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PUBLIC WORKS DIVISION

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MEMORANDUM

Date: March 18, 2020

To: State Public Works Division Vendors

From: Ward Patrick, Administrator, State Public Works Division

Re: Vendor Guidance in Response to 2019 Novel Coronavirus (COVID-19)

In an effort to mitigate the possible spread of COVID-19 among state workers, their families, and the general public, State Public Works Division has limited the number of employees in the office and has suspended public facing operations. In order to provide support for immediate needs, while also practicing safe social distancing policies, the Division will be rotating staff and most employees will not be available every day. Please be advised that voicemail and e-mail will be checked intermittently and responded to as soon as possible.

The Division will continue to process essential functions, however, due to the above-mentioned circumstances please be aware that payments may be slower than expected. The state is committed to fulfilling obligations to pay for services rendered (e.g., materials, services, and construction). Due to COVID-19 precautions, payments for materials, services and construction may have delays. The state has personnel in fiscal and project management locations working at a reduced but functioning level.

Thank you for your patience in this challenging time.