



March 1, 2023

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 renew the program and continue to partner with you in providing the IU13 Office Supply Program, as per your COSTARS-004-E23-122 Contract.

The contract effective date was July 1, 2013 with annual renewals based on Office Basics continued participation in the COSTARS Program.

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

Sincerely,  
*Steven M. Frey*

IU13 Senior Collaborative Services Manager