



COMMUNICATIONS ALERT

March 7, 2019

The Georgia Department of Administrative Services, State Purchasing Division, announces the price increase on all **core items** offered under the statewide contract for **Hospitality and Personal Paper Products Statewide Contract (99999-SPD-SPD00000151-0001)**, with **Southeastern Paper Group, Inc.** The effective date of this price increase was **March 1, 2019**. This contract remains available as a **Mandatory Contract** for the supplier.

The supplier information is below:

- **Southeastern Paper Group, Inc. (99999-SPD-SPD0000061-0002)**
2400-A Sullivan Road
College Park, Georgia 30337

Shivon Mitchell
Bidding Specialist
Direct: 1-800-858-7230 Ext.2124
Mobile Phone: 678-871-6713
E-mail: shivon.mitchell@sepapergroup.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 ensure that all requisitions concerning Southeastern Paper Group (**SWC#99999-SPD-SPD00000151-0001**) are sourced to a PO and dispatched by **5 PM on February 28, 2019**. Any open Requisition, or Purchase Order not sourced or dispatched to the vendor of the above contract by **5 PM on 2/28/19**, will be cancelled.

QUESTIONS: If you have any questions, please contact the contract administrator:

Latrice Njee, GCPA, GCPM
Contract Management Specialist
State Purchasing Division
Phone: (404) 656-5452
Email: latrice.njee@doas.ga.gov

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



Brian P. Kemp
Governor

J. Alexander Atwood
Commissioner

Procurement Help Desk

Phone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov