



MACKENZIE

CONTRACTING COMPANY, LLC

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To All Subcontractors and Vendors:

With the heightened awareness around Coronavirus (COVID-19), please know that we are closely monitoring updates from experts such as the Centers for Disease Control (CDC) and World Health Organization (WHO), and that we are following instructions and recommendations issued by public health authorities and government agencies.

Our top priority is everyone's health and wellbeing. To reduce the spread of the virus, the majority of our staff is working remotely. With that in mind, we are limiting traffic to our office with appointments only. If you have something to drop off, i.e. submittals, lien releases, drawings, etc., email the appropriate person to alert them and schedule when the materials can be dropped off.

Please Note - Until further notice, all checks will be mailed after we receive your lien waver. Please do not come to the office to pick up a check.

We appreciate everyone's cooperation during this trying time.

We will send an update of these practices when we can get back to normal operations.

Thank you,

Marty Copsey,
President/CCO
MacKenzie Contracting Company

A MacKenzie Company