



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

March 13, 2020

Dear VDOT Contractor/Supplier Partners:

Given the recent information regarding the coronavirus disease (COVID-19), we are reaching out to you as valued partners helping the Virginia Department of Transportation (VDOT) deliver critical services to the travelling public in Virginia.

VDOT and other Commonwealth agencies are working diligently to plan for and develop mitigation strategies to ensure continuity of operations in response to guidance from the Center for Disease Control and Prevention (CDC). Further, we seek to gain a thorough understanding of potential supply chain interruptions from our contractors and supply partners. To this end, we are requesting that you provide your company's plan to:

- 1) implement guidance from the CDC within your organization;
- 2) identify potential impacts to current workforce and/or supply chains used to support contractual obligations on VDOT projects and programs; and
- 3) develop a COVID-19 response protocol to be implemented as circumstances evolve.

Please provide this information to your Contract Administrator within the next five (5) business days. We are available to discuss any specific concerns or unique circumstances you may have. Ultimately, we are looking to partner, share plans and response protocols that promote safety and are in the best interest of the citizens who depend on essential services provided by VDOT and our industry partners.

Thank you for your timely response. If you have specific questions please contact your Contract Administrator directly or for general guidance, please contact the local procurement office.

Procurement Manager	District/Central Office	Phone Number
Kelley Kimberlin	Central Office	804-371-6728
Diane Fair	Bristol	276-696-3341
Donna Backe	Culpeper	540-829-7470
Margaret Sumiel	Fredericksburg	540-899-4807
Daniel Wilborn	Hampton Roads	757-956-3039
Angie Babb	Nova	703-259-3240
Donna McGuire	Lynchburg	434-856-8128
Kim Dobra	Richmond	804-624-6016
Michele Thompson	Salem	540-375-3557
Pam Sprouse	Staunton	540-332-9206

Best regards,

Toya Peterson, Director  
Administrative Services Division