

SAM-PURCHASES (Cont.d)

TYPEWRITERS

3674

(Revised 3/89)

All typewriter purchases by the Office of Procurement, Department of General Services, will be made by competitive bid, using State of California Specifications and Qualified Products List, obtainable from the Office of Procurement, Department of General Services. The lowest responsible bidder offering a product listed in the Qualified Products List will receive the contract.

Purchase estimates for manual typewriters will not be approved by the Department of General Services unless the Office of Procurement, Surplus Property Section, certifies on the estimate that substantially comparable used manual typewriters are not available from State Surplus Property stock.

Elite type face permits typing of 20 percent more copy than pica type in the same space, without significant loss of legibility. Therefore, elite type should, in general, be specified in requesting purchase of typewriters. Type larger or smaller than elite should be requested only when the intended use makes such an exception necessary.