

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-775

DATE: December 6, 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

PRINTER AND COPIER CONTRACTS
Terry Deere-Riley
Purchasing Officer 1
(518) 474-2717
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SUBJECT: SECOND UPDATE ON 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 and at that time there will be a lapse in contract coverage for these areas:

Printers, Peripherals, Accessories and Related Services
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 accepted proposals for a new, strategically sourced Office Equipment Contract. Until new Office Equipment Contracts are issued, 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. 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>

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

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