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July 26, 2006

**PROCUREMENT CIRCULAR NO. 2006-04**

TO: Executive Department Heads  
Chief Procurement Officers

FROM: Aaron S. Fujioka, Administrator 

SUBJECT: Products and Services Available from Hawaii Correctional Industries

The Department of Public Safety's Hawaii Correctional Industries (HCI) offers a variety of products and services for government agencies. The State Procurement Office (SPO) supports these efforts and encourages agencies to purchase HCI's products and services. Studies indicate that nine out of ten individuals who are incarcerated eventually return to society. These purchases enable HCI to expand real-world work opportunities that develop trade and personal skills, strengthening the individual's ability to be productive upon release.

State agencies may purchase the following items directly from HCI.

1. Printing Services (SAForms; DHRD Forms; "Snap-Out" or padded; Executive Letterheads and Envelopes; and Department Letterheads, Envelopes, and Business Cards are currently provided by HCI);
2. Office modular furniture and related components;
- 3.\* File cabinets, steel, vertical and lateral;
- 4.\* Desk-based systems;
- 5.\* Chairs, office, conference, ergonomic;
6. Bedding and mattresses;
7. Garments, textiles and sewing;
8. Furniture refurbishing, refinishing and reconditioning; and
9. Labor services (i.e. building maintenance, demolition, grounds keeping, landscaping, floor waxing, etc.)

\* Although price lists contracts are available for items 3, 4 and 5, you may utilize HCI for these items without the requirement of submitting SPO Form-5.

The HCI catalog is available at <http://www.hawaii.gov/psd/ci.php> and from the HCI sales department. The SPO will advise agencies of any changes to the above listing.

If you have any questions on the HCI products and services, and the work they perform, please contact the HCI sales office at 587-3475.