



COMMUNICATIONS ALERT

March 8, 2018

The Georgia Department of Administrative Services, State Purchasing Division, announces an amendment to the statewide contract for **General Office Supplies, Paper and Toner (99999-001-SPD0000103-0001)** with **Staples Contract & Commercial, Inc.** The contract has been amended to add specific Furniture Items under \$100.00 on the attached document. These items will become available for sourcing on **March 15, 2018**. The current contract term is **July 7, 2017** through July 6, 2018. This contract remains available as a **Convenience Contract**.

Special Note: Some of the specified furniture items under \$100.00 will be "DROP SHIP" from a wholesaler or directly from the manufacturer and some may require assembly.

The supplier's information is below:

Staples Contract & Commercial, Inc.
6600 Peachtree Dunwoody Rd., NE
Building 600, Suite 400
Atlanta, GA 30328

Lamar Huff, Senior Account Manager
Telephone Direct: (706) 616-4221
Fax: (508) 382-5487
Email: Lamar.huff@staples.com

This contract is currently established within Team Georgia Marketplace™. Contract information, including the Information and Benefit Sheet, can be found on the Supplier's Contract Summary Page located within Team Georgia Marketplace™ found on the DOAS State Purchasing Website.

For direct access to the site, [click here](#) and login using the Guest Credentials: **tgmguest**. Proceed to the **Catalog and Contracts** (located in the Menu Bar) **Search for Contract** [Enter Contract Number or Supplier Name]. Additionally, if you are:

- A Registered State Agency User you can access this information using the Virtual Catalog link located within PeopleSoft.
- A Registered Technical College Shopper can access this information by [clicking here](#) and entering their login credentials.
- A Registered Window Shopper can access this information by [clicking here](#) and entering the credentials provided during registration.

WHAT DO AGENCIES NEED TO DO? Please share this information with all parties involved in purchasing Office Supplies, Paper and Toner.



Nathan Deal
Governor

Shawn Ryan
Commissioner

QUESTIONS: If you have any questions, please contact the Contract Management Specialist:

Marjorie Sims

Contract Management Specialist

State Purchasing Division

Phone: (404) 657-5451

Email: marjorie.sims@doas.ga.gov

For Team Georgia Marketplace™ question(s), please contact the help desk:

Procurement Help Desk

Phone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov