



Nathan Deal  
Governor

Shawn Ryan  
Commissioner

---

## COMMUNICATIONS ALERT

**May 3, 2018**

The Georgia Department of Administrative Services, State Purchasing Division, announces the following statewide contracts will expire on **May 31, 2018** and will not be extended:

<u>Contract Name</u>	<u>Contract Number</u>	<u>Supplier</u>
Capitol Hill Mailroom Management & Courier Services	99999-215-DAS0000048-0001	Ricoh USA
Presort Mail & Fulfillment Services	99999-001-SPD0000051-0003	Dependable Mail Services

Please be advised that to ensure delivery of services, under these contracts, all purchase orders must be dispatched to the respective supplier by **April 30, 2018**.

Should your entity have a need for these services, beyond May 31, 2018, please procure the service in compliance with the established Order of Precedence. An available option is the Georgia Technology Print to Mail Agreement. This contract number is 164-MFP-XEROX.

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

**Dr. Carl A. Hall**

Contract Management Manager  
Strategic Sourcing - State Purchasing  
Phone: (404) 657-4254  
Email: [carl.hall@doas.ga.gov](mailto:carl.hall@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](mailto:procurementhelp@doas.ga.gov)