



Nathan Deal
Governor

Shawn Ryan
Commissioner

COMMUNICATIONS ALERT

(NOTICE: IMPORTANT ANNOUNCEMENT)

July 19, 2018

CONTRACT RENEWAL

The Georgia Department of Administrative Services, State Purchasing Division announces the renewal of the convenience statewide contract for **General Office Supplies, Paper and Toner (99999-001-SPD0000103-0001) with Staples Contract & Commercial, Inc.** for an additional year. The new contract term is **July 7, 2018** through July 6, 2019.

PRICE CHANGES

This renewal is associated with price changes that will become effective September 1, 2018 as summarized below:

Price Change Summary		
Product	Price Increase %	Product Additions
All Core Office Products Items	2.36%	NO
21 Core Copy Paper SKUs	9.21% to 12.36%	NO
103 Core New Toner SKUs	2.31% to 9.94%	YES

ACTION REQUIRED BY END USERS

All Purchase Orders and Requisitions utilizing the existing pricing for General Office Supplies, Paper and Toner MUST be dispatched by AUGUST 31, 2018.



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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) then **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.

Orders may be placed by using the ordering instructions listed on the SWC information sheet.

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

Marjorie Sims

email: marjorie.sims@doas.ga.gov

Telephone: 404-656-5451

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

Procurement Help Desk

Telephone: 404-657-6000

Email: procurementhelp@doas.ga.gov