

**PRICING SHEET**

**BIDS ARE DUE NO LATER THAN 2:00 P.M. ON May 18, 2010**

Please provide discount off list price for each of the following product categories:

Category	Percent (%) Discount
<b>General Supplies</b>	66%
<b>Cut Sheet Paper</b>	70%
<b>Ink and Toner</b>	35%
<b>Equipment (office)</b>	10%
<b>Furniture</b>	05%
<b>Miscellaneous and Other</b>	30%

The City/County desires all Bids to be identical in format in order to facilitate comparison. While Charlotte-Mecklenburg's format may represent departure from the Supplier's preference, the City/County requires strict adherence to the following format:

Tab Number	Item Description	Included (Check)
1	Product information per Section 4.2.1- 4.2.7	<input checked="" type="checkbox"/>
2	Placement of orders information per Section 4.3 (1-7)	<input checked="" type="checkbox"/>
3	Electronic Commerce per section 4.4 (1-25)	<input checked="" type="checkbox"/>
4	Reporting capabilities per section 4.4.1 (1-4)	<input checked="" type="checkbox"/>
5	Billing capabilities per section 4.4.2 (1-6)	<input checked="" type="checkbox"/>
6	P-card Policy per Section 4.4.3	<input checked="" type="checkbox"/>
7	Deliveries per section 4.5 (4.5.1-4.5.3)	<input checked="" type="checkbox"/>
8	Environmental Program information per section 4.6 (1-5)	<input checked="" type="checkbox"/>
9	Fixed percentage discount per Section 4.7 and this Form Three	<input checked="" type="checkbox"/>
10	Retail catalog net price file per section 4.7.1 (1-5)	<input checked="" type="checkbox"/>
11	Green Catalog net price file per section 4.7.2 (1-5)	<input checked="" type="checkbox"/>
12	Core Items List #1 pricing per Section 4.7.3 (1-4) and Attachment A	<input checked="" type="checkbox"/>
13	Core Items List #2 pricing per Section 4.7.4 (1-5) and Attachment B	<input checked="" type="checkbox"/>
14	Pricing Incentives and Rebates per section 4.7.5	<input checked="" type="checkbox"/>
15	Account Manager & Customer Service representatives per Section 4.13	<input checked="" type="checkbox"/>
16	Sample Report per Section 4.14	<input checked="" type="checkbox"/>
17	Value added services per Section 4.19	<input checked="" type="checkbox"/>
18	Implementation of Services plan per Section 4.21	<input checked="" type="checkbox"/>
19	All forms (1- 5) included in Section 6 of this ITB	<input checked="" type="checkbox"/>

Tab Number	Item Description	Included (Check)
20	Exceptions to the ITB per Section 1.11	✓
21	See Insurance Requirements in Section 5 and indicate if your Company can comply with these requirements	✓
22	References per Section 4.15 and Section 6, Form 5	✓
23	Quality Control per Section 4.16	✓
24	Delivery Personnel per Section 4.17	✓
25	Training per Section 4.18	✓

**Total Bid Price must include all materials, equipment, labor, delivery, distribution, freight, installation, consultation, vendor profit and all other costs associated with manufacturing, supplying and delivering the Office Supplies provided. No additional cost will be allowed.**

Payment Terms: Net 30

The undersigned proposes to furnish the all items in strict conformance to the bid specifications and terms and conditions of this Invitation to Bid, including the proposed contract (Section 7) and is authorized to bind the firm to the information herein set forth. **Any exceptions must be clearly marked in the attached copy of bid specifications.**

Date: 5/17/10

Office Depot, Inc.

Legal Name of Firm

BY: 

Jim Pollman, Region Vice President

Name and Title of Person Signing (please print)

*Should the city/County elect to use the US Communities program, The proposed pricing, terms and conditions of the US Communities program will supersede all terms and conditions of this bid upon award to Office Depot.*