



division of
**Purchasing and
General Services**

Purchasing Services:

- State Cooperative Contracts
 - Same pricing and terms and conditions that state agencies receive.
 - Already gone through procurement process
 - No need for city to go through own solicitation
 - Over 1200 contracts for most common goods, services, and IT products.
 - Average savings of 30% for product/services.
 - Centralized management by State Purchasing.
 - Issues with contract, pricing, or vendor resolved by State Purchasing.
- Courtesy Posting Services
 - Level 1: State Purchasing posts the solicitation (provide general feedback)
 - Level 2: State Purchasing posts the solicitation and provides a detailed review/feedback of solicitation.
 - Level 3: Purchasing treats you like a state agency.
- Procurement Training

State Mail Services:

- Mail preparation and distribution services.
 - Intelligent inserting
 - Automated inserting
 - Folding
 - Tabbing
 - Address printing
 - Presorting
 - Mail design

State Surplus:

- Online posting of surplus items
- Federal Surplus Property Program
 - Property acquired from various federal agencies and military installations nationally and worldwide. Property is "screened" directly based upon want and need.
 - Item normally available include office furniture, generators, vehicles, boats, power tools, food service equipment, construction materials, clothing, beds, medical equipment, paints and solvents, fire fighting equipment, heavy equipment, etc.

Questions or for more information:

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