



**Department of General Services  
Procurement Division**

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**Bulletin K-05-12**

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**TO: Purchasing Authority Contacts (PACs)**

**RE: Supplement 4 – Mandatory Statewide Contract 1-10-75-55 for Office Supplies**

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This broadcast announces the release of Supplement 4 to Statewide Contract 1-10-75-55 for Office Supplies.

Supplement 4 contains revisions and updates to the Contract User Instructions in the following areas:

- State Contract Administrator change
- Contract Item revisions
- Attachment B – Post Consumer Recycled Content (PCRC) Certification Workbook revision

Departments are advised to review Supplement 4 for specific changes. In addition, departments should discard previous versions of the Contract User Instructions and replace with the updated Contract User Instructions (rev 1/12/2012) incorporating all changes from Supplement 4.

Supplement 4 and the updated Contract User Instructions (rev 1/12/2012) are available on the Department of General Services, Procurement Division website at:

<http://www.dgs.ca.gov/pd/Programs/Leveraged/contracts/OfficeSuppliesContract.aspx>.

If you have any questions regarding this notification, please contact:

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