

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

James Gast
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Mail Services Division
mailservices@admin.nv.gov

Carson City Office
720 East 5th Street
Carson City, Nevada 89701-5079
Phone: (775) 684-1860 | Fax: (775) 684-1865

Las Vegas Office
555 E. Washington Avenue, Suite 1200
Las Vegas, Nevada 89101-1087
Phone: (702) 486-2485 | Fax: (702) 486-2648

MEMORANDUM

October 8, 2021

TO: All Agencies
FROM: James Gast, Administrator
SUBJECT: **Carson City Mail Services Division Building Closure**

Due to COVID-19 exposure, the State Mail Services building in Carson City will be closed on Friday, October 8 for cleaning. Agency mailings will be delayed until Monday October 11, at which time operations are expected to resume. Vaccinated staff will be permitted to return to work on Monday; other staff may be required to quarantine or isolate. Staffing levels will determine if delayed mail can be caught up within two to three business days.

Important Information:

- Interdepartmental mail will not be delivered or picked up on Friday, October 8. Staffing levels will determine when interdepartmental mail resumes.
- The Carson City mail room has suspended outbound to Las Vegas interoffice mailing.
- Agencies with individual FedEx accounts may ship mail directly to the intended agency OR to the Grant Sawyer Office building for processing at the address below:
555 E Washington Ave, Las Vegas, NV, 89101
ATTENTION: Vic Johnson, Mail Services
- Accountable mail (all the certified, registered) must be sent from the individual agency; there is no contingency at this time for time sensitive, accountable mail that must be sent by Friday, October, 8th.

For questions or concerns, please contact MailServices@admin.nv.gov.

We appreciate your understanding and cooperation. We will provide more information about mail delays on Monday, when we have a clearer picture of staffing levels.