



*State of Louisiana*  
DIVISION OF ADMINISTRATION  
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO  
GOVERNOR

JERRY LUKE LEBLANC  
COMMISSIONER OF ADMINISTRATION

**MEMORANDUM OSP 04-08**

DATE: April 20, 2004

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

FROM: Denise Lea, Director

RE: Copier Maintenance Contracts for State- Owned Copiers

This memorandum is to advise all State agencies that effective July 1, 2004 there will be no statewide contracts for **one-year** maintenance on copiers. This change is due to the fact that we have encountered very low usage on those contracts. **This only applies to those copiers that were purchased in previous years and were under maintenance contracts that have expired or will expire on June 30, 2004. This is not to be confused with any of the three-year maintenance contracts that will be in effect after June 30, 2004.** Copiers that are presently maintained under the maintenance contracts listed below will be affected. All of these contracts will expire June 30, 2004.

Kodak & Xerox – 405054	Toshiba – 404368 and 405059	Savin - 405387
Imagistics – 404369	Xerox - 404370 and 405060	
Sharp – 404371 and 405058	Minolta – 404372 and 405061	
Canon – 404373, 405056	Konica - 404374	
Gestetner – 404375	Oce' - 404377	
Canon & Oce' - 405055	Ricoh – 405057	

If the estimated dollar amount for the acquisition of copier maintenance is within the agency's purchasing authority, the procurement may be handled at the agency level. Agencies will need to follow the proper purchasing procedures for obtaining maintenance. If the estimated dollar amount exceeds the agency's DPA, a requisition should immediately be submitted to OSP for processing.

If an agency needs help acquiring their copier maintenance, the Office of State Purchasing will be glad to assist. For assistance, please call Mary Randolph at 225-342-8038, or you may email her at [Mary.Randolph@LA.Gov](mailto:Mary.Randolph@LA.Gov).

If you have any questions or need further clarification, please contact this office.