

DAVID Y. IGE  
GOVERNOR



SARAH ALLEN  
ADMINISTRATOR  
BONNIE KAHAKUI  
ASSISTANT ADMINISTRATOR

**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Tel: (808) 587-4700  
email: [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)  
<http://spo.hawaii.gov>  
Twitter: [@hawaiispo](https://twitter.com/hawaiispo)

October 17, 2019

TO:           Executive Departments/Agencies           City and County of Honolulu  
              Department of Education           Honolulu City Council  
              (Excludes Charter Schools)       Honolulu Board of Water Supply  
              Hawaii Health Systems Corporation   Honolulu Authority for Rapid Transportation  
              Office of Hawaiian Affairs       County of Hawaii  
              University of Hawaii           Hawaii County Council  
              House of Representatives       County of Hawaii – Department of Water Supply  
              Senate                       County of Maui  
              Judiciary                   Maui County Council  
                                                  County of Maui – Department of Water Supply  
                                                  County of Kauai  
                                                  Kauai County Council  
                                                  County of Kauai – Department of Water

FROM:       Sarah Allen, Administrator           *Allen*

SUBJECT:   **\*\*\* NOTICE: 15-06-C \*\*\***  
              SPO Price List Contract No. 15-06  
              **COARSE PAPER PRODUCTS – STATEWIDE**  
              IFB-17-007-SW  
              **Office Depot, Inc. contract expires November 30, 2019**

The contract with Office Depot, Inc. will expire on November 30, 2019 for the following items:

- Oahu, Group A – Interfolded Toilet Tissue;
- Hawaii, Group A – Interfolded Toilet Tissue and Group D – Toilet Seat Covers;
- Maui, Group D – Toilet Seat Covers;
- Kauai, Group D – Toilet Seat Covers; and
- Molokai/Lanai, Group A – Interfolded Toilet Tissue, Group B – Toilet Tissue, Group C - Paper Towels, and Group D – Toilet Seat Covers.

Agencies are advised to plan accordingly for a few months until the State Procurement Office secures a Contractor(s) for these items. **Agencies shall place orders on or before November 30, 2019.** Agencies will be required to buy from the best available source using an applicable method of procurement such as small purchases or competitive sealed bidding once the contract expires.

If you have any questions, please contact Carey Ann Sasaki at (808) 586-0575 or [careyann.r.sasaki@hawaii.gov](mailto:careyann.r.sasaki@hawaii.gov).