



Brian Kemp
Governor

J. Alexander Atwood
Commissioner

COMMUNICATIONS ALERT

March 26, 2020

The Georgia Department of Administrative Services, State Purchasing Division, announces a new statewide contract for **General Office Supplies (99999-SPD-SPD0000167-0001)** with **Staples and (99999-SPD-SPD0000167-0002)** with **My Georgia Office Products, LLC.** effective April 1, 2020. This is a **Convenience Contract**, that will be in place for a base term until March 31, 2023. This new contract replaces the existing statewide contract, General Office Supplies (99999-001-0000103-0001). The existing contract expires on March 31, 2020. This contract will be available for all state entities and for other governmental entities, such as state authorities, local government, municipalities, cities, townships, counties and other political subdivisions within the state of Georgia. The suppliers' information is below:

Staples Contract & Commercial, Inc.
500 Staples Drive
Framingham, MA 01702
lamar.huff@staples.com

My Georgia Office Products
1325-A Oakbrook Drive
Norcross, GA. 30093
cjones@mintonjones.com

Please ensure that all Requisitions under statewide contract 99999-SPD00000103 are sourced to a PO and dispatched by Monday, March 30th no later than 5:00 p.m.

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: **tgmquest**. 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.

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

Eric Mercier

Contract Specialist Manager, State Purchasing Division

Email: eric.mercier@doas.ga.gov

Telephone: (404) 463-1540

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

Procurement Help Desk

Telephone: (404) 657-6000

Fax: (404) 657-8444

Email: procurementhelp@doas.ga.gov