

## EFFECTIVE IMMEDIATELY: BID PROCESS CHANGES DUE TO COVID-19

Due to the current health crisis, the Department of General Services is changing the procedure for bid openings.

1. Bid responses will be received at the time indicated in bid documents, but due to public buildings being closed, vendors must contact General Services to make an appointment to drop off their bid, or mail their bid to be received prior to the bid opening date and time.
2. Bid openings will be held virtually through Go To Meeting. Instructions for logging-in to the virtual bid opening will be included in bid packets.
3. The virtual bid opening will be held **\*\*30 minutes\*\*** after responses are due, to give vendors time to log-in.
4. The virtual bid opening will be exactly the same as a regular bid opening – General Services staff will open the bid and read the results out loud. Results are not final until reviewed, tabulations will be compiled and posted/distributed to participants, and the using department will recommend award after a complete review of the submissions.

We are learning more about COVID-19 every day, and our goal is to balance the health and well-being of our community with the desire to keep Town business moving forward. We will be reassessing daily and any changes will be posted on the General Services page at [townofmanchester.org](http://townofmanchester.org).

QUESTIONS: Call General Services: (860) 647-3031 or email [gensvcs@manchesterct.gov](mailto:gensvcs@manchesterct.gov)

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