



MEMORANDUM

To: Office of State Procurement
State Purchasing Agents
CCi Customers
CCi Sales & Marketing Staff
CCi Manufacturing Staff
CCi Delivery Staff

From: Gailene Zalman, Customer Relations

Date: April 8, 2009

RE: Fiscal Year-End Purchasing

A handwritten signature in cursive script, appearing to read 'Gailene', is written over the 'From:' line of the memorandum.

As June 30 approaches we are reminded through conversation, memo and email to complete our end-of-year purchases from State Price Agreement vendors. Colorado Correctional Industries is your furniture vendor and committed to providing timely delivery of all products and/or services purchased from CCI. We will put forth all efforts to ensure delivery by June 30.

Many of our customers may find that a visit or phone call to our Denver showroom and/or warehouse can provide them with the furniture they need on an instant basis. CCI has a large selection of on-site, available seating products and office furniture. This quick selection also means quick delivery for our customers.

Please note that CCI cannot pre-bill your agency for goods ordered and not received by the end of fiscal year. In order to invoice your agency for end-of-fiscal year orders, CCI must have delivered the products by June 30. You may also contact your agency's fiscal department and/or Purchasing Director to discuss roll-forward procedures; Colorado fiscal rules allowing state agencies to seek approval from the State Controller to carry over unexpended appropriations to a subsequent fiscal year when purchasing from CCI. This process, approved by the State Controller, allows CCI to provide delivery of product within 60 days of the fiscal year-end or sooner (August 30, 2009).

Our CCI sales and service staff are available to assist you with your purchases or answer any questions you may have. Please do not hesitate to call upon us. Attached to this memo is a calendar schedule to assist you in placing your furniture order with CCI in a timely manner. Orders received for product listed after the dates shown, cannot be guaranteed for June 30 deliveries by CCI.

Listed below are the cut-off dates CCI must receive your order by to ensure an end-of- fiscal year delivery of June 30, 2009.

Tuesday, April 21	Specialty Products within: Office Panel Systems Lounge	Bosk Veneer DIRTT Allermuir Falcon Howe Sauder Thonet
Tuesday, May 5	Specialty Products within: Office Seating Filing Systems Lounge Panel Systems	Avalon DarRan Dauphin Tables Bernhardt CZN 4000/4010/4020 series KCH 8011/8012 series Office Specialty IN series Nucraft Patrician SA series SRS series TREQ series Allsteel Concensys Flexstation Inscape Matrix PowerWorks System XXI
Tuesday, May 19	Specialty Products within: Filing & Storage	HON/Allsteel Metal Filing & Desking
Tuesday, June 2	Standard Products within: Furniture Seating	All standard 4 week delivery products, unless noted
<p>If faxing your order, send to: 303.320.1210 You may visit and purchase from our sales showroom/warehouse at: 4999 Oakland Denver, CO 80239 For general sales information: 303.370.2209</p> <p style="text-align: center;"><i>CCi thanks you for your continued support.</i></p>		