



How to do Business with the Commonwealth of Kentucky



Finance and Administration Cabinet

Version 7
December 2021





How to do Business with the Commonwealth of Kentucky

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1. Introduction

Kentucky State Government is one of the Commonwealth's largest consumers. State government purchases represent a broad range of goods and services. All state agencies purchase goods and services daily under the authority granted to them. The Finance and Administration Cabinet and the Transportation Cabinet through centralized procurement systems in Frankfort, Kentucky purchase a large volume of these goods and services.

Non-Construction Procurements are bid and contracted by:

Finance and Administration Cabinet
[Office of Procurement Services](#)
Office of the Controller
Capitol Annex Building
200 Mero Street, 5th floor
Frankfort KY 40601
Phone: (502) 564-4510
Fax: (502) 564-6013

Non-Highway Capital Construction related projects are bid and contracted by:

Finance and Administration Cabinet
[Division of Engineering and Contract Administration](#)
Department for Facilities & Support Services
403 Wapping Street
Frankfort, Kentucky 40601
Contract Administration Phone (502) 564-3050
Contract Administration Fax (502) 564-6822

Certain commodities relating to Highway Maintenance and Traffic Requirements are bid and contracted by:

Kentucky Transportation Cabinet
Division of Purchases
Department of Fiscal Management
200 Mero Street, 4th Floor
Frankfort KY 40622
Phone: (502) 564-4630
Fax: (502) 564-7069



Highway Construction Projects are bid and contracted by two Kentucky Transportation Cabinet offices:

Kentucky Transportation Cabinet
[Division of Construction Procurement](#)
200 Mero Street
Frankfort, KY 40622
Phone: (502) 564-3500
Fax: (502) 564-8961

[Division of Professional Services](#)
200 Mero Street 3rd Floor
Frankfort KY 40622
Phone: (502) 564-4555
Fax: (502) 564-4422

Kentucky Model Procurement Code ([KRS 45A](#))

The Commonwealth of Kentucky was the first state to adopt *Model Procurement Code* legislation, which prescribes the methods by which the Kentucky State Government must bid, negotiate and award contracts. The preferred and most commonly used method of purchasing is by competitive sealed bidding. Procurements involving technical or complex requirements may be bid as competitive negotiations by formal *Request for Proposal (RFP)*. In either situation, a formal bid request will be issued by an open, competitive *Solicitation* or a *RFP* and awarded in accordance with the *Kentucky Model Procurement Code*.



Other Procurement Regulations and Policies

Statutes:

In addition to the *Model Procurement Code*, other *Kentucky Revised Statutes* such as those in Chapters [45](#) and [56](#) are also important to the Commonwealth's procurement process.

Administrative Regulations:

Kentucky Administrative Regulations for all state agencies and Commonwealth vendors are located at: <https://legislature.ky.gov/Law/kar/Pages/default.aspx> .

Kentucky Administrative Regulations specifically for the Finance and Administration Cabinet and related to statewide purchasing are located at: <https://apps.legislature.ky.gov/law/kar/TITLE200.HTM> .

The Finance and Administration Cabinet *Manual of Policies and Procedures*, which contains policies that apply to all state agencies and Commonwealth vendors, is located at: <https://finance.ky.gov/office-of-the-secretary/office-of-policy-and-audit/Pages/Finance-Policies.aspx> The FAPs are incorporated by reference in 200 KAR 5:021.

Kentucky Administrative Regulations for the Transportation Cabinet are:

<https://apps.legislature.ky.gov/law/kar/TITLE600.HTM>

<https://apps.legislature.ky.gov/law/kar/TITLE603.HTM>

Overview of the Solicitation Process

The standard solicitation process for state agencies involves: requisitioning; public *Solicitation*; receipt of responses; evaluation; and, contract award.

The state agency *Requisition* is the initial document in which the specific purchase requirement(s) and award criteria are identified. An agency's purchasing officer is assigned the request and reviews it for accuracy and competitiveness. If within the agency's authority, the agency purchasing officer prepares the appropriate *Solicitation* for release. The agency may post the *Solicitation* on the Commonwealth's eProcurement website at <https://emars311.ky.gov/webapp/vssprdonline3111d/AltSelfService>. If above the agency's authority, the *Requisition* is submitted to the Finance and Administration Cabinet where the *Solicitation* process will occur.

Responses to *Solicitations* may be returned as a hard copy via mail or delivery, or sent securely online, when authorized by the *Solicitation*.

The primary method of contracting is by sealed bid (Request For Bid). Bids received are publicly opened at the time and place stated in the *Solicitation*. At the request of any interested party, bids are read publicly. The bids are tabulated; checked for responsiveness to the stated terms, conditions and specifications; evaluated; and awarded to the bidder who offers the [Best Value](#) to the Commonwealth. The evaluation criteria will be stated in every *Solicitation*.

When it is determined that the use of competitive sealed bidding is not practical, requirements



may be solicited by the competitive negotiation method. For this method, the Commonwealth uses a *Request for Proposal (RFP)*. The *RFP* includes comprehensive performance requirements, technical provisions, and specific evaluation criteria for scoring offers. *Contract* awards are based upon these criteria. Responses to Request for Proposals are not publicly read.

(See [FAP 111-43-00](#) for information regarding *Personal Services Contracts*.)

Awards and Contracts

The Commonwealth uses several types of award documents to establish a formal agreement with a vendor, either to purchase defined goods or services or to set prices for future purchases. The following documents may be used:

Contracts (CT for goods & services) - Centrally generated awards for user agencies by the Finance and Administration Cabinet, Office of Procurement Services and the Division of Engineering and Contract Administration or Transportation Cabinet generated awards within the Cabinet's small purchase or delegated authority.

Purchase Orders (PO for goods & services) – Decentralized agency generated awards within the agency's small purchase authority or other delegation.

Master Agreements (MA) – Centrally generated awards for user agencies by the Finance and Administration Cabinet; Office of Procurement Services; the Division of Engineering and Contract Administration and the Transportation Cabinet.

Contracts are awarded to satisfy a one-time agency business need. *Purchase Orders* may be awarded, normally under \$20,000, to satisfy a one-time agency need or may be awarded for goods or services used over a period of time. *Master Agreements* are awarded to cover the estimated requirements of state government goods or services used in significant quantities over a period of time. The *Solicitation* may estimate the needed quantities, but no guarantee is made of a specific amount to be purchased. A *Master Agreement* may be issued for the use of only one state agency or for the use by several or all state agencies. The terms of a *Master Agreement* may vary, but are generally awarded for one year with options to renew annually with the written agreement of all parties involved.



Payment Procedures [\(FAP 120-05-00\)](#)

State law requires that all proper *Invoices* for provided goods and/or services be paid within thirty (30) working days. If a proper *Invoice* is not paid within 30 working days, the Commonwealth will pay a one (1) percent per month penalty to the vendor. State agencies are required to notify a vendor if an improper invoice has been received from the vendor.

Small Purchase Procedures [\(FAP 111-55-00\)](#)

If needed goods are not available from a *Master Agreement*, a state agency may use its *Small Purchase Authority* to purchase needed goods not to exceed its spending limit. The standard *Small Purchase Authority* is \$1,000. However, an agency may be delegated a higher small purchase spending limit, in accordance with [200 KAR 5:302, Section 2](#). The number of quotes required for these spending limits is provided in the tables below:

Commodities and Non-Professional Services Small Purchase Limits

Agency <i>Small Purchase Limit</i> *	Post to eProcurement or One Quote for Commodities and Service Less than:	Post to eProcurement or at Least Three Quotes if:
\$1000	\$1000	NA
\$10,000	\$5000	\$5000 to \$10,000
\$20,000	\$5000	\$5000 to \$20,000

**Small Purchase* procedures do not include printing or professional services; other restrictions apply.



Construction Service Small Purchase Limits

**Table I
Basic Construction-Related Small Purchase Limits**

If the Type of Purchase is:	Then one (1) quote is required for purchases equal to or less than:	Then at least three (3) quotes are required for purchases for these amounts:
Construction Services for the FAC, institutions of higher education and the Legislative Branch	\$20,000 or Less	\$20,000 to \$40,000
Construction Services for all other state government agencies	\$3,000 or Less	\$3,000 to \$10,000

**Table II
Construction Services Quotes Required for Agencies with Higher Delegated Construction Small Purchase Authority**

If the Delegated Agency Construction Small Purchase Limit is:	Then one (1) quote is required for purchases equal to or less than:	*Then at least three (3) quotes are required for purchases for these amounts;
\$15,000	\$5,000	\$5,000 to \$15,000
\$20,000	\$10,000	\$10,000 to \$20,000
\$40,000	\$20,000	\$20,000 to \$40,000

*The posting of a request for quotes on the state's eProcurement web site will satisfy the quote solicitation requirements.

Vendors of small-dollar-volume items, which the Commonwealth of Kentucky is likely to use but is unlikely to carry on *Master Agreements*, may wish to send their information to agency purchasing officers, as well as to the Finance and Administration Cabinet's Office of Procurement Services.



2. Other Resources for Vendors

Finance and Administration Cabinet, Office of Equal Employment Opportunity and Contract Compliance

The Office of Equal Employment Opportunity and Contract Compliance administers the provisions found at [KRS 45.560 – 45.640](#), known as the Kentucky Equal Employment Opportunity Act. All contract awards in excess of \$500,000 are subject to these provisions. The EEO Act requires that during the performance of the contract the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age forty (40) and over, disability, veteran status or national origin. The Office certifies to the contracting agency any unlawful practice of the contractor.

The Act requires any party intending to submit a bid on a contract in excess of \$500,000, to provide to the contracting agency work force data, an affidavit of intent to comply, and a breakdown of subcontracts. Work force data includes an employment utilization report with a breakdown of the bidding party's existing work force. The work force breakdown reflects the race, ethnicity, gender, and equal employment opportunity job category for each employee. Within ten (10) days after receipt of the reports, the Office determines whether the bidding party's work force is reflective of the percentage of available minorities and women in the area from which the bidding party's employees are drawn.

The bidding party is certified if the Office determines that the bidding party's work force is reflective of the percentage of available minorities and women in the bidding party's hiring area. Certified contractors are qualified to bid on any contract covered by the Kentucky EEO Act without filing additional data for a period of one (1) year.

If the Office determines that the bidding party's work force reflects an under utilization of minorities or women, the bidding party and contracting agency are notified, and no certification is issued. The bidding party then has the option of filing an affirmative action plan for recruiting and hiring minorities or women. The Office monitors the bidding party's achievement of the goals and objectives outlined in the affirmative action plan. Failure to comply with the provisions set forth in the affirmative action plan is an unlawful practice under the EEO Act and constitutes a material breach of the contract.

The equal employment provisions of the EEO Act may be met in part by subcontracting to a minority or woman contractor or subcontractor. This option is only available if the contract in question allows use of subcontractors. A minority or woman contractor or subcontractor is defined as a small business that is owned and controlled by one (1) or more racial or ethnic minorities or women. The office maintains a list of referral resources to assist contractors and vendors in their



efforts to identify minority or woman-owned businesses. For information contact:

Finance and Administration Cabinet
Office of Equal Employment Opportunity and Contract Compliance
200 Mero Street, 5th floor
Frankfort KY 40601
Phone (502) 564-2874
Fax (502) 564-1055
Email: Finance.ContractCompliance@ky.gov

Kentucky Procurement Technical Assistance Center (KYPTAC) – Helps businesses understand how to contract with federal, state and local government agencies. This program provides one-on-one consulting and group training on issues related to government contracting. Assistance with identifying potential subcontractors in Kentucky is also available to in-state and out-of-state prime contractors. For additional information about KYPTAC contact:

Kentucky Procurement Technical Assistance Center
380 S Mill St, Suite 300
Lexington, KY 40508
<https://kyptac.ecenterdirect.com/network>

Cabinet for Economic Development, Small Business Services Division

Office of Entrepreneurship/KY Innovation – Provides assistance with the process of starting a business, from starting a business plan to registering with the Commonwealth. The **Kentucky Business One Stop** portal provides step-by-step instruction.

(800) 626-2930
https://ced.ky.gov/Entrepreneurship/Starting_A_Business



3. eProcurement Website

Use the [eProcurement](#) website if you have the means to access the Internet. If you do not have your own computer, you may take advantage of public resource centers and many public libraries. To access the eProcurement website, enter the following address on your browser's URL line: <https://finance.ky.gov/eProcurement/Pages/default.aspx>

This website provides a list of helpful links. The most important is the [Vendor Self Service \(VSS\)](#) link, which provides the capability to look at the list of current Kentucky solicitation opportunities, select one that looks interesting to you, and either review the solicitation online or download it to your computer. The resulting document, once printed out to hard copy at your location, may be used as your official solicitation document.

The website also allows you to review recent *Contract* award information. You may also search for the commodity or service you provide to see if it is already on *Contract* with the Commonwealth.

Questions and comments regarding solicitations should be submitted in writing and directed to the purchasing officer listed in the *Solicitation*. For additional information about the website, you may contact the Customer Resource Center at 502-564-9641, (toll free) 1-877-973-4357, or by email at Finance.CRCGroup@ky.gov.

New Vendor Registration

Vendors wishing to do business with the Commonwealth must be registered before being awarded a *Contract*. Registration allows vendors the opportunity to identify those products and services they wish to offer to the Commonwealth; and registration makes it possible for state agencies to find your company. In addition, vendors are able to maintain their *own* vendor information online (i.e. contact, address, email, and phone number.)

Vendors may register on the eProcurement Web via the [Vendor Self Service \(VSS\)](#) application. Vendors may want to bookmark the VSS site as a favorite. Upon clicking the VSS link, vendors registering for the first time, will click on the *Guests – Register or Activate My Account* link and provide the requested information. Note that all required information is indicated by a red "*". During the registration process the vendor will establish a *User ID* and *Password* that will be used as their VSS logon. This *User ID* and *Password* will also be used to submit online bid responses, when allowed by the *Solicitation*. This *User ID and Password* represents the company's official electronic signature for submitting formal bids online and should be safeguarded. Both the *User ID* and *Password* are case sensitive.

Vendors may enter commodity code information for their product or services, as well as a commodity category. While this information is optional, vendors who select a commodity category **and provide a valid email address** with their point of contact will automatically receive an email notification each time a *Solicitation* for their product or service is posted to the website. A [Commodity Class Codes and Descriptions](#) listing is provided on the [eProcurement](#) website.

For additional information regarding Vendor Registration please refer to the [Vendor Registration Overview](#) document provided on the [eProcurement](#) website.



Update Vendor Registration

Previously registered vendors may update their vendor information by logging into the [Vendor Self Service \(VSS\)](#) application. A link to VSS is provided on the [eProcurement](#) website. It is very important to keep your information current. Ensure that your email address hasn't changed so that your company will continue to receive email notifications of solicitation opportunities.

Logging into VSS requires the vendor to have a User Name and Password that would have been established during the registration process. For assistance, you may contact the Customer Resource Center at 502-564-9641, (toll free) 1-877-973-4357, or by email at Finance.CRCGroup@ky.gov.

Searching for Bid Opportunities

While on the [eProcurement](#) website, vendors may click on the [Vendor Self Service \(VSS\)](#) link to browse bid opportunities through the *Guests* area without being registered. Under the *Guests* area, click on *View Solicitation*. Select a *Solicitation* that you are interested in and either review the document online or download it to your computer. The resulting document, once printed out to hard copy at your location, may be used as your official bid document. You may also submit your bid electronically through the [eProcurement](#) website when authorized by the *Solicitation*.

The website also allows you to review recent contract award information by changing the status from open to awarded.

Responding to Solicitations

Detailed instructions for bidding on a *Solicitation* are found in the downloadable portion of the *Solicitation*, [Kentucky Revised Statutes \(KRS\)](#) and the [Finance and Administration Cabinet Manual of Policies and Procedures \(FAP\)](#).

Highlights for Online Bid and Proposal Submission

- Review the *Solicitation* and comply with its provisions and instructions. Remember to attach and acknowledge any pertinent attachments, as directed in the *Solicitation*.
- *Vendors must be registered in the Commonwealth eProcurement system to via [Vendor Self Service \(VSS\)](#).*
- Vendors must be logged in to their Vendor Self Service (VSS) account in order to submit a response.
- *All bidders are cautioned to begin their electronic submission in sufficient time to complete before the closing date and time. Delays due to technical difficulties or document upload impediments shall not be justification for acceptance of a late bid or proposal.*
- Detail instructions are available within the solicitation and at [Online Bidding](#).



Highlights for Hardcopy Bid and Proposal Submission:

- Review the *Solicitation* and comply with its provisions and instructions. Remember to attach and acknowledge any pertinent attachments, as directed in the *Solicitation*.
- Prepare and SIGN RESPONSE IN INK,
- It is important that your bid be easily recognizable, so that it is not misdirected or opened early. The front of the mailing envelope must contain the following information in the lower left-hand corner:
 - The *Solicitation* number
 - The *Solicitation* closing date
- Only written or email requests, to the buyer of record, for bid clarifications/questions, will be accepted.



4. Other Bid Response Issues

Faxed Information

Faxed, emailed, and telegraphic offers will not be considered unless authorized by the *Solicitation*. See [FAP 110-10-00](#) for the policy regarding modification requests.

Bid Samples and Descriptive Literature

Samples of items, when required, must be submitted within the time specified, and unless otherwise specified at no expense to the Commonwealth. If not destroyed by testing, samples will be returned at the offeror's request and expense, unless otherwise stated by the *Solicitation*. Unless request for their return is made within thirty (30) days, all samples become the property of the Commonwealth. For online bid responses, all required samples must be submitted to the issuing office of the *Solicitation* by the date and time specified for the bid closing. Samples must be clearly marked with the *Solicitation* number, date and time of closing, and include the vendor's information and a printed copy of the Online Bidding Confirmation Page. See [FAP 110-10-00](#) for information regarding bid samples.

Acknowledgment of Addenda

It is the vendor's responsibility to check the web site for any modifications to this solicitation.

Failure to specifically acknowledge addenda with submission will not excuse the vendor from adhering to all changes to the requirements of the solicitation set forth therein nor provide justification for any pricing changes.

Bid Modifications and Withdrawals

A vendor may modify or withdraw an online bid response at any time prior to the published closing time and date for the *Solicitation*. An online draft bid response may be modified or withdrawn by completing a login with the vendor identification number and the Authentication Code. A formal bid response may only be withdrawn by applying the appropriate Bid Authorization Code. Faxing bid modifications and withdrawals is permitted. See [FAP111-35-00](#) and [FAP 110-10-00](#) regarding bid modification and withdrawals.

If the solicitation permitted hardcopy submission, Bid *Solicitation* responses may be modified or withdrawn by written, fax, or telegraphic notice received prior to the time and date specified for receipt of offers. An offer may also be withdrawn in person by an offeror, with proper identification and a signed receipt, but only if the withdrawal is made prior to the time and date set for receipt of offers.

Bonding Requirements for Bidders

When justified, the Commonwealth may require a bid bond as surety that a bid offer will be held firm for a specified period of time. Additionally, a performance bond may be required from the successful bidder. Bond documents for online bid responses may be submitted by attaching a scanned copy of the bond document with the online response or by a separate hard copy submitted manually and arriving prior to the time and date of closing for the *Solicitation*. Hard



copy submissions must be marked with the *Solicitation* number, date and time of closing, and vendor information. See [FAP 111-27-00](#) and [FAP 220-05-00](#) for information regarding bonds.

Late Solicitation Responses

Hard copy bids, modifications and withdrawals received at the office designated in the *Solicitation* after the time and date specified for receipt will not be considered for an award or *Contract*, unless:

- No bids are received other than the late bid; and
- The bid is postmarked, or logged into the courier tracking system, before the date and time set for the opening of bids; and
- An agency's need is determined to preclude the re-advertisement of bids; and
- The price is investigated and found to be the best value for the Commonwealth of Kentucky.

Formal Bid Openings

Hard copy and online bid responses are opened and read (upon request) on the date specified. Interested bidders are welcome to attend the bid openings. See [FAP111-35-00](#) for a discussion of competitive sealed bidding.

Protesting a Contract Award

A bidder who questions a *Solicitation* or selection for a contract award may file protest with the Secretary of the Finance and Administration Cabinet. A protest or notice of other controversy must be filed within two (2) weeks of the date the protestor knew of, or should have known of, the action being protested. All protests must be in writing. The Secretary, or his designee, is empowered to render a conclusive decision, in writing, to the aggrieved party stating the reason(s) for the action taken. See [Protest Resources](#) for a discussion of protest standards and process.



Complaints Against Vendors

When a state agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. If the vendor fails to respond satisfactorily, the agency will create an electronic *Vendor Performance Evaluation Document (PE)* and will notify the agency that issued the *Contract* or *Master Agreement*. The *Vendor Performance Evaluation Document* includes steps the agency has taken to resolve the dispute/complaint within the description of the complaint. The issuing agency resolves the complaint and documents the actions taken on the *Vendor Performance Evaluation Document*. This documentation may be used for future bid evaluations and decision-making affecting the vendor.

Open Records

With the implementation of the [Vendor Self Service \(VSS\)](#) website, bidders have access to limited *Contract* award information. Complete records may also be reviewed by filing an [Open Records Request](#). To obtain documents through the Open Records Act from the Finance and Administration Cabinet, submit an open records request directly to the Office of General Counsel's orr.custodian@ky.gov. Requests must be (1) made in writing and (2) hand delivered or submitted via mail, email, or fax at (502) 564-9875 to the Open Records Custodian. The bidder will be notified when and where the records may be inspected. Normal business hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. EST. Copies of these records are available at 10¢ per copy, or a fee of \$1 for each CD (PDF electronic format). For *Open Records* information concerning Transportation Cabinet bids, phone the Cabinet's legal counsel at (502) 564-7650 for procedures. For *Open Records Request* procedures at other issuing state agencies, contact the legal counsels in those agencies.

Cooperative Purchasing

The Finance and Administration Cabinet includes language in *All State Agency Master Agreements* that any political subdivision in Kentucky may participate in such *Contracts* to the same extent as the Commonwealth of Kentucky. The political subdivisions may purchase directly from the vendor possessing the *All State Agency Master Agreement Contract*. State agencies are required to use these *Contracts*. Local governments may use these *Contracts*. See [KRS 45A.050](#) and [KRS 45A.300](#) for information regarding cooperative purchasing.



5. Doing Business with the Office of Procurement Services

Information for Bidders

1. Written questions or clarifications may be directed to the purchasing officer administering the *Solicitation*.
2. Bids must be received before the specified closing time and date for receipt of bids. All hard copy bids are time stamped showing the time and date officially received. The time/date clock stamp at 200 Mero St., 5th floor is the official bid time/date receipt indicator.
3. Bidder assumes full responsibility for timely delivery of the bid in compliance with the above described procedures and conditions.
4. *Solicitations* of \$20,000 or more may be advertised in publications and listed at the issuing agency office.
5. All bid openings are open to the public at the time and date prescribed in the *Solicitation*.
6. For information contact:

Finance and Administration Cabinet
[Office of Procurement Services](#)
Office of the Controller
200 Mero St., 5th floor
Frankfort KY 40622
Phone: (502) 564-4510
Fax: (502) 564-6013



6. Doing Business with the Division of Engineering and Contract Administration

General Information

Potential vendors should review the [eProcurement](#) website for *Solicitations*. *Solicitation* opportunities are also posted outside the issuing agency office. Vendors should be registered on the [eProcurement](#) website, as well, or write to the Division address below.

Information for Bidders

1. After request for and receipt of bid documents, any questions or clarifications may be directed to the purchasing officer administering the *Solicitation*. Most invitations from Engineering and Contract Administration have a technical consultant who will also be able to answer questions. Both names will be listed in the documents, with telephone numbers.
 2. Bids must be received before the specified closing time and date for receipt of bids. All bids are time stamped showing the time and date officially received. The time/date clock on the bid receipt clerk's desk at 403 Wapping Street is the official bid time/date receipt indicator.
 3. Bidder assumes full responsibility for timely delivery of the bid in compliance with the above described procedures and conditions.
 4. All bid openings are open to the public. All bids received are publicly opened and read aloud at the time and date prescribed in the *Solicitation*.
 5. All *Solicitations* are posted in the [eProcurement](#) system.
 6. Questions relating to registration or small purchase procedures may be directed to:
Finance and Administration Cabinet
[Division of Engineering and Contract Administration](#)
Department for Facilities and Support Services
403 Wapping Street
Frankfort, Kentucky 40601
Contract Administration Phone (502) 564-3050
Contract Administration Fax (502) 564-6822
5. Construction solicitations are also posted at www.planroom.ky.gov, where vendors are able to purchase plans and specifications.



7. Doing Business with the Kentucky Transportation Cabinet

General Information

Transportation Cabinet *Solicitations* are listed on the [eProcurement](#) website.

Information for Bidders

1. All vendors and contractors wishing to be placed on the Division's various source lists must make a request in writing addressed to:

Kentucky Transportation Cabinet

Division of Purchases

200 Mero Street, 4th Floor East

Frankfort, KY 40622

Phone: (502) 564-4630

Fax: (502) 564-7069

Also, vendors may register online at the [Vendor Self Service \(VSS\)](#) site to receive an email notification when *Solicitations* are posted for the commodities for which the vendor has registered.

2. Submit bids in such a way as to ensure that they arrive in the Transportation - Division of Purchases before the time set for bid closing on the *Solicitation*. The time shown on the recording clock on the receptionist's desk in the Division of Purchases, in the Transportation Cabinet Building, is the correct time.
3. When you receive a *Solicitation*, thoroughly read the entire document. The buyer listed on the *Solicitation* is the sole point of contact during the *Solicitation* process. Questions about the specifications must be submitted in writing to the buyer prior to the deadline for questions specified in the *Solicitation*. Procedural questions may be directed to the buyer in writing or at the telephone number given in the *Solicitation*.
4. Questions relating to small purchase procedures or delegated items may be directed to the address or telephone number listed above. Small Purchase procedures can be used for commodities, services, and equipment not to exceed \$20,000 and construction services not to exceed \$40,000.
5. All *Solicitations* are posted on the [Vendor Self Service \(VSS\)](#) website.
6. All *Request for Bid (RFB)* openings are open to the public at the time specified in the *Solicitation*.



Questions relating to Highway Construction Contracting may be directed to:

Kentucky Transportation Cabinet
Division of Construction Procurement
Department of Highways
200 Mero Street, 3rd Floor West
Frankfort KY 40622
Phone: (502) 564-3500
Fax: (502) 564-8961

Division of Professional Services
200 Mero Street, 3rd Floor
Frankfort KY 40622
Phone: (502) 564-4555
Fax: (502) 564-4422