



STATE OF ARKANSAS
**Department of Finance
and Administration**

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Memorandum

To: State Agencies, Boards and Commissions, Colleges and Universities
Co-op Purchasing Program Participants

ATTN: Chief Fiscal Officers, Purchasing Agents and Agency Purchasing Officials

From: Joseph A. Giddis

Date: April 10, 2006

Subject: **Office Supplies Contract #42595—User Guidance**

This memorandum establishes guidance on the use of the Office Depot contract. This guidance will be reviewed and updated as necessary.

The items listed below are reclassified as “optional” purchases – to allow agencies to purchase these items, from the office supply contract, various mandatory or permissive State contracts or other providers:

Computer and computer related products including:

- All computers and notebooks
- Monitors
- Peripherals (keyboards, mice, speakers, etc.)
- Printers
- Readers (DVD, etc.)
- All drives (storage, flash, hard-drive, etc.)
- Switches
- Routers
- Print Servers
- Modems
- Scanners

Other non-mandatory purchases:

- Services
- Food/water
- Furniture (desks, credenzas, chairs, filing cabinets, etc.)
- Appliances (refrigerators, coffee makers, etc.)
- Fax machines
- Medical supplies
- Cleaning supplies

Line Item Exemption

This agreement includes an exemption that authorizes an agency to seek competitive bids on any single line item when the dollar amount of that item either: a) exceeds \$5,000 when the contract unit price per each is less than \$5.00 or b) exceeds \$10,000 when the contract unit price is equal to or greater than \$5.00. Requests for quotations must specify the exact line item from the Office Depot contract, but may include "or equal" language. Opportunity to bid must be afforded to the current office supply contract holder. Any resulting award must be made to the lowest responsible, responsive bidder, but in no case may such award be made when the cost exceeds the unit price available on the current State Office Supply contract.

Restricted Item Purchases

The office supply contract consists primarily of items available from Office Depot's merchandise catalog. Some of the items such as envelopes, paper and computer accessories are also available from other mandatory state contracts currently in existence. State agencies are advised to check existing mandatory contracts first and to purchase items from those contracts before purchasing like items from this agreement.

Those State entities which have existing office supply contracts with other vendors will transition to the State Office supply contract as their current contracts expire.

A specific exemption is granted for those State agencies which use minority vendors certified by the Arkansas Department of Economic Development for the purpose of meeting Executive Order goals for minority purchases. MBE certification may be verified at: http://www.1800arkansas.com/small_business/

In accordance with Section 19-11-223 of the State Procurement Law, Colleges and Universities may request exemption from the contract by providing substantial economic justification to OSP.

College and University book stores not privatized may use the contract.

"Office Essentials Catalogue" refers to an Office Depot catalogue. It does not refer to any office supply vendor.