

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

## PURCHASING MEMORANDUM

### GENERAL INFORMATION BULLETIN

**NUMBER:** CL-771

**DATE:** October 23, 2012

**GROUP:** 75525 – Printers, Peripherals, Accessories  
and Related Services  
  
22424 - Copiers (Analog and Digital), Digital  
Duplicators, Color and Wide Format

**PLEASE ADDRESS INQUIRIES TO:  
OFFICE EQUIPMENT CONTRACT**  
Strategic Sourcing Team  
Office Equipment  
[SST\\_off\\_equip@ogs.ny.gov](mailto:SST_off_equip@ogs.ny.gov)

**PRINTER AND COPIER CONTRACTS**  
Terry Deere-Riley  
Purchasing Officer 1  
(518) 474-2717  
[terry.deere@ogs.ny.gov](mailto:terry.deere@ogs.ny.gov)

**SUBJECT:** EXPIRATION OF PRINTER AND COPIER CONTRACTS

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

Please be advised that the following contracts will expire conterminously on December 9, 2012.

Printers, Peripherals, Accessories and Related Services  
[http://www.ogs.ny.gov/purchase/snt/lists/gp\\_75525.asp](http://www.ogs.ny.gov/purchase/snt/lists/gp_75525.asp)

Copiers (Analog and Digital), and Digital Duplicators, Color and Wide Format  
<http://www.ogs.state.ny.us/purchase/spg/awards/2242401649CAN.htm>

OGS has identified this contracting area for a new, strategically sourced Office Equipment Contract, which is currently in process. The resulting Office Equipment Contract is expected to be in place before the expiration of the existing Printer and Copier Contracts and will include models that meet the majority of authorized user needs. The new contract **will not** include accessories, consumables, parts or maintenance for legacy equipment. Executive State Agencies are encouraged to contact the SST Agency Buy Desk ([SST\\_agencybuydesk@ogs.ny.gov](mailto:SST_agencybuydesk@ogs.ny.gov)) prior to making any purchases for requirements that are not covered by the new Office Equipment Contract.

In the event of a lapse in contract coverage, authorized users are advised that it will be necessary to procure needed products and services through existing State contracts when available (such as the Miscellaneous Office Supplies and Equipment Maintenance Program (EMP) Contracts noted below), on the open market, or through other procurement alternatives once the Printer and Copier Contracts expire. All such procurements should be made in accordance with applicable guidelines and statutory requirements.

Miscellaneous Office Supplies  
<http://www.ogs.ny.gov/purchase/spg/awards/2300021030CAN.HTM>

Equipment Maintenance Program (EMP)  
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7900021988can.htm>

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It is also recommended that authorized users register for the OGS Purchase Notification Service (PNS) under Classification Codes 43 and 44 or update their existing information registration to include these classification codes accordingly in an effort to stay informed should OGS release subsequent information in this area.

OGS Purchase Notification Service (PNS)

<http://www.ogs.ny.gov/PNS/default.asp>

All inquiries regarding the Office Equipment Contract should be directed to the Office Equipment Strategic Sourcing Team at the email address above. All inquiries regarding the Printer and Copier Contracts should be directed to the Purchasing Officer of those contracts.

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