



Charlie Crist
Governor
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Director

PURCHASING MEMORANDUM

Memorandum No. 2 (2007-08)

DATE: May 7, 2008
FROM: Laura I. Jennings, Purchasing Manager
SUBJECT: Office Consumable Products

As most of you are aware, the Department of Management Services (DMS) has designated the U.S. Communities/Office Depot contract as the approved alternative contract source for the purchase of office consumables. Although this contract is the **only** approved contract for office consumables, there is no state term contract. Therefore, there is no requirement under section 287.056, Florida Statutes that the Agency purchase only from U.S. Communities/Office Depot.

The Agency may continue to purchase office supplies from other vendors as long as the procurement is in compliance with chapter 287, Florida Statutes, and chapter 60A-1, Florida Administrative Code. These laws require the Agency to competitively procure the purchase of goods/commodities and/or contractual services in excess of \$25,000 unless the purchase is exempt from competitive procurement under section 287.057, F.S., (i.e., state term contract, alternative contract, sole source contract or a contract for a regulated exemption, such as health services, legal services, etc.). The \$25,000 limit also applies to purchases made agency-wide.

In order to ensure that the Agency complies with its statutory mandates, effective immediately, the purchase of office supplies from other vendors other than Office Depot will require the issuance of a direct order in MyFloridaMarketPlace payable by PCard.

Please contact the General Services Purchasing Office or Laura I. Jennings, Purchasing Manager, at (850) 245-7464 if you have any questions or need additional information.

LJJ/

CC: Robert Monroe, General Services Process Manager