



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
Contract Notification
******MANDATORY******

OfficeMax Contract, Inc.
formerly known as OfficeMax A Boise Company
Supplement 2

CONTRACT NUMBER:	1-01-75-55, Amendment C
DESCRIPTION:	Office Supplies
CONTRACT TERM:	4/19/2001 through 7/18/2006
DISTRIBUTION LIST:	Posted Electronically on DGS/PD/CONTRACT Internet Web Page

The purpose of this supplement is to incorporate the following changes:

1. The contractor's name is changed from OfficeMax A Boise Company to OfficeMax Contract, Inc.
2. The use of this contract is mandatory except when purchasing from a California-certified Small Business (SB) or Disabled Veteran Business Enterprises (DVBE) or in cases of emergency, and as shown on Item 4, Contact Usage/Rule on this document.
3. User Instructions are attached.

This contract is exempt from Management Memo 03-10.

All other terms and conditions and provisions of the contract remain unchanged.

MARNELL VOSS, Manager

Effective Date: **3/10/2005**

**STATE OF CALIFORNIA
MANDATORY STATEWIDE CONTRACT
CONTRACTOR: OFFICEMAX CONTRACT, INC.
CONTRACT NO: 1-01-75-55, SUPPLEMENT NO. 2**

1. OVERVIEW

This OfficeMax contract, Supplement 2 adds the following User Instructions for the use of the California Office Supply Catalog. The California Office Supply Catalog offers streamlined and efficient methods of acquiring office supplies at substantial savings. It contains the most commonly used office supplies, including recycled and remanufactured products, at great values. Delivery is 24 to 48 hours when ordered by Internet, phone, fax or mail. Delivery for orders that are mailed in will be 24-48 hours from receipt of order. There is an additional one percent discount for ordering on-line and additional one percent discount when payment is made using the CAL-Card.

2. STATE OF CALIFORNIA, PROCUREMENT DIVISION, CONTACT

Department of General Services
Procurement Division
707 Third Street, 2nd Floor, North
West Sacramento, CA 95695

Contact: Hiroko Kurosawa
Phone: 916/375-4382
Fax: 916/375-4522
E-Mail: <mailto:hiroko.kurosawa@dgs.ca.gov>

3. CONTRACTOR CONTACT

Office Max
1555 River Park Drive, Suite 211
Sacramento, CA

Contact: Vanessa Moore
Phone: 800/310-8008 ex-5306
Fax: 916/922-3219
E-Mail: <mailto:vanessamoore@officemax.com>

4. CONTRACT USAGE/RULES

- a. The use of this contract is mandatory for all State departments except when purchasing from a California-certified Small Business or Disabled Veteran Business Enterprises or in cases of emergency or as identified in Exhibit D of the contract - Flagged and Blocked Merchandise Classes and Items”

<http://www.documents.dgs.ca.gov/pd/contracts/officeSupplies/contracts.pdf>

Excluded from this contract are items required by statute to be purchased from the Prison Industry Authority (PIA), including binders, files and furniture. State departments must obtain a PIA waiver for any items mandated to be purchased from PIA. State departments with questions regarding PIA's waiver policy and procedure may contact PIA at (916) 323-6194 or visit PIA's website at <http://www.pia.ca.gov/>

Prison Industry Authority
560 East Natoma Street
Folsom, CA 95630-2200
Attn: Sales Department

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Additionally, other items in the catalog may be blocked or noted in some way (See Item 9, Catalog Indicator on this document.)

Two-Way Radios

Although these items are flagged as non-mandatory in the contract, the purchase of any two-way radio equipment for the State departments requires the prior approval from the Telecommunications Division (TD). This includes equipment using the non-licensed Family Radio Service frequencies. In addition, State departments are not eligible to be licensed on any Federally allocated commercial “business band” frequencies and so State departments use of the “Industrial two-way radios” offered by OfficeMax Contract, Inc. would be a violation of Federal Communications Commission (FCC) rule part 90.35 and subject to FCC fines and penalties.

Any State department that wishes to use two-way radios for their business operations are encouraged to contact the Project Management Unit of the TD at (916) 657-6125 or (916) 657-9932.

- b. Prior to placing orders against this contract, State departments must have been granted purchasing authority by DGS/PD for the use of the State’s statewide contracts. The department’s current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State’s statewide contracts, may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamannual.htm> (see Chapters 1 and 13) or may contact DGS/PD’s Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- c. Ordering State departments must adhere to all applicable state laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and Purchasing Authority Manual.
- d. Local governmental agency use of this contract is optional. A local governmental agency is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available to local governmental agencies, each local governmental agency should make its own determination whether this contract is consistent with its procurement policies and regulations.

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5. RECYCLED OR REMANUFACTURED CARTRIDGES

Except as provided for in Public Contract Code 12156 (b), State departments are prohibited from purchasing printer or duplication cartridges for which the manufacturer, wholesaler, distributor, retailer, or remanufacturer places restrictions on the recycling or remanufacturing of that cartridge by any other person. Restrictions on recycling or remanufacturing may include:

- a. Reduced price in exchange for agreement to not re-manufacture
- b. License agreement forbids recycling or re-manufacturing
- c. Contract forbids recycling or re-manufacturing
- d. Proprietary chip prevents the re-use of the cartridge

6. SB/DVBE – SUBCONTRACTING/REPORTING

- a. The amount an ordering State department may claim towards achieving its SB/DVBE goals is the dollar amount of the product ordered from the Contractor as noted in the catalog line items that applies to SB or DBVE.
- b. The Contractor will provide the following information at the time the order is quoted:
 1. The Contractor will state that, as the prime Contractor, it shall be responsible for the overall execution of the fulfillment of the order.
 2. The Contractor will indicate the SB/DVBE dollars for each order, as follows:
 - List the name of each company that is certified by the Department of General Services, Procurement Division, SB/DVBE Services Branch, Office of SB/DBVE Certification that it intends to subcontract a commercially useful function to; and
 - Include the SB/DVBE certification number of each company listed; and
 - Indicate the dollar amount of each subcontract with a SB/DVBE that may be claimed by the ordering agency towards the SB/DVBE goal; and
 - Indicate what commercially useful function the SB/DVBE subcontractor will be providing towards fulfillment of the order.

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- c. Purchase orders must be addressed to the prime Contractor, and the purchase order must reference the information provided by the prime Contractor as outlined above.

The SB/DBVE Certification can be verified via the website:

<http://www.pd.dgs.ca.gov/smbus>. The State departments must print a copy the current certification verification and retain it in the department's procurement file.

- d. Contractor Reports

OfficeMax Contract, Inc. will provide ordering agencies with usage reports detailing SB and DVBE participation products and recycle content products upon request to their OfficeMax Contract, Inc. representative. Please allow one week for turnaround of your request. Any ordering entity that would like a report on a regular basis should establish this with their Office Max customer representative or contact Vanessa Moore <mailto:vanessamoore@officemax.com>

7. RETAILER'S SELLER'S PERMIT

OfficeMax's California Retailer's Seller's Permit No. is 99694871. State departments and local governmental agencies can verify that this permit is still valid at the following website: <http://www.boe.ca.gov/>

8. WARRANTY

For warranties, see the manufacturer's warranty for the specific product purchased and the State of California General Provisions (GSPD-401 Non-IT Commodities, Revised and effective 01/10/2001), paragraph 19.

9. CATALOG INDICATOR

Fixed pricing is for a core list of items (these items have been identified as high usage items) and discount-off-list-pricing for the remaining non-core items in the catalog. An indicator displayed in the catalog will identify the products is as follows:

- a. "C" - Core items
- b. "PIA" – Must obtain a PIA waiver
- c. "SB" – Small business enterprise.
- d. "DBVE" – Disabled veteran business enterprise.
- e. "Recycle Emblem" – Environmentally preferable products.
- f. "Non-Mandatory Item " – Not mandatory to purchase off this contract

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10. PRICING

The catalog list price already reflects the following discounts:

- a. 42% - For toner products;
- b. 78% - For paper products;
- c. 65% - For general office products except those noted in the table below;

EXCEPTIONS TO GENERAL OFFICE PRODUCTS 65% DISCOUNT

Merchandise Class	Description	Discount
E1	Systems Furniture	45% - Cost Flr.
E2	Desks & Workstations	45% - Cost Flr.
E3	Computer & LAN Furniture	45% - Cost Flr.
E4	Seating & Chairmats	45% - Cost Flr.
E5	Storage, Shelving, Bookcases	45% - Cost Flr.
E6	Ergonomic Accessories	45% - Cost Flr.
E7	Mailroom Furniture , LIT Racks	45% - Cost Flr.
E8	Conference & Training Room	45% - Cost Flr.
E9	Industrial Furniture, Hangers	45% - Cost Flr.
F4	Business Card files, Address Book	50% - Cost Flr.
G8	Attaches, Portfolios, Cases	50% - Cost Flr.
J4	Boards, Easels	40% - Cost Flr.
K1	Desk Pads & Motivational Items, Magnifiers, Picture Frames	45% - Cost Flr.
K3	Desk Accessories and Key Control, Wall Pockets, Book Ends	45% - Cost Flr.
K4	Lamps	45% - Cost Flr.
K5	Clocks	45% - Cost Flr.
K6	Waste Bins, Liners	45% - Cost Flr.
L5	Catalog Racks	45% - Cost Flr.
L8	Telephone and Accessories	40% - Cost Flr.
M1	Calculators	40% - Cost Flr.
M3	Fax and Multi-Function Machines	40% - Cost Flr.
M5	Aircleaners, Fans, Heaters	50% - Cost Flr.
M6	Film and Supplies, Dictation Recorders, Non-Digital Cameras	30% - Cost Flr.
M7	Multi-Media Project, TV, VCR, Radios	30% - Cost Flr.
P8	Wide Format Paper	40% - Cost Flr.
S6	Computer Accessories; covers, mouse pads, computer cleaning supplies, etc.	55% - Cost Flr.
S9	Surge, Wire, Mice, Keyboards	55% - Cost Flr.
W1	Cutting Board, CTN Openers	55% - Cost Flr.
W2	Postal Scales	55% - Cost Flr.

PAPER PRICE ADJUSTMENT: Paper prices will be fixed for the first quarter based on the pricing proposal. Thereafter, paper pricing may be adjusted quarterly based on variations to the PRODUCER Price Index (PPI) for Pulp and Paper.

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11. DISCOUNTS

- a. 1% Rebate on a quarterly basis for all orders placed on-line.
- b. 1% discount for all orders placed using CAL-Card for payment. Discount realized at the time of order.
- c. 1% Prompt payment discount if paid within 15 days ARO. The discount will be credited back to the purchasing agency on a monthly basis, no later than fifteen business days after the end of the month.

12. EXECUTING THE PURCHASE ORDER

- a. State departments shall use a Purchasing Authority Purchase Order (Std. 65) or the OfficeMax on-line order form or the OfficeMax State of California Office Supply Requisition form. An electronic version of the Std.65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms).

The Agency Billing Code and Purchasing Authority Number must be included on all purchase documents, **(does not apply to local governmental agencies)**. Please contact your department's fiscal agent to obtain billing code information

Prior to placing an order, State departments must obtain, from the on-line catalog or a hard copy, the contract cover page, all applicable amendments, and a copy of the contract terms and conditions. State departments must also print a copy of the e-quote for the order and retain it in the department's procurement file. It is not necessary to provide this documentation to DGS when submitting a copy of the Std. 65. Additionally, it is not the contractor's responsibility to provide this documentation.

- b. Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

13. ON-LINE ORDERING

See **Contract Ordering Information** (Attachment A) for on-line New Account Set-Up Form/Account Changes.

Contact the Customer Service representative to discuss setting up an on-line ordering website for your State department or local governmental agency.

State departments' may use the OfficeMax on-line form. A copy must be included in the procurement file for documentation.

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14. PURCHASING AT STORE LOCATIONS

This contract allows buyers to obtain these contract prices for purchases at all OfficeMax store locations. In order to purchase from OfficeMax stores buyers must have a bar code sticker placed on their CAL-Card. To obtain a bar code sticker, CAL-Card Agency Program Coordinators must contact OfficeMax directly.

15. PAYMENTS AND INVOICES

a. Payment Terms: Net 45 days

Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 et. seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local governmental agencies may make payments according to their statutory requirements.

Payments made within 15 days ARO shall receive a 1% discount. The discount will be credited back to the purchasing agency on a monthly basis, no later than fifteen business days after the end of the month.

b. Payee Data Record (Std. 204)

Each State department accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Department should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

16. STATE AGENCY BUY RECYCLED CAMPAIGN (SABRC) REQUIREMENTS

The State Agency Buy Recycled Campaign (SABRC) is a joint effort between the California Integrated Waste Management Board (CIWMB) and the Department of General Services (DGS) to implement State law requiring State departments and the Legislature to purchase products with recycled content. It complements the efforts of the Integrated Waste Management Act (AB 939, Sher, Chapter 1095, Statutes of 1989), which was enacted to reduce the amount of waste going to California's landfills. Although this report is suspended until January 2008 as a result of AB79, DGS will continue to receive reports from OfficeMax specifying recycled content products.

For information regarding Recycled Campaign Products outlined by the SABRC refer to <http://www.ciwmb.ca.gov/BuyRecycled/StateAgency/>

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ATTACHMENT A

CONTRACT ORDERING INFORMATION

Contractor Name	OfficeMax Contract, Inc.	
Contract Number	1-01-75-55, Amendment C.	
Description	Office Supplies	
Contract Term Dates	4/19/2001 through 7/18/2006	
Contract	http://www.pd.dgs.ca.gov/CONTRACT.officemax.pdf	
CA General Provisions	http://www.pd.dgs.ca.gov/CONTRACT/officemax/CAGP.pdf	
Pricing website	http://www.officemaxsolutions.com/html/index.shtml login: guestpass password: 1price	
New Account Set-Up Form/Account Changes	http://www.solutioncenter.officemax.com/customer/stateofca	
Ordering Address	Northern California: OfficeMax 1555 River Park Drive, Suite 211 Sacramento, CA 95815	Southern California: OfficeMax 12131 Western Avenue Garden Grove, CA 92841
Contact	Customer Service	
Phone/Fax	Phone: 877/216-1248	Fax: 877/216-1250
Warranty	For warranties, see the manufacturer's warranty and the California General Provisions (GSPD-401 Non-IT commodities), paragraph 19, which is part of the State's contract with OfficeMax (see above).	
Delivery	24 to 48 hours – Drop Ship TBD at time of order	
Shipping	FOB destination	
Contractor Ownership Information	OfficeMax is a large business enterprise.	
Payment Terms	1%-15 days ARO, Net 45 days Note: CAL-Card payment terms and conditions remain the same.	
Discounts	a. 1% Rebate on a quarterly basis for all orders placed on-line b. 1% Discount for all orders placed using CAL-Card for payment. Discount realized at the time of order. c. 1% Prompt payment discount if paid within 15 days ARO. The discount will be credited back to the purchasing agency on a monthly basis, no later than fifteen business days after the end of the month.	
Retailer Permit	OfficeMax's California Retailer's Seller's Permit No. is 99694871. Agencies can verify that this permit is still valid at the following website: http://www.boe.ca.gov/ .	
FEIN	82-0477390	
CAL-Card	OfficeMax accepts the State of California credit card (CAL-Card). To obtain information on CAL-Card visit: http://www.pd.dgs.ca.gov/calcard	

STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES - PROCUREMENT DIVISION

Contract (Not Mandatory): 1-01-75-55 Rev.: A	
OFFICE SUPPLIES, SUPPLEMENT NO. 1	
EFFECTIVE DATES:	4/19/2001 Through 7/18/2006
SUPERSEDES CONTRACT NO. :	1-96-75-55
AREA:	STATEWIDE
DISTRIBUTION:	C-75-55
BUYER NAME:	BOB RIOLA
BUYER PHONE:	916-375-4454, CALNET 480-4454

VENDOR ID:	632076
NAME:	OFFICE MAX - A BOISE COMPANY
ADDRESS:	1555 RIVER PARK DRIVE, SUITE 211 SACRAMENTO, CA 95815
CONTACT:	RITA CHAMBERLAIN, X6733 800-310-8008
FAX:	916-922-3219
TERMS OF PAYMENT:	AS SPECIFIED
FOB:	DESTINATION
MINIMUM ORDER:	NONE

SUPPLEMENT NO. 1

PLEASE NOTE THE FOLLOWING CHANGES:

THIS CONTRACT IS EXTENDED FOR TWO YEARS. THE NEW EXPIRATION DATE WILL BE JULY 18, 2006.

NOTE VENDOR NAME CHANGE FROM "BOISE CASCADE OFFICE PRODUCTS" TO "OFFICE MAX - A BOISE COMPANY."

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

CUSTOMER SERVICE PHONE NUMBER: 1-877-216-1248

CUSTOMER SERVICE FAX NUMBER: 1-877-216-1250

E MAIL ADDRESS: www.bcop.com

ORDERING PROCEDURE: REFER TO CALIFORNIA OFFICE SUPPLY CATALOG.

ITEM NO.	COMMODITY NO.	VENDOR PART NO.	VENDOR NO.	UNIT NO.	DESCRIPTION	UNIT PRICE
1	7510-001-0029-2	632076	EA		OFFICE SUPPLIES - BOISE	VARIABLE



STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES - PROCUREMENT DIVISION

CONTRACT NOTIFICATION

*** NOT MANDATORY ***

CONTRACT NUMBER: 1-01-75-55

DESCRIPTION: OFFICE SUPPLIES

CONTRACTOR: BOISE CASCADE OFFICE PRODUCTS

EFFECTIVE DATES: 4/19/2001 THROUGH 7/18/2004

SUPERSEDES CONTRACT NO.: 1-96-75-55

AREA: STATEWIDE

DISTRIBUTION: C-75-55

* TAX: Add appropriate sales and use tax.
Exempt from Federal Excise Tax.

*Food contracts are tax exempt.

RALPH CHANDLER, Deputy Director

Use of this agreement by all agencies is not mandatory.

To obtain assistance or report non-compliance by supplier, or for any suggestions or recommendations write:

Department of General Services, Procurement Division, P.O. Box 942804, Sacramento, CA 94204-0001,
or call: Contract Administrator, **BOB RIOLA** 916-324-7799, CALNET 454-7799

Contract: 1-01-75-55

SUPPLIER ID: 632076
NAME: BOISE CASCADE OFFICE PRODUCTS
ADDRESS: 1555 RIVER PARK DR #211
SACRAMENTO, CA 95815

CONTACT: 800-310-8008 RITA CHAMBERLAIN, X6733
TERMS OF PAYMENT: AS SPECIFIED
FOB: Destination
MINIMUM ORDER: NONE

CUSTOMER SERVICE PHONE NUMBER: 1-877-216-1248

CUSTOMER SERVICE FAX NUMBER: 1-877-216-1250

E MAIL ADDRESS: www.bcop.com

ORDERING PROCEDURE: REFER TO CALIFORNIA OFFICE SUPPLY CATALOG.

STATE OF CALIFORNIA
INVITATION FOR BID AND BID
THIS IS NOT AN ORDER

EXHIBIT M

DEPARTMENT OF GENERAL SERVICES
 OFFICE OF PROCUREMENT

DATE: 45 (REV. 1/87)

DATE BILLED MONTH DAY YEAR	AGENCY BUDGET CODE	PERCENTAGE ESTIMATE NUMBER	PAGE	OF
07 31 10 10 01				

IMPORTANT: Read attached General Provisions carefully before bidding, especially Section 6 regarding taxes. Retain one copy for your files.

cash discount 3 I will be allowed for payment in 3 days. Cash discounts of less than 20 days or less than half of one percent will be considered net. Late bids will be considered due in accordance with Paragraph 19 of the attached General Provisions.

THIS BID MUST BE DELIVERED TO THE OFFICE OF PROCUREMENT BEFORE 2:00 P.M. OF THE DUE DATE.

BID NO.: IFB DGS-0025 **DUE DATE:** As specified

STATE OFFICE OF PROCUREMENT
 1823 - 14TH STREET
 BOX 942804
 SACRAMENTO CA 94204-0001

NOTICE TO ALL BIDDERS: Section 14835 et seq. of the California Government Code requires that a 5% preference be given to bidders who qualify as a small business. The rules and regulations of this law, including the definition of a small business for procurements made by the Office of Procurement, are contained in Title 2, California Administrative Code, Section 1896, et seq. A copy of the regulations is available upon request. Bidders desiring to claim preference as a small business must so indicate on each bid, as follows:

1. Are you claiming preference as a small business
 YES NO

If yes, complete the following:

2. Non-manufacturer 3. Aggregate receipts for last three years
 Manufacturer

FOR STATE USE ONLY	DELIVERY DATE REQUESTED As Requested	DELIVERY ADDRESS As Specified Herein	FOR FURTHER INFORMATION CONTACT Bob Riola (916) 324-7799
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QTY.	UNIT	STOCK ITEM NUMBER	DESCRIPTION—BRAND NAME AND MODEL	UNIT PRICE	EXTENSION
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TO CLAIM SMALL BUSINESS PREFERENCE your firm must be approved by the Office of Small & Minority Business. Questions regarding Small Business Preference approval should be directed to the office at (916) 322-5060. The Small Business Preference is for California based small businesses only.

Contractor agrees to supply at sites designated by the State, and to sell to the State, and the State hereby intends to purchase from the Contractor, in accordance with the General Terms and Conditions, all those office supplies in varying quantities. In addition, Contractor agrees to provide to the State all those products and services specified in all Riders and Addenda attached to this contract, and in accordance with any provisions contained therein. The term of this contract shall be from 7/18/01 to 7/17/04 *

IFB DGS-0025 and Contractor's responding bid are hereby incorporated by this reference and made a part of this contract.

* The State has the unilateral option of extending the contract for 2 additional one-year periods.

The undersigned offers and agrees if this bid be accepted within 45 calendar days from the date of opening, to furnish all of the items upon which prices are quoted, at the prices set opposite each item, delivered at the designated point(s) by the method of delivery and within the time specified above and subject to the attached General Provisions. **DECLARATIONS UNDER PENALTY OF PERJURY** By signing below, with inclusion of the date of signature, the undersigned bidder **DECLARES UNDER PENALTY OF PERJURY** under the laws of the State of California as follows: (1) **(STATEMENT OF COMPLIANCE)**. The undersigned has complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code Section 8101, and such declaration is true and correct. (2) The National Labor Relations Board declaration set forth in Paragraph 18 of the General Provisions is true and correct. (3) If a claim is made for the small business preference, the information set forth above is true and correct.

BIDDER MUST COMPLETE THE FOLLOWING IN FULL

Name and Title (Type or Print)	Firm
Rita Chamberlain, District Sales Manager	Boise Cascade Office Products Corporation
Signature	Street Address
<i>Rita Chamberlain</i>	1555 River Park Dr., #211
DATE	TELEPHONE
4/10/01	(916) 922-3053
FEDERAL EMPLOYER IDENTIFICATION NUMBER	City State Zip Code
82-0477390	Sacramento, CA 95815 X6733

