



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

TO: All Department Requisitioners and Approvers

FROM: Vallie M. Ferraraccio, Director of Purchase

DATE: 01-06-2026

SUBJECT: **2026 OFFICE SUPPLY VENDOR LISTING FOR USE WITH P CARDS**



To All Requisitioners:

When making purchases using a Procurement Card (“P-Card”) or Purchase Order (“PO”), the Staples NYS contract pricing must be followed. You are following NYS Municipal Law 103 if you purchase any item from another current contract that has a price less than the Staples’ contract price. However, you are not compliant with the law if you purchase any item that is more than the Staples’ contract pricing. This is what they call the OGS or LESS rule. Your attention to these matters is important for both legal compliance and the success of the County’s P-Card program. If you choose to use your P-Card for the purchase of office supplies that will amount to over \$5,000 annually, it is imperative that you follow the rules and regulations set forth of NYS Municipal Law 103, and 104b. The P-Card provides more flexibility with more responsibility. The onus is upon each department to know which contract and their effective term dates before engaging.

Vendors must honor the bid price when using the P-Card or purchase order. No fees are permitted that would change the bid price. If items are available through existing contracts, Purchasing will not approve purchases of the same item from Amazon.

Office Depot, Staples and Eatons have many products within their catalogs. **NOT ALL ARE CONSIDERED OFFICE SUPPLIES** that are procured using G/L 505000. Chairs, tables and desks are considered office furniture which are procured using G/L 561420. You will also see printers and various computer equipment which are procured using G/L 561410. Items bought using these G/Ls need multi-level approvals and should be processed on an SAP requisition.

It is important to follow the card posting process established by the Comptroller's Office in a timely manner so that the funds are properly encumbered and your budget reports accurately reflect available balances. If you do not have a P-Card or are more comfortable using the PO method, enter your requisition and follow the MIGO process.

Please review the contracts below. If you have any questions, do not hesitate to contact Purchasing at 858-6395.

Current contract listing:

VENDOR #109602
EATONS OFFICE SUPPLY
PER OMNIA PARTNERS CONTRACT #158058
CONTRACT TERM THROUGH 9-30-27

WEBSITE: eatonofficesupply.com
CONTACT: TOM DINUNZIO tdinunzio@eatonofficesupply.com

VENDOR #172476
ODP BUSINESS SOLUTIONS
CITY OF TAMARAC, FL CONTRACT #19-12R
CONTRACT TERM THROUGH 10-13-27

WEBSITE: odpbusiness.com
CONTACT: JONATHAN GOSNEY jonathan.gosney@odpbusiness.com

VENDOR #120923
STAPLES CONTRACT & COMMERCIAL
NYS CONTRACT PC70429 <https://ogs.ny.gov/award-23273> Group 23000
CONTRACT TERM: THROUGH 7-25-27

WEBSITE: staplesadvantage.com
CONTACT: DANIELLE FEHER danielle.feher@staples.com

NOTE FROM STAPLES: If the items are contract items for NYS we cannot process any order under \$25. If the items are non-contract items and the order is under \$25, we can process the order with a \$5.99 charge. If the PO has mixed contract and non-contract items, they will fall into separate orders, one for contract items and one for non-contract items and follow the guidelines above.

REV. 1-15-26