

www.officedepot.com
1-888-GO-DEPOT
(1-888-463-3768)

**Office
DEPOT®**

What you need.
What you need to know.™

Office DEPOT[®]

What you need. What you need to know.SM

Vendor Diversity

“Think Your Products or Services
Can Use More Exposure?”

Here's how we can help...



Office DEPOT

As the world's largest seller of office products, we recognize that strengthening our focus on diversity and equal opportunity will help us build on our unrivaled success, and allow us to continue offering the highest quality office products and services.

Office Depot has a long-standing commitment to diversity. We value diversity in ideas and thinking across our Company, and we are actively identifying and expanding opportunities for minority- and women-owned firms. By proactively taking these steps, Office Depot seeks to ensure that our Company reflects today's global marketplace and more effectively serves our customers. At Office Depot, diversity and equal opportunity for minorities and women are a part of our culture.

We believe in diversity because it helps our business partners, our customers, and, ultimately, our business to be more successful! We act on that belief through our involvement in minority-focused vendor fairs and trade shows and via our organizational commitment to diversity.

Three key values of our company are respect for the individual, fanatical customer service, and excellence in execution. We are committed to upholding each of these values, and continually making Office Depot a compelling place to work, a compelling place to shop, and a compelling place to invest.

Join us and be part of the team that truly is committed to diversity.



Bruce Nelson
Chairman and Chief Executive Officer



TABLE OF CONTENTS

VENDOR DIVERSITY OVERVIEW	1-2
VENDOR PROFILES	3-6
PARTNERSHIPS & AWARDS	7-8
MERCHANDISING (PRODUCTS FOR RE-SALE)	9
MERCHANDISING FOR INTERNATIONAL VENDORS	11
MERCHANDISING (PRODUCTS AND SERVICES NOT FOR RE-SALE)	11
STORE FIXTURES	11
PRINTING	11
REAL ESTATE	12
INTERNATIONAL PROJECTS	12
SUBLEASING OPPORTUNITIES	12
INFORMATION TECHNOLOGY PROCUREMENT	13
CREDIT AND DEBT COLLECTIONS	14
CASH MANAGEMENT	14
STAFFING SOLUTIONS	15
WEBSITE STRATEGIC ALLIANCES	15
SERVICES THROUGH OFFICEDEPOT.COM	15
ONLINE MARKETING	16
ONLINE ADVERTISING	16
MEDIA RELATIONS	16
LEGAL CONSULTANTS	16
TRANSPORTATION AND LOGISTICS	16
TRAVEL	17
RELOCATION SERVICES	17
CONSTRUCTION	18
MAINTENANCE	19
GENERAL ADVERTISING	17
PHOTOSHOOT TALENT	17
TRAINING VIDEOS	17
DONATION REQUESTS	19
CUSTOMER SERVICE INFORMATION	19
ALPHABETICAL INDEX	20



HOW THE OFFICE DEPOT VENDOR DIVERSITY PROGRAM WORKS

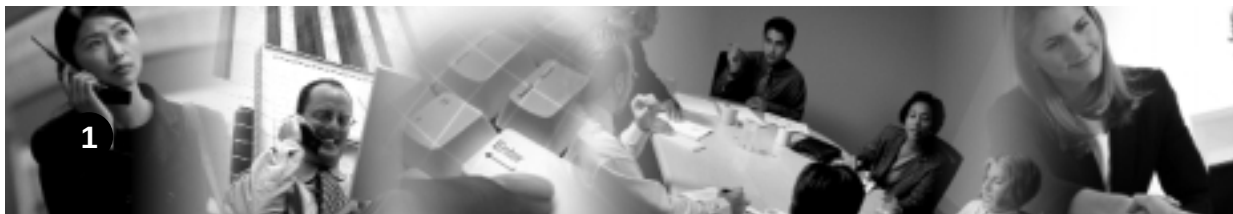
Since the inception of our Corporate Vendor Diversity Program, it has been our goal to increase our business partnerships with minority, women, and disabled veteran enterprises (**MWDVE**). We're continuing to improve our program through partnerships with the National Minority Supplier Development Council (**NMSDC**), the Women's Business Enterprise National Council (**WBENC**), National Industries for the Blind (**NIB**), National Industries for the Severely Handicapped (**NISH**), and other organizations that share our common goal of improving the economic development of the communities in which we live and serve. Additionally, our General Services Administration (**GSA**) catalog supports national legislation known as the Javits-Wagner-O'Day Act (**JWOD**). The catalog's comprehensive source of products makes it easy for government agencies to comply with the mandate, which requires select products and services to be purchased at reasonable prices from companies that employ people who are blind or severely disabled. Our determination to constantly improve the industrial climate, economic growth and development of our communities has only strengthened. At Office Depot, we are sincere about the commitment we've made to vendor diversity. To facilitate our commitment, we've created a plan that is organized into five key areas to ensure its success:

Seek: As a national corporate member of the NMSDC and the WBENC, Office Depot attends numerous regional and national business expos, business card exchanges, and seminars, to identify businesses as potential suppliers for our vendor diversity program.

Offer: We ensure that all businesses have equal opportunity in the supplier selection process. We remove the question of who to contact by offering direct access to a single division for suppliers interested in providing Office Depot with products or services.

Partner: By building on existing strengths of Office Depot and our **MWDVE** partners, we meet our customers' needs, and these strong supplier partnerships essentially make business better for everyone.

Market: We believe marketing is the key to success for every business. At Office Depot, we understand how difficult it is for small companies to get national exposure, or the right exposure for their company and product. Towards that end, we highlight the products we purchase from minority- and women-owned businesses in our full-line national catalogs. We also promote our vendor partners through "Vendor in the Spotlight" advertisements in publications such as *Minority Business Entrepreneur Magazine*, *Hispanic Network Magazine*, *Hispanic Magazine*, *Minority Business News*, *Asian Enterprise*, *Minorities & Women in Business*, and *American Indian Report*.



Empower: Ultimately, the goal of our Vendor Diversity Program is to empower the companies we work with by raising their capabilities and making them the best source from which to buy. Making the product of the minority supplier the best means more than empowerment; it also means money, both of which we've always provided to our business partners. For example, Office Depot partnered with **MWDVE**-owned businesses in 1999 and generated more than \$290 million dollars in revenue. Our **MWDVE** product sales increased to more than \$365 million in 2000 and over \$400 million in 2001. We accomplished the success in both years by selling their products in our office supply stores, domestic contract sales network, 2 Internet sites, and catalog and mail order delivery operations.

DIVERSITY... A KEY TO OUR SUCCESS

Since we opened our doors, it has been our mission to deliver the best products, service, and solutions to all of our customers, while simultaneously offering better relationships and opportunities to our suppliers and business partners.

Our Stores Division serves businesses of all sizes. Our principal customers, however, are the small office, home office, and individual consumer. As the world's largest seller of office products, we buy and sell everything necessary to help run your business more effectively and make it more profitable.

We recognize the strength of a diversified environment and, at Office Depot, we're proud of our overall diversity program. The effectiveness of our vendor diversity team, corporate team policy and senior leadership team has been apparent since they assumed their positions in January 2000. These teams have set goals that help us measure and maintain the success of the Vendor Diversity Program. These standards include:

- Increase the number of new contracts
- Increase the dollar value of those contracts
- Increase the **MWDVE** businesses in purchasing
- Increase applications
- Leverage efforts with other corporations to create large-scale **MWDVE** vendor opportunities
- Improve tracking of **MWDVE** expenditures
- Increase sales
- Increase purchases from **MWDVE** suppliers
- Reduce buying costs from **MWDVE** suppliers
- Increase turn of **MWDVE** products overall



Our team has been extremely successful with more than 800 MWDVE products that are featured in the Office Depot national catalog. Our current catalog includes products from:

Advantus Corporation

Owned by Madelyn Canaday, Advantus Corp. was founded in 1970 as Grip-a-Strip Inc. When Canaday purchased the business in 1986 she changed the name to reflect the expanding product line. The company soon expanded from producing only Grip-a-Strip, a patented paper and poster hanging device, to producing multiple products, including a comprehensive line of paper and poster holding products, cubicle management products, signs (electrical and non-electrical), labor law posters, mailroom, and shipping products.



Alliance

Founded in 1923, Alliance has earned its national certification from the Women's Business Enterprise National Council because of the company's commitment to excellence and innovation. Jean Spencer, president of the company, leads a team of 225 employees who manufacture products that include Alliance rubber bands, Cable Wrapz, Brites stationery products, mailing and shipping products, and Deco-Mailers. The family business relies on its employees' creative input as the foundation of its continued success.



American Product Distributors

American Product Distributors is a privately-owned distribution company organized in 1992 as a Joint Venture Minority Enterprise. Under the direction of President Don Black, the company sells and distributes consumables such as paper, printing cartridges and imaging products. Located in Charlotte, North Carolina, **APD** employs 32 people and is certified by the National Minority Supplier Development Council, the Small Business Administration, and various state and federal regulatory agencies.



BTE Inc.

For more than 25 years, Redi-Tag (formerly Barbara Thomas Enterprises) has made great products for people who want to get organized, including index tabs, page flags, and more than 400 other products under the Redi-Tag® See-Notes®, Medi-Tag, and Medi-Label brands. Thomas, who founded the company in 1972, came up with the concept of Redi-Tags® while she was working as a medical records administrator in a hospital. The company first launched its products to the general office market in 1983. Under the leadership of Karen Whistler, President and Chief Executive Officer, Redi-Tag continues to make products for productive people.



Baumgarten's

Baumgarten's, a recognized Women's Business Enterprise, has been in business for more than 50 years. Company Chairman Jean Baumgarten attributes the firm's success to its philosophy, which has always been "honesty, integrity, and loyalty to the customers, suppliers" and everyone involved in a working relationship with Baumgarten's. The company's product line has grown from its first hand-held pencil sharpener, the DUX Precision Sharpener, to a selection that includes identification badges and related security products that are available through the Office Depot catalog, Web site, and retail stores. These and other unique Baumgarten products are in high demand with business professionals whose top priorities are guaranteeing a safe and secure work environment.



Corporate Distribution Services

Nationally certified, CDS sells and distributes lollipops, specialty candies, banking supplies, engineered acoustic products, sealing devices, and office furniture to large and mid-size corporations nationally. Ron Goins is president and chief executive officer of CDS, with total annual revenues exceeding \$1 million. A family operated company in business since 1992, CDS is one of the newest **MBE** businesses featured in our catalog.



JCF Technologies

JCF Technologies, a manufacturer and distributor of high-quality leather and wooden desk accessories, produces total yearly revenues of more than \$9 million with a staff of 12 people. Frank W. Liu is president and chief executive officer of JCF, which was established in 1990. Product lines include the Portofino Leather collection and the Woodbridge desk collection. As a Minority-Owned Business Enterprise, it is certified by The National Minority Supplier Development Council and the State of California as a Women- or Minority-Owned Business Enterprise.



KellyREST

In 1989, Bob Kelly began to develop his line of ergonomic products called KellyREST Brands, which included various types of custom wrist rests, copyholders and adjustable footrests. Kelly, a Native American, is the president of KellyREST which has won numerous awards for service, integrity, and innovation, including the 1988 Minnesota Minority "Business Person of the Year" award and the 1991 Minnesota Chamber of Commerce Luther Duebner award for "Outstanding Retail Innovation." Many National Minority Supplier Development Council affiliates certify the company nationwide. The goal of the company is to build quality products and market them to companies interested in providing a healthy work environment for their employees. KellyREST Brand Products are supported by Office Depot through wholesalers such as United Stationers and SP Richards Co.



Master Manufacturing

Founded in 1951, the company is certified as a Woman's Business Enterprise, manufacturing several product lines, including an extensive line of replacement furniture casters, floor protection items, wire management, lumbar supports and seat/back cushions as well as other ergonomic and safety accessories. Iris Rubinfield, owner and president of Master Manufacturing, was named one of the Top 20 Women Business Owners of Cleveland, Ohio in 1996. The company initially began providing replacement casters and is the largest supplier of replacement casters to the U.S. office products industry. The company has a clear commitment to providing jobs and training for local women and minorities (a 90 percent ratio of minority and women employees).



Officemate International

Officemate International Corporation is a certified Asian-American-owned company with more than 23 years of industry experience. In 1978, OIC was formed originally as an importing company. Under the leadership of Sue Chen, President, and Martin Yang, Senior Vice President, the company has since grown to be a major manufacturing company with a large percentage of OIC volume manufactured in the U.S. The company's remaining products are made primarily in company-owned factories overseas. OIC holds a leading market share in a number of categories, including binder clips, paper clips, staples, clipboards, plastic desktop accessories, and others.



Paper Manufacturers Company

Francis O'Neill founded the Paper Manufacturers Co. in 1905 as a distributor of paper products. Today, 95 years later, Deirdre A. O'Neill manages the fourth-generation and family-owned company that is certified as Women's Business Enterprise, distributing paper products such as add rolls, teletype papers, sealing tape, postage stamps, and gummed roll stock. The company carries more than 1,400 business machine papers and supplies in its current product line. In addition to being one of the largest small roll thermal and cash register/POS manufacturers and custom printers in North America, PMC is a leader in plain paper fax supplies, coin/currency financial supplies, and other business machine consumables.



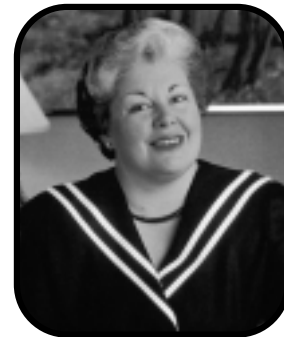
QPL

Fred Cortes and Frank Lorenzo have a certain air about them. It's why their company, QPL Inc., has an annual production capacity in aerosols and liquids that exceeds 35 million cans and 10 million gallons, respectively. QPL manufactures canned air under the Office Depot label. Cortes, chief executive officer, emigrated from Nicaragua at the age of 10. Opportunity for Cortes came knocking when a firm he co-owned shut its doors after selling off its primary brand. In January 1993, Cortes purchased the manufacturing plant from his partners to start QPL. The company employs 45 people and expects its revenues to top \$10 million thanks to closing major contracts with Office Depot and other corporations.



Smead

Since the founding of Smead in 1906, their mission has been to provide the highest-quality product with the best possible service. From a small one room, second floor operation with six employees, Smead has grown to six production facilities in the United States and employs nearly 2,500 people. In 1998, the late Mrs. E.C. Hoffman turned leadership over to her daughter, Sharon Lee Avent, the current president and chief executive officer, with a charge to retain the Smead mission: quality, service, and innovation to keep the world organized. The company's annual revenues exceed \$400 million. Smead continues to grow as consumer needs change. Smead manufactures and distributes nearly 2000 products. More than 400 of those products are available through Office Depot.



The companies we've highlighted represent examples of opportunities for **MWDVE** vendors. Additionally, Office Depot provides additional vendor and partnership opportunities for services including printing, information technology, and advertising, to name a few. In our genuine effort to empower the **MWDVE** companies we work with, we earmark money to sponsor promising **MWDVEs** in reputable programs, which will ultimately enhance their growth and performance.

PARTNERSHIP IS THE KEY

Naturally, key partnerships with organizations that share our common goals will only help further our cause. The following is a list of some of the organizations that we are proud to be a member of:

National Minority Supplier Development Council
 Women's Business Enterprise National Council
 Diversity Information Resources Incorporated
 National Association of Purchasing Management
 Florida Minority Business Development Council
 NMSDC of Florida
 Women's Business Development Center of Miami
 National Urban League

We take each of these memberships seriously, as each one of them is a building block for the success of our Vendor Diversity Program as well as all of the participating vendors, organizations, and businesses. At a glance, here are examples of the ways we have dedicated our time:

- Our CEO leads us by example. In 2001, Bruce Nelson hosted a Florida Regional Minority Business Council (**FRMBC**) Board Meeting in his personal boardroom. He also dedicated a portion of his day to meet and greet members of the **MBE** community at an intimate networking session hosted in our Corporate University. The purpose of the networking session was to provide members of the **MBE** community an opportunity to come into our offices and meet with members of our buying staff. It also provided a valuable opportunity to create mutually beneficial business relationships.
- Office Depot donated more than 1,000 man-hours by allowing employees to work with the **FRMBC** offices to serve as project managers for its 2001 & 2002 Business Expo.
- Office Depot chaired the **FRMBC** planning committee for its Symposium 2000 (a day of education and networking for members of the Corporate and Minority business community). Office Depot sponsored speaker fees, created training sessions, and donated man-hours to ensure a successful event which provided business education enrichment for the **MBE** community as well as valuable networking opportunities with members of the Corporate and Government arenas.
- Additionally, Office Depot employees serve the **FRMBC** as Business Expo Chair and as a member of its board of directors.
- We continue to dedicate a large amount of time and resources serving on the board of directors for the Women's Business Enterprise National Council, Diversity Information Resources, NAPM, Minority and Women Business Development Group.



Our Vendor Diversity Program has been acclaimed for its hard work and activism with awards such as:

- Top 8 corporation for **Women' Business Enterprises' WBENC** - 2002
- Corporation of the Year—**NMSDC of FL** - 2001
- Supplier Diversity Corporate Advocate of the Year—**Bank of America** - 2000 & 2001
- One of America's Top 50 Corporations for Multicultural Business Opportunities—**Div2000.com** - 2000 & 2001
- President's Award—**Florida Regional Minority Business Council** - 2001
- Corporate Advocate of the Year—**Florida Regional Minority Business Council** - 2000
- Primary Vendor of the Year—**Bank of America** - 2000
- Primary Vendor of the Year—**Bell Atlantic (Verizon)** - 2000
- Corporation of the Year—**Vanguard Chronicle** - 2000
- Majority Supplier of the Year, MBE HUB Organization—**Proctor and Gamble** - 2000

This recognition of our success further encourages us to continue our mission of diversity, and ***there is nothing we at Office Depot are more excited about than the future.***



MERCHANDISING

What do you need for Office Depot to consider your business?

As you can imagine, Office Depot receives a tremendous amount of inquiries every year for the Vendor Diversity Program. Unfortunately, we cannot accept all applicants; therefore a detailed supplier selection process has been created to promote a fair and equal opportunity for all.

However, before completing the Vendor Checklist, here are a couple of suggestions to consider prior to your Office Depot presentation, in order to ensure a productive and quality presentation:

- Qualify your product. Does your product/service address all the needs of our customers by providing high quality, added value, and the best selection?
- Visit a few of our stores to familiarize yourself with our store setup.
- Understand the several different ways Office Depot markets products, as well as the different channels of distribution that exist.
- Visit our website to download all the necessary forms at <http://partner.officedepot.com>

Vendor Checklist (You must submit all materials from the checklist below):

Complete Company Profile	_____
Complete Product Profile	_____
Complete System Profile	_____
Include Presentation and Samples	_____
Include Catalogs/Sell Sheets	_____
Include Annual Report	_____

*If applicable, include any specifics needed for your profile Diversity Development Form



Mailing Instructions*:

For Certified Women and Minority-owned Businesses (Products for Re-sale only)**:

Office Depot
Vendor Diversity Program
2200 Old Germantown Road
Delray Beach, FL 33445
Mailcode: 32B0350
Email: vendordiversity@officedepot.com

For Technology, Electronics,
Communications & Software Products***:

Office Depot
Technology Merchandising
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: New Business Review

For Office Supplies, Food,
Janitorial & Furniture Products***:

Office Depot
Supply Merchandising
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: New Business Review

*Office Depot assumes no financial responsibility for any cost incurred to produce or ship your product(s) or proposal. All items sent to Office Depot will remain property of Office Depot indefinitely. Office Depot is under no obligation to purchase any products or services until the Vendor Packet is completed and a Purchase Order has been issued.

**Women-owned businesses must be certified through Women Business Enterprise National Council (WBENC) and Minority-owned businesses must be certified through an affiliate of National Minority Supplier Development Council (NMSDC).

***Please allow approximately 30 days for a response from the Merchandising Support Group at which time you will be instructed on how to proceed. You may be required to make a formal presentation at the Support Center in Delray Beach, Florida.



MERCHANDISE FOR INTERNATIONAL VENDORS

If you are a vendor outside the U.S and Canada with a product to sell in our U.S. and Canadian stores, contact The Global Sourcing Group and send your company information/samples with a detailed spec sheets to:

Office Depot
Attention: Merchandising Global Sourcing
2200 Old Germantown Road
Delray Beach, FL 33445
globalsourcing@officedepot.com

MERCHANDISE AND SERVICES FOR INTERNAL USE (NOT PRODUCTS FOR RE-SALE)

For the company, buys all services such as janitorial services, vending, maintenance, and cellular phones. And for corporate headquarters, purchases furniture, office supplies, mailroom equipment, facilities equipment and services, and art.

Arecka Wilson
awilson@officedepot.com

For the stores, they purchase items and products including uniforms, fixtures, specialty ad equipment and other related items not specifically mentioned in this brochure.

Jerry Mire
Jmire@officedepot.com

Arecka Wilson
awilson@officedepot.com

Elaine Hinline
ehinline@officedepot.com

STORE FIXTURES

If you supply steel fixtures used in Office Depot stores or would like to introduce other types of store fixtures, contact Neil Aportadera, Manager of Store Fixtures at naportader@officedepot.com

PRINTING

Catalog- Office Depot has a printing contract that will not expire until the end of the year 2003.

Inserts- Office Depot has a printing agreement that will not expire until the end of the year 2002.

Direct Mail and Special Projects- Please contact Peggy Regan at pregan@officedepot.com for more information.

Internal Documents (forms, brochures, etc.)- Contact Jerry Mire at jmire@officedepot.com if your company is interested in printing our internal forms.



REAL ESTATE

Who should I contact if I am a Broker/Developer interested in placing an Office Depot store on my property?

UNITED STATES/CANADA

Jim Gorsky (708) 425-2032

Alabama, Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Tennessee, Wisconsin

Rona McNeill (905) 615-0980 ext.116

Canada BSD

Delaware, Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Washington DC

Rosalie Ferran (972) 445-1267 ext. 3

Arizona, Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma, Texas

Mike Leonard (310) 354-4975

Alaska, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

Contact vendordiversity@officedepot.com

Florida, Georgia, North Carolina, South Carolina

INTERNATIONAL PROJECTS

Contact Timothy Paull via email, Director of International Projects, if you are interested in opening an Office Depot in a foreign country. Also, forward company information to:

Office Depot

2200 Germantown Road

Delray Beach, FL 33445

Attention: Director of International Projects

tpaull@officedepot.com

SUBLEASING OPPORTUNITIES

If you are interested in leasing or purchasing a former Office Depot location, or if you are a broker interested in listing a surplus Office Depot location, please contact Moe Laliberte at (561) 438-1806, mlaliberte@officedepot.com or JoAnn Friedman at (561) 438-1516, jfriedman@officedepot.com



INFORMATION TECHNOLOGY PROCUREMENT—VENDOR REQUIREMENTS

Companies interested in selling and/or the installation of Point-of-Sale Equipment such as registers, servers and workstations that are compatible with IBM and NCR, and printers (Lexmark), must meet the following requirements.

General Requirements:

1. Company profile including the latest annual report
2. Satisfactory reference from 3 current customers — similar in size and scope of Office Depot
3. Positive Dun and Bradstreet report
4. Purchase order number on all packing lists
5. Purchase order number, cost center, and PAN number on all invoices
6. Weekly open order reports
7. 8 a.m. to 6 p.m. EST availability
8. Web-based pricing and order status capability
9. 99% on-time order delivery
10. Capability to receive purchase orders and correspondence via email
11. Dedicated account team/representative
12. Worldwide shipping capabilities

Personal Computer And Accessories Vendors:

1. PC Configuration facility
2. Ability to warehouse customer owned inventory
3. Ability to source product from IBM, Compaq, Cisco, NEC, Lexmark, HP, etc.

Other Vendor Opportunities:

1. Cabling—Telco/Network*
2. Installation of computer hardware and telecommunication equipment
3. Move, add, and change requests

*Must have nationwide coverage and ability to do rapid deployment of projects.



Procurement Contacts :

Ed Dezic, Manager IT Procurement
Direct: (561) 438-4472
Fax: (561) 438-7797
edezic@officedepot.com

Bob Waters, Senior IT Purchasing Agent
Direct: (561) 438-7787
Fax: (561) 438-7797
bwaters@officedepot.com

CREDIT AND DEBT COLLECTIONS

Please send company information to:
Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Mail code: ACCS
Attention: Director of Revenue and Credit Mail

CASH MANAGEMENT

This department solicits bids for armored car services. Please note that bids for this service take place about 2 months before the opening of a new store. Requirements:

- (1) Must meet minimum insurance requirements.
- (2) Must cover the geographic area of the new store.
- (3) Must be able to pick up deposits after 1:00 p.m.

For additional information contact:

Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Department: ACCM
Carol Otten
(561) 438-7874
cotten@officedepot.com

or Laura Marchese
(561) 438-1182
lmarchese@officedepot.com



STAFFING SOLUTIONS

PERMANENT

Although Office Depot has a Human Resources department that fulfills the needs of recruitment and job placement within the company, we're always interested to see what others have to offer. Please forward company information to:

Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: Human Resource Recruiting

TEMPORARY (CORPORATE OFFICE)

Office Depot has a contract with Spherion for its temporary staffing needs. Please contact Spherion to inquire about business opportunities.

Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: Spherion
Mailcode: 31A1178

OUTSIDE CORPORATE OFFICE

If you are a regional recruiter, please contact the respective BSD location to inquire about staffing, hiring, and consulting needs, or visit <http://bsdnet.officedepot.com>

COLLEGE RECRUITING

To learn more about Office Depot's college recruiting program for college graduates and interns, please visit www.officedepot.com/jobs/college.asp
Additional questions can be directed to collegerelations@officedepot.com

WEBSITE STRATEGIC ALLIANCES/AFFILIATE PROGRAM

For those interested in providing a direct link to OfficeDepot.com from their website, please forward company information to the appropriate person listed below:

Affiliate Program-Simon Leah, sleah@officedepot.com

Education, Non-profit, & Corporate Strategic Alliances-Joan Fox Peppe, jfoxpeppe@officedepot.com

SERVICES THROUGH OFFICEDEPOT.COM

For those interested in offering services through Office Depot's website, contact Rupert Oldham, Director of Business Development, at roldham@officedepot.com



ONLINE MARKETING

Please contact:
Simon Leah
Director of Ecommerce Marketing and Merchandising
sleah@officedepot.com

ONLINE ADVERTISING

Please contact:
Kathleen Stockham
Director of Ecommerce Advertising
(561) 438-0582

MEDIA RELATIONS

For those interested in offering Media Tracking and Support Services, contact Media Relations, mediarelations@officedepot.com

LEGAL CONSULTANTS

Please forward your firm's information to:
Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: Legal Department Administrator

The legal department will contact you if they have a need for your services.

TRANSPORATION & LOGISTICS

For Inbound Truckload & Less-Than-Truckload services to Office Depot locations from our vendors, contact Thomas Pidgeon at tpidgeon@officedepot.com

For Package and Parcel Delivery from Office Depot locations to our end-user customers, contact Sam Freni at sfreni@officedepot.com

For Warehouse & Material Handling Equipment, contact David Franco at dfranco@officedepot.com



TRAVEL

If you would like to offer travel services for Office Depot employees, contact Becky Feliciano at bfeliciano@officedepot.com or send company information to:
Office Depot
2200 Old Germantown Road
Delray Beach, FL 33445
Attention: Travel Department

RELOCATION SERVICES

Anyone involved in the following industries is eligible to participate in Office Depot's Corporate Relocation Program as long as they:

- (1) have experience with Corporate Relocation and
- (2) understand Office Depot's needs in the relocation process

Van Lines / Movers
Real Estate Agents or Vendors
3rd Party Relocation Providers
Chambers of Commerce

Banks
National Mortgage Lenders
School Services
Temporary Corporate Housing Vendors
Hotels

Please contact:

Lisa Eckelkamp
Relocation Manager
Phone: (561) 438-0757
Fax: (561) 438-0790
Email: lekelkamp@officedepot.com

GENERAL ADVERTISING REQUESTS

For information regarding media planning/buying, broadcast, magazine, creative development, and outside advertising, contact Dee Venter at dventer@officedepot.com

PHOTOSHOOT TALENT

For more information on photoshoot talent needs, contact Walter Porras at wporras@officedepot.com

TRAINING VIDEOS

Office Depot has a contract with the News Group until September 2004.
Please contact them at (561) 438-1320 to learn about any available opportunities.



CONSTRUCTION

General Contractor Selection Criteria

The following is a checklist of minimum requirements needed to be qualified as an Office Depot General Contractor:

- ☐ Positive Dun & Bradstreet report (see D&B criteria attached)
- ☐ Satisfactory AIA Pre-qualification form
- ☐ Retail volume equaling a minimum of 60% of total annual volume
- ☐ Minimum total annual sales volume equaling not less than \$8,000,000.00
- ☐ Less volume is subject to case-by-case review
- ☐ Minimum bonding capacity of 100% of project cost
- ☐ Minimum aggregate bonding capacity of \$10,000,000.00
- ☐ Satisfactory feedback from a minimum of (3) retail references and contractor's bank
- ☐ Maximum bond rate of 1-1/2%...less is preferable
- ☐ Signed commitment by contractor's bonding company that a bond will be written for current project being bid
- ☐ List of previous "like" projects performed in last 5 years
- ☐ Quantity of office personnel (office overhead) should equal one person per \$1.2 million annual sales
- ☐ General Contractor to provide written certification that it has an OSHA approved safety program in place
- ☐ General Contractor to provide Letter of Recommendation from its bonding company
- ☐ Provide list of states the General Contractor is licensed in

Send your information to:

Office Depot, Inc.
2200 Old Germantown Road
Mail Code 33D-3148
Delray Beach, FL 33445

CONSTRUCTION BIDS

Qualification: Projects are placed out to bid to General Contractors on an invitation only basis. All sub contractors wishing to bid any of the posted projects will need to contact the preferred Contractors listed for that particular project.



MAINTENANCE

For those companies who offer services in the following areas:

HVAC	Elevators	Fire Sprinklers	Automatic Doors
Plumbing	Lighting	Lawn Care	Glass Repair
Overhead Doors	Electrical	Wall Patch/Paint	
Pallet	Energy Management	Dock Leveler	
Locks & Safes	Signage	Carpet/Flooring	

MAINTENANCE CONTRACTOR REQUIREMENTS (Maintenance Screen)

The following is a checklist of minimum requirements needed to be qualified as an Office Depot Maintenance Contractor:

- ☐ Must have a minimum \$1,000,000.00 General Liability, Auto & Workman's Compensation Insurance Policy
- ☐ Provide your company's annual volume in dollars
- ☐ The geographic area you are interested in providing services for
- ☐ The services you wish to provide
- ☐ List of client references along with phone numbers and contact names
- ☐ Full-Time Employees
- ☐ Part-Time Employees
- ☐ Number of years in the business
- ☐ Copy Of Contractors License
- ☐ Hourly Rates
- ☐ A typical response time to emergency calls
- ☐ Email Address
- ☐ Resume of all key employees

Send your information to:

Office Depot, Inc.
2200 Old Germantown Road
Mail Code 33D-7782
Delray Beach, FL 33445

What other contact information may be useful?

DONATION REQUESTS

If your organization is requesting donations, please direct all requests to www.giftsinkind.org

CUSTOMER SERVICE INFORMATION

Please address all customer service questions to our Customer Relations Department at orders@officedepot.com or call 1-888-GO-DEPOT (1-888-463-3768).



ALPHABETICAL INDEX

CASH MANAGEMENT	14
CONSTRUCTION	18
CREDIT AND DEBT COLLECTIONS	14
CURRENT VENDOR PROFILES	3
CUSTOMER SERVICE INFORMATION	19
DONATION REQUESTS	19
GENERAL ADVERTISING	17
INFORMATION TECHNOLOGY PROCUREMENT	13
INTERNATIONAL PROJECTS	12
LEGAL CONSULTANTS	16
MAINTENANCE	19
MEDIA RELATIONS	16
MERCHANDISING (INTERNATIONAL VENDORS)	11
MERCHANDISING (PRODUCTS FOR RE-SALE)	9
MERCHANDISING (SERVICES AND PRODUCTS NOT FOR RE-SALE)	11
ONLINE ADVERTISING	16
ONLINE MARKETING	16
PHOTOSHOOT TALENT	17
PRINTING	11
REAL ESTATE	12
RELOCATION SERVICES	17
SERVICES THROUGH OFFICEDEPOT.COM	15
STAFFING SOLUTIONS	15
STORE FIXTURES	11
SUBLEASING OPPORTUNITIES	12
TRAINING VIDEOS	17
TRANSPORTATION AND LOGISTICS	16
TRAVEL	17
VENDOR DIVERSITY OVERVIEW	1-2
WEBSITE STRATEGIC ALLIANCES	15

