



June 29, 2015

Office Basics
ATTN: John Ciatteo
22 Creek Drive
Boothwyn, PA 19061

Dear Sirs,

As per your participation in the Pennsylvania Department of General Services COSTARS Program, the Lancaster-Lebanon Intermediate Unit 13 (IU13) is pleased to continue to partner with you in providing the IU13 Office Supply Procurement Program, as per your COSTARS Contract #004-009.

The contract effective start date is July 1, 2013 with an annual renewal based on Office Basic's continued participation in the PA COSTARS Program.

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

Sincerely,

A handwritten signature in black ink that reads 'Steven M. Frey'.

Steven M. Frey
IU13, Collaborative and Purchasing Services Manager