



**The Home Depot U.S. Communities Partnership
MRO Contract #05091 FAQ**

1. Do we need to contact ABA regarding contract labor over \$20,000?
Yes if your agency is under ABA guidelines. Please contact them at 501-682-1833.
2. Our agency doesn't have p-cards. Can we still sign up with Home Depot?
Yes. Your agency can register for a commercial account with Home Depot. These purchases will be tracked for rebate incentives. Please visit our website at:
http://www.arkansas.gov/dfa/procurement/pro_contracts_coop.html#maintenance. Click on "The Home Depot: Commercial Account Instructions" for more information on how to register.
3. Are any commodities restricted on this contract?
Yes. Due to statewide contracts you can not purchase air conditioners, heat pumps, lamps, or lamp ballasts.
4. Is the contract mandatory?
No. The contract is not mandatory.
5. I need to buy an item in bulk. Does Home Depot have any way to help get our agency a better price?
Yes. Home Depot has a bid room that will source the products you need while obtaining the best price. The only requirement is that your order be at least \$2,500. Please visit <http://contractorservices.homedepot.com/BidRoom/> for more information.
6. When do we receive our rebates?
Rebates will be mailed to the Office of State Procurement no later than 60 days after the last day of the calendar year. Once we receive the rebate check we will disburse the payment to respective agencies.
7. Can I receive the online pricing discounts in-store?
No. Those discounts are for online purchases only.
8. We set up our Home Depot Commercial Account. How can we start making purchases?
You will need to cut a PO for the items you need to buy. Take that PO to any Home Depot stores "Contractor Desk." They will enter your PO, gather the needed materials, and cut an invoice for you to take back to your agency.

9. Do we set up an account for each p-card?
No. You can add up to 1,000 p-cards to each account.

10. Do I still qualify for my p-card rebates if I receive a Home Depot rebate?
Yes. You can receive rebates on your Home Depot purchases as well as your p-card charges.

11. What program code do I enter when registering for a username and password?
Please use the code "usc."