



**Department of General Services  
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement and Contracting Officers (PCOs)  
Small Business and Disabled Veteran Business Enterprise Advocates**

**RE: Revision to the Bidder Instructions (GSPD 451)**

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The Bidder Instructions (GSPD-451) were revised effective November 9, 2011.

The language in Item 7 was revised to:

Any reference to brand names and model numbers in the solicitation is intended to be descriptive, but not restrictive, unless otherwise specified.

The revised Bidder Instructions are available at the following Department of General Services, Procurement Division web locations:

- <http://www.dgs.ca.gov/pd/Resources.aspx> under Standard Contracts and Solicitation Documents
- <http://www.dgs.ca.gov/pd/Resources/ModelLanguage.aspx> under Model Solicitation Documents

The revised Bidder Instructions are available in the State Contracting Manual, Volume 2: Chapter 4 Info block 4.B6.0: Bidder Instructions

The revised Bidder Instructions are also available in the State Contracting Manual, Volume 3: Chapter 4, Info block 4.B8.0: Bidder Instructions

State agencies must immediately incorporate the Bidder Instructions, as applicable, into all new and in process solicitations.

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

Office of Policies, Procedures and Legislation  
[PPO@dgs.ca.gov](mailto:PPO@dgs.ca.gov)

