



## MEMORANDUM

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

FROM: Cheryl Ahumada, Marketing Coordinator/Customer Relations

DATE: March 4, 2016

SUBJECT: 2016 FISCAL YEAR-END PURCHASING DEADLINES—CCi

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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 24, 2016.

A visit to our Denver showroom and/or warehouse can provide you product on an instant basis. Purchases made through our Quick Ship program also means quicker delivery. You can find information on this option by visiting our web site, [www.coloradoci.com](http://www.coloradoci.com), then find “Denver Showroom” along the left margin of our home page.

Employees of state agencies must receive guidance on complying with payment voucher deadlines from their procurement and accounting offices. Customers who are unsure whether or not roll-forwards will be allowed should contact their procurement and accounting offices. CCI's memo regarding purchasing deadlines is not intended to supersede any guidance from each state agency's procurement and accounting offices.

Because the Office of the State Controller has implemented a ruling which states all year-end invoices must be paid by June 30 (again, check with your procurement and accounting offices to see if this applies to your agency), CCi has moved forward its ordering due dates, to allow for deliveries by June 24, and proper invoicing/receipt of payment prior to June 30. Please refer to the chart attached, for ordering deadlines. CCI cannot pre-bill your agency for goods ordered and not received by the end of fiscal year (June 30, 2016).

CCi Customers

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Your CCi account representative is available to assist with planning needs on any of your office projects to ensure both parties meet the end-of-year deadlines. Please do not hesitate to call upon CCi for assistance or to answer any questions you may have. Attached to this memo is a revised 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 24 deliveries by CCi.

Thank you for your attention to this information.

Attachment (1)



Listed below are the cut-off dates CCI must receive your order by to ensure an end-of-fiscal year delivery of **June 24, 2016**.

**PLEASE NOTE: WHEN PLACING ORDERS, ALL MANUFACTURING LEAD TIMES ARE POSTED ON-LINE AND ARE SUBJECT TO CHANGE. PLEASE CHECK THESE LEAD TIMES IN ADVANCE, TO BE SURE DELIVERIES CAN OCCUR BY JUNE 24. YOU MAY CONTACT YOUR SALES REPRESENTATIVE, GINA CLINE OR KEVIN CONRAD FOR FURTHER INFORMATION.**

**2016 YEAR END PURCHASING DEADLINES FOR CCI PRODUCTS**

DUE DATE	PRODUCT LINE	MANUFACTURER
<b>Friday, April 15</b> (10 weeks prior)	Specialty & Custom Products within: Furniture Office Lounge Panel Systems	Allermuir Bernhardt Falcon Howe Inscape/Office Specialty KI Toggle Tables Thonet
<b>Friday, April 29</b> (8 weeks prior)	Specialty Products within: Office	Allsteel/Barron/Genesis/Portico Avalon Bosk Veneer DarRan Valo Konstrux Tables
	Filing & Storage	Allsteel Metal Filing
	Lounge	Nucraft Patrician Sauder
	Seating Panel Systems	Non-web site orders AIS AO2, Calibrate & Divi Allsteel Systems Flexstation Legion Matrix System XXI
<b>Friday, May 13</b> (6 weeks prior)	Specialty Products within: Filing & Storage	Acclaim Metal Filing HON Metal Filing & Desking
	Office	CCi Reception Tables
<b>Friday, May 27</b> (4 weeks prior)	Standard Products within: Furniture Seating	All standard 4 week delivery products, unless noted

<b>If faxing your order:</b>	303-320-1210
<b>If emailing your order:</b>	<b>Please send to both</b> <a href="mailto:Gina.Cline@state.co.us">Gina.Cline@state.co.us</a> <b>AND</b> <a href="mailto:KevinJ.Conrad@state.co.us">KevinJ.Conrad@state.co.us</a>
<b>If ordering on line:</b>	<a href="http://www.coloradoci.com">www.coloradoci.com</a> . Please submit orders no later than the dates indicated for specific product. Please see note above, concerning lead times.
<b>For general sales info:</b>	Gina Cline (303) 370-2168 OR Kevin Conrad (303) 370-2172

*You may visit and purchase some components directly from our CCI sales showroom/warehouse at:  
 4999 Oakland Street, Denver, 80239*

CCi thanks you for your continued support!