



COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM

TO: All Requisitioners  
FROM: Lorraine M. Kolb, Buyer  
DATE: 9-01-08  
SUBJECT: **OFFICE SUPPLIES BID #280222-005**

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The Division of Purchase has awarded the Office Supply Bid.

Bid No. 280222-005

Effective Dates: September 1, 2008 through August 31, 2010

Vendor: Office Max Inc  
ATTN: Sharon G. Gilray  
58 Woodgate Rd  
Tonawanda NY 14150  
Ph: 1-800-388-3720 x 4342  
FX: 1-866-289-0895  
[sharongilray@officemax.com](mailto:sharongilray@officemax.com)

Vendor #: 115581

Delivery: Tuesdays & Thursdays

Commodity No.: 610, 615, 615A, 615B & 620  
Purchase Group: 005

Pricing: On-Line  
Log In: [www.officemaxsolutions.com](http://www.officemaxsolutions.com)

If you do not have a login/password please contact Sharon G. Gilray for an account number and training. You are restricted to order "Contract" items only with your blanket purchase order. Any item that falls outside of what is available on contract needs to be entered on a SAP requisition to Lorraine Kolb with justification of required item(s).

If you have any questions, please feel free to contact me at Ext. 6340.  
lmk

**NOTE: OTHER LOCAL GOVERNMENTS OR SPECIAL DISTRICTS-SEE PAGE 2**



COUNTY OF ERIE  
Office Supply Contract Effective September 1, 2008  
Bid #280222-005 opened on August 1, 2008 at 10:00 AM

The Division of Purchase for Erie County has awarded OfficeMax, Inc. the Office Supply Contract.

We are pleased to offer you the following services as well as the competitive pricing from this contract.

- Authorized Items on ERIE COUNTY CONTRACT 280222-005
- 55% DISCOUNT average on non-contract items
- DEDICATED CUSTOMER SERVICE TEAM
- ON-LINE ORDERING
- FREE NEXT-DAY DELIVERY
- COMPANY OWNED-OPERATED VEHICLES
- DEDICATED REPRESENTATION
- PIN TECHNOLOGY
- RETAIL CONNECT DISCOUNT CARD/RETAIL STORES

To view the contract items and pricing go to [www.officemaxsolutions.com](http://www.officemaxsolutions.com)

Login: ErieCounty

Password: officemax1

You will see the link to three shopping lists called Contract items 1/Contract items 2 / Contract items 3.

To set up your account please email your OfficeMax, Inc. Business Development Executive listed below.

Sharon G. Gilray

sharongilray@officemax.com