



7-24-20

Supplemental Instructions to Bidders

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**Roof Restoration
Advanced Technology Center
New River Community and Technical College
Ghent**

RFB 21044

The following Items are clarifications to the procedures in submitting your bid and must be followed.

Due to COVID 19 concerns, employees of the WV Council for Community and Technical College Education and the WV Higher Education Policy Commission are working from home. The Chief Procurement Officer will be in the office from 1:30 PM to 3:00 PM to receive Bids. Bids received by 3:00 PM (hand delivered or delivered by UPS or Federal Express) will be opened at 3:00 PM, July 29, 2020.

Hand Delivered Bids to:
6th Floor
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East
Charleston, WV 25301

All persons entering the building must wear an appropriate COVID 19 face mask and practice social distancing.

UPS and Federal Express: The UPS and FedEx drivers will deliver Bids to the mail room at the following address:

Chief Procurement Officer
RFB 21044
Community and Technical College System of West Virginia
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 25301