

1. Ordering Instructions

All orders should contain the following (1) Mandatory language "PO is subject to WSCA Contract #MA040 and Washington Contract #03013, (2) Your Name, Address, Contact, and Phone Number (3) Purchase Order amount. Orders can be made out to Office Depot.

Online - If you currently have an Office Depot account under the Office Supplies contract #04411, you may order print services online by clicking on the "Copy & Print" tab at the top of the Office Depot home screen. Your account is set up to accept your agencies pre-established method of payment. Please contact your Office Depot account manager with questions about the Copy & Print website.

At the Store – You may order print services at *any Office Depot store in Washington*. You will be required to present a valid Store Purchasing Card or a linked Procurement Card. Please contact your Office Depot account manager with questions about these forms of payment.

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ATTACHMENT C: PRICING

1.1. Standard Black-and-White copies:

Size	Paper Type	Price per Single-sided Impression	Price per Double-Sided Impression
8.5 x 11	20# Bond - White	.02	.04
8.5 x 11	20# Bond - White, 3-hole Punch	.021	.041
8.5 x 11	20# Bond - Color	.03	.05
8.5 x 11	Uncoated Text, All Types	.05	.07
8.5 x 11	Coated Text, All Types	.05	.07
8.5 x 11	Uncoated Cover, All Types	.056	.076
8.5 x 11	Coated Cover, All Types	.14	.16
8.5 x 11	Customer Furnished Stock	.02	.02
8.5 x 11	Carbonless 2-part (Black Imprint)	.10	.14
8.5 x 11	Carbonless 3-part (Black Imprint)	.15	.26
8.5 x 11	Carbonless 4-part (Black Imprint)	.25	.38
8.5 x 14	20# Bond - White	.02	.04
8.5 x 14	20# Bond - Color	Custom quote	Custom quote
8.5 x 14	Uncoated Text, All Colors	Custom quote	Custom quote
8.5 x 14	Coated Text, All Types	Custom quote	Custom quote
8.5 x 14	Uncoated Cover, All Colors	Custom quote	Custom quote
8.5 x 14	Coated Cover, All Types	Custom quote	Custom quote
8.5 x 14	Customer Furnished Stock	.02	.04
11 x 17	20# Bond - White	.04	.08
11 x 17	20# Bond - Color	.06	.10
11 x 17	Uncoated Text, All Colors	.06	.10
11 x 17	Coated Text, All Types	.13	.17
11 x 17	Uncoated Cover, All Colors	.07	.11
11 x 17	Coated Cover, All Types	.28	.32
11 x 17	Customer Furnished Stock	.04	.08
12 x 18	20# Bond - White	Custom quote	Custom quote
12 x 18	20# Bond - Color	Custom quote	Custom quote
12 x 18	Uncoated Text, All Colors	Custom quote	Custom quote
12 x 18	Coated Text, All Types	Custom quote	Custom quote
12 x 18	Uncoated Cover, All Colors	Custom quote	Custom quote
12 x 18	Coated Cover, All Types	Custom quote	Custom quote
12 x 18	Customer Furnished Stock	Custom quote	Custom quote

1.2. Color copies:

Size	Paper Type	Price per Single-sided Impression	Price per Double-Sided Impression
8.5 x 11	24# Laser* - White	.19	.38
8.5 x 11	Uncoated Text, All Types	.20	.39
8.5 x 11	Coated Text, All Types	.22	.41
8.5 x 11	Uncoated Cover, All Types	.22	.41
8.5 x 11	Coated Cover, All Types	.31	.50
8.5 x 11	Customer Furnished Stock	.19	.38
8.5 x 14	24# Laser - White	.19	.38
8.5 x 14	Uncoated Text, All Types	Custom quote	Custom quote
8.5 x 14	Coated Text, All Types	Custom quote	Custom quote
8.5 x 14	Uncoated Cover, All Types	Custom quote	Custom quote
8.5 x 14	Coated Cover, All Types	Custom quote	Custom quote
8.5 x 14	Customer Furnished Stock	.19	.38
11 x 17	24# Laser* - White	.38	.76
11 x 17	Uncoated Text, All Types	.40	.78
11 x 17	Coated Text, All Types	.44	.83
11 x 17	Uncoated Cover, All Types	.41	.79
11 x 17	Coated Cover, All Types	.62	1.00
11 x 17	Customer Furnished Stock	.38	.76
12 x 18	24# Laser* - White	Custom quote	Custom quote
12 x 18	Uncoated Text, All Types	Custom quote	Custom quote
12 x 18	Coated Text, All Types	Custom quote	Custom quote
12 x 18	Uncoated Cover, All Types	Custom quote	Custom quote
12 x 18	Coated Cover, All Types	Custom quote	Custom quote
12 x 18	Customer Furnished Stock	Custom quote	Custom quote

*60# Uncoated Text is acceptable in this category.

1.3. Binding

Binding Type	Price per Book
Staple Upper Left/Right	.01
Side stitch	.02
Saddle stitch – Inline, 5.5. x 8.5 Finished Size	.11
Saddle stitch – Manual, 5.5. x 8.5 Finished Size	.11
Saddle stitch – Inline, 8.5 x 11 Finished Size	.11
Saddle stitch – Manual, 8.5 x 11 Finished Size	.11

1.4. Recycled content

Paper	Total Recycled Fiber Content	Post-consumer Recycled Fiber Content	Process Chlorine Free? Y or N	Additional Information Include Brightness	Additional Cost if any for recycled
20# Bond - White	30 %	30 %	N	92 / FSC	No
20# Bond - Color	30 %	30 %	N	92 / FSC	No
24# Laser - White	30 %	30 %	N	92 / FSC	No
65# Uncoated Cover - White	0 %	0 %	N	96	N/A

2.1. Oversize Copies:

Max. Size	Type	Price per Impression
24 x 36	Black-and-white	14.99
24 x 36	Color	14.99
24 x 36	Blueprint	2.16 - Bond

2.2. File Copying (OPTIONAL):

Grade	Description	Price per Impression	Additional Costs if Any
Grade A	Litigation Standard	Custom quote	
Grade B	Litigation Light	Custom quote	
Grade C	Litigation Medium	Custom quote	
Grade D	Litigation Heavy	Custom quote	
Grade E	Litigation Glass Work	Custom quote	

2.3. Transparencies:

Size	Copy Type	Price per Impression
8.5 x 11	Black-and-white	.30
8.5 x 11	Color	.894
11 x 17	Black-and-white	N/A
11 x 17	Color	N/A

2.4. Tabs:

Description	Type of Printing on Tab	Price per Tab
Standard White Paper, No Body Copy	Black-and-white, One Side	.474 per 5 bank
Standard White Paper, No Body Copy	Black-and-white, Two Sides	.574 per 5 bank
Standard White Paper, No Body Copy	Color, One Side	Custom quote
Standard White Paper, No Body Copy	Color, Two Sides	Custom quote

2.5. Optional Binding :

Binding Type	Price per Book
Pad	.25 per pad
Pad with Chipboard Backing	.25 per pad
Tape/Thermal Bind – Inline, Small	.79
Tape/Thermal Bind – Inline, Medium	.89
Tape/Thermal Bind – Inline, Large	.89
Tape/Thermal Bind – Manual, Small	.79
Tape/Thermal Bind – Manual, Medium	.89
Tape/Thermal Bind – Manual, Large	.89
Comb Bind – Small	.99
Comb Bind – Medium	1.19
Comb Bind – Large	1.19
Spiral/Coil Bind – Small	1.09
Spiral/Coil Bind – Medium	1.19
Spiral/Coil Bind – Large	1.19
Other (specify): Perfect Bind	2.99

3. Value-added Services:

Service Description	Price / Additional Discount % (If applicable)
Additional volume discount for copies over B&W (8/12 X 11) (list additional items)	%
Additional volume discount for copies over Color 8/12 X 11) (list additional items)	%
Additional volume discount for copies over _____	%
See below*	

*Pricing represents a maximum, Office Depot reserves the right to lower pricing on any job based off run size and specifications.

*Office Depot will give WSCA members a minimum 40% off retail on all additional CPD skus we offer. Please see "WSCA_CPD CONTRACT" attachment for details.

WSCA CPD Contract			
BW Full Serve - Number Of Impressions			
Description	SKU	Retail	WSCA price
BW SS Letter	167060	0.10	0.02
BW SS Legal	167067	0.10	0.02
BW SS Ledger	167074	0.20	0.04
BW DS Letter	166955	0.10	0.02
BW DS Legal	167039	0.10	0.02
BW DS Ledger	167053	0.20	0.04
Full Service Color Copies			
Description	SKU	Retail	WSCA price
Color SS Letter	166962	0.59	0.19
Color SS Legal	166990	0.59	0.19
Color SS Ledger	166997	1.18	0.38
Color DS Letter	167102	0.588	0.19
Color DS Legal	167109	0.588	0.19
Color DS Ledger	167116	1.178	0.38
Full Bleed Color Letter	464730	0.98	0.59
Full Bleed Color Ledger	464715	0.998	0.59
Hand Place Original (per sheet)	166913	0.25	0.15
Self Serve Skus - STORE ONLY			
Description	SKU	Retail	WSCA price
BW SS Letter	163061	0.09	0.02
BW SS Legal	162911	0.09	0.02
BW SS Ledger	163391	0.18	0.04
BW DS Letter	873905	0.013	0.04
BW DS Legal	873925	0.02	0.04
BW DS Ledger	873930	0.03	0.08
Color SS Letter	224111	0.49	0.19
Color SS Legal	224131	0.49	0.19
Color SS Ledger	224151	0.98	0.38
Color DS Letter	873940	0.485	0.19
Color DS Legal	873945	0.485	0.19
Color DS Ledger	873965	0.975	0.38

Finishing Services

20 LB PASTEL - Letter			
Description	SKU	Retail	WSCA price
Blue	167375	0.02	0.010
Buff	167382	0.02	0.010
Goldenrod	167396	0.02	0.010
Gray	167417	0.02	0.010
Green	167438	0.02	0.010
Ivory	167459	0.02	0.010
Lilac	167515	0.02	0.010
Pink	167529	0.02	0.010
Salmon	167543	0.02	0.010
Yellow	167564	0.02	0.010
Gray	167417	0.02	0.010
Tan	167557	0.02	0.010
Cherry	167389	0.02	0.010
20 LB PASTEL - Letter			
Description	SKU	Retail	WSCA price
Blue	933987	0.02	0.010
Green	934029	0.02	0.010
Ivory	934036	0.02	0.010
Pink	933924	0.02	0.010
Yellow	933966	0.02	0.010

20 LB PASTEL - Ledger			
	SKU	Retail	WSCA price
Pink	208997	0.04	0.020
Lt. Blue	209039	0.04	0.020
Ivory	209053	0.04	0.020
Yellow	209067	0.04	0.020
Green	209235	0.04	0.020
24 LB PASTEL - Letter			
	SKU	Retail	WSCA price
Green	224767	0.02	0.010
Ivory	750627	0.02	0.010
Lilac	224794	0.02	0.010
Pink	224812	0.02	0.010
Blue	224830	0.02	0.010
Yellow	224839	0.02	0.010
24 LB BRIGHTS - Letter			
	SKU	Retail	WSCA price
Cosmic Orange	167578	0.03	0.010
Pulsar Pink	167690	0.03	0.010
Gamma Green	167613	0.03	0.010
Lift-Off Lemon	167620	0.03	0.010
Lunar Blue	167655	0.03	0.010
Planetary Purple	167683	0.03	0.010
Re-Entry Red	167697	0.03	0.010
Galaxy Gold	750789	0.03	0.010
Solar Yellow	167753	0.03	0.010
Lime Green	167774	0.03	0.010
Very Violet	167802	0.03	0.010
Rocket Red	750798	0.03	0.010
Celestial Blue	750807	0.03	0.010
Fireball Fuchsia	750834	0.03	0.010
65 LB BRIGHT - Letter			
	SKU	Retail	WSCA price
Cosmic Orange	167865	0.07	0.042
Terra Green	167879	0.07	0.042
Re-Entry Red	167886	0.07	0.042
Lunar Blue	167907	0.07	0.042
Solar Yellow	167935	0.07	0.042
Bright White	168334	0.07	0.042
Stardust White	750843	0.07	0.042
Pulsar Pink	750870	0.07	0.042
67 LB VELLUM - Letter			
	SKU	Retail	WSCA price
White	167137	0.06	0.036
Blue	167305	0.06	0.036
Canary	167487	0.06	0.036
Green	167669	0.06	0.036
Ivory	167844	0.06	0.036
Gray	168012	0.06	0.036
Pink	225145	0.06	0.036
90 LB Bright - Letter			
	SKU	Retail	WSCA price
White	168033	0.05	0.030
Blue	168068	0.05	0.030
Green	168089	0.05	0.030
Yellow	168117	0.05	0.030
Ledger Any Color	861397	0.05	0.030
110 LB PASTEL INDEX - Letter			
	SKU	Retail	WSCA price
Blue	167193	0.06	0.036
Canary	167207	0.06	0.036
Green	167214	0.06	0.036
White	167228	0.06	0.036
Ivory	167235	0.06	0.036
Green	750906	0.06	0.036
RESUME			
	SKU	Retail	WSCA price

100% Cotton - Ivory 24#	168446	0.10	0.060
100% Cotton - White 24#	167165	0.10	0.060
25% Cotton Linen - White 24#	167837	0.06	0.039
25% Cotton Linen - Ivory 24#	168145	0.06	0.036
25% Cotton Business 20#	225154	0.05	0.030
25% Antique Laid 24#	225163	0.08	0.048
25% Cotton Granite 24#	225172	0.14	0.084
100% Cotton Business 32#	225190	0.14	0.084
25% Cotton Linen 32#	225217	0.12	0.072
100% Linen 32#	225226	0.16	0.096
Parchment 24#	225253	0.13	0.078
Parchment 32#	225262	0.12	0.072
CERTIFICATE / AWARD	SKU	Retail	WSCA price
Silver	168362	0.50	0.300
Gold	168383	0.50	0.300
GLOSS 80#	SKU	Retail	WSCA price
80lb-Text - Letter	405319	0.05	0.030
80lb-Cover - Letter	167942	0.20	0.120
80lb-Text - Ledger	167998	0.10	0.060
80lb-Cover - Ledger	167949	0.40	0.240
GLOSS 100#	SKU	Retail	WSCA price
Digital Color Elite Gloss 100lb Text - Letter	591605	0.20	0.120
Digital Color Elite Gloss 100lb Cover - Letter	168572	0.25	0.150
100lb Text - Ledger	679875	0.40	0.240
100lb Cover - Ledger	168026	0.45	0.270
SUPREME GLOSS	SKU	Retail	WSCA price
Digital Color Supreme Gloss 8pt	405347	0.15	0.087
Digital Color Supreme Gloss 10 pt	543965	0.25	0.147
Digital Color Supreme Gloss 12pt	543985	0.30	0.177
SPECIALTY PAPER	SKU	Retail	WSCA price
Glossy Trifold Brochure	168628	0.39	0.234
Presentation Folders	167172	1.49	0.894
Glossy Greeting Cards	168593	0.40	0.240
White Greeting Card Envelope	168614	0.10	0.060
Xrx Digital Clr Prem Bus Card (10up Taped)	167179	1.00	0.600
Bus Cards Set Up Fee	166689	5.00	3.000
SPECIALTY PAPER (durable & poly)	SKU	Retail	WSCA price
DuraPaper	543860	0.99	0.594
Polyester Paper - Letter	543935	0.99	0.594
Polyester Paper - Tabloid	543945	1.99	1.194
Documagnet 8pt	544020	1.49	0.894
Window Cling-Opaque	405249	2.49	1.494
Window Cling-Clear	405158	1.99	1.194
Carbonless Paper	543995	0.29	0.174
Labels	SKU	Retail	WSCA price
Matte Labels 4Up	405270	0.74	0.444
Glossy 30-Up labels	765400	1.45	0.870
Glossy CD-ROM Labels	405277	1.49	0.894
TRANSPARENCIES	SKU	Retail	WSCA price
B&W - Clear	168173	0.50	0.300
Color - Clear	168180	1.49	0.894
Premium Paper		Retail	WSCA price
28# Laser Paper	168348	0.07	0.042
Bright Paper Text	168334	0.07	0.042
INDIVIDUAL SHEETS	SKU	Retail	WSCA price
Color	838592	0.02	0.014
Cardstock	838608	0.08	0.048
SINGLE STEP TRANSFER PAPER	SKU	Retail	USC Price
Letter Size	570658	2.89	1.734

Ledger	570669	3.89	2.334
3 Hole Paper - Letter	SKU	Retail	WSCA price
White (SEE NOTE BELOW)	168579	0.00	0.001
BW NCR SETS SINGLE SIDED*			
Priced Per Set	SKU	Retail	WSCA price
2 Part NCR - Letter - White/Canary	167249	0.25	0.100
2 Part NCR - Legal - White/Canary	167263	0.25	0.120
3 Part NCR - Letter - W/C/P	167298	0.35	0.150
3 Part NCR - Legal - W/C/P	167319	0.35	0.170
4 Part NCR - Letter - W/C/P/G	167326	0.45	0.250
4 Part NCR - Legal - W/C/P/G	167333	0.45	0.270
5 Part NCR - Letter - W/C/P/G	694764	0.55	0.300
5 Part NCR - Legal - W/C/P/G	694773	0.55	0.320
Color NCR SETS SINGLE SIDED*			
Priced Per Set	SKU	Retail	WSCA price
2 Part NCR - Letter - White/Canary	466155	1.00	0.490
2 Part NCR - Legal - White/Canary	466195	1.00	0.540
3 Part NCR - Letter - W/C/P	466220	1.40	0.680
3 Part NCR - Legal - W/C/P	466225	1.40	0.730
4 Part NCR - Letter - W/C/P/G	466230	1.80	0.870
4 Part NCR - Legal - W/C/P/G	466265	1.80	0.920
5 Part NCR - Letter - W/C/P/G/B	694827	2.20	1.070
5 Part NCR - Legal - W/C/P/G/B	694854	2.40	1.120
LAMINATION	SKU	Retail	WSCA price
Letter - 5 Mil	165828	1.49	0.490
Legal - 5 Mil	165940	1.99	0.790
Ledger - 5 Mil	166073	2.99	0.990
Letter - 10 Mil	788765	2.49	1.190
Legal - 10 Mil	790662	2.99	1.290
Ledger - 10 Mil	785426	4.99	1.990
Business Cards	166269	1.25	0.750
Luggage Tags 10 MIL	166437	2.49	1.494
Alligator Badge Clips	166570	0.49	0.294
ID Badges	166682	1.49	0.894
STAPLING	SKU	Retail	WSCA price
Hand Stapling	166927	0.10	0.030
Stapling Booklet****	861747	0.35	0.110
Machine Stapling Upper Left	861775	0.02	0.010
Machine Stapling Upper Right	861803	0.02	0.010
Stapling Double Staple - Left	861810	0.05	0.020
FOLDING	SKU	Retail	WSCA price
Folding Per Sheet (Machine)	861383	0.02	0.010
Folding by Hand (Per sheet)	165926	0.10	0.030
CUTTING	SKU	Retail	WSCA price
Cutting Per Cut (Per 250 Sheets)	166773	0.75	0.450
Hand Cutting (Per Trim, Per Sheet)	805977	0.25	0.050
PADDING	SKU	Retail	WSCA price
Custom padding	166766	0.60	0.250
25 Sheet Pad	677180	0.50	0.250
50 Sheet Pad	677190	0.50	0.250
75 Sheet Pad	677285	0.50	0.250
100 Sheet Pad	677295	0.50	0.250
DRILLING	SKU	Retail	WSCA price
1 hole	166612	2.75	1.650
2 hole	166619	3.75	2.250
3 hole	166633	4.75	2.850
5 hole (1000 sheets)	114370	6.75	4.050
Custom*	171274	5.00	3.000
SHRINKWRAP	SKU	Retail	WSCA price

Shrink Wrapping	166857	0.75	0.450
Slip Sheets (Includes Inserting and Paper)	466285	0.12	0.010
TAB SETS			
	SKU	Retail	WSCA price
Tab Sets Bank of 5 - White	168215	0.79	0.474
Tab Sets Bank of 5 - Blue	168236	0.79	0.474
Tab Sets Bank of 5 - Gray	168243	0.79	0.474
Tab Sets Bank of 5 - White - 3 hole	168257	0.79	0.474
Tab Sets Bank of 5 - Blue - 3 hole	168299	0.79	0.474
Tab Sets Bank of 5 - Gray - 3 hole	168306	0.79	0.474
CLEARVIEW BINDERS***			
	SKU	Retail	WSCA price
1/2" Binder White	861439	2.49	1.494
1/2" Binder Black	861460	2.49	1.494
1" Binder White	861467	2.99	1.794
1" Binder Black	861502	2.99	1.794
1 1/2" Binder White	861558	3.79	2.274
1 1/2" Binder Black	861593	3.79	2.274
2" Binder White	861635	4.99	2.994
2" Binder Black	861684	4.99	2.994
3" Binder White	861705	6.99	4.194
3" Binder Black	861719	6.99	4.194
4" Binder White	805347	9.99	5.994
4" Binder Black	805356	9.99	5.994
BINDER ASSEMBLY			
	SKU	Retail	WSCA price
Cover, Spine, Guts	805644	0.99	0.594
Inserting Pages Only (Binder Over 2")	806022	0.49	0.294
Inserting Pages Only (Binder Under 2")	805662	0.79	0.474
Inserting Side Pocket Only	805707	0.29	0.174
Inserting Spine Only	806049	0.29	0.174
Inserting Cover	805734	0.29	0.174
BINDING			
	SKU	Retail	WSCA price
Tape Binding Black 1-100 pages	166255	1.89	0.790
Tape Binding Gray 1-100 pages	166283	1.89	0.790
Tape Binding Brown 1-100 pages	166290	1.89	0.790
Tape Binding Black 101+ pages	166318	1.99	0.890
Tape Binding Gray 101+ pages	166325	1.99	0.890
Tape Binding Brown 101+ pages	166346	1.99	0.890
Comb Binding 1-100 pages Black	166367	1.89	0.990
Comb Binding 1-100 pages White	166388	1.89	0.990
Comb Binding 1-100 pages Blue	166395	1.89	0.990
Comb Binding 1-100 pages Other	166409	1.89	0.990
Comb Binding 101 + Black	166423	1.99	1.194
Comb Binding 101 + Blue	166444	1.99	1.194
Comb Binding 101 + White	166479	1.99	1.194
Comb Binding 101 + Other	166486	1.99	1.194
Coil Binding 1-100 Black	166493	2.79	1.090
Coil Binding 1-100 White	166514	2.79	1.090
Coil Binding 1-100 Blue	166535	2.79	1.090
Coil Binding 1-100 Clear	166542	2.79	1.090
Coil Binding 1-100 Other	166549	2.79	1.090
Coil Binding 101 + Black	166556	3.19	1.190
Coil Binding 101 + White	166563	3.19	1.190
Coil Binding 101+ Blue	166577	3.19	1.190
Coil Binding 101 + Clear	166598	3.19	1.190
Coil Binding 101 + Other	166605	3.19	1.190
Perfect Binding (Paperback)	651525	5.99	2.990
Covers			
	SKU	Retail	WSCA price
Clear Front	165989	0.59	0.354
Clear Back	165996	0.59	0.354

Plain Frosted Covers	165954	0.63	0.375
Deco Cube Frosted Covers	165975	0.99	0.594
Globe Design Frosted Covers	165982	0.99	0.594
Solid Back Black	166003	0.59	0.354
Solid Back Green	166052	0.59	0.354
Solid Back Gray	166059	0.59	0.354
Solid Back Maroon	166094	0.59	0.354
Solid Back Navy	166115	0.59	0.354
Solid Back White	166129	0.59	0.354
Linen Cover Black	166143	0.79	0.474
Linen Cover Grey	166164	0.79	0.474
Linen Cover White	166178	0.79	0.474
Regency Cover Black	166185	0.69	0.414
Regency Cover Maroon	166206	0.69	0.414
Regency Cover Navy	166220	0.69	0.414
Regency Cover White	166227	0.69	0.414
SCANNING	SKU	Retail	WSCA price
Document Scan - 1st Page	751068	2.99	1.000
Doc Scan - Each Addl Page	751095	0.25	0.150
Hand Placement Scanning (Image)	751086	2.99	1.794
CD Burn	166829	2.99	1.794
TYPESETTING	SKU	Retail	WSCA price
Simple	208829	15.00	9.000
Half Page Text	208899	30.00	18.000
Full 8.5 x 11 Text	208955	60.00	36.000
File Manipulation ea min editing	166878	1.00	0.600
File Manipulation Quick Editing / File Prep	166885	0.25	0.150
MANUAL SERVICES	SKU	Retail	WSCA price
Hand Collation	166899	0.050	0.020
Slip Sheets - OD Supplied (incl Paper and In	466285	0.120	0.010
Machine Inserting (Per insert)	805833	0.010	0.006
Hand Inserting (Per Slipsheet)	805842	0.100	0.030
Hand Inserting (Per envelope)	805743	0.100	0.030
Hand Affixing (Label/Stamp)	805869	0.050	0.030
Hand Place Original (per sheet)	166913	0.250	0.050
Labor Fee - POS only	591595	5.000	3.000
PASSPORT PHOTO		Retail	WSCA price
Passport	523460	7.99	4.794
DOMESTIC FAX	SKU	Retail	WSCA price
Sending - Local and Toll Free	833071	1.99	1.194
Sending - Each Add'l Page	456687	1.00	0.600
Sending - Long Distance	833081	2.39	1.434
Sending - Each Add'l LD Page	833091	1.00	0.600
Receiving	833211	1.49	0.894
INTERNATIONAL FAX	SKU	Retail	WSCA price
Sending - First Page	833191	7.99	4.794
Sending - Each Add'l Page	833201	3.99	2.394
Receiving	833211	1.49	0.894
MISC		Retail	WSCA price
MISC Fee 1*	854453	0.00	0.000
MISC Fee 2	636632	0.00	0.000
LARGE FORMAT		Retail	WSCA price
Large Format Value Prints (Print Only)	SKU		
16x20 Presentation Paper	999711	9.99	5.994
18x24 Presentation Paper	999729	14.99	8.994
24x36 Presentation Paper	999747	24.99	14.994
16x20 Gloss Paper	999756	14.99	8.994
18x24 Gloss Paper	999774	19.99	11.994
24x36 Gloss Paper	999783	29.99	17.994

6x2 Vinyl Banner	999819	79.99	47.994
8x2 Vinyl Banner	999828	99.99	59.994
10x2 Vinyl Banner	999837	129.99	77.994
8x3 Vinyl Banner (RPF Only)	999846	139.99	83.994
LARGE FORMAT PACKAGES	SKU	Retail	WCSA price
Print on Presentation Paper + Lamination			
16x20	999873	12.99	7.794
18x24	999882	19.99	11.994
24x36	999891	34.99	20.994
Print on Presentation Paper + Lamination	SKU	Retail	WCSA price
16x20	999909	19.99	11.994
18x24	999918	29.99	17.994
24x36	999954	49.99	29.994
Print on Gloss Paper + Mounting Only	SKU	Retail	WCSA price
16x20	999963	19.99	11.994
18x24	999972	29.99	17.994
24x36	999981	49.99	29.994
LARGE FORMAT COLOR - PER SQ FOOT	SKU	Retail	WCSA price
Presentation Bond	876993	4.99	2.994
Glossy	850596	6.99	4.194
Vinyl	851492	6.99	4.194
Canvas	295398	9.99	5.994
LARGE FORMAT BW Paper Types - Per Sq	SKU	Retail	WCSA price
Bond	168467	0.49	0.294
Vellum	168425	1.49	0.894
Large Format Finishing	SKU	Retail	WCSA price
Laminate per sq ft (3 mil)	852066	1.99	1.194
Large Format Mount on Foam Core	851870	4.99	2.994
Scale Change	861817	7.99	4.794
BW Large Format Scanning	412180	4.99	2.994
Stapling 3 across	676815	0.06	0.036
Stapling Center 3	355085	0.06	0.036
WF Single Staple Left Corner	676805	0.02	0.012
Single Grommet	851982	0.25	0.150
2 Grommets	676820	0.50	0.300
3 Grommets	677135	0.75	0.450
4 Grommets	677155	1.00	0.600
6 Grommets	677175	1.50	0.900
OD Brand Calendars	SKU	Retail	WCSA price
12 Month Basic Photo Calendar	167004	12.99	7.794
12 Month Premium Photo Calendar	464745	14.99	8.994
12 Mth BW Photo Tear Off	295734	1.99	1.194
12 Mth Full Color Tear Off	295783	5.99	3.594
12 Month Scrapbook	588955	7.99	4.794
Year in a View Laminated - (Letter)	167025	1.99	1.194
Year in a View Gloss (Letter)	589070	0.99	0.594
Year in a View Laminated - (Ledger)	167018	3.99	2.394
Year in a View Gloss (Ledger)	588965	1.49	0.894
Year In A View 18x24	355090	19.99	11.994
Year in a View Magnet 4.25"x11" Laminated (2up)	488097	1.99	1.194
Year in a View Magnet 3.66"x8.5" Laminated (3up)	488124	1.99	1.194
Seasonal At-A-Glance Calendars	SKU	Retail	WCSA price
Small Classic Calendar	800260	19.99	11.994
Small Designer Calendar	800445	19.99	11.994
Large Classic Calendar	800610	24.99	14.994
Large Designer Calendar	800820	24.99	14.994
Classic Yearly Planner	800890	39.99	23.994
Designer Yearly Planner	801180	39.99	23.994
Seasonal Greeting Cards and Labels	SKU	Retail	WCSA price

Address Labels / Gift Tags 30 UP**	765400	1.45	0.870
Giftwrap Ledger	776200	1.25	0.750
Gift Tags (10 Up)	978705	1.59	0.954
Photo Card 4 Up + Env	765512	2.99	1.794
Invitation 4 Up + Env	765528	2.69	1.614
Greeting Cards**	168593	0.40	0.240
Greeting Card Envelope**	168614	0.10	0.060
5 hole (1000 sheets)	114370	6.75	5.060
Folding by Hand (Per sheet)	165926	0.09	0.040
Cherry	167389	0.02	0.010
Tan	167557	0.02	0.010
Green	224767	0.02	0.010
Lilac	224794	0.02	0.010
Pink	224812	0.02	0.010
Blue	224830	0.02	0.010
Yellow	224839	0.02	0.010
25% Cotton Business 20#	225154	0.05	0.038
25% Antique Laid 24#	225163	0.08	0.060
25% Cotton Granite 24#	225172	0.14	0.100
100% Cotton Business 32#	225190	0.14	0.100
25% Cotton Linen 32#	225217	0.12	0.090
100% Linen 32#	225226	0.16	0.120
Parchment 24#	225253	0.13	0.100
Parchment 32#	225262	0.12	0.090
BW Large Format Scanning	412180	4.99	3.740
Perfect Binding (Paperback)	651525	5.99	2.990
NCR SETS DOUBLE SIDED			
5 Part NCR - Legal - W/C/P/G	694773	0.55	0.380
5 Part NCR - Letter - W/C/P/G/B	694827	2.20	1.650
5 Part NCR - Legal - W/C/P/G/B	694854	2.40	1.800
2 Part NCR - Letter - White/Canary	743598	0.40	0.144
3 Part NCR - Letter - W/C/P	743607	0.50	0.256
4 Part NCR - Letter - W/C/P/G	743634	0.70	0.358
5 Part NCR - Letter - W/C/P/G/B	743652	0.80	0.470
2 Part NCR - Legal - White/Canary	743679	0.40	0.184
4 Part NCR - Legal - W/C/P/G	743742	0.70	0.378
5 Part NCR - Legal - W/C/P/G/B	743778	0.80	0.490
2 Part NCR - Letter - White/Canary	743787	1.90	1.230
3 Part NCR - Letter - W/C/P	743814	2.700	1.770
4 Part NCR - Letter - W/C/P/G	743859	3.400	2.310
5 Part NCR - Letter - W/C/P/G/B	743868	4.20	2.850
2 Part NCR - Legal - White/Canary	743877	1.90	1.230
4 Part NCR - Legal - W/C/P/G	743949	3.40	2.310
5 Part NCR - Legal - W/C/P/G/B	743967	4.20	3.000
3 Part NCR - Legal - W/C/P	744012	0.50	0.266
3 Part NCR - Legal - W/C/P	744129	2.70	1.770
Ivory	750627	0.02	0.010
Galaxy Gold	750789	0.03	0.010
Rocket Red	750798	0.03	0.010
Celestial Blue	750807	0.03	0.010
Fireball Fuchsia	750834	0.03	0.010
Stardust White	750843	0.07	0.030
Pulsar Pink	750870	0.07	0.030
Green	750906	0.06	0.030
Document Scan - 1st Page	751068	2.99	0.250
Hand Placement Scanning (Image)	751086	2.99	0.250
Doc Scan - Each Addl Page	751095	0.25	0.100
Address Labels / Gift Tags 30 UP**	765400	1.45	1.090
Small Classic Calendar	800260	19.99	14.990

Small Designer Calendar	800445	19.99	14.990
Large Classic Calendar	800610	24.990	18.750
Large Designer Calendar	800820	24.990	18.750
Classic Yearly Planner	800990	39.990	29.990
Designer Yearly Planner	801180	39.990	29.990
Gift Tags (10 Up)	978705	1.59	1.190
Large Format	SKU	Retail	WSCA price
16x20 Presentation Paper (package price)	317787	9.99	7.493
18x24 Presentation Paper (package price)	317895	14.99	11.243
24x36 Presentation Paper (package price)	318039	24.99	18.743
16x20 Gloss Paper (package price)	318156	14.99	11.243
18x24 Gloss Paper (package price)	318273	19.99	14.993
24x36 Gloss Paper (package price)	318399	29.99	22.493
6x2 Vinyl Banner (package price)	318597	79.99	59.993
8x2 Vinyl Banner (package price)	318777	99.99	74.993
10x2 Vinyl Banner (package price)	318867	129.99	97.493
8x3 Vinyl Banner (RPF Only)	318966	139.99	104.993
16x20 (package price)	319092	12.99	9.743
18x24 (package price)	319218	19.99	14.993
24x36 (package price)	319362	34.99	26.243
16x20 (package price)	319596	19.99	14.993
18x24 (package price)	319839	29.99	22.493
24x36 (package price)	319974	49.99	37.493
16x20 (package price)	320118	19.99	14.993
18x24 (package price)	320307	29.99	22.493
24x36 (package price)	320487	49.99	37.493
LF, COLOR, PRINT, BOND, 16X20 (per sq / ft)	999711	3.330	2.480
LF, COLOR, PRINT, BOND, 18X24 (per sq / ft)	999729	4.990	3.750
LF, COLOR, PRINT, BOND, 24X36 (per sq / ft)	999747	4.160	3.120
LF, COLOR, PRINT, GLOSS, 16X20 (per sq / ft)	999756	4.990	3.750
LF, COLOR, PRINT, GLOSS, 18X24 (per sq / ft)	999774	6.660	4.990
LF, COLOR, PRINT, GLOSS, 24X36 (per sq / ft)	999783	4.990	3.750
LF, COLOR, PRINT, BANNER, 2X6 (per sq / ft)	999819	6.660	4.990
LF, COLOR, PRINT, BANNER, 2X8 (per sq / ft)	999828	6.240	4.680
LF, COLOR, PRINT, BANNER, 2X10 (per sq / ft)	999837	6.490	4.860
LF, COLOR, PRINT, BANNER, 3X8 (per sq / ft)	999846	5.830	4.370
LF, COLOR, PKG, BOND, LAM, 16X (per sq / ft)	999873	4.330	3.240
LF, COLOR, PKG, BOND, LAM, 18X (per sq / ft)	999882	6.660	4.990
LF, COLOR, PKG, BOND, LAM, 24X (per sq / ft)	999891	5.830	4.370
LF, COLOR, PKG, BOND, LAM, MNT (per sq / ft)	999909	6.660	4.990
LF, COLOR, PKG, BOND, LAM, MNT (per sq / ft)	999918	9.990	7.490
LF, COLOR, PKG, BOND, LAM, MNT (per sq / ft)	999954	8.330	6.240
LF, COLOR, PRINT, GLOSS, MOUNT (per sq / ft)	999963	6.660	4.990

LF, COLOR, PRINT, GLOSS, MOUNT (per sq / ft)	999972	9.990	7.490
LF, COLOR, PRINT, GLOSS, MOUNT (per sq / ft)	999981	8.330	6.240
Scale Change	861817	0.250	0.180
Large Format BW (Print Only)	SKU	Retail	WSCA price
36x48 Bond LF BW (per sq / ft)	168516	0.480	0.360
18x24 Bond LF BW (per sq / ft)	168502	0.460	0.340
24x36 Bond LF BW (per sq / ft)	168495	0.480	0.360

PARTICIPATING ADDENDUM
[hereinafter "Addendum"]
WESTERN STATES CONTRACTING ALLIANCE
Digital Print and Copy Services
Contract # MA040
Between
Office Depot, Inc
[hereinafter "Contractor"]
And
State of Utah
[hereinafter "Participating State" or "Participating" Entity (if not a state)]
State Contract Number: MA040-PA

1. **Scope:** This Addendum covers the WSCA/NASPO Digital Print and Copy Services lead by the State of Utah for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts.

2. **Changes:** The following terms and conditions will be added to the Participating Addendum for the Participating State:

1) **AUTHORITY:** Provisions of this Addendum are pursuant to the authority set forth in 63G-6, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the STATE to purchase certain specified services, and other approved purchases for the STATE.

2) **LAWS AND REGULATIONS:** Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations, including applicable licensure and certification requirements.

3) **RECORDS ADMINISTRATION:** The Contractor will maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the Contractor for costs authorized by this contract. These records will be retained by the Contractor for at least four years after the contract terminates, or until all audits initiated within the four years have been completed, whichever is later. The Contractor agrees to allow the State and Federal auditors, and State agency staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.

4) **CERTIFY REGISTRATION AND USE OF EMPLOYMENT "STATUS VERIFICATION SYSTEM":** The Status Verification System, also referred to as "E-verify", only applies to contracts issued through a Request for Proposal process, and to sole sources that are included within a Request for Proposal. It does not apply to Invitation to Bids nor to the Multi-Step Process.

4.1 Status Verification System

A. Each offeror and each person signing on behalf of any offeror certifies as to its own entity, under penalty of perjury, that the named Contractor has registered and is participating in the Status Verification System to verify the work eligibility status of the contractor's new employees that are employed in the State of Utah in accordance with UCA Section 63G-11-103.

B. The Contractor shall require that the following provision be placed in each subcontract at every tier for subcontractors that provide copy services under this contract: "The subcontractor shall certify to the main (prime or general) contractor by affidavit that the subcontractor has verified through the Status Verification System the employment status of each new employee of the respective subcontractor, all in accordance with Section 63G-11-103 and to comply with all applicable employee status verification laws. Such affidavit must be provided prior to the notice to proceed for the subcontractor to perform the work."

C. The State will not consider a proposal for award, nor will it make any award where there has not been compliance with this Section.

D. Manually or electronically signing the Proposal is deemed the Contractor's certification of compliance with all provisions of this employment status verification certification required by all applicable status verification laws including UCA Section 63G-11-103.

4.2 Indemnity Clause for Status Verification System

A. Contractor (includes, but is not limited to any Contractor, Design Professional, Designer or Consultant) shall protect, indemnify and hold harmless, the State and its officers, employees, agents, representatives and anyone that the State may be liable for, against any claim, damages or liability arising out of or resulting from violations of the above Status Verification System Section whether violated by employees, agents, or contractors of the following: (a) Contractor; (b) Subcontractor at any tier; and/or (c) any entity or person for whom the Contractor or Subcontractor may be liable.

B. Notwithstanding Section 1. above, Design Professionals or Designers under direct contract with the State shall only be required to indemnify the State for a liability claim that arises out of the design professional's services, unless the liability claim arises from the Design Professional's negligent act, wrongful act, error or omission, or other liability imposed by law except that the design professional shall be

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required to indemnify the State in regard to subcontractors or subconsultants at any tier that are under the direct or indirect control or responsibility of the Design Professional, and includes all independent contractors, agents, employees or anyone else for whom the Design Professional may be liable at any tier.

5) **DEBARMENT:** The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review by the STATE. The Contractor must notify the State Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.

6) **TAXES:** Bid/proposal prices will be exclusive of state sales, use and federal excise taxes. The State of Utah's sales and use tax exemption number is 11736850-010-STC, located at <http://purchasing.utah.gov/contract/documents/salestaxexemptionformsigned.pdf>. The tangible personal property or services being purchased are being paid from STATE funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract, or contract orders. The State of Utah's Federal excise exemption number is 87-780019K.

7) **POLITICAL SUBDIVISION PARTICIPATION:** Participation under this contract by political subdivisions (i.e., colleges, school districts, counties, cities, etc.) will be voluntarily determined by the political subdivision. The Contractor agrees to supply the political subdivisions based upon the same terms, conditions and prices.

8) **REPORTS AND FEES:** The Contractor agrees to provide a quarterly administrative fee to the State of Utah in the form of a Check or EFT payment. The fee will be payable to the "State of Utah Division of Purchasing" for an amount equal to 1% of the net sales (net of any returns, credits, or adjustments) under this Addendum for the period. The Contractors WSCA pricing to the Participating Entity may be adjusted to offset for the equivalent fee amount. Payment(s) shall be made in accordance with the following schedule:

<u>Period End</u>	<u>Fee Due</u>
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

The Contractor agrees to provide a quarterly utilization report, reflecting net sales to the Participating Entity during the associated fee period. The report will show the quantities and dollar volume of purchases by each agency and political subdivision. The report will be provided in secure electronic format and/or submitted electronically to the Purchasing Agent in the Division of Purchasing over in this Addendum and a copy to the Utah reports email address salesreports@utah.gov.

9) **PAYMENT:** Payments are normally made within 30 days following the date the order is delivered or the date a correct invoice is received, whichever is later. After 60 days from the date a correct invoice is received by the appropriate State official, the Contractor may assess interest on overdue, undisputed account charges up to a maximum of the interest rate paid by the IRS on taxpayer refund claims, plus two percent, computed similarly as the requirements of Utah Code Annotated Section 15-6-3. The IRS interest rate is adjusted quarterly, and is applied on a per annum basis, on the invoice amount that is overdue. Payments may be made via a State of Utah (or political subdivision) "Purchasing Card" (major credit card). All payments to the Contractor will be remitted by mail, electronic funds transfer, or Purchasing Card.

10) **PUBLIC INFORMATION:** Contractor agrees that the contract, related Sales Orders, and Invoices will be public documents, as far as distribution of copies. Contractor gives the STATE express permission to make copies of the contract, related Sales Orders, and Invoices in accordance with the State of Utah Government Records Access and Management Act (GRAMA). Except for sections identified in writing and expressly approved by the State Division of Purchasing, Contractor agrees that the Contractor's response to the solicitation will be a public document, and copies may be given to the public under GRAMA laws. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, or copyright information.

11) **PROCUREMENT ETHICS:** The Contractor understands that a person who is interested in any way in the sale of any supplies, services, construction, or insurance to the State of Utah is violating the law if the person gives or offers to give any compensation, gratuity, contribution, loan or reward, or any promise thereof to any person acting as a procurement officer on behalf of the State, or who in any official capacity participates in the procurement of such supplies, services, construction, or insurance, whether it is given for their own use or for the use or benefit of any other person or organization (63G-6-1002, Utah Code Annotated, 1953, as amended).

12) **INDIVIDUAL CUSTOMERS:** Each State agency and each political subdivision, as a State Entity, that uses this contract will be treated as if they were individual Customers. Each agency and each political subdivision will be responsible for their own charges, fees, and liabilities. The Contractor will apply the charges to each State Entity individually.

3. **Primary Contact:** The primary Participating State contact individual for this participating addendum is as follows:

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Name: Mark Parry
Participating Entity: State of Utah, Div. of Purchasing
Address: 3150 State Office Building, Capitol Hill
Salt Lake City, Utah 84114-1061

Telephone: 801-537-9243
Fax: 801-538-3882
E-mail: mparry@utah.gov

4. Subcontractors: The following subcontractor(s) are authorized to perform services.
NONE

5. Authorized Point-of-Sale: The following Servicing Contractors are authorized to perform services.
NONE

This Addendum and the Master Agreement together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter of all previous communications, representations or agreements, whether oral or written, with respect to the subject matter hereof. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Addendum and the Master Agreement, together with its exhibits, shall not be added to or incorporated into this Addendum or the Master Agreement and its exhibits, by any subsequent purchase order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Addendum and the Master Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms.

IN WITNESS HEREOF, the parties have executed this Addendum as of the date of execution by both parties below.

Government Entity: State of Utah

By: Kent D Beers

Name: Kent Beers
Title: Director of Purchasing

Date: 4/6/11

Contractor:

By: [Signature]

Name: Pat Welch
Title: Regional Vice President

Date: 4-18-2011

