



March 18, 2020

To: All MST Vendors, Suppliers, and Business Partners

From: Sandra Amorim, Purchasing Manager

**Subject: MST COVID-19 Supplier Expectations**

The County of Monterey has issued a shelter in place order for Monterey County through April 8, 2020.

As part of this order, Monterey County has the expectation that essential government services to the community will continue and this includes public transportation. Public transportation has been called out in the order as an “*Essential Business*” that protects the safety and welfare of the public.

Monterey-Salinas Transit will continue to operate during this order. MST depends on your business. Please communicate any supply challenges or business closures you foresee as soon as the information becomes available to me so that we can plan accordingly.

1. We ask that you transport available inventory to areas where it can be accessed for shipping.
2. Procure inventory and raw material that are in short supply in impacted areas.
3. Activate pre-approved parts substitutions in places where the primary supplier is impacted but a secondary supplier is not.
4. Update MST with the latest information about delays and adjust customer allocation prioritizing MST as a public sector essential business.

In regards to supplier delivery and visitor protocol, MST has put restrictions in place regarding site visits and deliveries and we ask that you adhere to those requirements. Delivery drivers are required to leave products at designated shipping/receiving areas. MST will not entertain any in person sales calls at this time. If a supplier visit is necessary, we ask that you adhere to Centers for Disease Control (CDC) hand washing, hand sanitizer, and social distancing guidelines.

Thank you in advance for your support of our efforts to continue to serve our customers in this uncertain time.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Amorim".

Sandra Amorim

*Advocating and delivering quality public transportation as a leader within our community and industry.*

**Transit District Members** Monterey County • Carmel-by-the-Sea • Del Rey Oaks • Gonzales • Greenfield • King City • Marina • Monterey Pacific Grove • Salinas • Sand City • Seaside • Soledad **Administrative Offices** 19 Upper Ragsdale Drive, Suite 200 Monterey, CA 93940

PH 1-888-MST-BUS1 (1-888-678-2871) • FAX (831) 899-3954 • WEB [mst.org](http://mst.org)