



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

January 26, 2010

MEMORANDUM

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Office Supplies

The Purchasing Division is pleased to announce the award of three (3) new contracts for Office Supplies to Metro Office Solutions (formerly My Office Products.com), Office Max and Staples. These contracts are valid January 15, 2010 through January 31, 2013 and are **mandatory use** contracts. Agencies are not authorized to purchase office supplies from any other vendors.

These vendors offer 24 to 48 hour delivery time frames. Most suburban areas will receive delivery within 24 hours while rural areas can expect delivery within 48 hours. These contracts include all office supplies, paper, toner and some file cabinets and chairs.

You may view these contracts and additional information on the Purchasing Division's web site, <http://purchasing.state.nv.us>, by clicking on the "Contract Information" link. If you have any questions, comments or concerns, please contact Gail Burchett at gburchet@purchasing.state.nv.us or (775) 684-0172.

Purchasing 2010-09

Please visit our website at <http://purchasing.state.nv.us>