

Memorandum

April 8th, 2020

To: State of Kansas Vendors

From: Rick Beattie, Director of Procurement and Contracts, Department of Administration

Subject: Bid Submissions During Covid-19 Crisis

The Kansas Department of Administration, Office of Procurement and Contracts is temporarily accepting bids via email.

Until further notice, the Office of Procurement and Contracts is closed to the public as a result of the COVID-19 crisis. The Office of Procurement and Contracts will not be accepting hand delivered bids and public bid openings will be conducted via a conference call.

This notice is applicable to the Office of Procurement and Contracts, located in the Landon State Office Building at 900 SW Jackson, Suite 451, Topeka, KS 66612.

During this time all bids need to be submitted via UPS, FedEx or emailed to procurement@ks.gov. All bids submitted must be received by the Office of Procurement and Contracts by the specific bid closing date and time of 2:00PM CT.

If emailed, it is the responsibility of the 'bidder' to ensure the bid date and time is met.

FedEx and UPS currently deliver directly to the Office of Procurement and Contracts. The US Postal Service (USPS) does not provide a delivery date and time confirmation and thus the Office of Procurement and Contracts does not recommend sending bids via USPS.

Bids are not considered received until they are date and time stamped in the Office of Procurement and Contracts.

The Office of Procurement and Contracts will not be responsible for late deliveries.

For questions regarding confirmation that your bid has been received by the Office of Procurement and Contracts, please call 785-296-2376.

Public Bid Openings shall be opened in public via a Conference Call at the hour stated in the notice at the below number:

866-620-7326 Dial-in Number

5258679472# Conference Code

Tabsheet requests for Invitation for Bids (IFB) and Requests for Quotes (RFQ) can be requested by emailing tabsheets@ks.gov. Please include the EVT number on your request. Tabsheets will be emailed within five (5) business days of the request.

Tab sheets for Requests for Proposals (RFP) are not available until the bid has been awarded, the contract executed or all of the bids have been rejected. A list of bidders may be requested by emailing tabsheets@ks.gov. Please include the EVT number on your request. The list of bidders will be emailed within five (5) business days of the request.

Information regarding when bids can be hand delivered and public bid openings will be reinstated will be posted at the link below:

<https://admin.ks.gov/offices/procurement-and-contracts/>

Thank you for your help in practicing appropriate social distancing during the COVID-19 crisis.