



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

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Bulletin #: K-54-12

TO: Purchasing Authority Contacts (PACs)

RE: Termination – Mandatory Statewide Contract 1-10-75-55 for Office Supplies

This broadcast announces the termination of Contract 1-10-75-55 for Office Supplies effective September 28, 2012.

During the absence of an Office Supplies Contract, State departments must use other procurement approaches such as fair and reasonable pricing (under \$5,000.00), the SB/DVBE Option or conducting competitive solicitations to purchase office supplies as outlined in Chapter 4 of the [State Contracting Manual Vol. 2](#). Departments must continue to adhere to all purchasing authority requirements for office supplies purchases.

DGS/PD suggests soliciting an SB/DVBE to obtain your office supplies through fair and reasonable pricing or the SB/DVBE Option. To find a California Certified SB and/or DVBE supplier, visit [DGS/PD eProcurement](#).

If departments wish to purchase office supplies through National Office Solutions, Inc. (a certified SB) after contract termination, the Agency Billing Code and Purchasing Authority Number must be provided on the purchase order (Std. 65). Do not reference contract 1-10-75-55 as it will no longer be a valid contract. The contract catalog website, [calnosi.com](#), will not process orders for departments on or after the contract termination date but will be available to view invoicing and shipment/order status until 12/31/2012.

PACs are advised to notify their accounting divisions of contract termination and to reconcile all undisputed invoice balances within the NET 45 payment terms of the contract.

If you have any questions regarding this notification, please contact:

Mike Murphy
(916) 375-5918
mike.murphy@dgs.ca.gov