



STATE PROCUREMENT OFFICE

SOLICITATION REQUEST
NO.

PROCUREMENT REQUEST

AzSPO use only

☐ Initials _____☐ Data Entry _____

REQUESTING AGENCY

ADOA

SHIP TO ADDRESS

N/a

DESCRIPTION OF NEED

Need to renew the State-wide contract set for mailroom equipment. The current contract is expiring and a new solicitation is needed to compete the equipment and services.

COMMENTS

WSHA/NASPD Solicitation.

SUGGESTED VENDOR(S)

AGENCY CONTACT

NAME: Stacy Ingalls
PHONE: 602-542-9134
FAX:
E-MAIL: stacy.ingalls@azdoa.gov

BUDGET AMOUNT \$

MANDATORY

- | | | |
|---|---|--|
| <input type="checkbox"/> NEW REQUEST | <input type="checkbox"/> SERVICES | <input type="checkbox"/> EMERGENCY REQUEST |
| <input type="checkbox"/> RENEWAL/EXTENSION | <input type="checkbox"/> COMMODITIES | <input type="checkbox"/> SOLE SOURCE |
| <input checked="" type="checkbox"/> PREVIOUS CONTRACT | <input type="checkbox"/> IT (PIJ APPROVAL ATTACHED) | |
- NUMBER EPS05070 EXP DATE 9/8/2011

SCOPE OF WORK/SPECIFICATION ATTACHED

- ☐ HARD COPY
☐ DISKETTE
FORMAT _____

SIGNATURES

Stacy Ingalls
BUYER/PHONE
S. Buyer

AGENCY HEAD OR DESIGNEE

Distribution

Solicitation file