

**INSTRUCTIONS FOR APPLYING FOR A
MASTER AGREEMENT WITH THE
COMMONWEALTH OF KENTUCKY**

- Cover letter to Susan Ward stating what discipline you are applying for:
 - 1 Aerial Services
 - 2 Architectural
 - 3 Civil
 - 4 Environmental
 - 5 Landscaping
 - 6 Mechanical & Electrical
 - 7 Site & Boundary
 - 8 Structural
 - 9 Radio Tower
 - 10 Subsurface/Geotechnical
 - 11 Interior Design

- Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.

- A Federal Standard Form 330 (Part I and II) must be included in your submittal. The form is located at the following link:
<http://finance.ky.gov/ourcabinet/caboff/DFSS/deca/engformslinks.htm>

- Resumes on all registered employees

You will need to submit five bound copies. These copies will be given to the selection committee for review.

If your firm is approved, two copies of the Master Agreement will be sent to you for signatures. Both must be returned to this office along with Certification of Insurance outlined in the Master Agreement. Upon completion of the Master Agreement, one original will be returned to you. The other will be filed in your master agreement file.

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