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February 28, 2023

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

FROM: Bonnie Kahakui, Acting Administrator *Bonnie A. Kahakui*

SUBJECT: ******NOTICE: 22-15-A******
SPO Price List Contract No. 22-15
RFP No. 22001
Document Shredding and Related Services

The State Procurement Office (SPO) Price List Contract No. 22-15 for Document Shredding and Related Services is cancelled effective March 1, 2023. Any purchase transaction via pCard, purchase order or contract is valid if fully executed prior to the March 1, 2023. All other orders are invalid.

For document shredding services by a certified Contractor, departments are advised to utilize an applicable procurement method and its procedures, such as small purchases or competitive sealed bidding, to purchase services for document shredding.

For one-time shredding services that do not require to be performed by a certified Contractor, agency should estimate the number of bankers boxes and ask vendor to provide the equivalent number of bins, and the cost per bin. Departments are informed to review small purchase procedures and the Procurement Circular 2012-04 Instructions, as applicable.

If you have any questions, please contact Matthew Chow at (808) 586-0577 or email matthew.m.chow@hawaii.gov.