



DEPARTMENT OF GENERAL SERVICES
Executive Office

November 24, 2003

Dear Statewide Office Systems Support Clients:

The Department of General Services, Statewide Office Systems Support (SOSS), formerly known as Office of Machine Repair, has valued its relationship with you and our other customers for the past sixty years. During that time, SOSS has strived to provide cost effective, superior customer service to state and local governments throughout California. Unfortunately, the current budget situation requires many difficult decisions. It is with regret that I notify you that Statewide Office Systems Support was included in the Department of General Services' personnel services reduction plan and will be closing at the end of this calendar year.

Over the next few weeks you will be contacted by Statewide Office Systems Support management to make final arrangements and to answer any questions you may have before our closure on December 31, 2003. For those clients that have contractual agreements with our organization, please consider this your 30-day notice of cancellation. You can direct any immediate comments or questions to Office Chief Sandy Adams at (916) 375-4823 or sandy.adams@dgs.ca.gov.

On behalf of the Department of General Services and the dedicated staff that have provided you service over the years, I want to thank you for your patronage.

Sincerely,

William J. Jefferds Ed. D.
Director, Department of General Services