



To: Procurement and Contracting Officers

From: Department of General Services
Procurement Division

Subject: Paper Recycled Cut Stock Agency Survey

May 31, 2007

Please forward this letter to your central supply unit or to the appropriate unit responsible for purchasing copy paper.

The State of California, Department of General Services, Procurement Division (PD) is conducting a survey for a potential strategically sourced event for paper. As various current contracts expire in 2007, PD will use your feedback to tailor a sourced statewide contract to meet your agency's needs.

The attached survey will enable PD to determine the products that support the needs of your department. It is important that you provide estimated usage for 1 year as indicated in the attached survey so that accurate data can be collected regarding State usage and spend for paper. Add any information that you feel is important.

Responses are due by close of business (5:00 PM PST) June 12, 2007 by fax to 916-375-4613 or e-mail to Bruce.Fong@dgs.ca.gov.

Please contact me if you have questions or concerns.

Thank you,

Bruce Fong, Contract Administrator DGS/Procurement Division
(916) 375-4468; fax: (916) 375-4522

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Attachment

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