



HOUSTON COMMUNITY COLLEGE

HOUSTON COMMUNITY COLLEGE PROCUREMENT OPERATIONS

March 16, 2020

OPEN LETTER TO SUPPLIER COMMUNITY

Good day, Valued Suppliers,

The health and well-being of our students, educators, staff, community members and suppliers/contractors is of the utmost importance to all of us at Houston Community College (HCC). Houston Community College is monitoring the coronavirus (COVID-19) situation carefully and is taking proactive and prudent measures to ensure the health and safety in accordance with the guidance provided by the Centers for Disease Control and Prevention (CDC), as well as local authorities.

<https://www.cdc.gov/>

<http://www.harriscountytexas.gov/>

<https://www.houstontexas.gov/>

Presently, all HCC campuses are closed for spring break and are not open to receive supplier orders unless previous arrangements have been made.

HCC Procurement Operations shall continue to monitor the present situation and will post updates related to campus access and supply deliveries.

If you have any questions or concerns, please submit inquiries to the following email address **procurement.operations@hccs.edu**. Procurement Operations will have remote access during spring break/future closures and can address your questions. You can also review the HCC website for campus updates.

<https://www.hccs.edu/>

Primary escalation contacts are Christopher Burton 713-718-5029 or Kerry Doucette at 713-718-5014, who can address your supply chain questions and issues.

Thank you,

Joseph Gavin, Executive Director