

REVIEW/APPROVAL OF MAILROOM EQUIPMENT

(New 1/86)

All requests for the acquisition of addressing, mailing, or related equipment require the review and approval by Business Equipment Management Services of the Office of Support Services. If the request involves leasing equipment, a lease/purchase approval is needed from the Office of Procurement.

The purpose of the review by Business Equipment Management Services is to ensure the State will obtain the maximum utilization of the proposed equipment.

Agencies requiring addressing, mailing or related equipment must attach an Equipment Request (Mailroom Equipment), Form OSS–BEMS 76, to their purchase requisition and send them to the Office of Support Services, Department of General Services, 3301 "S" Street, Sacramento, CA 95816. A copy of the Property Survey Report, STD. 152, should also be attached if the requested equipment is replacing existing equipment. The Office of Support Services will forward the request to the Office of Procurement for further action.

In order to properly evaluate agencies' addressing or mailing requirements, the Equipment Request (Mailroom Equipment) form should be fully completed. All requests for special features must be supported and justified by detailed explanations of the need for that feature. Samples of work to be performed by such special features are helpful and should be attached to the justification. All requests for a specific make and model (sole source) must be supported as outlined in SAM Section 3555 which governs "Limiting of Competitive Bidding".