

CONTRACT SUMMARY INFORMATION

SUMMARY: To purchase MRO Products at reduced prices.

Purchase is made in accordance with the terms and conditions of Lee County Solicitation # N-120108.

Quote No.:N-120108

Project Title: MRO PRODUCTS FROM FASTENAL COMPANY

Purchasing Agent: KATHY CICCARELLI

Start Date: OCTOBER 1, 2012

Expiration Date:

Board Date: NA

Blue Sheet No.: NA

Term:

Renewal Options:

Address Book No.: 101636

Awarded Vendor: FASTENAL

Fastenal

6320 Metro Plantation

Fort Myers, Fl 33966

Phone: 239-768-9453

Fax: 239-768-9653

E-mail: flftm@stores.fastenal.com

Local Business Tax No. 9701336

Fastenal

7600 Alico Rd. Units 7-9

Fort Myers, Fl 33912

Phone: 239-461-9522

Fax: 239-461-9524

E-mail: flft2@stores.fastenal.com

Local Business Tax No. 0505145

Fastenal

954 NE Pine Island Rd. Unit A/B

Cape Coral, Fl 33909

Phone: 239-772-0459

Fax: 239-772-2183

E-mail: flcap@stores.fastenal.com

Local Business Tax No. 0400389

Signing In:

1. Go to www.fastenal.com
2. At the top of the page is an icon of a Key with Sign In after this click on the icon
3. Enter in your user name and password that are in **bold** above. Everything is lower case.
4. You are now signed in and your pricing is visible for your account from here.
 - This pricing is typical pricing for quantities of 1. If you are looking for more than 1 piece of an item please contact myself or your local store and we will hopefully be able to get a volume discount as those are today not viewable online.

Changing your User Name & Password

1. Once you are signed in click on the icon for My Account.
2. This will bring you to a new screen. On this new screen on the right side is a header for Users and Permissions. Click on this link.
3. Click on your user name **kciccarelli** to edit this account
4. Your user name and password are now able to be changed. Delete the both of the old passwords and enter your new choice. Password must be more than 4 characters long.
 - To Change your Username simply delete your current user name and reenter your new selection.
5. Once your password has been changed click on the Save Changes button at the bottom of the page.

Adding Additional Users

1. From you're My Account screen on the right hand side click on Users & Permissions
2. Click New User
3. Now you are able to add the new users Name, address, email, phone, user name, & password
4. Select their security levels
5. Choose their purchasing level option
6. At the bottom if this is individual is not an administrator, you must select someone who is an administrator who will be their request approver.
7. Click Save Changes
8. Repeat for as many users as needed

Adding Additional Shipping or Billing Locations

1. From you're My Account screen on the right hand side click on Shipping Addresses
2. Click on New Address
3. First decide if you want this as your default location and/or if you want this address public so other users could see this.
4. Under Location Alias give a name to this location you are adding
5. Enter all of this address information
 - a. As you are entering the city's name you will need to click on the name from the options given
6. Click on Save Changes and you are now complete

Searching by Vendor Number/Competitor part Number/Fastenal part Number/Product Description

1. In the upper right corner of most any screen there is a text box followed by a magnifying glass.
2. In this text box you are able to type in vendor part numbers.

Sample: Vendor Part #: **D248-8.**

This will bring you to selections of parts that are associated by the vendor number.

Sample: Grainger Part #: **1P454**

This will bring you to either the same products as the part number you entered

Sample: Fastenal Part #: **50505**

Brings you to the products description page for this part number

Sample: Wedge anchors

Brings you to a page with all wedge anchors available. On the left you are able to narrow the search criteria.

I hope this helps you to familiarize yourself with how our website operates. We are always adding vendor and competitor cross reference part numbers to the system. So just because a part number you enter is not crossed does not mean that it will not be done in the near future. This is where our local stores expertise will come in and assist you as well. I look forward to hearing back from you and always appreciate customer feedback when it comes to the website as we are always looking for ways to make this is as user friendly as possible.

Donald Heckman

State of Florida Government Specialist

Fastenal Industrial & Construction Supplies

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