



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP03-08

TO: All Undersecretaries; Purchasing Directors; State Departments, Agencies and Facilities; Colleges and Universities; Boards and Commissions

FROM: Denise Lea, Director

DATE: February 5, 2003

RE: WSCA Grainger Contract

The Office of State Purchasing has entered into a Participating Addendum for the Grainger WSCA contract. All state and local government entities, institutions of higher education, and school districts within the State of Louisiana are authorized to purchase Industrial Supplies and Equipment, Janitorial Supplies and Equipment, Lamps and Light Fixtures under the terms and conditions of this price agreement. All purchase orders issued by purchasing entities with the jurisdiction of this agreement shall include WSCA Contract Number 6416, Louisiana State Contract #405312.

Any single catalog item with a net discount price in excess of **\$1000** cannot be purchased from this contract. Grainger will provide for electronic ordering via Grainger.com at no cost to the ordering agency. No software specialized to Grainger.com will be necessary to access the website. Training to be provided by Grainger to any agency, as needed or requested, during the contract period.

The contract Internet site at www.grainger.com must be accessed through Louisiana's unique account numbers and passwords for contract net discount pricing. Agency account number and passwords can be set up by individual agency personnel, agency section name, office etc.

"LaCarte" may be used when ordering on-line, VIA telephone or on counter sales without the need for duplicate entry or the transaction & associated order processes. Orders must be placed against WSCA #6416's net discounted prices. Grainger account numbers and passwords must be completed prior to an agency submitting an e-order from Internet site.

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“LaCarte” purchases will be limited to contract purchases of \$1000 or less and must be made in accordance with established procedures relative to procurement card use. The procurement card interfaces with AFS and AGPS so confirming orders will not be required.

This contract is Non-Exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

It is the purpose of this non-exclusive, statewide WSCA catalog contract to provide a just-in-time (JIT), one-stop shop for industrial maintenance, repair and operating (MRO) supplies required by facility services and maintenance departments in the fulfillment of their daily operations. This catalog contract is intended to expedite the purchase and delivery of the majority of the immediate MRO needs of general buildings and grounds, trades and work order requests, while producing administrative cost savings afforded by singular system transactions to a one-stop-shop MRO state contract source. Agencies should consider this concept of “total cost acquisition” when utilizing this contract.

This WSCA catalog contract is not intended for bulk or large quantity purchases for warehousing purposes, as even deeper discounts should be achievable through a competitive bid process for these types of purchases.

If you have any questions, please contact Jim Cazes at (225)342-5258 or by email at jcazes@doa.state.la.us.