DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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(PROVISIONAL)

SAAL-PI

SEP 26 2002

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES

SUBJECT: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army

This memorandum mandates use of Department of the Army Blanket Purchase Agreements (BPAs) for the purchase of office products. The effective date of these BPAs is October I, 2002. These BPAs will be hosted on the Department of Defense (DOD) Electronic Mall (EMALL) and can be accessed at: https://emall.prod.dodonline.net/scripts/EMStoresRelatedSites.asp.

Historically, the Army has purchased approximately $100 million in office supplies annually. Many of these purchases are made at full retail price without consideration for the statutory preference to utilize General Service Administration (GSA) schedules. Additionally, many of the purchases ignored the statutory mandate to obtain comparable products available from blind and severely disabled vendors under the Javits-Wagner-O'Day (JWOD) Program. Mandatory use of the Army's BPAs for office products will remedy most of these shortfalls.

Our goal is to standardize the Army's method of procuring office products while offering our requiring activities better prices (by maximizing quantity discounts), delivery of orders as quickly as within 24 hours, and enhancing the Army's commitment to support the JWOD Program. The 12 BPAs identified on the enclosed list were carefully culled from existing vendors on the GSA Federal Supply Schedule, so as to promote the use of small and/or disadvantaged businesses. Last, use of these BPAs will better ensure compliance with the JWOD program, as the suppliers will automatically substitute JWOD products for like commercial products.

These BPAs are mandatory for the purchase of office products using the Government Purchase Card within the Army. Installations (CONUS) that have local (on-site) Self Service Supply Centers - many of which are operated by JWOD-participating nonprofit agencies - will first attempt to fulfill their needs for office supplies there. If the product is not available, the BPAs shall be used. OCONUS locations are to use the BPAs whenever the suppliers can meet their delivery requirements. Government purchase cardholders from other agencies within DoD, i.e., Navy, Air Force, may use these BPAs if they desire.

Offerors may offer their entire commercial catalog but they shall not list commercial products that have been determined to be essentially the same as items available under the JWOD Program, items that do not comply with the requirements set forth in Executive Order 13101, and items that are not in compliance with the Trade Agreements Act.

Consistent with the cardholder's purchase authority, Government purchase cards may be used for transactions under these BPAs. FAR 8.404 and DFARS Subpart 208.4 provides guidance for placing orders against these BPAs. Again, you are encouraged to give preference to small business suppliers on the BPA whenever placing orders.

Point of contact for questions/comments is Bruce E. Sullivan at (703) 681-7564 or e-main bruce.sullivan@saalt.army.mil.

Sandra O. Sieber
Sandra O. Sieber
Acting Director of the Army Contracting Agency

Enclosure

CF: PARCs (w/encl)

Department of the Army (DA) Blanket Purchase Agreements (BPAs) for Office Products

Contractor/POC/Phone	GSA Contract/ Expiration Date	BPA Number/ Business Size
Adams Marketing Associates, Inc. 3995 Deep Rock Road Richmond, VA 23294 Corinne Hoke, 800-322-6082	GS-14F-9734C 28 February 2005	DAKF23-02-A-0054 Small/Woman-Owned
George W. Allen Company, Inc. 5640-J Sunnyside Avenue Beltsville, MD 20705-2213 Mike Tucker, 800-419-3717	GS-14F-0177D 2 February 2005	DAKF23-02-A-0051 Small
BENTCO Office Solutions, Inc. P. O. Box 5613 Chattanooga, TN 37406 Ed Bentley, 423-756-4437	GS-14F-0031L March 2006	DAKF23-02-A-0057 8(a)/SDB/VSDB/Hub Zone
Boise Cascade Office Products 5568 General Washington Drive Suite A-200 Alexandria, VA 22312 Mark Heuer, 703-333-5498	GS-14F-0035K 23 August 2005	DAKF23-02-A-0047 Large
CADDO Design and Office Products 2760 West Fifth Avenue Denver, CO 80204 Clark Tallbull, 303-534-3252	GS-14F-0001L 13 October 2005	DAKF23-02-A-0053 8(a)/Native American
Corporate Express 45449 Severn Way #155 Sterling, VA 20166 David Harris, 800-881-4318 X222	GS-14F-0016L 23 August 2005	DAKF23-02-A-0048 Large
Creative Sales Solutions, Inc. 507 5th Street Macon, GA 31201 Eddie Slocum, 478-738-0296	GS-14F-0027L 1 March 2005	DAKF23-02-A-0056 SDB
Metro Office Products, Inc. 4605 Compass Point Road, Suite B Belcamp, MD 21017 Greg Sheridan, 410-297-6666	GS-14F-0032K 22 August 2005	DAKF23-02-A-0055 SDB

Miller's Office Products 8404 Alban Road Springfield, VA 22150 Wayne Stillwagon. 703-644-2522	GS-14F-0015L 2 January 2006	DAKF23-02-A-0050 Small/Woman-Owned
Office Depot 8870 Greenwood Place Savage, MD 20763 Jeffrey Hawting, 800-890-4914 X7157	GS-14F-0040K 20 September 2005	DAKF23-02-A-0049 Large
Staples National Advantage 45 East Wesley Street South Hackensack, NJ 07606-1498 Don Hamilton, 513-347-9242	GS-14F-0036K 23 August 2005	DAKF23-02-A-0052 Large
Stephens Office Supply 372-C Wythe Creek Road Poquoson, Virginia 23662 Gail Wojciechowski, 757-868-0914 X11	GS-14F-0019L 24 August 2005	DAKF23-02-A-0081 Small