



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM OSP 04-09

TO: All State Agencies and Political Subdivisions – Purchasing Departments; Purchasing Directors; State Departments, Agencies, and Facilities; Colleges and Universities; Boards and Commissions

FROM: Denise Lea
Director of State Purchasing

DATE: April 28, 2004

RE: Mailing Equipment Brand Name Contracts

My office will be researching our current brand name contracts for mailing equipment for the upcoming year and may be making changes the next time these contracts are bid or reviewed for renewal. We plan to develop focus groups with our user agencies to discuss possible changes. Please let us know if you would like to participate in this group by contacting Margaret Baird at 225-342-8044 or by E-mail: Margaret.Baird@LA.Gov.

In the meantime, consider the following when making your best value decision for mailing equipment. These topics will be discussed during our focus groups and we invite you to submit other topics for discussion.

- Some of the mailing machine contracts have a combination of purchase with associated maintenance or rental that includes maintenance. Consider the long-term economic impact of rental vs. purchase.
- The availability of LEAF (Louisiana Equipment Acquisition Fund) to State funded agencies for financing equipment over several budget cycles. Payment for financed purchases comes from the rental and lease portion of your budget.
- The future transition to the new Digital IBI (Information Based Indicia) technology.
- The affect of electronic technologies and Internet availability and their impact on the number of first class mail pieces processed by your agency.

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It has been brought to my attention that agencies may be signing vendor's preprinted rental and/or lease forms. Many of these forms contain terms that conflict with state law. I am instructing state agencies not to sign this type of form. A purchase order or contract release order is sufficient for the vendor to determine your intent to be bound by the terms and conditions of our contracts that they have already accepted. No other document is necessary.

We look forward to working with you on these contracts.

c: Bell and Howell
Francotyp-Postalia
Hasler
Neopost
Pitney Bowes