



**Office of the Administrative Director – Financial Services Department**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6<sup>TH</sup> FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

**Terri Gearon**  
FINANCIAL SERVICES DIRECTOR

February 26, 2020

Mr. Ryan Fitzsimons  
VP Business Development  
Biotech Screening, LLC  
4065 Essex Court  
Concord, CA 94521

Dear Mr. Fitzsimons

**NOTICE OF AWARD**

The Judiciary is pleased to award to your company the contract To Establish a Price List for On-site Drug Testing Kits for The Judiciary, State of Hawaii in response to Request for Proposal No. J20342. This award is conditioned upon your executing the attached Agreement (J20342) and providing the required insurance certificate pursuant to Section 3.10 of the RFP, and compliance documents.

The Agreement is to be executed and signed on behalf of your firm only by the officer or officers authorized. Your attention is called to the necessity of having all parties who sign the contract acknowledge their signatures before a notary public.

Please return a fully executed and acknowledged copy of the Agreement, and certificates to this office by **March 9, 2020** to the following address: The Judiciary, State of Hawaii; Financial Services Department, Contracts and Purchasing Branch; 1111 Alakea Street, 6<sup>th</sup> floor; Honolulu, Hawaii 96813-2807; Attn: Ms. Tritia Cruz. To expedite your contract execution please also email a soft copy to [Tritia.L.Cruz@courts.hawaii.gov](mailto:Tritia.L.Cruz@courts.hawaii.gov).

After the contract is signed, you will receive a "Notice to Proceed" that will designate the official start date. This Notice of Award is issued prior to the determination that sufficient funds are available, hence is subject to cancellation if funds are not available. For this reason, the State of Hawaii is not liable for any work, contract, costs, expenses, loss of profits, or any damage whatsoever incurred by your company until the contract has been fully executed by The Judiciary, State of Hawaii and the Notice to Proceed has been given.

We look forward to working with you on this project and should you have any questions concerning this Notice of Award, please call Ms. Tritia Cruz at (808)538-5805, or email [tritia.l.cruz@courts.hawaii.gov](mailto:tritia.l.cruz@courts.hawaii.gov)

Sincerely,

/s/ Terri Gearon  
Terri Gearon  
Financial Services Director