

DEPARTMENT OF FINANCE

March 24, 2020

Memo to All Bidders:

The City of Staunton will be performing current Bid Openings **at their normal scheduled dates and times**. However, due to COVID-19, Staunton's City Hall is closed to the public.

If you plan to deliver a Bid for a Bid Opening IN PERSON, please go to the front doors of Staunton City Hall and **call either 540-332-3819 or 540-569-7242** and someone will come to the door to receive your bid. You will not, however be allowed into City Hall.

In order to provide a public bid opening, the City is prepared to host **a Conference Call that will begin promptly at 2:00 p.m. on the date of the bid opening**. Actual opening of the bids will be performed in the Finance department by Chad Horvat, City of Staunton's Finance Business Manager, along with one other person to witness.

Any bidders wishing to attend the bid opening are invited to attend **via Conference Call**. To join the call, please follow the instructions below:

1. At the scheduled date and time, dial in to the conference. **978-990-5000**
2. When prompted, enter the access code followed by the pound or hash (#).
457065#

Thank you for your understanding and patience.



Chad Horvat
Finance Business Manager
City of Staunton