

BOND PAPER **MANDATORY** STATE CONTRACT

Effective November 1, 2007, the State of Idaho has entered into a new Bond Paper contract with Corporate Express (SBPO 1276) to supply all bond paper needs for printers, faxes, and copiers.

Unlike the previous bond paper contract, the contract pricing is the same for small quantity (per carton) inside delivery as it is for pallet quantities, as long as inside delivery is reasonable. Accepting a pallet at one end of the building, then having it broken down and hand trucked to the other side of the building would not be considered reasonable.

Offices that have been placing orders through OfficeMax will need to switch to this new contract. OfficeMax remains the contract vendor for other office supply needs.

Online Ordering

This requires account set up for each office that will be ordering. Corporate Express Customer Service will assist with account set up. They will need department name, contact name, delivery location (building and room), email address and phone number. Set up should be completed within a few days at which time you will be provided with user ID and password. **Contact information for account set up is attached.**

Pricing

The contract price list is attached. The price list and short online ordering tutorial will be on the BSU Purchasing website.

<http://www2.boisestate.edu/purchasing/>

Delivery

Pallet quantities is 2-3 days and the carton quantity delivery is next day.

Payment Method

Purchasing Card (P-Card)

If your department has questions or would like to meet with Corporate Express, please call (208) 535-1740. Terri Spinazza (426-2168) can also help with your questions.