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April 9, 2019

TO: Executive Departments/Agencies
(Excludes DOE, HHSC)
Office of Hawaiian Affairs
University of Hawaii

FROM: Sarah Allen, Administrator 

SUBJECT: ******NOTICE: 01-15-A******
SPO Price List Contract No. 01-15
LETTERHEAD, ENVELOPES AND BUSINESS CARDS
(IFB-01-042-O)
Price List Contract is continuous

This Notice 01-15-A is to inform the participating jurisdiction/agencies that Hawaii Correctional Industries is not accepting any orders at this time. If an agency/jurisdiction received a quote prior to March 19, 2019, Hawaii Correctional Facilities will fulfill those orders. The current lead time is ten to twelve weeks from the date the final proof is submitted. ***Purchase Orders or Contracts must reflect quotes received prior to March 19, 2019.***

Hawaii Correctional Facilities is tentatively scheduled to resume taking new orders on August 1, 2019. In the interim, agencies are advised to utilize an applicable procurement method and its procedures to purchase letterheads, envelopes and business cards, such as a small purchase or competitive sealed bidding.

If you have any questions, please contact Lori Cervantes at (808) 587-3355 or email lori.m.cervantes@hawaii.gov.