



BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

IMPORTANT BULLETIN

TO: All State Agencies and Political Subdivisions
Attention: Purchasing Departments

FROM: Denise Lea
Denise Lea
Director of State Purchasing

DATE: March 1, 2009

RE: **New Office Supply Catalog Contract Award / Effective April 1, 2009
Corporate Express / Contract No. 407853**

The new Office Supply Catalog Contract with Corporate Express (now a Staples Company) is effective April 1, 2009. Please discontinue using Contract No. 405577, the 2008 catalog, CD-ROM's, and Excel Spreadsheets at the close of business on March 31, 2009. Orders placed against the 2008 Contract/Office Supplies Sourcebook shall be dated not later than March 31, 2009 and will be granted a maximum grace period for receipt at Corporate Express through April 17, 2009.

Corporate Express will be distributing the new 2009 Office Supplies Sourcebook beginning the week of March 20, 2009. If your agency does not receive the 2009 Office Supplies Sourcebook or if you prefer the electronic version, or need additional copies, please call a Corporate Express customer service representative at 1-800-511-3142.

CORE LIST EXPANSION:

The "core list" has been expanded from 310 to 819 items. Items on the core are brand specific, the most frequently purchased, net priced, and are discounted up to 94%. Both AGPS (Automated Governmental Purchasing System) and eCat will be updated effective April 1, 2009. Non-AGPS users may access the Core List from the Office of State Purchasing's website at www.doa.louisiana.gov/osp; click Contract Search; enter Contract No. 407853; click Find It; under Results click on the contract number; if you want to print or view the entire contract, scroll to bottom and click Print the Entire Contract, or to print or view the contract notes, click View Notes.

Users are encouraged to shop the Core List first for your office supply requirements.

BALANCE OF THE LINE:

All non-core items (balance of the contract) have been net priced and may be accessed from the Corporate Express E-Way Louisiana dedicated contract website at **www.eway.com**. The User ID is **la** (lower case) and the Password is **louisiana1** (lower case); or a net pricing file in CD-ROM or an Excel Spreadsheet may be obtained from Corporate Express. The Louisiana dedicated E-way site has a comprehensive search capability located at the top of the website entitled “product search”, which is keyword driven and will display any number of related products for price comparison purposes.

CONTRACT EXCLUSIONS:

All individual items with a net discounted price greater than \$1000 are not eligible for purchase under this contract.

DELIVERY:

Delivery is “just in time” and shall be within three (3) business days after receipt of order. Large/bulk quantities of individual items may require additional time.

All shipments shall be f.o.b. destination (from contractor’s to customer’s location) to the address specified by the customer on the order.

The preferred minimum order amount is fifty dollars (\$50.00).

Please distribute this bulletin to all contract users and if you have any questions concerning the 2009 Office Supplies Contract, please contact Connie Spann, State Purchasing Officer at (225) 342-8043 or email connie.spann@la.gov or Tena Taylor, Corporate Express State Coordinator at (800) 511-3142.

Thank you for your cooperation.