



Department of
Administrative Services

Customer Focused, Performance Driven

Nathan Deal
Governor

Sid Johnson
Commissioner

COMMUNICATIONS ALERT

February 11, 2016

Please be advised that pricing on 5358 items on the **General Office Supplies, Paper and Toner Statewide Contract (99999-001-SPD0000103-0001)** will increase on **February 22, 2016 at 8:00 a.m.** This contract is with **Staples Contract & Commercial Inc.**

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.

The affected items are available in the Team Georgia Marketplace Virtual Catalogs by punch-out. Specifically, this change will result in a 2% price increase for the Core Items in the General Office Supplies and the New Toner category and a 1 % price increase for the Core items in the Paper category.

Please ensure all Staples Contract & Commercial Inc. requisitions are sourced to a PO and dispatched by Friday, February 18, 2016 at 3:00 p.m. Any open Requisition or PO not dispatched to Staples Contract & Commercial Inc. by 3:00 p.m. on February 18, 2016 are requested to be cancelled by the end user from further processing.

WHAT DO AGENCIES NEED TO DO? Please share this information with other procurement professionals in your organization.

QUESTIONS: If you have any business questions concerning this change, please contact the Associate Category Manager below:

Lazerick Russell, MBA, GCPA
Associate Category Manager
State Purchasing Division
Phone: (404) 656-1786
Email: lazerick.russell@doas.ga.gov



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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