

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-694

**DATE:** June 25, 2007

**SUBJECT:** Use of Contractor Representative

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES**

Hal Bartley  
Purchasing Officer 2  
(518) 474-6705  
[hal.bartley@ogs.state.ny.us](mailto:hal.bartley@ogs.state.ny.us)

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

When opening a new account for Telecommunications Equipment or Services, and identifying the contract you will be using, it is imperative that you first contact the **Contractor** Representative listed on the OGS Website for that contract. Although this Representative may refer you to someone else in their organization they will ensure that your account is set up properly, that you receive the appropriate New York State Contract rates and any applicable terms and conditions of the contract.

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