

June 1, 2016

Office Basics  
ATTN: Ray Kendall  
22 Creek Circle  
Boothwyn, PA 19061

Dear Sirs,

The Lancaster-Lebanon Intermediate Unit 13 (IU13) is pleased to inform you that at its regular meeting on April 13 , 2016 IU13 Board of School Directors awarded portions of the Instructional Classroom Supplies Bid #156-003 (ESM Solutions bid #173) to Office Basics, based on the proposal submitted to IU13.

The contract effective start date will be July 1, 2016 with a term of one year, expiring on June 30, 2017.

Congratulations on this award. IU13 and its participating agencies look forward to working with you.

Sincerely,



Steven M. Frey  
IU13, Collaborative and Purchasing Services Manager