

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 8, 2012

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

Harry Brown  
Purchasing Officer I  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.ny.gov](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: EXPIRATION OF CONTRACT**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Please be advised that this contract expires on **November 30, 2011**. There will be no replacement contract. Authorized users are hereby advised that it will be necessary to procure needed product either through other State contracts, on the open market; or through other procurement alternatives once the contract expires.

All such procurements should be made in accordance with applicable statutory requirements and purchasing guidelines.

Authorized users are encouraged to review the following contracts for product availability as a possible alternative: A copy of these current Contract Awards may be obtained at the following URL addresses:

Award 20304 – Industrial & Commercial Supplies and Equipment (Statewide)  
<http://www.ogs.ny.gov/purchase/spg/awards/3900020304CAN.HTM>

Award 22298 – Food Household Items, Sundries (Statewide)  
<http://www.ogs.ny.gov/purchase/spg/awards/0245002832CAN.HTM>

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## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** March 31, 2012

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
Purchasing Officer I  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.ny.gov](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JUNE 1, 2012 THROUGH NOVEMBER 30, 2012**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **June 1, 2012 through November 30, 2012**, a price adjustment shall apply to the paper prices of the contract.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification, which lists a revised issue date of **March 31, 2012** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address: <http://www.ogs.ny.gov/purchase/spg/awards/2330020995CAN.HTM>

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services  
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Albany, New York 12242  
<http://www.ogs.ny.gov>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 30, 2011

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
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(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.ny.gov](mailto:harry.brown@ogs.ny.gov)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE DECEMBER 1, 2011 THROUGH MAY 31, 2012**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **December 1, 2011 through May 31, 2012**, a price adjustment shall apply to the paper prices of the contract.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification, which lists a revised issue date of **November 30, 2011** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address:  
<http://www.ogs.ny.gov/purchase/spg/awards/2330020995CAN.HTM>

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services  
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<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** May 31, 2011

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

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**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.ny.gov](mailto:customer.services@ogs.ny.gov)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JUNE 1, 2011 THROUGH NOVEMBER 30, 2011**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **June 1, 2011 through November 30, 2011**, a price adjustment shall apply to the paper prices of the contract.

Authorized users are advised to ensure that they reference the current copy of the Contract Award Notification, which lists a revised issue date of **May 31, 2011** before purchasing from the contract. A copy of the current contract may be accessed at the following URL address: <http://www.ogs.state.ny.us/purchase/spg/awards/2330020995Can.htm>

All other terms and conditions of the original award remain unchanged.

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<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 30, 2010

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**  
**STATE AGENCIES & CONTRACTORS**

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[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE DECEMBER 1, 2010**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **December 1, 2010** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **November 30, 2010** before purchasing from the contract.

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services  
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## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 12, 2010

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
Purchasing Officer I  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Please note the updated contractor contact information for Bunzl Northeast, LLC – Sofco Division below.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC63511 ITEM 1	BUNZL NORTHEAST, LLC SOFCO DIVISION 702 Potential Parkway Scotia, NY 12302	800/836-7632, Ext. <b>19224</b> 518/374-7810, Ext. <b>19224</b> Susan Lawrence Fax No.: 888/749-7632 E-mail: <a href="mailto:scotia_customer_service@bunzlusa.com">scotia_customer_service@bunzlusa.com</a>	205030661

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services  
Procurement Services Group  
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Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** May 28, 2010

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
Purchasing Officer I  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JUNE 1, 2010**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **June 1, 2010** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of **May 28, 2010** before purchasing from the contract.

All other terms and conditions of the original award remain unchanged.

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New York State Office Of General Services  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 20, 2009

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
Purchasing Officer I  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE DECEMBER 1, 2009  
UPDATED CONTRACTOR CONTACT INFORMATION**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **December 1, 2009** a price adjustment shall apply to the paper prices of the contract.

In addition, please note the updated contractor contact information for Bunzl Northeast, LLC - Sofco Division below. Authorized users should make sure they reference the current copy of the Contract Award Notification, which lists a revised issue date of November 20, 2009 before purchasing from the contract.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC63511 ITEM 1	BUNZL NORTHEAST, LLC SOFKO DIVISION 702 Potential Parkway Scotia, NY 12302	800/836-7632, Ext. 11624 518/374-7810, Ext. 11624 Susan Lawrence Fax No.: 888/749-7632 E-mail: <a href="mailto:scotia_customer_service@bunzlusa.com">scotia_customer_service@bunzlusa.com</a>	205030661

All other terms and conditions of the original award remain unchanged.

New York State Office Of General Services  
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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** May 13, 2009

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

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**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JUNE 1, 2009**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **June 1, 2009** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of May 13, 2009 before purchasing from the contract.

All other terms and conditions of the original award remain unchanged.

(continued)

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Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** November 18, 2008

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry Brown  
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(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE DECEMBER 1, 2008**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective **December 1, 2008** a price adjustment shall apply to the paper prices of the contract.

Please make sure you reference the current copy of the Contract Award Notification which lists a revised issue date of November 18, 2008 before purchasing from the contract.

All other terms and conditions of the original award remain unchanged.

(continued)

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** July 31, 2008

**GROUP:** 23300 – PAPER NAPKINS  
(All NYS Agencies & Political  
Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry T. Brown  
Purchasing Officer 1  
(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: CONTRACT ASSIGNMENT**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Pleased be advised that, effective immediately, the contract with Bunzl Distribution Mid-Atlantic, LLC – Sofco Division has been assigned to Bunzl Northeast, LLC – Sofco Division. The updated contract information, including new Federal Identification Number, is listed below.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC63511 ITEM 1	BUNZL NORTHEAST, LLC 702 Potential Pkwy. Scotia, NY 12302	800/836-7632, Ext. 11607 518/374-7810, Ext. 11607 Carolyn DeLong Fax No.: 888/749-7632 518/374-8437 E-mail: <a href="mailto:carolyn.delong@bunzlusa.com">carolyn.delong@bunzlusa.com</a>	205030661

All other terms and conditions of the original award remain unchanged.

This memorandum should be retained and attached to Contract Award Number 20995-RS.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** May 19, 2008

**GROUP:** 23300 – PAPER NAPKINS  
(All State Agencies and  
Political Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

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**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Northeast, LLC - Sofco Division PC63511

**SUBJECT: PRICE ADJUSTMENTS EFFECTIVE JUNE 1, 2008**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

In accordance with the price adjustment clause contained in the contract, effective June 1, 2008 a price adjustment shall apply to the paper prices of the contract.

Please make sure you have the current copy of the Contract Award Notification which lists a revised issue date of May 19, 2008.

All other terms and conditions of the original award remain unchanged.

This memorandum is to be retained and attached to Contract Award Number 20995-RS.

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## PURCHASING MEMORANDUM

### CONTRACT AWARD NOTIFICATION UPDATE

**AWARD NUMBER:** [20995-RS](#)

**DATE:** March 3, 2008

**GROUP:** 23300 – PAPER NAPKINS  
(All NYS Agencies & Political  
Subdivisions)

**PLEASE ADDRESS INQUIRIES TO:**

**STATE AGENCIES & CONTRACTORS**

Harry T. Brown  
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(518) 474-7902  
Fax: (518) 474-5052  
[harry.brown@ogs.state.ny.us](mailto:harry.brown@ogs.state.ny.us)

**CONTRACT PERIOD:** December 1, 2007 to  
November 30, 2012

**OTHER AUTHORIZED USERS**

Customer Services  
(518) 474-6717  
[customer.services@ogs.state.ny.us](mailto:customer.services@ogs.state.ny.us)

**CONTRACTOR/**

**CONTRACT NO.:** Bunzl Distribution Midatlantic, LLC - Sofco Division PC63511

**SUBJECT: UPDATED CONTRACTOR CONTACT INFORMATION**

**TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:**

Please note the updated contractor contact information below for the contract listed above.

<b><u>CONTRACT #</u></b>	<b><u>CONTRACTOR &amp; ADDRESS</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>FED.IDENT.#</u></b>
PC59849 ITEMS 1, 2, & 5	BUNZL DISTRIBUTION MIDATLANTIC, LLC SOFCO DIVISION 702 Potential Pkwy. Scotia, NY 12302	800/836-7632, Ext. 11607 518/374-7810, Ext. 11607 Carolyn DeLong Fax No.: 888/749-7632 518/374-8437 E-mail: <a href="mailto:carolyn.delong@bunzlusa.com">carolyn.delong@bunzlusa.com</a>	232063144

All other terms and conditions of the original award remain unchanged.

This memorandum is to be retained and attached to Contract Award Number 20995-RS.