330960	BX	\$ 36.51	75%	\$ 9.01
ENVELOPE,CLASP,28LB,#97,100BX	330888	BX	\$ 28.12	77%	\$ 6.38
ENVELOPE,CLASP,KRAFT,6X9,100BX	330744	BX	\$ 18.63	76%	\$ 4.46
ENVELOPE,CLSP,RCYCL,9X12,100BX	330808	BX	\$ 23.26	77%	\$ 5.29
ENVELOPE,SEC,#10,WIN,500CT,WHT	634008	BX	\$ 56.01	80%	\$ 10.93
FILTER,GLARE,UNIV,16-19"MONITR	225755	EA	\$ 66.95	56%	\$ 29.13
FLAG,TAPE,IN DISP,2PK,GREEN	452391	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,2PK,PURPLE	452425	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,2PK,RED	452367	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BLUE,2PK	452375	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BRIT BE,2PK	621748	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BRIT GN,2PK	958017	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,NEON PNK,2PK	620336	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,ORANGE,2PK	452417	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,WHITE,2PK	810176	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,PRINTED,POST-IT,80CT	193302	PK	\$ 4.77	59%	\$ 1.95
FLAGS,TAPE,IN DISP,2PK,YELLOW	452409	PK	\$ 6.27	59%	\$ 2.56

Pricing for SD Housing Commis

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
FLUID,CORRECTION,MULTIPURP,WHT	909119	EA	\$ 1.89	91%	\$ 0.17
FLUID,CORRECTION,PEN & INK,WHT	909234	EA	\$ 1.89	91%	\$ 0.17
FOLDER HANGING LGL 1/3 CUT	810945	BX	\$ 27.25	76%	\$ 6.63
FOLDER HANGING LGL 1/5 CUT	811018	BX	\$ 25.16	75%	\$ 6.28
FOLDER HANGING LTR 1/3 CUT	810929	BX	\$ 21.60	76%	\$ 5.20
FOLDER HANGING LTR 1/5 CUT	810994	BX	\$ 21.95	79%	\$ 4.69
FOLDER,FILE,LEGAL,1/3 CUT	810846	BX	\$ 28.23	73%	\$ 7.68
FOLDER,FILE,LETTER,1/3 CUT	810838	BX	\$ 21.83	73%	\$ 5.91
FOLDER,FILE,LETTER,1/5 CUT	810895	BX	\$ 23.40	72%	\$ 6.50
FOLDER,FILE,LTR,STRAIGHT CUT	810812	BX	\$ 23.40	72%	\$ 6.50
GLUE STICKS,.32 OZ,4/PK,WHITE	438731	P4	\$ 3.39	76%	\$ 0.80
GLUESTICK,.32 OZ,12/PK,WHITE	571101	PK	\$ 8.15	71%	\$ 2.39
GLUESTICK,0.70OZ,SINGLE,WHITE	571081	EA	\$ 1.75	78%	\$ 0.39
GLUESTICK,1.40OZ,WHITE	571031	EA	\$ 2.55	74%	\$ 0.67
GLUESTICK,3PK,1.40OZ,WHITE	571111	P3	\$ 8.49	77%	\$ 1.99
GLUESTICK,SINGLE,.32OZ,WHITE	570971	EA	\$ 1.05	80%	\$ 0.21
HIGHLIGHTER,FORAY,DS,PINK,12PK	268056	PK	\$ 11.16	69%	\$ 3.41
HIGHLIGHTER,FORAY,DS,YEL,12PK	268000	PK	\$ 11.16	69%	\$ 3.41
HIGHLIGHTER,LIQUID ACCENT,YEL	216131	PK	\$ 21.72	61%	\$ 8.41
HIGHLIGHTERS,LIQUID,12/PK,YLW	508720	PK	\$ 15.93	72%	\$ 4.41
HIGHLITER,LIQUID,ACCENT,5/PK	343551	PK	\$ 8.42	61%	\$ 3.30
INDEX,11X8.5,1-31	933309	PK	\$ 8.05	69%	\$ 2.50
INDEX,11X8.5,JAN-DEC	933291	PK	\$ 8.99	82%	\$ 1.58
INDEX,RNG-BK,A-Z,11X8.5,RED	933283	PK	\$ 4.51	68%	\$ 1.46
INK AND TONER FVARIOUS BRANDS		Various			
INK FOR STAMP PANS	421433	BT	\$ 5.00	82%	\$ 0.92
INK STAMP PADS	603335	EA	\$ 3.50	74%	\$ 0.92
LABEL,ADDR,Your Brand,LSR,3000CT,WHITE	612011	PK	\$ 36.96	84%	\$ 5.78
LABEL,FILE,Your Brand,248CT,WHITE	612641	EA	\$ 3.99	88%	\$ 0.48
LABEL,LSR,ADDR,WHT,3000CT	364364	PK	\$ 42.00	55%	\$ 18.92
LABEL,PRIVATE, MULTI,5 TAB D	369088	ST	\$ 3.64	95%	\$ 0.20
LABEL,PRIVATE,Your Brand MULTI,8 TAB D	369952	ST	\$ 0.93	62%	\$ 0.35
LABEL,Your Brand,REINFORCEMENT	681840	EA	\$ 1.98	82%	\$ 0.35
MARKER,DRY ERASE,BLACK	455469	PK	\$ 21.72	58%	\$ 9.15
MARKER,DRY ERASE,BROAD,BLUE	455329	PK	\$ 21.72	58%	\$ 9.15
MARKER,FORAY,PERM,DS,ASST,4PK	158864	PK	\$ 5.77	71%	\$ 1.67

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
MARKER, FORAY, PERM, DS, BLK, 12PK	202816	PK	\$ 17.30	72%	\$ 4.78
MARKER, SHARPIE, FINE, DZ, BLACK	203349	BX	\$ 15.00	59%	\$ 6.19
MARKER, SHARPIE, FINE, DZ, RED	203356	BX	\$ 15.00	59%	\$ 6.19
MEMO BOARD, POST-IT, 18X23, BURG	160341	EA	\$ 18.30	58%	\$ 7.63
MEMO BOARD, POST-IT, CHARCOAL	160366	EA	\$ 18.30	58%	\$ 7.63
MRKR, DRYERAS, CHSL, EXP, PUR	927830	PK	\$ 10.38	59%	\$ 4.21
MRKR, DRYERAS, DS, ASST, 4PK	271696	PK	\$ 7.14	69%	\$ 2.18
MRKR, DRYERAS, DS, ASST, 4PK	271696	PK	\$ 7.14	69%	\$ 2.18
MRKR, ST/D/ER, CHS, 4CLR	204156	BX	\$ 7.11	57%	\$ 3.05
NOTE, LINED, ASST, 3PK, 100SH, NEON	217299	PK	\$ 13.07	59%	\$ 5.39
NOTE, POST-IT, 1.5X2", 12PK, NEON	561894	PK	\$ 10.67	59%	\$ 4.40
NOTE, POST-IT, 2X3, AST, ULTRA COL	506424	PK	\$ 8.68	59%	\$ 3.58
NOTE, POST-IT, 3X5, 5/PK, SUNBRITE	716371	PK	\$ 13.00	58%	\$ 5.51
NOTE, POST-IT, POP-UP, 3X3, SUNBRT	716521	PK	\$ 13.00	59%	\$ 5.35
NOTE, POST-IT, POP-UP, CLASSICS	639088	PK	\$ 11.27	59%	\$ 4.65
NOTE, POST-IT, SUNBRITE, 3X3, 5/PK	716481	PK	\$ 10.12	59%	\$ 4.18
NOTE, POST-IT, ULTRA, 4X6, 3/PK	217315	PK	\$ 13.07	59%	\$ 5.39
NOTE, SSTICKY, 3X3, RCY, 12PK, ASTD	725324	PK	\$ 26.15	59%	\$ 10.78
NOTE, Your Brand, 1.5"X2", 12PK, YELLOW	442306	PK	\$ 7.16	80%	\$ 1.42
NOTEBOOK, 150CT, 3SUBJ, THEME	498915	EA	\$ 4.29	75%	\$ 1.08
NOTEBOOK, SPIRAL, 1SUB, 100SHT, CR	588286	EA	\$ 3.35	71%	\$ 0.97
NOTEBOOK, SPIRAL, 3SUB, 120SHT, CR	588322	EA	\$ 4.55	70%	\$ 1.38
NOTEBOOK, SPRL, 70SHT, WD, RLE, 6PK	293799	PK	\$ 12.09	70%	\$ 3.67
NOTES, POSTIT, 4X4, 3/PK, ULTRA	505096	PK	\$ 9.33	59%	\$ 3.85
NOTES, POST-IT, OD, 12PK, BRIGHT	843769	PK	\$ 17.59	65%	\$ 6.21
NOTES, POST-IT, POP UP, 6PK, AQTC	374381	PK	\$ 12.97	59%	\$ 5.35
NOTES, POST-IT, POP-UP, 3X3", 6PK	834796	PK	\$ 12.97	59%	\$ 5.35
NOTES, POSTIT, ULTRA, 3X3, ASST, 5P	666735	PK	\$ 10.12	59%	\$ 4.18
NOTES, POST-IT, ULTRA, 3X5, AST, 5P	666743	PK	\$ 66.75	59%	\$ 27.53
OD, DIV, INSERT, 5TAB, CLR, 6ST/PK	369275	PK	\$ 3.64	63%	\$ 1.36
OD, DIVIDER, INSERT, 8TAB, CLR, 4ST	369952	ST	\$ 0.93	-51%	\$ 1.40
OPENER, LETTER, 2/PK, BLACK	438761	PK	\$ 3.94	95%	\$ 0.21
OPENER, LETTER, 9", CHROME PLATED	313692	EA	\$ 1.86	88%	\$ 0.23
PAD, EASEL, RESTICKABLE, 2/PK, WHT	574032	EA	\$ 32.90	79%	\$ 6.90
PAD, EASEL, RESTICKABLE, TABLETOP	775088	EA	\$ 24.99	81%	\$ 4.76
PAD, EASEL, TABLE TOP, POST-IT	218691	EA	\$ 32.00	58%	\$ 13.33

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
PAD,GUM,8.5X11,Your Brand,WHT,LGL RLD	268091	DZ	\$ 28.00	82%	\$ 4.99
PAD,NOTE,POST-IT,1.5X2",12PK,U	419853	PK	\$ 10.67	58%	\$ 4.45
PAD,NOTE,POST-IT,2X3",AST,NEON	617217	PK	\$ 18.22	38%	\$ 11.25
PAD,NOTE,POST-IT,3X3,5PK,NEON	510578	PK	\$ 10.12	58%	\$ 4.22
PAD,NOTE,POST-IT,3X5",5PK,NEON	641480	PK	\$ 72.35	58%	\$ 30.16
PAD,NOTE,POST-IT,3X5,NEON	542779	PK	\$ 66.75	58%	\$ 27.81
PAD,PERF,8.5X11,Your Brand,12PK,LGL RL	305466	DZ	\$ 31.00	82%	\$ 5.70
PAD,PERF,8.5X11,Your Brand,LGL RLD,12P	305706	DZ	\$ 31.99	82%	\$ 5.70
PAD,PHONE,MESSAGE,12PACK	848846	DZ	\$ 4.37	69%	\$ 1.35
PAD,SCRATCH,3X5,50CT,12PK	524769	PK	\$ 6.28	78%	\$ 1.39
PAD,SCRATCH,5X8,50CT,12PK	524413	PK	\$ 15.66	79%	\$ 3.33
PAD,WIRE,QUAD,8.5X11,4SQIN,WHT	582320	EA	\$ 9.57	79%	\$ 2.00
Paper 24lb Copier	393122	CS	\$ 120.00	65%	\$ 41.44
PAPER CLIPS,JUMBO,TRNSLCNT,200	344335	TB	\$ 5.56	83%	\$ 0.95
PAPER COMP,9 1/2 X 11 2PRT-1	813345	1	\$ 89.23	68%	\$ 28.38
PAPER,COMP,14-7/8X11,GREEN BAR	813212	CA	\$ 74.70	62%	\$ 28.09
PAPER,COMPUTER,1PART,9.5X11	813311	CA	\$ 70.70	74%	\$ 18.32
PAPER,COMPUTER,9.5X11,18LB	963975	CA	\$ 62.02	67%	\$ 20.37
PAPER,COMPUTER,9.5X11,20LB	940908	CA	\$ 63.98	68%	\$ 20.19
PAPER,FLR,10.5X8,CR,150CT	589510	PK	\$ 3.79	75%	\$ 0.96
PAPER,FLR,10.5X8,WR,150CT	589483	PK	\$ 3.79	75%	\$ 0.96
PAPER,FLR,11X8.5,CR,150CT	956112	PK	\$ 3.85	71%	\$ 1.11
PAPER,GREENBAR,14 7/8X11,18#	813220	CA	\$ 82.49	65%	\$ 29.02
PAPER CLIPS	429266	BX	\$ 1.09	95%	\$ 0.05
PEN,BALLPOINT,FINE,BLK	987388	DZ	\$ 12.60	67%	\$ 4.15
PEN,BALLPOINT,FINE,RSVP,BLUE	987396	DZ	\$ 12.60	67%	\$ 4.15
PEN,BP,MED,FLXGRIPELITE,DZ,BLU	524976	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,FLXGRP,FN,12PK,BLU	527744	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,FN,FLXGRIPELITE,BLK	524992	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,MED,FLXGRIP,DZ,BLK	524968	DZ	\$ 15.00	69%	\$ 4.58
PEN,ROLLERBALL,0.7MM,12/PK,BLK	508544	DZ	\$ 18.59	71%	\$ 5.31
PEN,ROLLERBALL,0.7MM,12/PK,BLU	510160	DZ	\$ 18.59	71%	\$ 5.31
PEN,SOFT GRIP,MED,BLK,12PK	234176	PK	\$ 12.99	72%	\$ 3.61
PEN,STICK,PT,MED,48PK,BLK	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,STICK,PT,MED,48PK,BLK	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,UBALL,VIS,ELITE,DZ,BLU/BLK	580327	DZ	\$ 38.04	58%	\$ 15.84

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 3

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
PEN,UNIBALL,FINE,ONYX,DZ,BLACK	659649	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,FINE,ONYX,DZ,BLUE	659623	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,MICRO,ONYX,DZ,BLK	664417	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,MICRO,ONYX,DZ,BLUE	664409	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,VIS,ELITE,DZ,BLK	580437	DZ	\$ 38.04	58%	\$ 15.84
PEN,Your Brand,MED,48PK,BLUE	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,Your Brand,MED,48PK,RED	750288	PK	\$ 5.99	64%	\$ 2.16
PENCIL	526192	DZ	\$ 37.80	65%	\$ 13.25
PENCIL POUCH,FRONT CLEAR VIEW	673616	EA	\$ 2.99	62%	\$ 1.15
PENCIL POUCH,TRANSLUCENT	434357	EA	\$ 2.19	67%	\$ 0.72
PENCIL,BLPT/MECH,PHD,JADE	752291	PK	\$ 12.61	58%	\$ 5.26
PENCIL,MECH,CLR PT,.5MM,GRN	404481	PK	\$ 3.14	59%	\$ 1.30
PENCIL,MECH,CLR PT,.5MM,ROSE	404601	PK	\$ 3.14	59%	\$ 1.30
PENCIL,MECH,CLR PT,.7MM,BLUE	404461	PK	\$ 3.04	57%	\$ 1.30
PHONE MESSAGE PADS (CARBON)	848846	EA	\$ 4.37	97%	\$ 0.11
PHONE WIPES,100CT	267751	EA	\$ 9.99	73%	\$ 2.70
PIN,PUSH,200BX,ASSORTED	825273	BX	\$ 4.65	83%	\$ 0.80
PIN,PUSH,200CT,CLEAR	825265	BX	\$ 4.65	83%	\$ 0.80
POST IT,POP UP,3X3",6/PK,NEON	761015	PK	\$ 77.82	59%	\$ 32.10
POST-IT FLAGS,SM,140 CT,4COLOR	369571	PK	\$ 6.30	59%	\$ 2.60
POST-IT FLAGS,SM,ASTD COLORS	369581	PK	\$ 6.30	59%	\$ 2.60
POST-IT NOTES,3X3,5PK,AQTC CL	374391	PK	\$ 10.12	59%	\$ 4.18
POST-IT,653-AQ,1.5X2,12PK,ASTD	387981	PK	\$ 10.67	59%	\$ 4.40
POST-IT,ULTRA,LINED,3X5,5PK,AS	515553	PK	\$ 14.47	59%	\$ 5.97
PROTECT,SHT,Your Brand,HVY,NGL,50/BOX	498831	BX	\$ 10.49	83%	\$ 1.74
PUNCH,2HOLE,50SHEETS,BLACK	427281	EA	\$ 24.50	86%	\$ 3.42
PUNCH,3HOLE,ADJ RUBBER HDL,BLK	427151	EA	\$ 13.50	70%	\$ 4.02
PUNCH,PAPER,2-HOLE,20SHEET CAP	825307	EA	\$ 15.49	80%	\$ 3.09
REFILL,VIS,ELT,2/PK,BLUE	752891	PK	\$ 3.33	57%	\$ 1.43
RUBBERBANDS,#32,1/4#	856297	PG	\$ 1.59	74%	\$ 0.42
RUBBERBANDS,#54,1LB	855910	PG	\$ 5.99	74%	\$ 1.58
SCISSORS,5",POINT TIP,ASTD CLR	719491	OP	\$ 4.38	84%	\$ 0.69
SCISSORS,BENT,LH/RH,8",BLACK	375667	PR	\$ 4.72	89%	\$ 0.54
SCISSORS,STRT,8",2/PK,BLK	458612	OP	\$ 8.89	88%	\$ 1.09
SCISSORS,STRT,8",2/PK,RED	458620	OP	\$ 8.89	88%	\$ 1.09
SHEET PROT,Your Brand,HVY CLR,50/BX	498841	BX	\$ 10.49	85%	\$ 1.56



Pricing for SD Housing Commission

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
SHEET PROTECT,Your Brand,STD,CLR,100/B	498811	BX	\$ 12.99	86%	\$ 1.76
SHEET PROTECT,Your Brand,STD,NGLR,100B	498761	BX	\$ 12.99	84%	\$ 2.05
SIGN HERE TAPE FLAG	750067	PK	\$ 7.17	59%	\$ 2.96
STAPLE REMOVER,	427111	EA	\$ 1.99	86%	\$ 0.28
STAPLER,ECON,FULL STRIP,BLACK	908210	EA	\$ 13.70	80%	\$ 2.74
STAPLER,FULL STRIP COMBO,BLACK	427251	EA	\$ 25.95	78%	\$ 5.61
STAPLER,FULL STRIP,BLACK	427181	EA	\$ 22.95	82%	\$ 4.14
STAPLER,HALF STRIP COMBO,BLACK	427271	EA	\$ 12.55	75%	\$ 3.09
STAPLES,STANDARD	766967	BX	\$ 2.78	87%	\$ 0.37
TAB,FILE,HANG,2IN,25/PK,CLEAR	345850	PK	\$ 2.80	76%	\$ 0.67
TAB,FILE,HGNG,3.5IN,25/PK,CLR	345926	PK	\$ 3.45	74%	\$ 0.88
TAPE,ACITAPE,.75X1296",Your Brand,10PK	575341	TP	\$ 35.71	80%	\$ 6.97
TAPE,CORRECTION,2PK,WHITE	576481	OP	\$ 7.96	79%	\$ 1.64
TAPE,CORRECTION,2PK,WHITE	576481	PK	\$ 7.96	79%	\$ 1.64
TAPE,DUCT,2"X60 YDS	576481	RL	\$ 7.96	90%	\$ 0.82
TAPE,TRANSPARENT,3/4X1296	520632	EA	\$ 3.08	74%	\$ 0.80
TAPE,TRANSPARENT,Your Brand,2PK	473656	PK	\$ 10.99	62%	\$ 4.19
TAPE,Your Brand ACITAPE,.5"X1500",10PK	575301	PK	\$ 36.89	84%	\$ 6.07
WRISTREST,PLATFORM,ADJ,MEM	946510	EA	\$ 48.95	59%	\$ 20.19

San Diego Housing Commission

Account # 89279356

7/3/2008

Office DEPOT

Taking Care of Business

Office Depot #	Category	Description	Page #	UOM	Sell	Priced Catalog	Savings over Priced Catalog	List	Savings over List
172681	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,INKJET,HP #78,TRICLR	944	EA	\$27.29	\$ 34.99	22.01%	\$ 40.08	31.91%
727381	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,PRINT,C7115A,HP	945	EA	\$49.98	\$ 64.99	23.10%	\$ 85.86	41.79%
419672	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,INK,HP #56,BLACK	944	EA	\$16.37	\$ 19.99	18.11%	\$ 24.05	31.93%
154605	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,INK,HP#57,TRI-COLOR	944	EA	\$27.22	\$ 34.99	22.21%	\$ 39.99	31.93%
166800	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR,2400,MAGENTA	946	EA	\$ 61.05	\$ 69.99	12.77%	\$ 69.99	12.77%
166688	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR,2400,YELLOW	946	EA	\$ 61.05	\$ 69.99	12.77%	\$ 69.99	12.77%
638299	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR 2300 BLACK	946	EA	\$67.23	\$ 83.99	19.95%	\$ 84.99	20.90%
638839	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR 2300,STD YELLO	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
476803	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR 2300 STD CYAN	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
476794	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR 2300,STD MAGEN	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
258920	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR,2400,BLACK	946	EA	\$74.14	\$ 84.99	12.77%	\$ 84.99	12.77%
258920	TONER/CARTRIDGES/RIBBONS	TONER,MAGICOLOR,2400,BLACK	946	EA	\$74.14	\$ 84.99	12.77%	\$ 84.99	12.77%
587616	TONER/CARTRIDGES/RIBBONS	TONER,LASER,MICR,HP,LJ4300	951	EA	\$309.38	\$ 394.99	21.67%	\$ 395.00	21.68%
419672	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,INK,HP #56,BLACK	944	EA	\$16.37	\$ 19.99	18.11%	\$ 24.05	31.93%
154605	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,INK,HP#57,TRI-COLOR	944	EA	\$27.22	\$ 34.99	22.21%	\$ 39.99	31.93%
563271	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,LINEA ELL,HP 4000	951	EA	\$84.89	\$ 134.99	37.11%	\$ 137.60	38.31%
439168	TONER/CARTRIDGES/RIBBONS	MICR TONER,HP LJ 4000 SER	951	EA	\$168.26	\$ 189.99	11.44%	\$ 213.00	21.00%
440472	TONER/CARTRIDGES/RIBBONS	MICR TONER,HP LJ 4000	951	EA	\$206.26	\$ 234.99	12.23%	\$ 265.00	22.17%
727371	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,PRINT,SMART,C8061A,HP	945	EA	\$80.83	\$ 104.99	23.01%	\$ 138.86	41.79%
727351	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,PRINT,SMART,C8061X,HP	945	EA	\$103.66	\$ 129.99	20.26%	\$ 178.08	41.79%
975384	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,LASER,HP Q5942X	945	EA	\$ 183.26	\$ 225.99	18.91%	\$ 314.82	41.79%
992280	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,HP,LJ,4250/4350	945	EA	\$ 120.94	\$ 149.99	19.37%	\$ 207.76	41.79%
197569	TONER/CARTRIDGES/RIBBONS	TONER,Q2673A,HP,F/CLJ3500,MAG	932	EA	\$ 106.74	\$ 129.99	17.89%	\$ 183.00	41.67%
197173	TONER/CARTRIDGES/RIBBONS	TONER,Q2672A,HP,CLJ3500,YELLOW	932	EA	\$ 112.91	\$ 129.99	13.14%	\$ 183.00	38.30%
197092	TONER/CARTRIDGES/RIBBONS	TONER,Q2670A,HP,F/CLJ3500,BLK	933	EA	\$ 107.36	\$ 134.99	20.47%	\$ 184.00	41.65%
197110	TONER/CARTRIDGES/RIBBONS	TONER,Q2671A,HP,F/CLJ3500,CYAN	932	EA	\$ 112.91	\$ 129.99	13.14%	\$ 183.00	38.30%
319209	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,LASERJET 4600,YELLOW	930	EA	\$ 170.30	\$ 214.99	20.79%	\$ 292.56	41.79%

CONTRACT ATTACHMENT NO. 3

Office Depot #	Category	Description	Page #	UOM	Sell	Priced Catalog	Savings over Priced Catalog	List	Savings over List
319275	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,LASERJET 4600,BLACK	930	EA	\$ 125.87	\$ 159.99	21.33%	\$ 216.24	41.79%
563271	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,LINEA ELL HP 4000		EA	\$ 84.89	\$ 134.99	37.11%	\$ 137.60	38.31%
727381	TONER/CARTRIDGES/RIBBONS	CARTRIDGE,PRINT,C7115A,HP	945	EA	\$ 49.98	\$ 64.99	23.10%	\$ 85.86	41.79%

COMMISSION:

By: _____

Title: _____

Date: _____

CONTRACTOR:

By: _____

Title: _____

Date: _____

Approved as to Form:

Christensen Schwerdtfeger & Spath
A Limited Liability Partnership

By: _____

General Counsel

San Diego Housing Commission

Date: _____

Office DEPOT

Taking Care of Business

CONTRACT ATTACHMENT NO. 4

CERTIFICATE OF COMPLIANCE

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE SAN DIEGO HOUSING COMMISSION

The City of San Diego, The San Diego Housing Commission and Housing Authority are committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the State and its agencies, including the employment of individuals and firms which contract with the San Diego Housing Commission Agency.

CERTIFICATE OF COMPLIANCE

Office Depot, Inc.

Name of Firm

As an authorized official for the above named firm, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws and regulations hereinafter enacted.

Further, I am submitting a current Work Force Report of San Diego County and if requested, an acceptable Equal Employment Opportunity Plan, which addresses the affirmative actions that will be taken by this firm to eliminate any under-representation within identified categories. The elements of this plan would include effective outreach and other employment practices to maximize opportunities for all qualified individuals.

Pat Welch, Vice President, West Region

Name of Authorized Official

Signature of Authorized Official

The final contract is subject to written approval of the Legal Department of both San Diego Housing Commission and Office Depot, Inc.

Name: Pat Welch Title: Vice President

Signed: 

Date: July 1, 2008

Office DEPOT®

Taking Care of Business

CONTRACT ATTACHMENT NO. 5

Work Force Report of San Diego County SAN DIEGO HOUSING COMMISSION 1122 Broadway Suite 300, San Diego, CA 92101

Name of Contractor OFFICE DEPOT INC.

Payroll Ending Date 6/27/08

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|-----------------------------|
| (1) African-American, Black | (4) American Indian, Eskimo |
| (2) Latino, Hispanic, Mexican-American, Puerto Rican | (5) Caucasian |
| (3) Asian, Pacific Islander | (6) Other Ethnicity |

OCCUPATIONAL CATEGORY	(1) African-American		(2) Latino		(3) Asian Pacific Islander		(4) American Indian		(5) Caucasian		(6) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Executive, Administrative, Managerial	4	1	9	4	3	1			21	9		
Professional Specialty			1	1						3		
Engineers/Architects												
Technicians and Related Support												
Sales	5	9	1	5	4	3			24	22		
Administrative Support/Clerical	3	7	3	6	3	13	1		3	14		
Services			4									
Precision Production, Craft and Repair	1		3		2				2			
Machine Operators, Assemblers, Inspectors	13		47	1	46	1			10	4		
Transportation and Material Moving	3		10		7				2			
Handlers, Equipment Cleaners, Helpers and Non-Construction Laborers*	16	13	24	31	93	60			12	10		
TOTALS FOR EACH COLUMN	45	30	102	48	158	78	1		74	62		
DISABLED (by ethnicity & gender)												
GRAND TOTAL OF ALL EMPLOYEES	177			48	158	78	1		74	62		
*NON-PROFIT AGENCIES ONLY	NOT APPLICABLE FOR OFFICE DEPOT											
President												
Vice President												
Secretary												
Treasurer												
TOTALS FOR EACH COLUMN												

*Gender and minority composition of the board is required above. Please substitute titles of officers or board members as necessary.

Business Solutions Division

Office DEPOT®

Taking Care of Business

CONTRACT ATTACHMENT NO. 6

July 3, 2008

San Diego Housing Commission
Business Services Department
1122 Broadway, Suite 300
San Diego, CA 92101

Attn: Lori J. Brierre and Committee Members

Thank you for allowing Office Depot to present a proposal for the procurement of office supply needs and requirements for the San Diego Housing Commission. We are confident that you will find that we have a proven track record to be efficient, reliable and cost effective. Furthermore, by selecting Office Depot you will find a financially solid supplier which ensures quality products, high fill rates, stable operating systems, leading-edge technology, and an investment in a successful partnership.

For over 21 years, Office Depot has strived to provide our valued customers with the very best in office products, solutions, and services. Our customers are the reason we have become the industry leader. No other office supplier will earn your business like Office Depot. Our friendly, knowledgeable employees will provide you with information, support and solutions to help select the products and services that can best contribute to your business' growth. Knowledge paired with support has emerged as a key commitment for Office Depot in order to develop loyalty and affinity among both our customers and employees, making Office Depot the preferred place to shop.

Office Depot is committed to quality and to your satisfaction as our valued customer. Please find attached our response to your Request for Proposal.

On behalf of the entire Office Depot Business Solutions Division team, we look forward to entering into a strategic partnership with you and demonstrating how the combined strengths of Office Depot and the San Diego Housing Commission will result in a mutually beneficial business partnership.

Sincerely,

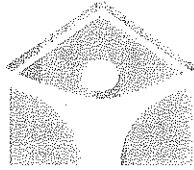


Chris Starkovich
Business Development Manager

Note:

- *If awarded the bid, Office Depot reserves the right to have any resulting contract reviewed by its Legal Department prior to execution.*
- *Notwithstanding any provision of this RFP to the contrary, the information provided by Office Depot in response to this RFP is confidential, and you are responsible for maintaining the confidentiality of this information in accordance with the terms and conditions of this agreement.*

Business Solutions Division



San Diego HOUSING COMMISSION

Request for Proposals

On

Office Supplies and Services

**Proposal Number
BS08-01**

Date: June 17th, 2008

Set No. 00000

Business Solutions Division

A. SUMMARY STATEMENT

CONTRACT ATTACHMENT NO. 6

Since its inception in 1979, the San Diego Housing Commission (Commission) has acted as the primary local government agency charged with providing affordable housing opportunities for residents of the City of San Diego (City). As an agency of the City, established under California statute and through the general policy direction of the Housing Authority, the Commission has been directly responsible for the planning, financing and implementation of publicly assisted housing programs, especially those conducted on a citywide basis. The Commission has also worked in collaboration with agencies to educate the community, policy leaders, and various stakeholders about the need for affordable housing for all San Diegans – and the impact the shortage of affordable housing has on the City's economic well being. Commission staff helps to clarify issues, explain programs, and identify potential actions to address the affordable housing shortage. The San Diego Housing Commission applies its resources to three major areas of work:

- a. **Housing Assistance** – The agency helps more than 13,700 families pay rent in private housing, owns and manages nearly 1,750 apartments, and provides residents with academic support and career development tools.
- b. **Housing Finance Partner** – Through favorable financing and incentives, the agency has helped nonprofit and for-profit developers create nearly 25,000 for sale and rental homes, of which 12,000 are deemed affordable. Agency programs have also enabled 4,300 families to buy their first homes and 10,000 families to repair older homes.
- c. **Housing Policy Advisor** – The agency helps shape the city's affordable housing programs by providing policy advice to the San Diego City Council, as well as initiating, monitoring or implementing municipal ordinances that advance affordable housing production and protect existing stock.

The Commission is soliciting proposals from businesses (contractor(s)) for office supplies and related services based on a one (1) year contract with three (3) additional one (1) year options. This contract will serve to set pricing, invoicing acceptance and delivery requirements for office supplies and related services at the Commission's home office and outlying area offices. A summary of work is contained in the Specifications/Scope of services section of this Request for Proposal. Interested and qualified firms including woman or minority owned and disadvantaged small businesses are invited to submit a proposal. Solicitation packages with complete instructions are available at the following address.

Proposals marked "Office Supplies" will be received until 4:00 pm (PST) on Monday July, 3rd, 2008 at:

San Diego Housing Commission
Business Services Department
1122 Broadway, Suite 300
San Diego, CA 92101
Attn: Lori J. Brierre
619.756.2655 or 619.578.7563

Four (4) additional copies of the proposal must be submitted to the above location with the original bid packet. (Late post-marked or faxed proposals will not be accepted.) In addition, a Pre-Bid Conference will be held at 10:00 a.m., Monday June 23rd 2008, at: San Diego Housing Commission, 1122 Broadway, Suite 300, San Diego, CA 92101, in Room 426 North.

The attention of proposers is directed to the fact that the proposed goods and services may be financed in whole or in part with Federal funds and, therefore, all applicable Federal Statutes, Rulings and Regulations will apply to such goods and services. The Commission reserves the right to reject any or all bids, to award contracts to multiple bidders, to waive any informalities in compliance with the specifications and/or general conditions and/or the bidding process and/or to cancel the bid solicitation, in whole or in part, to issue addenda and or clarifications of the request, if it determines that such action(s) is/are in the best interests of the Commission.

Terry Whitesides
Business Services Department Director

Date

CONTRACT ATTACHMENT NO. 6

B. SPECIFICATIONS/SCOPE OF SERVICES

STATEMENT OF WORK

The purpose of this Request for Proposal is to establish an annual contract with qualified firms to supply and deliver general office supplies and services to various San Diego Housing Commission departments on an "as needed" basis. The Commission is seeking to provide staff with quality products in the most timely and cost effective manner possible. This Request for Proposal may result in the award of more than one agreement. Currently the Commission purchases an estimated \$220,000 annually in office supplies, small equipment, copy paper and related items.

Background: The Commission currently buys approximately \$220,000 of office supplies and equipment per year from their current vendors, which are distributed directly to various locations and departments on a next day delivery system. It is our intent to establish relations with a qualified office supply vendor to provide full office supply account management and distribution service to locations and departments of the commission. Please note that the Commission will not make a guarantee as to the quantities of items purchased or a yearly expenditure amount. In addition, the Commission reserves the right to place orders with alternate sources.

Scope of Services:

The Contractor shall be required to provide and/or furnish all supplies and services necessary to ensure the availability and next day delivery of office supplies to every requesting Commission department. The services required shall include, but are not limited to, the items listed in attached. At a minimum, each proposer shall fully describe and/or demonstrate their procedures and/or ability to meet the Commission's needs in the issues listed. Please address each line item point by point.

I. DELIVERABLES

All supplies provided under this engagement must be delivered FOB San Diego, CA, with clear packing lists attached to specified delivery points. The Contractor shall be required to furnish next day/desktop delivery of supplies to the requesting Commission departments. Any order received by the contractor before 4:00 p.m. shall be delivered by the contractor to the requesting department on the next business day between the hours of **12:00 p.m. and 2:00 p.m. only**. Unit prices shall include all delivery and handling charges for inside/desktop delivery of all goods. Proposers shall provide detailed information regarding their ability to meet the desired delivery requirements. A list of departments and delivery addresses will be provided. Departments will be identified by accounting codes provided by the Commission. New accounting codes and delivery sites may be added from time to time.

Response: *Agreed. Office Depot is prepared to provide next-day delivery to the Commission- 1122 Broadway between 12pm and 2pm. There are three elements to providing next-business-day delivery of your office supply orders and Office Depot offers you better performance in each area; Inventory, Order Cut-off times and Delivery Network.*

Inventory: *Office Depot stocks, on average, more than 15,000 SKU's in our Delivery Centers. In addition, we consistently achieve over a 98% line item fill rate company wide.*

Order Cut-Off Times: *Office Depot has the latest cut-off times in the industry. We control our own inventory and ordering process and can provide later cutoff times for all of your delivery locations. By utilizing our Internet website you can order until 5:00 p.m. in your local area and still have next day delivery to your place of business.*

Delivery Network: *Office Depot operates a Business-to-Business Delivery Network that allows us to maintain a local, regional and national presence. We outsource our deliveries with contracted and dedicated third-party carriers to ensure complete nationwide delivery coverage.*

Shipping and handling are typically calculated in the price of the office supplies we propose to our customers. There will generally be no delivery charges associated with your normal deliveries.

Office Depot provides packing lists and labels with each customer order.

Office Depot Business Solutions Division

Office DEPOT

CONTRACT ATTACHMENT NO. 6

Office Depot fills and delivers over 100,000 deliveries a day with an on-time delivery rate of 99% based on reconciled manifests. That accuracy is possible because we have a fully integrated warehousing system and operate our own coast-to-coast distribution and delivery network.

II. PERIOD OF PERFORMANCE

The period of performance for this Delivery Order shall begin on the date designated by the Procurement Officer, and end in no later than one (1) year. However, at the discretion of the Procurement Officer, the period of performance may be adjusted up to three (3) years in one (1) year increments, without contract modifications.

Response: *Understood.*

III. PAYMENTS AND ACCEPTANCE OF WORK

Twice monthly summary billing shall be provided to the Commission's Purchasing Department for payment processing. Summary billing shall be broken down by accounting codes and by order. Billing shall include contract number, purchase order number, department name, four digit department number, item description, quantity purchased, discounted unit price, extended price, a subtotal for each order, total for each department as well as a grand total. A sample of similar summary billing should be included with proposal.

Response: *Agreed. We have included samples of detailed and non-detailed summary billing invoices with this proposal.*

IV. CONTACTS

Performance under this Delivery Order will be closely coordinated with the Project Coordinator, and any other member designated by the Commission. Questions pertaining to the scope of services and requests for technical guidance and direction should be directed to the Project Coordinator or other designated Commission representative. However, only the Commission Procurement Officer may make changes to the terms and conditions of this engagement. The Project Coordinator will provide the necessary background information and guidance and will facilitate, but not provide, access to responsible officials and records.

Lori J. Brierre
Procurement/Program Analyst
lorib@sdhc.org
619.756.2655 or 619.578.7563

Response: *Understood.*

V. PROGRESS REPORTS AND MEETINGS

Throughout the engagement the Contractor shall prepare and deliver to the Procurement Officer:

- Quarterly and annual reports of expenditures with breakdown by department
- Annual product usage report.
- Quarterly/semi-annual contract review meeting with staff to monitor our usage reports and add or remove items to our contract-core list of items.

Response: *Agreed. Office Depot can accommodate all the Commission's reporting needs.*

Office DEPOT

CONTRACT ATTACHMENT NO. 6

Office Depot will conduct quarterly reviews of the contract performance and usage patterns with the Commission. During these reviews, the Commission will have the option with mutual agreement from Office Depot to make periodic changes to the contract price structure.

VI. KEY PERSONNEL

The successful proposer shall make available a sales representative as account contact to assist departments. Names of the key personnel are to be listed in the task order proposal. Use of individuals other than those listed in the task order proposal must be approved, in advance and in writing, by the Procurement Officer.

Response: *Agreed. The Commission will be managed as one entity by local representative, Chris Starkovich. Chris will be the main contact regarding customer service issues, orders, questions, pricing and more. Chris's goal is to support the Commission's requirements and provide useful and detailed data and information to the Commission through regular business reviews.*

VII. LOCATION OF WORK / DELIVERY LOCATIONS

Locations			
188 ½ Calle Primera West San Ysidro, CA 92173	178-A Calle Primera West San Ysidro, CA	7777 Belden St. San Diego, CA 92111	1122 Broadway Suite 300 San Diego, CA 92101

Response: *Office Depot has the capability to provide next-day delivery of orders to all of the above locations. Including the 12pm-2pm required by 1122 Broadway.*

VIII. TYPE OF DELIVERY ORDER

Indefinite quantity

Response: *Understood.*

Business Solutions Division

C. Submittal Instructions

In addition to required submittal documents listed in Section D, the following information shall be submitted in the Contractor's written proposal. Absence of any of the requested information may lead to a determination that the proposal is non-responsive. You may obtain additional information by attending a Pre-Bid Conference to be held on June 23rd, 2008, at: San Diego Housing Commission, 1122 Broadway, Suite 300, San Diego, CA 92101, in Room 426 North.

Written Proposal

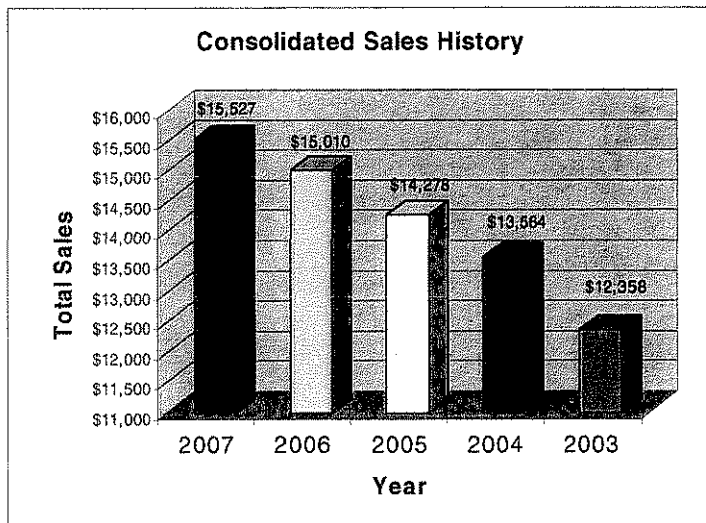
- 1) **Qualifications:** It is expected at a minimum that the successful proposer have sufficient financial capacity, working capital, technical and management resources to perform the requirements of this contract. Proposer must have provided services similar in size and scope to this contract for a minimum of three (3) years. Proposal shall include a detailed description of your company's ability to meet each requirement listed in this request for proposal. This will include, but not be limited to, size of the company, number of staff; delivery equipment owned and operated location of stocking warehouse and administrative billing offices.

Response: *Office Depot is a reliable, financially strong, exceptionally well-managed global organization. Our customer teams have the ability to exceed the most stringent and demanding cost, quality, e-commerce and global service requirements.*

Our total revenue encompassing each of Office Depot's divisions – North American Retail Stores, the Business Solutions Group and the International Division - exceeded \$15.5 billion in 2007. The combined resources of these three divisions have truly enhanced our management expertise and leveraged our buying power considerably.

The worldwide office products industry is a very large, highly fragmented market made up of thousands of contract stationers, mail order operators and retailers. Customers range from individual consumers, home offices and small businesses to large global conglomerates. The size of the North American office supply market is estimated to be over \$400 billion. For over 20 years, Office Depot's Retail Store Division and Business Solutions Group have significantly increased market share globally. Office Depot's market share represents almost 4% of the industry-wide total.

Office Depot is a financially strong organization with the balance sheet to prove it. The Company has traded publicly on the New York Stock Exchange for over 18 years (ODP). We maintain the highest standards in our financial reporting with a very strong financial team that is fully engaged and dedicated to the highest standards of financial responsibility. In addition, Deloitte & Touche has audited Office Depot's balance sheets thus ensuring our financial integrity and position in the marketplace.



For your benefit, we are providing Office Depot's Federal Tax Identification number (59-2663954) and our Dun & Bradstreet number (15-3531108) to provide an assessment of Office Depot's financial standing in the marketplace. Additional financial ratings, ratios and corporate information are available to the public.

A copy of our most recent 2007 Annual Report which included financial statements for the past 3 fiscal years is attached below for your reference. Your Account Manager has this electronically and can send to you at your request.



2007 Annual
Report ODP.pdf

Business Solutions Division

Office DEPOT.

CONTRACT ATTACHMENT NO. 6

Office Depot provides more office products and services to more customers in more countries than any other company. Incorporated in 1986 and headquartered in Delray Beach, Fla., Office Depot has annual sales of over \$15.5 billion, and employs approximately 49,000 associates around the world. The Company is wholly owned and currently sells to customers directly or through affiliates in 43 countries.

Office Depot is a leader in every distribution channel -- from retail stores and contract delivery to catalogs and e-commerce. Currently, Office Depot has 20 distribution centers and 1,222 retail stores in North America and another 360 stores, either company-owned, licensed or franchised, in other parts of the world. Office Depot serves a wide range of customers through a dedicated sales force, telephone account managers, direct mail offerings, and multiple web sites. With \$4.8 billion in online sales during the last twelve months, the Company is also one of the world's largest e-commerce retailers.

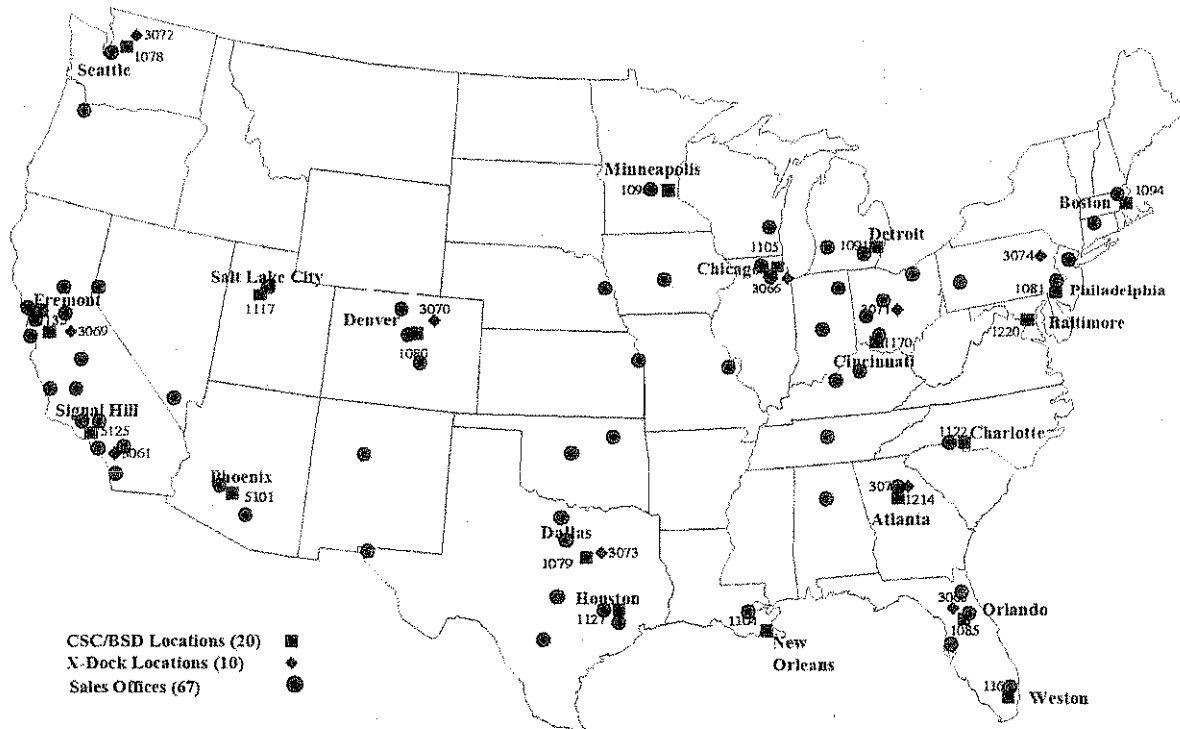
The Business Solutions Division caters to the needs of our delivery customers by providing them tailored office supply solutions through several different business channels: contract, direct mail, and the Internet. The North American business-to-business delivery network operates under Office Depot, Viking, and Tech Depot brand Names and includes:

- 67 local sales offices
- 20 domestic delivery centers
- Approximately 15,000 SKU's in delivery centers.
- 1,800 Sales professionals and 11 public websites
- Corporate customized contract Internet site

We believe we are uniquely positioned to exceed your office products program needs and lower your product costs while streamlining processes.

Distribution Centers

Office Depot owns and operates 20 distribution warehouses and over 60 Cross Dock/Satellite facilities nationwide. Our distribution centers have a state-of-the-art Warehousing System. We offer next-day delivery in most delivery areas and a commitment to a 100% fill rate. A map of our locations is provided below:



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- 2) **References:** A minimum of three references with contracts similar in size and scope to this contract shall be included. Each reference should include a contact person, phone number, company name and address.

Response: *References are provided below:*

<i>Company Name:</i>	Scripps Research Institute
<i>Address:</i>	10550 N Torrey Pines Rd La Jolla, Ca 92037
<i>Contact Name:</i>	Dominica Goodwillie
<i>Contact Phone:</i>	858-784-8710

<i>Company Name:</i>	Benefits Corp/SD Regional Chamber Of Commerce
<i>Address:</i>	402 W Broadway STE 1000 San Diego, Ca 92101
<i>Contact Name:</i>	Carol Thompson
<i>Contact Phone:</i>	619-544-1330

<i>Company Name:</i>	AMN Healthcare
<i>Address:</i>	12400 High Bluff DR ste 100 San Diego, Ca 92130
<i>Contact Name:</i>	Danny Hans
<i>Contact Phone:</i>	858-792-0711

- 3) **Pricing:** The Commission is seeking a contract with a discounted pricing structure that will ensure that the Commission is receiving the best possible pricing on all office supplies and equipment for both store and name brands. Proposals should provide detail on the offered pricing structure as well as outline a method by which the Commission will be able to verify that they are indeed receiving the best possible pricing. Emphasis should be placed on the ease of accessibility and verification by the Commission. At a minimum discounts shall be offered in the following categories: general office supplies, small electronics, toner cartridges and small furniture items. In order to perform a comparative analysis of the various pricing structures offered, the Commission has compiled a "Sample Products List" in (attached) of both store brand and name brand items. Please complete the "Sample Products List" by applying the proposed discount pricing and submit with your proposal. Contractors should indicate where the published price list may be located which the Commission may use to verify pre-discount prices. The results of this RFP will be an annual contract and pricing must be held firm for the duration of the contract period. Pricing changes (increase as well as decrease) will be considered bi-annually upon submittal of verifiable justification.

Response: *Office Depot will commit to manage the Commission's program at an agreed upon margin based on the service requirements of the Commission. By utilizing this philosophy, both parties achieve long-term stability as partners. The Commission will benefit from: pricing integrity for the life of the agreement; pricing based on the cost of servicing the account (YOUR custom needs); value across ALL purchases (not just core items); and a focus on mutual cost reductions.*

Fairness in Pricing

Once the Commission's contract begins with Office Depot, all line item discounts (except for paper pricing which is done on a quarterly basis) will be locked in for typically one year depending upon the contract that is determined.

Your contract pricing and discount is held firm for the term of the bid. Non-contract items, however, will be adjusted quarterly based on manufacturer cost increases and decreases. We would be able to provide the Commission the proof of manufacturer cost changes through regular reports.

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Furthermore, due to the volatility of the paper market and fluctuations in paper pricing, your pricing would be adjusted quarterly to reflect market changes. Price adjustments (increases or decreases) are done upon evidence of actual manufacturers cost changes and are accepted on a quarterly basis. These changes are received 45 days before the start of the quarter to enable us to communicate both the change and market conditions driving the change to our customers with a minimum of 30 days prior to the price change.

When you think about it, this is really about fairness. For example, if you decide to order from us over the Internet, you will save time, reduce errors and obtain valuable on-line feedback as you order. Those electronic orders will also be less expensive for us to process as well, and so the sensible thing is to bring those savings to the particular customers who created the economy in the first place rather than spreading it around equally.

You do not want to subsidize some other customer's buying habits. You should be able to control your own prices by controlling your own business practices. In fact, this same principle applies to a whole host of activities from warehouse delivery (versus desktop) to EFT (Electronic Funds Transfer) to non-catalog SKU's and so forth. In each case, you may decide that you prefer a higher level of service, and that this service is worthwhile and justified. Consequently, if you select a service that is clearly less expensive than one you had previously received, you should definitely expect lower prices in exchange. Office Depot will commit to the Commission in providing you the lowest prices in the industry.

As a value added service Office Depot will automatically sign you up with the HP PurchaseEdge. PurchaseEdge is a rewards program from HP designed strengthen Office Depot and the Commissions relationship by allowing you to continue purchasing your Original HP supplies such as small business machines, ink and toner, etc. Office Depot will then send the necessary data to HP for you. This will enable you to redeem your earned points for free HP products- such as printers, scanners, PDA's etc... Please see the literature in the back of this binder for more information. Or contact your Account Manager for more detail.

See the completed "Sample Products List" for Office Depot pricing. See also San Diego Housing ink toner pricing.

- 4) **Price Match:** Please explain your policy on price match. This would primarily be for capital purchases or one-time purchases where the Commission may be able to obtain the item online or from a store front at a lesser cost.

Response: The process you have initiated with this RFP is aimed at obtaining a pricing structure that will be attractive to your company, generating savings year over year on an equalized basis, and saving you more money because your buyers are freed from the time consuming task of trying to make sure each item they purchase is the lowest possible price. You will have determined, when this process is done, that you are getting excellent prices every day on those items that account for the vast majority of your spend and your pricing on the balance of the items is dependable and reasonable. Saving ten or twenty cents on a box of paper clips does not generally pay for the effort of cutting the order and processing the bill that is involved.

Office Depot does not provide its contract customers with a price matching agreement because it runs counter to both of our efforts. However, for capital purchases, one time orders, or special projects we encourage you to contact your local Account Manager to provide you with quotes.

Office Depot does promise two things, first, when shopping in an Office Depot Retail Store with a Store Purchasing Card or a registered Purchasing Card (Amex, Visa, MC, Discover, etc.) your purchaser will receive the lowest of your contract price or the store price; and, second, your purchasers will spend more money (in time, purchase order generation, invoice handling, and payment handling) than they will save in nearly every case. They may not be aware of all the costs involved, but you are and you know what it costs to deviate from normal processes.

- 5) **Ordering:** Proposals should detail the ability to accept orders by phone or fax, as well as online. The Commission requires that a limit of \$1,000.00 per order be imposed on all orders. Proposers shall outline their procedure/ability to meet this requirement.

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Response: At Office Depot, placing an order is easy. Having a variety of ordering solutions that enables you to reach us, using whichever method works best for your business.

Website Ordering

Office Depot has had its website accepting orders since 1998. As an eCommerce pioneer, Office Depot has connected over 325,500 mid to large corporations with over 1,388,000 users. 95% of their business with us comes via the internet. In addition, Office Depot is the #3 internet retailer. By utilizing our knowledge and experience, you can integrate systems that make online ordering not only easy for you but for your users too.

Our contract customer BSD web site offers the following advantages:

- Live Inventory Status- Real Time Inventory viewing of all our distribution centers based on your shipping location.
- 12 months of Order History & Tracking on-line.
- Your contract pricing on all items.
- The ability to build both personal and company wide Custom Shopping Lists containing best value (contract) items, favorites, frequently ordered items, etc...
- Browse our 15,000+-item catalog on-line.
- Place orders for Design, Print, and Ship (DPS) directly on the same site for your specialized printed items.
- Place orders for technical products with Tech Depot on the same site.
- Request returns and credit on the same site.
- Create and store individual custom shopping lists.

Phone Ordering

Office Depot's customer service team, headquartered in Delray Beach, FL, provides you with easy access phone ordering through the use of an 800 toll free number.

Having the following information will make your call fast and accurate:

- Account Number
- Shipping Address
- Contact Name and Telephone Number
- Billing Information (i.e. Purchase Order number, dept./cost center)
- Items to Order

Fax Ordering

Office Depot has streamlined the fax ordering process to its maximum efficiency. For your pre-approved, most frequently ordered products, you may use our Core Requisition Form. These products are already listed for you. You need only to write in the quantities and fax the form.

For infrequently ordered items, you may fill out the Non-Core Requisition Form. You can write in the quantity, Office Depot six-digit SKU number, unit of measure, description and fax the form.

Office Depot's rapid turnaround time on faxed orders dictates that all orders received by 4:00 p.m. E.S.T. will be delivered on the next business day.

eCommerce

Today's competitive business climate requires efficient, lean operations by doing more with less. Office Depot offers added value and convenience with our best eCommerce solutions that are designed to increase productivity, reduce expenses and lower the overall cost of doing business!

Office Depot's eCommerce strategy is to continue to lead our industry in providing tools for our customers to improve their procurement process. By recognizing this growing need for purchasing organizations Office Depot has partnered with several ePurchasing software systems such as:

- Ariba
- Higher Markets/Sciquest

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- Data Stream
- Iprocure
- nuBridges
- Oracle
- Perfect Commerce
- Peoplesoft
- Supplyworks
- SAP/OCI
- Verian

The key to our success in working with these organizations is the fact that our industry leading web site has tremendous scale and reliability allowing for a dramatic number of users. Our electronic catalog has robust content; our system searches are fast. We have invested tremendous resources in training and support to our customers who take advantage of eCommerce.

Most of our customers' proprietary systems evolve around how they can link their order entry systems to our order entry systems or how they can link to our electronic catalog. We have field IT support that works in conjunction with our Account Managers. Our IT team will set up the interface between the Commission's and Office Depot's ordering system.

Electronic Data Interchange - EDI

EDI Technology (Electronic Data Interchange) has been used since 1989 by Office Depot customers to speed purchasing, invoicing and banking. Typically EDI systems are employed by our largest companies and are often linked directly to corporate accounting systems offered by companies such as Oracle, PeopleSoft, and SAP. Office Depot's EDI system is fully capable of interacting with these systems.

Office Depot has added an unprecedented new dimension to the EDI process. For the first time, EDI users have the option to create their order in an interactive mode using the search and browse capabilities of the Office Depot Internet Catalog. After you create the order, it is routed back to your EDI system. There it is converted to the universally accessible ANSI x .12 format before being sent through the standard EDI processing.

Order Restrictions

The Office Depot electronic ordering platform can be programmed to set dollar limits and product limitations by:

- Account (child and parent)
- Ship to location
- Purchase order numbers
- Cost center/Dept.
- Individual User (Dollar Limits Only)

If a user attempts to exceed the pre-set dollar limit (by line item or order value), they will receive a message informing them that the order exceeds the pre-authorized account limits.

- 6) **Website:** The website must be user-friendly and must provide an online "custom" catalog with our "contract items" which would allow departments to view **only** contracted products and prices as well as place orders. Proposer must provide website address with any necessary passwords required for access to allow Commission personnel to evaluate the site. This information should be provided with the proposal. Technical staff will be required to work with the Commission's Information Technology Staff to resolve any technical issues at no additional cost to the Commission. Training of Commission Staff on website use will be required. Both group and individual training sessions will be required.

Response: Office Depot was the office product industry's first to market with a fully integrated, real-time, Business-to-Business Website. The BSD site is an award-winning, OBI-compliant, robust web site for use by our contract customers in a highly controlled, secure e-commerce environment. The BSD site is owned, managed and maintained by Office Depot. Independent sources have repeatedly rated Office Depot's site highest among ALL Internet retailers in the country.

The ever-evolving architecture of the site is designed to provide a one-stop reference/research tool, increase productivity, reduce expenses and lower the overall cost of managing the office products commodities. The popularity of the BSD site is evidence of its consumer acceptance. Today's competitive business climate requires efficient, lean operations by doing more with less. With the constant updates/enhancements to the BSD site, Office Depot continually offers added value and convenience with our World Class Electronic Commerce Solutions.

Office Depot is the largest seller of office supplies over the Web. We rank third in total worldwide Internet sales behind Dell and Amazon. Our award winning Web Site has been recognized as one of the Top 5 Web Sites on the Internet for its features, user friendliness and user defined functionality for purchasing restrictions. We are a founding member of the OBI (Open Buying on the Internet). Office Depot has the industry's most advanced stand-alone Internet Ordering Web Site as well as strong partnerships with leading edge, third party interface technology companies such as Ariba, Commerce One, PeopleSoft, Oracle, SAP, Data Stream, iProcure, MediBuy, Metiom, Netscape, Purchase Pro, RightWorks, Supplyworks, Trilogly and others. Our in-house IT Systems Integration Specialists are on-hand to assist customers with establishing the necessary protocol for transmissions between Office Depot and customer-owned proprietary ERP systems.

The success of our partnerships with these 3rd party e-procurement tools is rooted in the tremendous flexibility, scalability and reliability of the BSD website which supports over 1.3 million users currently.

If utilizing the BSD website as a stand-alone system, clients may wish to take full advantage of its feature-rich order management tools. If the BSD site is utilized in a 'Punchout'-style environment, some of this functionality may revert to your in-house/proprietary system.

Key Account Management features and advantages of the BSD site include:

- Private Log-On/Password Authentication
- Ordering Restrictions by Account (Broad/General)
- Ordering Restrictions by Password/User-Specific (i.e. Dollar Limits)
- Icon by product description identifies restricted items to all users
- Customer Control over Use of PO#, Dept. #, Ship-to, User Password, etc.
- Validation of Critical Information (i.e. PO#, Dept. #)
- Pull-down On-line Contract Item/Requisition/Shopping Lists (Company & Personal)
- Displays List & Customer's Net Pricing
- On-line Usage Reports (by Dept, Ship-to, User or Consolidated)
- E-mail Option for Approval & Release or Notification Only
- Express Approval Feature (to release orders directly from email notification)
- Tiered Order Approval (orders flow to appropriate approver based on pre-set criteria)
- On-site/Customer Managed Access (SuperUser)
- 24-hour Access to Order Entry and Research Functions

Key User Convenience features and advantage of the BSD site include:

- Graphic & Text Description of Catalogued Items
- How-to videos for many technology products
- 3-D Images for many furniture items
- Extensive Index & Search Options
- On-line Extensive Custom Stamp & Nameplate Ordering Capabilities
- On-line Cross Reference Lists
- Auto-prompts for Accessories (i.e. batteries req'd)
- Immediate Alert to Backordered Items
- Suggested List of Alternate Products
- On-line Detailed Order History (12 months)
- Search Order history by Order #, Dept #, Order Status, Ship-to, Product # or Date Range
- On-line Proof of Delivery (including name, date & time received)
- User ability to create Pick Up and/or Credit Requests
- 1-800 Electronic Commerce Support Desk
- Computer Based/Remote User Training
- Express Check-Out

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- *On-line Product Comparisons (side-by-side view of product features & specifications)*

Real-time Benefits: The Office Depot BSD web site provides real-time information to all users throughout the country. By definition, providing "live real time inventory" means that our web site will reflect actual stock-on-hand at the precise distribution center that will service the selected ship-to. Additionally, the Office Depot BSD web site will advise the user if an order is placed that exceeds the on-hand available quantity and will clearly display the user's backorder options. Live ordering means that the user is actually keying their order which will then print in the appropriate shipping warehouse with no additional manipulation. Office Depot inventories are allocated to you at the time you place your order and held for 24 hours.

Approval Routing: By selecting the "email confirmation" option during your Internet account set-up, you can choose to have orders that exceed the personal spending permissions of the user forwarded to their predetermined manager, supervisor or purchasing agent via email. Each decision maker will then have the ability to review, amend, delete, suspend or release the order.

The BSD site allows for multi-tiered approval of orders which includes the ability to route an order to up to 11 total levels. This feature allows SuperUsers to create workflows for each user for the tiered approval of orders according to pre-assigned dollar limits.

Approvers have the option to "Express Approve" (release) orders directly from the email notification page without having to access the BSD site. Approvers may also assign "Proxy" users to release orders in their absence.

E-mail Notification: Alternately, you may choose to have an appropriate person merely "notified" of the order activity which provides visibility to the interested party without actually delaying the processing of the order.

Contract Item Designators: Contract items are highlighted in yellow and display the phrase "best value". Contract items are clearly identified in the product search functions as well as on the detail for the shopping cart/order. Users may elect to sort their product search results to view contract items first. Additionally, your contract items can be isolated on customized pull down requisition lists contained in the "Custom Shopping List" feature.

Inventory/Backorder Notification: Every Office Depot web site user will have visibility to the real-time on-hand inventory at the Distribution Center that services their particular ship-to location (anywhere in the continental United States). They will not only be informed if there is insufficient stock to fill their order, but can actually see what quantity is on hand of EVERY item we stock at that location.

Users can also manage their own backorders. If, for example, they elect to allow a product to back order on Monday but later decide they need an alternate product delivered ASAP...they can cancel their own backorder and select another product...on-line! The Office Depot BSD web site will frequently even SUGGEST substitutions for out of stock items. In addition, the system will REMIND you to order the companion products for items added to your cart (i.e. markers for white boards, batteries for clocks).

Net Pricing: Office Depot's Internet site interfaces real time with our mainframe computer system. Therefore, you will have instant access to your contract pricing and your net pricing for all catalogued and stocking items. The user will view ACTUAL order totals including subtotal and local tax prior to releasing the order.

Restrictions: The Office Depot electronic ordering platform can be programmed to set dollar limits and product limitations by:

- Account (child and parent)
- Ship to location
- Purchase order numbers
- Cost center/Dept.
- Individual User (Dollar Limits Only)

Products that Customer wishes to prevent from being ordered on the Internet can be blocked on an account-wide basis by employing one or all of the following restrictions:

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- Limit on-line view to "Everyday Office Essentials" (Cost Containment Option)
- Block Broad-based Dept. (i.e. Business Machines)
- Block Narrow Classes (i.e. Laser Printers, Inkjet Printers, Printing Calculators)
- Block Specific Items (i.e. HP LaserJet 8100 #747-474)
- Set Item limitation (i.e. Item Not to Exceed \$150)
- Set Line Item Limitation (i.e. Line Item Not to Exceed \$500)
- Set Order Value Limitation (i.e. Order Not to Exceed \$1000)

If a user attempts to place an order for product that is restricted, they will receive a "restricted item" message instructing them to contact Purchasing to order that item. If a user attempts to exceed the pre-set dollar limit (by line item or order value), they will receive a message informing them that the order exceeds the pre-authorized account limits. Note: Restricted items are clearly indicated with a special icon next to the description.

Alternatively, customer can elect to allow users to CREATE orders which contain restricted items or exceed their personal spending limits... such orders will be forwarded to a designated Super-User/manager with the authority to override ALL restrictions

User Profiles: We will establish a unique User Profile for every user you authorize to utilize the BSD site. Their User Profile will contain their contact, delivery and billing information as well as their ordering permissions.

➤ Super User Account Management Capabilities: This option allows pre-appointed Customer Super Users to control ACCOUNT MANAGEMENT details such as:

- Activating or disabling passwords for internal users,
- Controlling/monitoring Blanket PO's usage,
- Adding and deleting Ship-To's,
- Managing Cost Centers/Depts,
- Updating User profiles, and
- Editing or removing users
- Placing orders for otherwise restricted items (due to product type or dollar limit)
- Creating multi-tiered approval workflow templates for each user
- Formatting and running usage reports
- View on-line Proof of Deliveries (includes name, date & time received)

➤ Super User Authorized User Management: The key permissions that are controllable on a USER-BY-USER basis are:

- Password
- Ability to Create Only or Place Orders
- Unit Price Dollar Limit
- Line Item Dollar Limit
- Order Total Dollar Limit
- Ability to Override Restrictions
- Mgmt Notification/Approval Requirements (i.e. single or multi-tiered approval process)
- Eligible & Default Ship-to/s
- Eligible & Default Dept #
- Eligible & Default PO (if necessary)
- Eligible & Default Release (if necessary)
- Payment Method (i.e. specific charge card #)
- History Viewing Capabilities
- Usage Report Viewing Capabilities

Online Catalog: One of the many features of our Internet website is the ability to provide an online catalog and to have it customized to your individual needs. You can create a Custom Shopping List that defaults to all or specific users

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within the Commission. A Custom Shopping List can be created that contains your core contract items that all users can access to create orders.

You can also create personal Custom Shopping Lists. A particular user may only order 10-15 items from a core contract of 100 items. In this case, a personal Custom Shopping List could be created with the 10-15 items ordered frequently. Our flexibility provides you with many options that we're sure will suit the Commission's Internet needs.

To access the Office Depot Contract "TEST SITE":

- Type: <http://bsd.officedepot.com>
- User Name – type: bid production
- Password – type: production

Technical Support: The help function within our Website provides an e-mail link to contact Office Depot. You may also call the Electronic Commerce Technical Support Desk staffed by trained MIS Professionals and is available from 7:00 a.m. – 8:30 p.m. EST, Monday through Friday at (800) 269-6888 at no cost to the customer.

Training: Office Depot will deploy the personnel and the resources required to fulfill the needs and support of the Commission's program. No cost or responsibility is incurred by the Commission for the organization of Office Depot personnel and training.

One mandatory training session is recommended for all user groups. This session will explain the account parameters and give a thorough overview of the functions of the website, which is designed to direct the end user to the core items. This training can also be designed to be managed by the specific groups, site administrators, approvers, and end users. The style of the sessions will be based on customer preference, i.e. all in one, or group style training.

Training is comprised of hands-on training of the Office Depot web-site to review the customer's account parameters, along with a Q & A session to answer any questions that the end-users may have relating to the ordering process and/or account structure. These sessions can be presented through the following options:

- Web-cast: Office Depot associate giving online training in a shared environment and conference call.
- Classroom: Office Depot associate providing training in class-room environment as a presentation.

The normal time allocated for this training is about 1 hour using either method depending on the users understanding. Documentation is provided to end users in all scenarios described.

Office Depot also has the ability to train new hires and new-to-position personnel in one-on-one telephone/website sessions that range from ½ hour to the amount of time required to make the person comfortable ordering. Our customer service representatives are trained to provide this service on request and to assist anyone who is having non-technical difficulty on the website. Technical website questions are handled by our technical staff.

Office Depot's local Account Managers are available to assist your purchasing locations when they need assistance. Office Depot earns your satisfaction by working hard and trying to anticipate your needs. We have tremendous experience to share with you and your users.

- 7) **Storefront:** Proposal should list location(s) of retail sites available for the purchase of immediate needs. Please outline the process that will ensure that store purchases will be invoiced on summary billing as well as accommodate the Commission's required daily \$1,000 limit per department.

Response: To expand our business partnership with our customers and accommodate emergency and after-hour purchases, Office Depot has "linked" the Business Solutions Division customer to over 1,200 Office Depot retail locations.

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The use of our Store Purchasing Card allows the end-user to purchase supplies at their established contract price for after-hour, rush or emergency orders. Our experience shows that many of our customers find this an important feature for an unexpected evening, Saturday or Sunday requirement.

Multi Use Functionality

The Store Purchasing Card can be used in three ways:

- End users can access the retail store for their last minute or need to have purchase
- Direct Sales organizations or Mobile Professional which provides enhanced expense options and reduced invoicing
- Employee Purchase Program – providing employees of a company with a contract agreement that value of receiving the price benefits with their personal purchases

Multi Tender Functionality

Functionality within the network has been developed to provide multiple payment options:

- (AB Only) Account Billing Only
- (Both) Both Account Billing and Other Payment (cash, check or credit card)
- (Other Only) Cash, Check, or Credit Card

Authorization and Transaction Limits

Our Store Purchasing Card is designed to allow customers to create their own authorization and transaction limits, such as:

- Total dollar limit per day
- Number of transactions per day
- Total dollar limit per transaction

In-Store Shopping Convenience

Our Store Purchasing Card makes it easy for you to shop from an Office Depot superstore anywhere, any time.

- Links you with our nationwide superstores for after-hour, weekend and emergency or RUSH purchases!
- Automatically posts charges on your Office Depot account statement or summary bill and eliminates the need for petty cash reimbursements!
- Provides use of our convenient, in-store Copy & Print Centers for all your copying, collating and quick-print projects!

Additional features of the card:

- Your store receipt will show either your contract price or the retail price, whichever is lower.
- If you use an item-specific coupon, you will receive the retail price with the coupon discount or your contract price, whichever is lower. With transaction level and bundle coupons, you will be charged the retail price.
- If you are a tax-exempt customer, you will not be charged tax on your receipt.

A list of the Office Depot retail stores located in San Diego is provided below:

STORE	ADDRESS	CITY	STATE	ZIP
494	14331 PENASQUITOS DRIVE	SAN DIEGO	CA	92129
814	8255 CAMINO SANTA FE	SAN DIEGO	CA	92121
818	909 MORENA BLVD.	SAN DIEGO	CA	92110
874	4428 CONVOY STREET	SAN DIEGO	CA	92111
934	825 WEST E STREET	SAN DIEGO	CA	92101
942	8740 RIO SAN DIEGO DRIVE	SAN DIEGO	CA	92108

- 8) **Shipping:** Only the products specifically ordered are to be shipped. No substitutions or alternates may be shipped without the prior consent of the Commission. In the event that the contractor is unable to completely fill an order within 48 hours of receiving said order, it is the responsibility of the Contractor to notify the Commission of the product shortage and to offer suitable alternatives or allow the Commission to cancel that portion of the order.

Response: Agreed. Unless the Commission has approved a substitution, we would not send you one.

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Office Depot stocks all catalog items, therefore, the chance of a back order occurrence is greatly diminished. Normal in-stock back orders are filled within one to three working days, from automatic replenishment of inventory. If this does not occur there are three available options:

1. Utilize the local or national distribution channels of our wholesalers (SP Richards or United Stationers)
2. Issue immediate delivery from the nearest Office Depot distribution center or,
3. Order direct from the manufacturer.

Back-ordered items may be viewed if placing orders online through our website. Office Depot will also send a live order confirmation number listing any back-ordered items for Internet orders. You will have tracking ability for all of your online orders or be limited to view orders for an individual cost center or department. Our order history screen allows you to track the status of current orders and your past orders for up to 12 months. The level of access is determined during the setup process.

- 9) **Returns and/or Exchange of Merchandise:** Proposers must indicate their company's return policy and outline procedures for the processing of returns and exchanges. Proposal shall also outline procedure for obtaining accurate, appropriate credit memos. No restocking fees will be allowed unless items were special ordered. If a restocking charge does apply it shall not exceed 5%.

Response: Office Depot's strength lies in our flexibility, and we are committed to providing you with a flexible program and procedure for returned or damaged goods. Returns are handled in a fashion that is unique to our industry. Credit pickups are keyed into our system like orders. A pick ticket will be printed in our distribution center and the return will be picked up within 5 business days. Credit/returns are tracked through our system, and reports are generated daily. Most products (see below for specifics) can be returned for credit within 30 days of the purchase date for any reason, if the product is in sellable condition and in the original manufacturer's container.

Return Policy

Your complete satisfaction is our primary concern. Furniture, computers, monitors, printers, scanners, faxes and all-in-one machines, with accessories in original packaging, can be returned within 14 days after purchase for a full refund. Notebooks, PCs and opened software (with accessories in original packaging) can be exchanged for the same item within 14 days of purchase.

Folding chairs and tables, which are out of their original carton, may not be returned. All custom ordered products, furniture and chairs are made to your specific request and are excluded from this policy and cannot be returned

We apologize, but returns on stocked furniture are subject to a freight and/or restocking charge, and must be in new condition.

Online Returns

Office Depot has recently added a new feature to our web site allowing our customers the ease of processing online return requests. Online return requests may be created by following these steps:

- Click on order tracking towards the top of screen
- Then click on the order number you need to place a return on
- On the order detail page you click on submit return
- Then select the item or items you want to return and hit continue
- Last review the information for the return and hit submit return at which point you will get a confirmation number for the return

Telephone Returns Process

Step # 1: Call Our Customer Service Department

- Please provide your Customer Service representative with all the pertinent information.
- Be sure to include your invoice number and SKU number of the product being returned/credited.

Step # 2: Give A Brief Description Of The Reason For The Return/Credit

- Product is damaged/defective
- Delivery related
- Original order incorrect
- Customer request

10) **Early Payment Discount:** Please explain any early payment discounts, ACH Payment Discount, etc. that your Company will offer to the Commission as part of a contract award.

Response: *Our payment terms are Net 30 days for Standard billing and Net 10 days for Summary billing, which is competitive to industry standards. Our pricing is negotiated in advance to yield required profitability levels and includes the assumption of timely payment. Therefore, there is no additional discount for early payment.*

11) **Rebate/Bonus:** Please explain in detail any rebate programs and/or Sign-On bonus that your Company will offer to the Commission as part of a contract award.

Response: *Office Depot is prepared to offer a volume rebate of 2% of the annual revenue (based of fiscal year), payable at the end of fiscal year.*

Additionally, for option years Office Depot is providing the following rebate schedule:

Annual Revenue	Rebate Percentage
0-\$399,999	2% of payments received on total net sales
\$400,000 and above	3% of payments received on total net sales
*Thresholds must be met in order to receive rebate payments.	* Rebate to be paid by Office Depot to the Commission annually.

12) **Error Policy:** If item(s) purchased from your company are billed incorrectly, please state your error policy. For example if any items are billed in error does the Commission receive the product free or an additional discount for the hassle? List other company solutions/options.

Response: *Office Depot operates on a single platform with centralized control; therefore we do not experience common billing issues. At the start of the agreement, the contract is loaded into our system and audited for accuracy. Participating Commission locations are loaded into the system and tied to the contract. Once this is done the system is locked down. Any changes to the system must be approved by the Commission.*

13) **Customer Service:** The availability of NO CHARGE phone access for Commission staff to contact Customer Service will be required.

Response: *The Office Depot Customer Service Desk is available to the Commission Monday through Friday from 8:00 AM – 5:00 PM local time via a toll free number. Our Customer Service Representatives are able to assist the Commission with the placing of orders, returns, special orders, and general maintenance of your account. This Customer Service Team is composed of our most experienced and highly trained Customer Service Representatives. They are measured on and compensated for achieving our goal of 100% customer satisfaction.*

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- 14) **Transition:** Provide a timeline, if your company was awarded the bid, from date of the award including training, set-up, etc.

Response: Upon award, our experienced implementation team will assist your Account Manager in updating YOUR ALREADY EXISTING ACCOUNT. This process is estimated 2-3 days (at very most). We'll simply update the attached contract pricing and update any other maintenance at the Commission's request. (Example's would be adding additional end-users and/or cost-centers). Chris Starkovich has already trained several end-users and will be available to perform additional training ASAP upon request. Additionally, you will continue to have a standing appointment every Thursday morning to assist w/ issues should something arise.

- 15) **Annual Contract:** This proposal will result in the award of an annual contract. Discounts and prices offered are to be held firm for a period of one (1) year or twelve (12) months. This contract may be extended for three (3) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.

Response: Understood. Once the Commission's contract begins with Office Depot, all line item discounts (except for paper pricing which is done on a quarterly basis) will be locked in for typically one year depending upon the contract that is determined.

Your contract pricing and discount is held firm for the term of the bid. Non-contract items, however, will be adjusted quarterly based on manufacturer cost increases and decreases. We would be able to provide the Commission the proof of manufacturer cost changes through regular reports.

- 16) **Default and Termination:** In the event the Contractor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, the Commission may notify the Contractor of such default in writing.

Response: Agreed.

D. Required Submittal Documents

1. **Completed Cover Page - Attachment (1) (SDHC FORM 444)**, including the following:

Proposals: Bidders shall develop and submit a proposal that addresses at minimum each item identified in this solicitation, and shall verify through the completion and submittal of the proposal package cover sheet page that all required information and documentation for this solicitation process is included.

2. **Bid Proposal Form - Attachment (2)**. Complete, sign and submit form.
3. **Statement of Bidder's Qualifications - Attachment (3)**. Complete, sign and submit form.
4. **Certificate as to Corporate Principal - Attachment (4)**. Complete, sign and submit form.
5. **Non-Collusive Affidavit - Attachment (5)**. Complete, sign, and submit form.
6. **Certificate of Compliance - Attachment (6)**. Complete, sign and submit form.
7. **Work Force Report of San Diego County - Attachment (7)**. Complete, sign, and submit form from San Diego County-based employees or for the county where the company office is located.

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Reputation of Proposer and goods or services	15 points available
Quality of Proposer's goods or services	25 points available
Proposer's past relationships with the Commission	10 points available
Total long-term cost to the Commission of acquiring the Proposer's goods or services, including the Proposer's ability to provide or arrange adequate delivery of goods	30 points available
Availability of training for commission personnel	5 points available
Proposer's qualifications including prior experience and references	10 points available
Proposer's exceptions, if any, to the terms and conditions identified in this RFP (If there are none, then they get full points. Proposer loses points if there are some)	5 points available

If these documents are not filled out completely and returned by the proposal due date, the proposal may be deemed non-responsive and may not be considered for contract award.

E. Selection Process

Bid proposals shall be valid for a minimum of 90 days after the submission deadline to allow sufficient time for evaluation. Selection of the successful bidder will be made after a review of all proposals. The most qualified firms may be invited for personal oral interviews and presentations.

F. Evaluation Process

Each written proposal submitted for consideration will be reviewed and evaluated by the Commission. The following points will be assigned to the proposal for evaluation purposes.

G. Period of Performance

The contract period of performance shall be for one (1) year from the award of the contract with options to renew for three (3) additional one (1) year periods.

H. Questions

Questions should be directed in writing to the address on the cover page of this document or by calling 619.578.7563 or 619.0756.2655. Questions may be e-mailed to Lori J. Brierre, Project Coordinator, at lorib@sdhc.org. Interested parties may also view information online at: <http://www.sdhc.org/dbcontract1.shtml>

I. Addenda

No change to the scope of services or to the other terms and conditions of this solicitation will be made orally to any bidder. Requests for clarification shall be submitted to the Commission at least five (5) days prior to the close of the bidding period. Solicitation changes will be issued in the form of a written addendum and posted to the Commission's website at <http://www.sdhc.org/dbcontract1.shtml>
All such addenda shall become part of the solicitation.

J. Completion of Forms

Each proposal must give the full business address of the bidder and be signed with bidder's/responder's usual signature. Proposals by a partnership must furnish full names of all partners and must be signed by one of the members of the

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partnership, or by an authorized representative, followed by the designation of the person signing. Proposals by a corporation, with corporate seal affixed, must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The names of all persons signing shall be typed below the signatures. When requested, bidders shall furnish satisfactory evidence of the authority of the officer signing on behalf of the corporation or partnership.

K. Late Proposals

Late proposals will be returned to the bidder unopened.

L. Withdrawal of Proposals

Proposals may be withdrawn either personally, by written request or by electronic request at any time prior to the scheduled closing time of receipt of proposals. No proposal shall be withdrawn for a period of ninety (90) days subsequent to the opening/ranking of proposals without consent of the Commission.

M. Rejection of Proposals

The Commission reserves the right to award contracts to multiple bidders, to reject any or all proposals, to waive any informality in the bidding process, or to cancel in whole, or in part, this solicitation if it is in the best interest of the Commission to do so. A proposal may be rejected if it is incomplete, illegible or conditional. However, alternate proposals or explanations may be made on separate sheets. Such alternates or explanations will not be considered in determining the accepted bid, but may be used in negotiations after determination of the successful bidder. The bidder shall initiate all corrections.

N. Responsible Bidder

"Responsible bidder" is defined as a bidder who has met all requirements of the solicitation including completing all bidding documents correctly, complying with the general provisions and scope of services, and demonstrating through reputation and past performance the capability of meeting contract requirements and as further defined in the applicable state and local law.

O. Award of Contract

The identity of the successful bidder(s)/responder(s) may not be determined at bid/proposal opening. The Commission reserves the right to obtain opinion of Counsel regarding the legality and sufficiency of bids. The contract will be awarded, if at all, to the responsible, responsive bidder that is awarded the highest score in the evaluation process. Insurance certificates must be received prior to contract execution.

P. Equal Employment Opportunity for Contractors

Bidders are required to submit a Report of San Diego County Workforce and a signed Certificate of Compliance with their proposal. Bidders who do not maintain a permanent office in San Diego County must submit a workforce report for the county from which the proposed goods or services will be delivered. If the recommended Contractor's workforce analysis reflects under-representation, the contractor shall be required to submit an acceptable Equal Employment Opportunity Plan to the San Diego Housing Commission's Equal Opportunity Manager.

Q. Equal Opportunity Contracting Program

It is the policy of the Commission to encourage equal opportunity in its contracts. Proposals from small businesses, disabled veteran-owned businesses, women-owned businesses, firms owned by African-Americans, American Indians, Asian-Americans, Filipino and Hispanics (Latinos), and local firms are strongly encouraged. Prime Contractors are encouraged to subcontract or joint venture with these firms. The Commission endeavors to do business with firms sharing the Commission's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth.

Bidders claiming status as a certified minority, women or disabled veteran business enterprise must also submit current City of San Diego or California Department of Transportation (CalTrans) certificates. If a contractor or subcontractor is not a certified minority, women or disabled veteran business enterprise and wishes to apply for certification, they can do so by completing the form entitled "Application for Certification as a Minority, Women, or Disabled Veteran Business Enterprise."

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Note: Applications for Certification as a Minority, Woman or Disabled Veteran Owned Business are available to firms/businesses that desire to be certified as a Minority, Woman or Disabled Veteran Owned Business for the City of San Diego and/or Commission contracting. Additional information is available through this office, or CalTrans. The Commission does not discriminate on the basis of sex, race, color, creed, nationality, age, religion or disability. The Commission strongly encourages certified Minority, Women, and Disabled Veteran-owned businesses to bid. The Commission does not certify Minority, Woman, or Disabled Veteran-Owned Business Enterprise, but does recognize current CalTrans or City of San Diego certifications.

Certification of Minority, Women, and Disabled Veteran Business Enterprises is provided by the following agencies:

Office of Small Business and DVBE Services
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

State of California
Department of General Services Procurement Division
Small Business & DVBE Certification Application
STD. 812 (REV. 2/1/2007c)
Office of Small Business and DVBE Services (OSDS)
707 3rd Street, 1st Floor, Room 1-400
West Sacramento, CA 95605
www.pd.dgs.ca.gov/smbus
916.375.4940

Office of Small Disadvantaged Business Certification and Eligibility
409 Third Street, S.W. - 8th Floor
Washington, D.C. 20416
http://www.sba.gov/aboutsba/sbaprograms/sdb/apply/sdb_apply_cert.html
202.619.1850


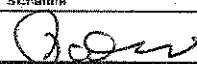
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Attachment 1

COVER PAGE- SDHC FORM 444

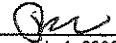
SOLICITATION, OFFER AND AWARD		 San Diego HOUSING COMMISSION					
1. CONTRACT NUMBER	2. TYPE OF SOLICITATION	3. DATE ISSUED					
	<input type="checkbox"/> Invitation for Bids <input checked="" type="checkbox"/> Negotiated (RFP)	6/17/2008					
4. ISSUED BY: San Diego Housing Commission 1122 Broadway, Suite 300 San Diego, CA 92101		5. ADDRESS OFFER TO: (if other than item 4)					
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
6. Sealed offers in original and 4 copies for furnishing the supplies or services in the Schedule will be received at the place specified in item 4, or if hand carried, deliver to 1122 Broadway, Suite 300, San Diego, CA 92101 until 4:00 pm PST July 03, 2008.							
CAUTION: Late Submissions, Modifications, and Withdrawals: See Section e. All offers are subject to all terms and conditions contained in this solicitation.							
7. FOR INFORMATION CALL:	7A. NAME Lori Briere	7B. Telephone (No Collect Calls) Area Code: 619, Number: 578-7553, Ext:	7C. Other Contact Info: Fax#: 619.678.7352 Email Address: lbriere@sdhc.org				
8. TABLE OF CONTENTS							
(X)	Sec.	Description	Page(s)	(X)	Sec.	Description	Page(s)
	A.	Summary Statement	2				
	B.	Specifications/Scope of Services	3				
	C.	Submittal Instructions	4				
	D.	Required Submittal Documents	5				
OFFER (Must be fully complete by offeror)							
9. In accordance with the above, the undersigned agrees, if this offer is accepted within <u>60</u> calendar days (60 calendar days unless a different period is inserted by offeror) from the date of receipt of offers specified above, to furnish any or all items upon which prices are offered at the prices set opposite each item, delivered at the designated point(s), with the time specified in the Schedule.							
10. DISCOUNT FOR PROMPT PAYMENT		10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	Calendar Days (%)		
		N/A	N/A	N/A	N/A		
11. ACKNOWLEDGMENT OF ADDENDUMS (The offeror acknowledges receipt of addendums to this Specification for Orders and related documents marked and dated)		Addendum	Date	Addendum No.	Date		
		None received					
12A. NAME AND ADDRESS OF OFFEROR: Office Depot 2200 Old Germantown Road Delray Beach, FL 33445		12. Name and Title of Person Authorized to Sign Offer (Type or Print): Pat Welch Vice President, West Region					
12B. Telephone Number: Area Code: 858, Number: 352-0437, Ext:		12C. Check if Remittance Address is different from above. Enter such address on an attachment. <input checked="" type="checkbox"/>		14. Signature: 		15. Offer Date: July 1, 2008	
AWARD (To be completed by the Commission)							
16. ACCEPTED AS TO ITEMS NUMBERED		17. AMOUNT		18. AUCTIONER'S CERTIFICATE INFORMATION			
				19. SUBMIT INVOICES TO ADDRESS SHOWN IN 17 COPIES (unless otherwise specified)		22	
21. ADMINISTERED BY: (If other than item 7):		20. Payment will be made by: San Diego Housing Commission Business Services Dept. 1122 Broadway, Suite 300 San Diego, CA 92101					
23. NAME OF CONTRACTING OFFICER OR ONLY AUTHORIZED REPRESENTATIVE (Type or Print): Lori J. Briere		24. Signature of Contracting Officer or Only Authorized Representative:				25. Award Date:	

IMPORTANT: Award will be made on this Form or by authorized official written notice.

The final contract is subject to written approval of the Legal Department of both San Diego Housing Commission and Office Depot, Inc.

FORM 444 Updated 3/4/2005

Name: Pat Welch Title: Vice President

Signed: 
Date: July 1, 2008

CONTRACT ATTACHMENT NO. 6

Attachment 2

BID PROPOSAL FORM

To: San Diego Housing Commission
Attn: Lori J. Brierre
1122 Broadway, Suite 300
San Diego, CA 92101

1. The undersigned, having made myself familiar with the local conditions affecting the cost of the work, the services to be performed for the Commission and with the Specifications (including the Invitation for Bids, Instructions to Bidders, this Bid, the form of Non-Collusive Affidavit, the form of Contract, and Addenda, if any thereto, as prepared by Commission staff), proposes to furnish such services, when and as requested, at the prices indicated in the attached Bid Quotation Sheets for the time covered by this contract.

The undersigned, as bidder, agrees that:

2. In submitting this bid, it is understood that the Commission reserves the right to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to bidder within sixty (60) days after the opening thereof, bidder agrees to execute and deliver a contract in the prescribed form and furnish any required performance and payment bonds within ten (10) days after the contract is presented to bidder for signature.

3. Attached hereto is an affidavit in proof that bidder has not entered into any collusion with any person in respect to this proposal or any other proposal or the submission of proposals for this contract.

4. Certification of Non-segregated facilities. By signing this bid, bidder certifies that segregated facilities are not and will not be maintained or provided for employees of bidder at any establishments owned by bidder, and bidder does not and will not permit employees to perform their services at any location, under the control of bidder, where segregated facilities are maintained. Bidder agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, housing facilities provided for employees, which are segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. Bidder further agrees that (except where identical certifications from proposed subcontractors for specific time periods has been obtained) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; that such certifications will be retained in bidder's files; and that a notice will be forwarded to proposed subcontractors as provided in the instruction to bidders.

5. Addenda. All addenda, bulletins, letters, etc., bound with specifications or issued during the bidding period, are included in the Contract documents, and shall be considered in the amount of bid. The receipt of such addenda, if any, is acknowledged hereinafter. Fill out the cover sheet and below:

ADDENDUM NO. None DATED _____

ADDENDUM NO. None DATED _____

ADDENDUM NO. None DATED _____

6. Designation of Subcontractors. In compliance with the Subletting and Subcontracting Fair Practices Act (Chapter 2, Section 4100 et seq., Division 5, Title 1 of the Government code of the State of California) and any amendments thereof, each bidder sets forth below: (a) the name and location of place of business of each subcontractor who will perform work or labor or render service to the bidder in construction, improvement, repair or maintenance to be performed under this contract or a subcontractor licensed by the State of California who, under subcontract to the bidder, fabricates and installs a portion of the work, improvement, repair or maintenance in an amount in excess of one-half of one percent of the bidder's total bid and (b) the portion of the work which will be done by each subcontractor under this act. The bidder shall list only one subcontractor for each such portion as is defined by the bidder in this bid.

If a bidder fails to specify a subcontractor or if a bidder specifies more than one subcontractor for the same portion of work to be performed under the contract in excess of one-half of one percent of the total bid, bidder shall be deemed to have agreed that bidder is fully qualified to perform and shall perform that portion him/herself.

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No bidder whose bid is accepted shall (a) substitute any subcontractor, (b) permit any subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal, or (c) sublet or subcontract any portion of the work in excess of the one-half of one percent of the bidder's total bid as to which the original bid did not designate a subcontractor, except as authorized by the San Diego Housing Commission.

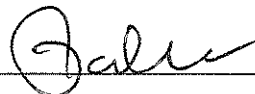
Subletting or subcontracting of any portion of the work in excess of one-half of one percent of the bidder's total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public record of the authority awarding this contract setting forth the facts constituting the emergency or necessity.

Note: Making of a False, Fictitious, or Fraudulent Certification, May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

Date: July 1 2008

Office Depot, Inc.
Printed Name of Bidder

Contractor License # _____
(If applicable)

Signature 

Title Pat Welch, Vice President, West Region

Official Address: 2200 Old Germantown Road, Delray Beach FL 33445

SIGN ORIGINAL ONLY

The final contract is subject to written approval of the Legal Department of both San Diego Housing Commission and Office Depot, Inc.

Name: Pat Welch Title: Vice President

Signed: 

Date: July 1, 2008

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CONTRACT ATTACHMENT NO. 6

Attachment 3

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages if needed.

1. Name of bidder Office Depot, Inc.
2. Names and titles of principals _____
Steve Odland, Chairman and CEO
Steve Schmidt, President Business Services Division
3. Names of authorized signatories _____
Pat Welch, Vice President, West Region
4. Permanent main office address _____
2200 Old Germantown Road, Delray Beach FL 33445
Phone (561) 438-4800 Fax (561) 438-4400 Email chris.starkovich@officedepot.com
5. When organized September 12, 1986
6. Where incorporated Delaware
7. Check if your firm has been certified by CalTrans as a Minority Business Enterprise NO,
Women Business Enterprise NO, or Disabled Veteran Business Enterprise NO.
 - a. Date Certification issued N/A
 - b. Date Certification expires N/A
 - c. CalTrans Certification Number N/A
8. Number of years engaged in business under your present name 21
9. List at least three private or public firms that you have supplied/provided with similar services to that in this solicitation. Include a contact name and telephone number.

See Page 9 for References _____

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10. Have you ever defaulted on a contract? [] Yes [X] No
- a. If yes, what was the name of the contract? _____
- b. What was the reason for default? _____
11. Have you refused to sign a contract after award of the bid? [] Yes [X] No
- a. If yes, what was the name of the contract? _____
- b. What was the reason for refusal? _____
12. List the number of current employees and any branch offices: Office Depot employs 49,000 associates worldwide. See the map on Page 8 of this response for our US locations.
13. Attach written evidence of amount and type of credit available. Credit Letter attached.
14. Upon request, will you complete a detailed Financial Statement and furnish any other information required by the Commission?
- [X] Yes [] No
15. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Commission, verifying the declarations included in this Statement of Bidder's Qualifications.



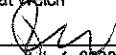
Signature of Bidder's Representative

Pat Welch, Vice President, West Region
Title

July 1, 2008
Date

The final contract is subject to written approval of the Legal Department of both San Diego Housing Commission and Office Depot, Inc.

Name: Pat Welch Title: Vice President

Signed:  _____

Date: July 1, 2008

Office DEPOT.

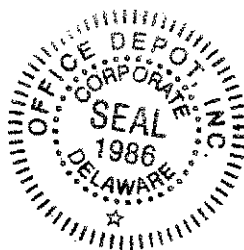
CONTRACT ATTACHMENT NO. 6

Attachment 4

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, certify that I am the Assistant Secretary of the company named as Contractor herein; that Pat Welch, who signed this Contract on behalf of the Contractor, was then Vice President, West Region of said Company; that said Contract was duly signed for and in behalf of said company by authority of its governing body, and is within the scope of its corporate powers.

CORPORATE
SEAL



Jennifer L. Leong

Signature

Jennifer L. Leong

Print or type name

Business Solutions Division

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Taking Care of Business

CONTRACT ATTACHMENT NO. 6

Attachment 5

NON-COLLUSIVE AFFIDAVIT

(Prime Bidder)

State of California

County of _____

Pat Welch _____, being first duly sworn deposes and says:

That he is Vice President, West Region, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Housing Authority of the City of San Diego or any person interested in the proposed contract; and that all statements in said proposal or bid are true.



Individual)

Partner

Officer of Corporation

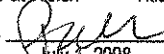
Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 200____,
by _____, personally known to me or proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me. See Attached

Acknowledgment
From Notary Public

Signature

The final contract is subject to written approval
of the Legal Department of both San Diego
Housing Commission and Office Depot, Inc.

Name: Pat Welch Title: Vice President

Signed: 

Date: July 1, 2008

Office DEPOT

Taking Care of Business

CONTRACT ATTACHMENT NO. 6

Attachment 6

CERTIFICATE OF COMPLIANCE

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE SAN DIEGO HOUSING COMMISSION

The City of San Diego, The San Diego Housing Commission and Housing Authority are committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the State and its agencies, including the employment of individuals and firms which contract with the San Diego Housing Commission Agency.

CERTIFICATE OF COMPLIANCE

Office Depot, Inc.

Name of Firm

As an authorized official for the above named firm, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws and regulations hereinafter enacted.

Further, I am submitting a current Work Force Report of San Diego County and if requested, an acceptable Equal Employment Opportunity Plan, which addresses the affirmative actions that will be taken by this firm to eliminate any under-representation within identified categories. The elements of this plan would include effective outreach and other employment practices to maximize opportunities for all qualified individuals.

Pat Welch, Vice President, West Region

Name of Authorized Official

Signature of Authorized Official

The final contract is subject to written approval of the Legal Department of both San Diego Housing Commission and Office Depot, Inc.

Name: Pat Welch Title: Vice President

Signed: 

Date: July 1, 2008

Office DEPOT

CONTRACT ATTACHMENT NO. 6

Attachment 7

Work Force Report of San Diego County SAN DIEGO HOUSING COMMISSION 1122 Broadway Suite 300, San Diego, CA 92101

Name of Contractor OFFICE DEPOT INC.

Payroll Ending Date 6/27/08

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- | | |
|--|-----------------------------|
| (1) African-American, Black | (4) American Indian, Eskimo |
| (2) Latino, Hispanic, Mexican-American, Puerto Rican | (5) Caucasian |
| (3) Asian, Pacific Islander | (6) Other Ethnicity |

OCCUPATIONAL CATEGORY	(1) African-American		(2) Latino		(3) Asian Pacific Islander		(4) American Indian		(5) Caucasian		(6) Other Ethnicities	
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)
Executive, Administrative, Managerial	4	1	9	4	3	1			21	9		
Professional Specialty			1	1						3		
Engineers/Architects												
Technicians and Related Support												
Sales	5	9	1	5	4	3			24	22		
Administrative Support/Clerical	3	7	3	6	3	13	1		3	14		
Services			4									
Precision Production, Craft and Repair	1		3		2				2			
Machine Operators, Assemblers, Inspectors	13		47	1	46	1			10	4		
Transportation and Material Moving	3		10		7				2			
Handlers, Equipment Cleaners, Helpers and Non-Construction Laborers*	16	13	24	31	93	60			12	10		
TOTALS FOR EACH COLUMN	45	30	102	48	158	78	1		74	62		
DISABLED (by ethnicity & gender)												
GRAND TOTAL OF ALL EMPLOYEES	177			48	158	78	1		74	62		
*NON-PROFIT AGENCIES ONLY	NOT APPLICABLE FOR OFFICE DEPOT											
President												
Vice President												
Secretary												
Treasurer												
TOTALS FOR EACH COLUMN												

*Gender and minority composition of the board is required above. Please substitute titles of officers or board members as necessary.

Business Solutions Division

OCCUPATIONAL CATEGORY LIST

Executive, Administrative and Management

Executive, Administrative Management Related

Professional Specialty

Engineers, Architects, Surveyors
Mathematical and Computer Scientists
Health Diagnosing
Health Assessment and Treating
Teachers, Post-secondary
Teachers, Except Post-secondary
Counselors, Educational and Vocational
Librarians, Archivists, Curators
Social Scientists and Urban Planners
Social, Recreation and Religious Workers
Lawyers and Judges

Technicians and Related Support

Health Technologists and Technicians
Engineering and Related Technologists and Technicians
Technicians, Except Health, Engineering and Service

Sales

Supervisors and Proprietors
Sales Representatives, Finance and Business Services
Sales Representatives, Commodities except Retail
Sales Workers, Retail and Personal Services

Administrative Support

Supervisors, Administrative Support
Computer Equipment Operators
Secretaries, Stenographers, Typists
Information Clerks
Records, Processing Except Financial
Financial Records Processing
Duplicating and Other Office Machine Operators
Communications Equipment Operators
Mail and Message Distributing
Material Recording and Distributing Clerks
Adjusters and Investigators
Other Administrative Support

Precision Production, Craft and Repair

Supervisors, Mechanics and Repairers
Vehicle and Mobile Equipment Mechanics and Industrial Machinery Repairer
Machinery Maintenance
Electrical and Electronic Equipment Repairers
Heating, Air Conditioning, Refrigeration Mechanics
Other Mechanics and Repairers
Supervisors Construction
Construction Trades, Except Supervisors
Extractive Occupations
Precision Production Occupations

Machine Operators, Assemblers and Inspectors

Metalworking and Plastic Working Machine Operator
Metal and Plastic Processing Machine Operators
Woodworking Machine Operators
Printing Machine Operators
Textile, Apparel and Furnishing Machine Operators
Machine Operators, Assorted Materials
Fabricators, Assembler & Hand Working Occupations

Transportation and Material Moving

Motor Vehicle Operators
Rail Transportation Occupations
Water Transportation Occupations
Material Moving Equipment Operators

Handler, Equipment Cleaners, Helpers and Laborers

Handlers
Equipment Cleaners
Helpers
Laborers

Services

Private Households
Protective Services
Supervisors, Protective Services
Firefighting and Fire Prevention
Police and Detectives
Guards
Supervisors, Food Preparation and Services
Health Services
Cleaning and Building Services

Office DEPOT

CONTRACT ATTACHMENT NO. 6

Incorporated in Delaware on September 12, 1986
Became a Public Company on June 1, 1988
Trades on the New York Stock Exchange Under the Symbol "ODP"
Federal Tax ID: 59-2663954
Dunn & Bradstreet: 15-3531108
Type of Business: Office Supplies, Furniture, and Technology sold through Retail Stores, Catalog & Contract Sales
Length of Time in Business: 21 years
Total Number of Employees: 49,000

Officers:

Steve Odland, Chairman and Chief Executive Officer
Steve Schmidt, President, Business Services Division
Charles E. Brown, President, International
Chuck Rubin President, North American Retail

TRADE REFERENCES

MICROSOFT

One Microsoft Way
SAMM-C12146
Redmond, WA 98052
ATTN: Tricia Foster, Collections Mgr
PH: 425-703-1045

FELLOWES

1789 Norwood Avenue
Itasca, 1160143
ATTN: Richard Reinert, Credit Manager
PH: 630-539-5612

GLOBAL INDUSTRIES, INC.

17 West Stow Road
PO Box 562
Marlton, NJ 80853
ATTN: Dan Goetz, Director of Service Operations
PH: 856-596-3390
FAX: 856-596-5684

BANK REFERENCE

Wachovia Bank

Gilbert H. Reese
Corporate and Investment Banking
Mail code: GA4523
171 17th Street, NW.
Atlanta, GA 30363
PH: 404-214-7246
FAX: 404-214-7261

Office Depot consents to inquiries to the above companies regarding credit. To the best of my knowledge, the above information is true and correct.

Jennifer Moline, Senior Vice President, Finance and Controller

CONTRACT ATTACHMENT NO. 6



FEDERAL ID #: 59-2663954

SUMMARY BILL

BILLING PERIOD: 07/18/2007 - 08/17/2007

SUMMARY BILL NUMBER	FOR PERIOD ENDING	PAGE NUMBER
80000346	08/17/2007	1 of 4
AMOUNT DUE	TERMS	PAYMENT DUE
5,175.77	NET 30 DAYS	09/16/2007

ABC COMPANY

ACCOUNT NUMBER: 12345678

REMIT-TO: OFFICE DEPOT
P.O. BOX 633211
CINCINNATI, OH 45263-3211

PLEASE REMIT PAYMENT IN FULL

DEPT./ITEM #	CUST. PRODUCT CODE	ITEM DESCRIPTION	MANUFACTURER CODE	QTY SHP	U/M	UNIT PRICE	EXT. PRICE
ORDER #: 176654752-001		DATE: 07/17/2007					
000808256	000808256	TONER,LJ 2100 SERIES,96A	C4096A	1	EA	94.040	94.04
				ORDER #: 176654752-001		SUB-TOTAL:	94.04
						SALES TAX:	7.76
						TOTAL:	101.80
ORDER #: 176678399-001		DATE: 07/17/2007					
000808256	000808256	TONER,LJ 2100 SERIES,96A	C4096A	1	EA	94.040	94.04
				ORDER #: 176678399-001		SUB-TOTAL:	94.04
						SALES TAX:	7.76
						TOTAL:	101.80
ORDER #: 176679566-001		DATE: 07/17/2007					
000286934	000286934	TONER,ULTRA PRECISE,27X	C4127X	1	EA	105.910	105.91
				ORDER #: 176679566-001		SUB-TOTAL:	105.91
						SALES TAX:	8.74
						TOTAL:	114.65
ORDER #: 177197746-001		DATE: 07/24/2007					
000348144	000348144	ENVELOPE,CAT,28LB,#13.5,250BX	CO642	2	BX	19.560	39.12
000184598	000184598	PEN,FB,M,PNTL,DZ,RED	R100B-D12	2	DZ	6.640	13.28
				ORDER #: 177197746-001		SUB-TOTAL:	52.40
						SALES TAX:	3.64
						TOTAL:	56.04
ORDER #: 177814284-001		DATE: 07/31/2002					



21000

FEDERAL ID #: 59-2663954

SUMMARY BILL

BILLING PERIOD: 07/18/2007 - 08/17/2007

SUMMARY BILL NUMBER	FOR PERIOD ENDING	PAGE NUMBER
80000346	08/17/2007	1 of 4
AMOUNT DUE	TERMS	PAYMENT DUE
8175.77	NET 30 DAYS	09/16/2007

ABC COMPANY

ACCOUNT NUMBER: 12345678

REMIT-TO: OFFICE DEPOT
P.O. BOX 633211
CINCINNATI, OH 45263-3211

PLEASE REMIT PAYMENT IN FULL

SHIP TO ID	DEPT #			SUBTOTAL	DELIVERY CHG	MISC	SALES TAX	ORDER TOTAL
1111 BROAD	010	176871001-001	08/12/2007	37.96	0.00	0.00	3.13	41.09
TOTAL FOR DEPT #:		010	1 ORDERS	37.96	0.00	0.00	3.13	41.09
TOTAL FOR SHIP TO ID:		1111 BROAD	1 ORDERS	37.96	0.00	0.00	3.13	41.09
1420 AVENUE	030	179141107-001	08/14/2007	130.75	0.00	0.00	11.52	142.27
TOTAL FOR DEPT #:		030	1 ORDERS	130.75	0.00	0.00	11.52	142.27
TOTAL FOR SHIP TO ID:		1420 AVENUE	1 ORDERS	130.75	0.00	0.00	11.52	142.27
15455 DALL	010	178885337-001	08/12/2007	14.23	0.00	0.00	1.17	15.40
15455 DALL	010	179173208-001	08/14/2007	83.52	0.00	0.00	6.89	90.41
15455 DALL	010	179162358-001	08/14/2007	66.45	0.00	0.00	5.48	71.93
15455 DALL	010	178545791-001	08/07/2007	575.31	0.00	0.00	47.49	622.80
15455 DALL	010	179030974-001	08/13/2007	300.08	0.00	0.00	24.76	324.84
15455 DALL	010	178683800-001	08/12/2007	404.37	0.00	0.00	33.36	437.73
15455 DALL	010	178304800-001	08/05/2007	1,162.26	0.00	0.00	95.88	1,258.14
TOTAL FOR DEPT #:		010	7 ORDERS	2,606.22	0.00	0.00	215.03	2,821.25
15455 DALL	030	178526994-001	08/07/2007	38.69	0.00	0.00	3.27	42.96
15455 DALL	030	178483885-001	08/07/2007	136.12	0.00	0.00	11.23	147.35
15455 DALL	030	178786525-001	08/09/2007	342.10	0.00	0.00	28.22	370.32
TOTAL FOR DEPT #:		030	3 ORDERS	617.91	0.00	0.00	42.72	560.63
15455 DALL	999	179022851-001	08/13/2007	60.78	0.00	0.00	5.01	65.79
TOTAL FOR DEPT #:		999	1 ORDERS	60.78	0.00	0.00	5.01	65.79

20000

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of Alameda

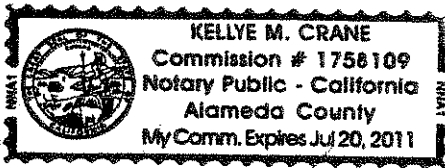
On July 2, 2008 before me, Kellye M. Crane, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Patrick Michael Welch
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal Above

Signature Kellye M. Crane
Signature of Notary Public

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document: San Diego Housing Commission Request for Proposal

Document Date: July 1, 2008 Number of Pages: Thirty three

Signer(s) Other Than Named Above: None

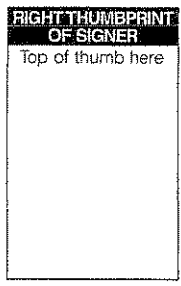
Capacity(ies) Claimed by Signer(s)

- Signer's Name: Patrick Michael Welch
- Individual
 - Corporate Officer — Title(s): Vice President
 - Partner — Limited General
 - Attorney in Fact
 - Trustee
 - Guardian or Conservator
 - Other: _____



Signer Is Representing: Office Depot, Inc.

- Signer's Name: _____
- Individual
 - Corporate Officer — Title(s): _____
 - Partner — Limited General
 - Attorney in Fact
 - Trustee
 - Guardian or Conservator
 - Other: _____



Signer Is Representing: _____

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
10X13 INTEROFFICE_ENVELOPE 28LB	844803	BX	\$ 48.19	76%	\$ 11.56
3M POST IT EASEL PAD	987156	PK	\$ 77.40	59%	\$ 31.59
BATTERY,AA,1.5V,ENERGIZER,4/PK	343749	PK	\$ 7.05	61%	\$ 2.72
BATTERY,AAA,ALKA,ENERGIZER,4PK	343772	PK	\$ 7.05	61%	\$ 2.72
BINDER,PL,VIEW,.5",BLACK	396921	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,.5",WHT	396941	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1",BLACK	396311	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1",WHITE	396291	EA	\$ 6.24	78%	\$ 1.36
BINDER,PL,VIEW,1.5",BLACK	396271	EA	\$ 7.99	79%	\$ 1.70
BINDER,PL,VIEW,1.5",WHITE	396251	EA	\$ 7.99	79%	\$ 1.70
BINDER,PL,VIEW,2",BLACK	396231	EA	\$ 9.61	80%	\$ 1.96
BINDER,PL,VIEW,2",WHITE	396241	EA	\$ 9.61	80%	\$ 1.96
BINDER,PL,VIEW,3",BLACK	396221	EA	\$ 13.51	77%	\$ 3.08
BINDER,PL,VIEW,3",WHITE	396201	EA	\$ 13.51	77%	\$ 3.08
BOOK,COMPOSITION,100SHTS,WD,RL	588268	EA	\$ 3.85	79%	\$ 0.82
BOOK,PHONE,MESSAGE,200SET	848853	EA	\$ 4.56	65%	\$ 1.59
BOOK,PHONE,MESSAGE,400SET	848861	EA	\$ 5.70	62%	\$ 2.19
BOOK,STENO,6X9,70CT,GREEN	524405	EA	\$ 3.20	82%	\$ 0.58
BOX, STORAGE LETTER 24"	808121	EA	\$ 13.29	81%	\$ 2.49
BOX,LGL,Your Brand,QUICK SETUP,4PK	352008	EA	\$ 2.03	49%	\$ 1.03
CASE,CD,JEWEL,10PK,DOUBLE SLIM	271936	PK	\$ 10.99	74%	\$ 2.90
CASE,CD,JEWEL,25PK,SLIM,BLACK	271952	PK	\$ 11.09	66%	\$ 3.72
CASE,CD,JEWEL,STD,12/PK,BLACK	271960	PK	\$ 10.99	74%	\$ 2.88
CDR,Your Brand,52X, 15-PK,SLIM	679768	PK	\$ 13.99	71%	\$ 4.04
CDR,Your Brand,52X,100-PK,SPINDLE	676688	HU	\$ 39.99	67%	\$ 13.11
CD-R,Your Brand,52X,50-PK,SPINDLE	678120	PK	\$ 19.99	67%	\$ 6.56
CDRW,Your Brand,12X,10-PK,SLIM	679792	TP	\$ 12.99	61%	\$ 5.07
CLEANING WIPES,100CT,P/L	267761	EA	\$ 999.00	75%	\$ 252.08
CLIP,BINDER,LARGE,2IN,12BX	308957	BX	\$ 6.30	92%	\$ 0.48
CLIP,BINDER,MED,1.25IN,12/PK	825190	PK	\$ 25.41	91%	\$ 2.33
CLIP,BINDER,MEDIUM,	429431	BX	\$ 2.10	88%	\$ 0.25
CLIP,BINDER,SM,3/4IN,144/PK	825182	PK	\$ 1.07	93%	\$ 0.08
CLIP,BINDER,SMALL,12/BOX	429415	BX	\$ 1.10	91%	\$ 0.10
CLIP,PAPER,#1 REG,SMOOTH,100BX	429266	BX	\$ 1.09	95%	\$ 0.05
CLIP,PAPER,#1 REG,SMOOTH,10PK	308478	TP	\$ 4.60	85%	\$ 0.69
CLIP,PAPER,JUMBO,SMOOTH,100BX	429175	BX	\$ 1.59	90%	\$ 0.16

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
CLIP,PAPER,JUMBO,SMOOTH,10PK	308239	TP	\$ 15.56	87%	\$ 2.03
CORRECTION,DISPOSABLE,DRYLINE	987172	PK	\$ 4.04	73%	\$ 1.09
CORRECTION,FLUID,WHITE	909135	EA	\$ 1.89	91%	\$ 0.17
CUBE,MEMO,2-7/8X2-7/8,AQUATIC	366864	PK	\$ 8.07	59%	\$ 3.33
CUBE,MEMO,3X3",390SHT,NEON	941807	PK	\$ 8.07	59%	\$ 3.33
DAY PLANNER REFILLS VARIOUS BRANDS	NMI	EA			
DISK,Your Brand,3.5 IBM,100P	405791	PK	\$ 34.99	54%	\$ 16.15
DISK,Your Brand,3.5,IBM,10BX	405891	BX	\$ 5.99	73%	\$ 1.61
DISKETTE,Your Brand,IBM FMT,30PK,NEON	676621	PK	\$ 11.99	53%	\$ 5.61
DISPENSER,CLIP,MAG,SMK,3/PK	825281	EA	\$ 2.23	85%	\$ 0.33
DIV,INS,5,EXTRA WIDE,ASTD,Your Brand,BI	574929	ST	\$ 1.83	77%	\$ 0.42
DIVIDER,INSERT,5TAB,6SETS/PK	369088	PK	\$ 3.64	67%	\$ 1.21
DIVIDER,INSERT,OD,8TAB,CLR,4PK	369113	PK	\$ 3.73	66%	\$ 1.25
DIVIDERS,XW,Your Brand,INS,8ST,CLR	574964	ST	\$ 2.88	77%	\$ 0.65
DIVIDERS,Your Brand,INS,XW,8ST,ASTD	574978	ST	\$ 2.88	77%	\$ 0.65
DIVIDERS,Your Brand,XW,5ST,CLR	574943	ST	\$ 1.83	77%	\$ 0.42
DUSTER,AIR,10OZ	329576	EA	\$ 12.99	71%	\$ 3.74
ENVELOPE,#10,PLN,24#,500CT,WHT	633888	BX	\$ 30.78	80%	\$ 6.01
ENVELOPE,CD,50PK	560941	PK	\$ 10.62	77%	\$ 2.46
ENVELOPE,CLASP,12X15.5,100BX	330960	BX	\$ 36.51	75%	\$ 9.01
ENVELOPE,CLASP,28LB,#97,100BX	330888	BX	\$ 28.12	77%	\$ 6.38
ENVELOPE,CLASP,KRAFT,6X9,100BX	330744	BX	\$ 18.63	76%	\$ 4.46
ENVELOPE,CLSP,RCYCL,9X12,100BX	330808	BX	\$ 23.26	77%	\$ 5.29
ENVELOPE,SEC,#10,WIN,500CT,WHT	634008	BX	\$ 56.01	80%	\$ 10.93
FILTER,GLARE,UNIV,16-19"MONITR	225755	EA	\$ 66.95	56%	\$ 29.13
FLAG,TAPE,IN DISP,2PK,GREEN	452391	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,2PK,PURPLE	452425	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,2PK,RED	452367	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BLUE,2PK	452375	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BRIT BE,2PK	621748	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,BRIT GN,2PK	958017	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,NEON PNK,2PK	620336	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,ORANGE,2PK	452417	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,IN DISP,WHITE,2PK	810176	PK	\$ 6.27	59%	\$ 2.56
FLAG,TAPE,PRINTED,POST-IT,80CT	193302	PK	\$ 4.77	59%	\$ 1.95
FLAGS,TAPE,IN DISP,2PK,YELLOW	452409	PK	\$ 6.27	59%	\$ 2.56

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 6

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
FLUID,CORRECTION,MULTIPURP,WHT	909119	EA	\$ 1.89	91%	\$ 0.17
FLUID,CORRECTION,PEN & INK,WHT	909234	EA	\$ 1.89	91%	\$ 0.17
FOLDER HANGING LGL 1/3 CUT	810945	BX	\$ 27.25	76%	\$ 6.63
FOLDER HANGING LGL 1/5 CUT	811018	BX	\$ 25.16	75%	\$ 6.28
FOLDER HANGING LTR 1/3 CUT	810929	BX	\$ 21.60	76%	\$ 5.20
FOLDER HANGING LTR 1/5 CUT	810994	BX	\$ 21.95	79%	\$ 4.69
FOLDER,FILE,LEGAL,1/3 CUT	810846	BX	\$ 28.23	73%	\$ 7.68
FOLDER,FILE,LETTER,1/3 CUT	810838	BX	\$ 21.83	73%	\$ 5.91
FOLDER,FILE,LETTER,1/5 CUT	810895	BX	\$ 23.40	72%	\$ 6.50
FOLDER,FILE,LTR,STRAIGHT CUT	810812	BX	\$ 23.40	72%	\$ 6.50
GLUE STICKS,.32 OZ,4/PK,WHITE	438731	P4	\$ 3.39	76%	\$ 0.80
GLUESTICK,.32 OZ,12/PK,WHITE	571101	PK	\$ 8.15	71%	\$ 2.39
GLUESTICK,0.70OZ,SINGLE,WHITE	571081	EA	\$ 1.75	78%	\$ 0.39
GLUESTICK,1.40OZ,WHITE	571031	EA	\$ 2.55	74%	\$ 0.67
GLUESTICK,3PK,1.40OZ,WHITE	571111	P3	\$ 8.49	77%	\$ 1.99
GLUESTICK,SINGLE,.32OZ,WHITE	570971	EA	\$ 1.05	80%	\$ 0.21
HIGHLIGHTER,FORAY,DS,PINK,12PK	268056	PK	\$ 11.16	69%	\$ 3.41
HIGHLIGHTER,FORAY,DS,YEL,12PK	268000	PK	\$ 11.16	69%	\$ 3.41
HIGHLIGHTER,LIQUID ACCENT,YEL	216131	PK	\$ 21.72	61%	\$ 8.41
HIGHLIGHTERS,LIQUID,12/PK,YLW	508720	PK	\$ 15.93	72%	\$ 4.41
HIGHLITER,LIQUID,ACCENT,5/PK	343551	PK	\$ 8.42	61%	\$ 3.30
INDEX,11X8.5,1-31	933309	PK	\$ 8.05	69%	\$ 2.50
INDEX,11X8.5,JAN-DEC	933291	PK	\$ 8.99	82%	\$ 1.58
INDEX,RNG-BK,A-Z,11X8.5,RED	933283	PK	\$ 4.51	68%	\$ 1.46
INK AND TONER FVARIOUS BRANDS		Various			
INK FOR STAMP PANS	421433	BT	\$ 5.00	82%	\$ 0.92
INK STAMP PADS	603335	EA	\$ 3.50	74%	\$ 0.92
LABEL,ADDR,Your Brand,LSR,3000CT,WHITE	612011	PK	\$ 36.96	84%	\$ 5.78
LABEL,FILE,Your Brand,248CT,WHITE	612641	EA	\$ 3.99	88%	\$ 0.48
LABEL,LSR,ADDR,WHT,3000CT	364364	PK	\$ 42.00	55%	\$ 18.92
LABEL,PRIVATE, MULTI,5 TAB D	369088	ST	\$ 3.64	95%	\$ 0.20
LABEL,PRIVATE,Your Brand MULTI,8 TAB D	369952	ST	\$ 0.93	62%	\$ 0.35
LABEL,Your Brand,REINFORCEMENT	681840	EA	\$ 1.98	82%	\$ 0.35
MARKER,DRY ERASE,BLACK	455469	PK	\$ 21.72	58%	\$ 9.15
MARKER,DRY ERASE,BROAD,BLUE	455329	PK	\$ 21.72	58%	\$ 9.15
MARKER,FORAY,PERM,DS,ASST,4PK	158864	PK	\$ 5.77	71%	\$ 1.67

Pricing for SD Housing Commission

CONTRACT ATTACHMENT NO. 6

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
MARKER, FORAY, PERM, DS, BLK, 12PK	202816	PK	\$ 17.30	72%	\$ 4.78
MARKER, SHARPIE, FINE, DZ, BLACK	203349	BX	\$ 15.00	59%	\$ 6.19
MARKER, SHARPIE, FINE, DZ, RED	203356	BX	\$ 15.00	59%	\$ 6.19
MEMO BOARD, POST-IT, 18X23, BURG	160341	EA	\$ 18.30	58%	\$ 7.63
MEMO BOARD, POST-IT, CHARCOAL	160366	EA	\$ 18.30	58%	\$ 7.63
MRKR, DRYERAS, CHSL, EXP, PUR	927830	PK	\$ 10.38	59%	\$ 4.21
MRKR, DRYERAS, DS, ASST, 4PK	271696	PK	\$ 7.14	69%	\$ 2.18
MRKR, DRYERAS, DS, ASST, 4PK	271696	PK	\$ 7.14	69%	\$ 2.18
MRKR, ST/D/ER, CHS, 4CLR	204156	BX	\$ 7.11	57%	\$ 3.05
NOTE, LINED, ASST, 3PK, 100SH, NEON	217299	PK	\$ 13.07	59%	\$ 5.39
NOTE, POST-IT, 1.5X2", 12PK, NEON	561894	PK	\$ 10.67	59%	\$ 4.40
NOTE, POST-IT, 2X3, AST, ULTRA COL	506424	PK	\$ 8.68	59%	\$ 3.58
NOTE, POST-IT, 3X5, 5/PK, SUNBRITE	716371	PK	\$ 13.00	58%	\$ 5.51
NOTE, POST-IT, POP-UP, 3X3, SUNBRT	716521	PK	\$ 13.00	59%	\$ 5.35
NOTE, POST-IT, POP-UP, CLASSICS	639088	PK	\$ 11.27	59%	\$ 4.65
NOTE, POST-IT, SUNBRITE, 3X3, 5/PK	716481	PK	\$ 10.12	59%	\$ 4.18
NOTE, POST-IT, ULTRA, 4X6, 3/PK	217315	PK	\$ 13.07	59%	\$ 5.39
NOTE, SSTICKY, 3X3, RCY, 12PK, ASTD	725324	PK	\$ 26.15	59%	\$ 10.78
NOTE, Your Brand, 1.5"X2", 12PK, YELLOW	442306	PK	\$ 7.16	80%	\$ 1.42
NOTEBOOK, 150CT, 3SUBJ, THEME	498915	EA	\$ 4.29	75%	\$ 1.08
NOTEBOOK, SPIRAL, 1SUB, 100SHT, CR	588286	EA	\$ 3.35	71%	\$ 0.97
NOTEBOOK, SPIRAL, 3SUB, 120SHT, CR	588322	EA	\$ 4.55	70%	\$ 1.38
NOTEBOOK, SPRL, 70SHT, WD, RLE, 6PK	293799	PK	\$ 12.09	70%	\$ 3.67
NOTES, POSTIT, 4X4, 3/PK, ULTRA	505096	PK	\$ 9.33	59%	\$ 3.85
NOTES, POST-IT, OD, 12PK, BRIGHT	843769	PK	\$ 17.59	65%	\$ 6.21
NOTES, POST-IT, POP UP, 6PK, AQTC	374381	PK	\$ 12.97	59%	\$ 5.35
NOTES, POST-IT, POP-UP, 3X3", 6PK	834796	PK	\$ 12.97	59%	\$ 5.35
NOTES, POSTIT, ULTRA, 3X3, ASST, 5P	666735	PK	\$ 10.12	59%	\$ 4.18
NOTES, POST-IT, ULTRA, 3X5, AST, 5P	666743	PK	\$ 66.75	59%	\$ 27.53
OD, DIV, INSERT, 5TAB, CLR, 6ST/PK	369275	PK	\$ 3.64	63%	\$ 1.36
OD, DIVIDER, INSERT, 8TAB, CLR, 4ST	369952	ST	\$ 0.93	-51%	\$ 1.40
OPENER, LETTER, 2/PK, BLACK	438761	PK	\$ 3.94	95%	\$ 0.21
OPENER, LETTER, 9", CHROME PLATED	313692	EA	\$ 1.86	88%	\$ 0.23
PAD, EASEL, RESTICKABLE, 2/PK, WHT	574032	EA	\$ 32.90	79%	\$ 6.90
PAD, EASEL, RESTICKABLE, TABLETOP	775088	EA	\$ 24.99	81%	\$ 4.76
PAD, EASEL, TABLE TOP, POST-IT	218691	EA	\$ 32.00	58%	\$ 13.33

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CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
PAD,GUM,8.5X11,Your Brand,WHT,LGL RLD	268091	DZ	\$ 28.00	82%	\$ 4.99
PAD,NOTE,POST-IT,1.5X2",12PK,U	419853	PK	\$ 10.67	58%	\$ 4.45
PAD,NOTE,POST-IT,2X3",AST,NEON	617217	PK	\$ 18.22	38%	\$ 11.25
PAD,NOTE,POST-IT,3X3,5PK,NEON	510578	PK	\$ 10.12	58%	\$ 4.22
PAD,NOTE,POST-IT,3X5",5PK,NEON	641480	PK	\$ 72.35	58%	\$ 30.16
PAD,NOTE,POST-IT,3X5,NEON	542779	PK	\$ 66.75	58%	\$ 27.81
PAD,PERF,8.5X11,Your Brand,12PK,LGL RL	305466	DZ	\$ 31.00	82%	\$ 5.70
PAD,PERF,8.5X11,Your Brand,LGL RLD,12P	305706	DZ	\$ 31.99	82%	\$ 5.70
PAD,PHONE,MESSAGE,12PACK	848846	DZ	\$ 4.37	69%	\$ 1.35
PAD,SCRATCH,3X5,50CT,12PK	524769	PK	\$ 6.28	78%	\$ 1.39
PAD,SCRATCH,5X8,50CT,12PK	524413	PK	\$ 15.66	79%	\$ 3.33
PAD,WIRE,QUAD,8.5X11,4SQIN,WHT	582320	EA	\$ 9.57	79%	\$ 2.00
Paper 24lb Copier	393122	CS	\$ 120.00	65%	\$ 41.44
PAPER CLIPS,JUMBO,TRNSLCNT,200	344335	TB	\$ 5.56	83%	\$ 0.95
PAPER COMP,9 1/2 X 11 2PRT-1	813345	1	\$ 89.23	68%	\$ 28.38
PAPER,COMP,14-7/8X11,GREEN BAR	813212	CA	\$ 74.70	62%	\$ 28.09
PAPER,COMPUTER,1PART,9.5X11	813311	CA	\$ 70.70	74%	\$ 18.32
PAPER,COMPUTER,9.5X11,18LB	963975	CA	\$ 62.02	67%	\$ 20.37
PAPER,COMPUTER,9.5X11,20LB	940908	CA	\$ 63.98	68%	\$ 20.19
PAPER,FLR,10.5X8,CR,150CT	589510	PK	\$ 3.79	75%	\$ 0.96
PAPER,FLR,10.5X8,WR,150CT	589483	PK	\$ 3.79	75%	\$ 0.96
PAPER,FLR,11X8.5,CR,150CT	956112	PK	\$ 3.85	71%	\$ 1.11
PAPER,GREENBAR,14 7/8X11,18#	813220	CA	\$ 82.49	65%	\$ 29.02
PAPER CLIPS	429266	BX	\$ 1.09	95%	\$ 0.05
PEN,BALLPOINT,FINE,BLK	987388	DZ	\$ 12.60	67%	\$ 4.15
PEN,BALLPOINT,FINE,RSVP,BLUE	987396	DZ	\$ 12.60	67%	\$ 4.15
PEN,BP,MED,FLXGRIPELITE,DZ,BLU	524976	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,FLXGRP,FN,12PK,BLU	527744	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,FN,FLXGRIPELITE,BLK	524992	DZ	\$ 15.00	69%	\$ 4.58
PEN,BP,STK,MED,FLXGRIP,DZ,BLK	524968	DZ	\$ 15.00	69%	\$ 4.58
PEN,ROLLERBALL,0.7MM,12/PK,BLK	508544	DZ	\$ 18.59	71%	\$ 5.31
PEN,ROLLERBALL,0.7MM,12/PK,BLU	510160	DZ	\$ 18.59	71%	\$ 5.31
PEN,SOFT GRIP,MED,BLK,12PK	234176	PK	\$ 12.99	72%	\$ 3.61
PEN,STICK,PT,MED,48PK,BLK	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,STICK,PT,MED,48PK,BLK	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,UBALL,VIS,ELITE,DZ,BLU/BLK	580327	DZ	\$ 38.04	58%	\$ 15.84

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CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
PEN,UNIBALL,FINE,ONYX,DZ,BLACK	659649	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,FINE,ONYX,DZ,BLUE	659623	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,MICRO,ONYX,DZ,BLK	664417	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,MICRO,ONYX,DZ,BLUE	664409	DZ	\$ 13.44	76%	\$ 3.22
PEN,UNIBALL,VIS,ELITE,DZ,BLK	580437	DZ	\$ 38.04	58%	\$ 15.84
PEN,Your Brand,MED,48PK,BLUE	750288	PK	\$ 5.99	64%	\$ 2.16
PEN,Your Brand,MED,48PK,RED	750288	PK	\$ 5.99	64%	\$ 2.16
PENCIL	526192	DZ	\$ 37.80	65%	\$ 13.25
PENCIL POUCH,FRONT CLEAR VIEW	673616	EA	\$ 2.99	62%	\$ 1.15
PENCIL POUCH,TRANSLUCENT	434357	EA	\$ 2.19	67%	\$ 0.72
PENCIL,BLPT/MECH,PHD,JADE	752291	PK	\$ 12.61	58%	\$ 5.26
PENCIL,MECH,CLR PT,.5MM,GRN	404481	PK	\$ 3.14	59%	\$ 1.30
PENCIL,MECH,CLR PT,.5MM,ROSE	404601	PK	\$ 3.14	59%	\$ 1.30
PENCIL,MECH,CLR PT,.7MM,BLUE	404461	PK	\$ 3.04	57%	\$ 1.30
PHONE MESSAGE PADS (CARBON)	848846	EA	\$ 4.37	97%	\$ 0.11
PHONE WIPES,100CT	267751	EA	\$ 9.99	73%	\$ 2.70
PIN,PUSH,200BX,ASSORTED	825273	BX	\$ 4.65	83%	\$ 0.80
PIN,PUSH,200CT,CLEAR	825265	BX	\$ 4.65	83%	\$ 0.80
POST IT,POP UP,3X3",6/PK,NEON	761015	PK	\$ 77.82	59%	\$ 32.10
POST-IT FLAGS,SM,140 CT,4COLOR	369571	PK	\$ 6.30	59%	\$ 2.60
POST-IT FLAGS,SM,ASTD COLORS	369581	PK	\$ 6.30	59%	\$ 2.60
POST-IT NOTES,3X3,5PK,AQTC CL	374391	PK	\$ 10.12	59%	\$ 4.18
POST-IT,653-AQ,1.5X2,12PK,ASTD	387981	PK	\$ 10.67	59%	\$ 4.40
POST-IT,ULTRA,LINED,3X5,5PK,AS	515553	PK	\$ 14.47	59%	\$ 5.97
PROTECT,SHT,Your Brand,HVY,NGL,50/BOX	498831	BX	\$ 10.49	83%	\$ 1.74
PUNCH,2HOLE,50SHEETS,BLACK	427281	EA	\$ 24.50	86%	\$ 3.42
PUNCH,3HOLE,ADJ RUBBER HDL,BLK	427151	EA	\$ 13.50	70%	\$ 4.02
PUNCH,PAPER,2-HOLE,20SHEET CAP	825307	EA	\$ 15.49	80%	\$ 3.09
REFILL,VIS,ELT,2/PK,BLUE	752891	PK	\$ 3.33	57%	\$ 1.43
RUBBERBANDS,#32,1/4#	856297	PG	\$ 1.59	74%	\$ 0.42
RUBBERBANDS,#54,1LB	855910	PG	\$ 5.99	74%	\$ 1.58
SCISSORS,5",POINT TIP,ASTD CLR	719491	OP	\$ 4.38	84%	\$ 0.69
SCISSORS,BENT,LH/RH,8",BLACK	375667	PR	\$ 4.72	89%	\$ 0.54
SCISSORS,STRT,8",2/PK,BLK	458612	OP	\$ 8.89	88%	\$ 1.09
SCISSORS,STRT,8",2/PK,RED	458620	OP	\$ 8.89	88%	\$ 1.09
SHEET PROT,Your Brand,HVY CLR,50/BX	498841	BX	\$ 10.49	85%	\$ 1.56

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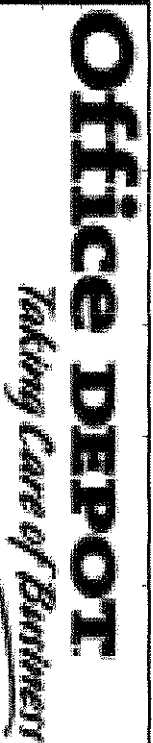
Pricing for SD Housing Commission

CUSTOMER DESCRIPTION	OFFICE DEPOT ITEM #	CUST UOM	LIST PRICE	DISCOUNT FROM LIST	CUSTOMER PRICE
SHEET PROTECT,Your Brand,STD,CLR,100/B	498811	BX	\$ 12.99	86%	\$ 1.76
SHEET PROTECT,Your Brand,STD,NGLR,100B	498761	BX	\$ 12.99	84%	\$ 2.05
SIGN HERE TAPE FLAG	750067	PK	\$ 7.17	59%	\$ 2.96
STAPLE REMOVER,	427111	EA	\$ 1.99	86%	\$ 0.28
STAPLER,ECON,FULL STRIP,BLACK	908210	EA	\$ 13.70	80%	\$ 2.74
STAPLER,FULL STRIP COMBO,BLACK	427251	EA	\$ 25.95	78%	\$ 5.61
STAPLER,FULL STRIP,BLACK	427181	EA	\$ 22.95	82%	\$ 4.14
STAPLER,HALF STRIP COMBO,BLACK	427271	EA	\$ 12.55	75%	\$ 3.09
STAPLES,STANDARD	766967	BX	\$ 2.78	87%	\$ 0.37
TAB,FILE,HANG,2IN,25/PK,CLEAR	345850	PK	\$ 2.80	76%	\$ 0.67
TAB,FILE,HGNG,3.5IN,25/PK,CLR	345926	PK	\$ 3.45	74%	\$ 0.88
TAPE,ACITAPE,.75X1296",Your Brand,10PK	575341	TP	\$ 35.71	80%	\$ 6.97
TAPE,CORRECTION,2PK,WHITE	576481	OP	\$ 7.96	79%	\$ 1.64
TAPE,CORRECTION,2PK,WHITE	576481	PK	\$ 7.96	79%	\$ 1.64
TAPE,DUCT,2"X60 YDS	576481	RL	\$ 7.96	90%	\$ 0.82
TAPE,TRANSPARENT,3/4X1296	520632	EA	\$ 3.08	74%	\$ 0.80
TAPE,TRANSPARENT,Your Brand,2PK	473656	PK	\$ 10.99	62%	\$ 4.19
TAPE,Your Brand ACITAPE,.5"X1500",10PK	575301	PK	\$ 36.89	84%	\$ 6.07
WRISTREST,PLATFORM,ADJ,MEM	946510	EA	\$ 48.95	59%	\$ 20.19

San Diego Housing Commission

Account # 89279356

7/3/2008



Office Depot #	Category	Description	Page #	UOM	Sell	Priced Catalog	Savings over Priced Catalog	List	Savings over List
172681	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, INKJET, HP #78, TRICLR	944	EA	\$27.29	\$ 34.99	22.01%	\$ 40.08	31.91%
727381	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, PRINT, C7115A, HP	945	EA	\$49.98	\$ 64.99	23.10%	\$ 85.86	41.79%
419672	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, INK, HP #56, BLACK	944	EA	\$16.37	\$ 19.99	18.11%	\$ 24.05	31.93%
154605	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, INK, HP#57, TRI-COLOR	944	EA	\$27.22	\$ 34.99	22.21%	\$ 39.99	31.93%
166800	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR, 2400, MAGENTA	946	EA	\$ 61.05	\$ 69.99	12.77%	\$ 69.99	12.77%
166688	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR, 2400, YELLOW	946	EA	\$ 61.05	\$ 69.99	12.77%	\$ 69.99	12.77%
638299	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR 2300 BLACK	946	EA	\$67.23	\$ 83.99	19.95%	\$ 84.99	20.90%
638639	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR 2300, STD YELLO	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
476803	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR 2300 STD CYAN	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
476794	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR 2300, STD MAGEN	946	EA	\$58.72	\$ 68.99	14.89%	\$ 69.00	14.90%
258920	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR, 2400, BLACK	946	EA	\$74.14	\$ 84.99	12.77%	\$ 84.99	12.77%
258920	TONER/CARTRIDGES/RIBBONS	TONER, MAGICOLOR, 2400, BLACK	946	EA	\$74.14	\$ 84.99	12.77%	\$ 84.99	12.77%
587616	TONER/CARTRIDGES/RIBBONS	TONER, LASER, MICR, HP, LJ4300	951	EA	\$309.38	\$ 394.99	21.67%	\$ 395.00	21.68%
419672	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, INK, HP #56, BLACK	944	EA	\$16.37	\$ 19.99	18.11%	\$ 24.05	31.93%
154605	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, INK, HP#57, TRI-COLOR	944	EA	\$27.22	\$ 34.99	22.21%	\$ 39.99	31.93%
563271	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, LINEA ELL HP 4000		EA	\$84.89	\$ 134.99	37.11%	\$ 137.60	38.31%
439168	TONER/CARTRIDGES/RIBBONS	MICR TONER, HP LJ 4000 SER	951	EA	\$168.26	\$ 189.99	11.44%	\$ 213.00	21.00%
440472	TONER/CARTRIDGES/RIBBONS	MICR TONER, HP LJ 4000	951	EA	\$206.26	\$ 234.99	12.23%	\$ 265.00	22.17%
727371	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, PRINT, SMRT, C8061A, HP	945	EA	\$80.83	\$ 104.99	23.01%	\$ 138.86	41.79%
727351	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, PRINT SMRT, C8061X, HP	945	EA	\$103.66	\$ 129.99	20.26%	\$ 178.08	41.79%
975384	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, LASER, HP Q5942X	945	EA	\$ 183.26	\$ 225.99	18.91%	\$ 314.82	41.79%
992280	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, HP, LJ, 4250/4350	945	EA	\$ 120.94	\$ 149.99	19.37%	\$ 207.76	41.79%
197569	TONER/CARTRIDGES/RIBBONS	TONER, Q2673A, HP, F/CLJ3500, MAG	932	EA	\$ 106.74	\$ 129.99	17.89%	\$ 183.00	41.67%
197173	TONER/CARTRIDGES/RIBBONS	TONER, Q2672A, HP CLJ3500, YELLOW	932	EA	\$ 112.91	\$ 129.99	13.14%	\$ 183.00	38.30%
197092	TONER/CARTRIDGES/RIBBONS	TONER, Q2670A, HP, F/CLJ3500, BLK	933	EA	\$ 107.36	\$ 134.99	20.47%	\$ 184.00	41.65%
197110	TONER/CARTRIDGES/RIBBONS	TONER, Q2671A, HP, F/CLJ3500, CYAN	932	EA	\$ 112.91	\$ 129.99	13.14%	\$ 183.00	38.30%
319209	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, LASERJET 4600, YELLOW	930	EA	\$ 170.30	\$ 214.99	20.79%	\$ 292.56	41.79%

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Office Depot #	Category	Description	Page #	UOM	Sell	Priced Catalog	Savings over Priced Catalog	List	Savings over List
319275	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, LASERJET 4600, BLACK	930	EA	\$ 125.87	\$ 159.99	21.33%	\$ 216.24	41.79%
563271	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, LINEA ELL HP 4000		EA	\$ 84.89	\$ 134.99	37.11%	\$ 137.60	38.31%
727381	TONER/CARTRIDGES/RIBBONS	CARTRIDGE, PRINT, C7115A, HP	945	EA	\$ 49.98	\$ 64.99	23.10%	\$ 85.86	41.79%