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STATE OF NEVADA
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M E M O R A N D U M

November 19, 2020

TO: All Agencies
FROM: Tammy Westergard, Administrator
SUBJECT: Mail Room Reopened at the Grant Sawyer Office Building

Las Vegas State Mail Service Center staff within the Grant Sawyer Office Building have returned and **normal operations have resumed.**

Important Information:

- Delays in mail from Monday through Wednesday of this week are being processed and **normal operations are reinstated.** It is anticipated that delayed mail will be caught up by Tuesday, Nov. 24.
- The Grant Sawyer Office Building is closed to the public. All incoming USPS Mail, Fed Ex Express, Fed Ex Ground, UPS, and Staples are going directly to our secure loading dock. Mail Services staff are monitoring deliveries and *permitting agencies to retrieve parcels.*
- All mail services are reinstated and available.
- Suite #1200 (Mail Services) within the Grant Sawyer Office Building is OPEN.
- The Carson City mail room has reinstated all outbound to Las Vegas interoffice mailing.
- B2B air service has been restored.

For questions or concerns, please contact:

- Vic Johnson, vjohnson@admin.nv.gov, (702) 461-2549
- James Gast, jgast@admin.nv.gov, (775) 684-1860
- April Sellers, asellers@admin.nv.gov, (775) 684-1864

We appreciate your understanding and cooperation in helping us manage state mail services in this difficult time.