

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:** [01301-RS](#)

**DATE:** January 3, 2003

**GROUP:** 50030 - INTERAGENCY MESSENGER  
ENVELOPES (All State Agencies)

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

Louis R. Rendano  
Purchasing Officer II  
(518) 474-5435  
[louis.rendano@ogs.state.ny.us](mailto:louis.rendano@ogs.state.ny.us)

**CONTRACT PERIOD:** November 15, 2001 to  
May 14, 2003

**CONTRACTOR/**

**CONTRACT NO:** Exclusive Envelope Co. - PC58263

**SUBJECT: CONTRACT EXPIRATION**

**TO ALL STATE AGENCIES:**

The above contract for interagency messenger envelopes size 10" x 13" will expire on May 14, 2003 and will not be renewed due to low demand for these envelopes. Agencies utilizing the size covered by this contract are advised to place orders prior to expiration of the contract. After expiration of the contract, agencies may contact vendors for open market purchases in accordance with Procurement Council Guidelines.

Interagency Messenger envelopes, size 10" x 15", with either a string closure or a velcro closure, are available as a preferred source item from the New York State Industries for the Disabled. Information regarding these envelopes may be obtained by calling 800-221-5994.

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## **PURCHASING MEMORANDUM**

### **CONTRACT AWARD NOTIFICATION UPDATE**

**AWARD NUMBER:** 01301-RS

**DATE:** July 15, 2002

**GROUP:** 50030 – INTERAGENCY MESSENGER  
ENVELOPES (All State Agencies)

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

William King  
Purchasing Officer I  
(518) 474-5535  
Fax No. (518) 473-7306  
[william.king@ogs.state.ny.us](mailto:william.king@ogs.state.ny.us)

**CONTRACT PERIOD:** November 15, 2001 to  
November 14, 2002

**CONTRACTOR/  
CONTRACT NO.:** Exclusive Envelope Co. – PC58263

**SUBJECT: CONTRACT RENEWED TO MAY 14, 2003**

**TO ALL STATE AGENCIES:**

This is to advise the above contract has been renewed to **May 14, 2003** in accordance with the option contained in the original Invitation for Bids.

All conditions and prices stated in the original Contract Award Notification document remain unchanged.

This memorandum is to be retained and attached to the Contract Award Notification for Invitation for Bids Number 01301-RS.