



**SUNY ORANGE**

[WWW.SUNYORANGE.EDU](http://WWW.SUNYORANGE.EDU)

115 SOUTH STREET, MIDDLETOWN, NEW YORK 10940 (845) 344-6222  
ONE WASHINGTON CENTER, NEWBURGH, NEW YORK 12550 (845) 562-2454

February 12, 2026

*Sent via DocuSign on February 12, 2026*

Jennifer Jimenez  
Senior Sales Contract Manager, Public Sector Cooperatives  
6600 North Military Trail  
Boca Raton, FL 33496

RE: OCCC-2026-21 Higher Education Office Supplies (24COR-065)

Dear Ms Jimenez:

We are pleased to inform you ODP Business Solutions LLC is the awarded vendor for the above-mentioned bid.

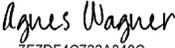
The initial term of this contract is for three (3) years. Upon mutual agreement, the contract may be renewed by the College for up to two (2) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of five (5) consecutive years.

SUNY Orange and Participating Agencies will issue Purchase Orders on an as needed basis throughout the contract period. Invoices for SUNY Orange should be emailed to [accountspayable@sunyorange.edu](mailto:accountspayable@sunyorange.edu). Participating Agencies will provide their own billing instructions as orders are placed.

Submit Certificates of Insurance to [purchasing@sunyorange.edu](mailto:purchasing@sunyorange.edu) and continue to submit during the contract period.

Please let us know if you have any questions, we look forward to working with you.

Sincerely,

DocuSigned by:  
  
7E7DFACT722A848C...  
Agnes Wagner  
Comptroller

Acknowledge Notice of Award:

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

cc: File