

DeAngela Burns-Wallace, Secretary
Frank Burnam, Director

Laura Kelly, Governor

Form 925
Feb 2020

MEMORANDUM

To: Whom it May Concern

From: Frank Burnam, Director OFPM

Date: March 19, 2020

Subject: State of Kansas Response to COVID-19

Due to the COVID-19 crisis, the State of Kansas Executive Branch offices (this includes OFPM) will be closed **Saturday, March 21 through Sunday, April 5, 2020** and are scheduled to **return to work on April 6, 2020**.

During this two-week period, OFPM staff will not be available to respond to phone calls and e-mails.

We will not be completing plan and code reviews, issuing Project Acceptance and no inspections will be conducted during the shut-down period.

All scheduled meetings will be cancelled and rescheduled after April 6, 2020.

If you had a project bidding during this time, an addendum has been issued rescheduling the bid date. Please reference our on-line plan room website and the addenda for these projects.

Any Architect/Engineer proposals for solicitations through the Kansas Register due during the shut-down period will be due on April 10, 2020 at 2:00 pm. Please reference the *Kansas Register* March 26, 2020 edition. The delivery of the proposals will be as directed in the advertisement. Proposals submitted via e-mail will not be accepted.

We appreciate the understanding and patience of those impacted by this closure. We will resume operations as soon as we are able to do so.