

Finance & Administration Cabinet

Subject:	KYTC Master Agreement Usage Procedure		
Effective Date:	February 1, 2018	Revision No:	1

Approval Process for Non-Transportation Cabinet Government Agency to Purchase Items using a Transportation Cabinet Master Agreement

The Finance and Administration Cabinet through Secretary Order authorizes the Transportation Cabinet to purchase specific items and establish master agreements as outlined in their purchasing delegation in Attachment A (see attached). Upon approval by the Finance and Administration Cabinet, other agencies may use the Transportation Cabinet master agreements to purchase items for their own use.

The approval process is as follows:

From February 1, 2018 – July 5, 2018

1. Agencies desiring to use a Transportation Cabinet master agreement shall email their request containing the following information to OPS.reporting@ky.gov.
 - Agency Name and Department Number
 - Master Agreement ID
 - Name of Vendor
 - Item(s) to be purchased
 - Cost
2. The Office of Procurement Services and the Office of Facility Development and Efficiency will review the request.
3. Agency will provide the approved request to the Transportation Cabinet.
4. The Transportation Cabinet will attach the approved request to the header of their Master Agreement.

Beginning July 5, 2018

1. Agencies desiring to use a Transportation Cabinet master agreement shall create a SPR1 in eMARS.
2. The SPR1 - **Type of Request** should be **KYTC MA Authorization**. The SPR1 – **Sub-Category** should be either **Construction Items** or **Other Goods and Services**. The SPR1 should contain the following information:
 - Agency Name and Department Number
 - Master Agreement ID
 - Name of Vendor
 - Item(s) to be purchased
 - Cost
3. The Office of Procurement Services and the Office of Facility Development and Efficiency will review the request.
4. Agency will provide the approved SPR1 to the Transportation Cabinet.
5. The Transportation Cabinet will attach the approved request to the header of their Master Agreement.

Attachment A

Pursuant to the foregoing order, purchasing authority is hereby delegated to the Kentucky Transportation Cabinet to purchase and make payment for the following items.

1. Intentionally omitted
2. Aluminum Bars
3. Aluminum Bolts and Nuts
4. Aluminum Channels
5. Aluminum Handrails Posts
6. Aluminum Sign Blanks
7. Aluminum Sign Panels
8. Aluminum Pipe
9. Agronomy Commodities including but not limited to the following: 2-4D Amine, Amizine, Asulox, Borate, Chlorate, Diazinon, Fertilizers, Grass Seeds, Embark, Moleic Hydrazine, Krenite, MSMA, Liquid Drift Control, Roundup and Sufflan.
10. Auto Accessories
11. Bailey Bridges and Parts
12. Bituminous Hot and Cold Mix
13. Bituminous Materials (Liquid Asphalt)
14. Blasting Sand
15. Brass Sieves
16. Business Logos
17. Calcium Chloride
18. Cement
19. Cinders
20. Concrete Cylinder Molds
21. Concrete Cribbing
22. Concrete Pipe
23. Custodial Services (Rest Areas and KYTC operated facilities)
24. Debris Disposal and Site Reclamation Services – to dispose of disaster event debris removed from the public right-of-way and reclaim disposal sites used to store debris.
25. Debris Removal – to remove disaster event debris from the public right-of-way and transport it to staging or disposal sites. This service would include the cutting and removal of trees and limbs posing a safety hazard to the traveling public.
26. Demolition and removal of structures from right-of-way acquisitions
27. Disaster Monitoring Services – to support efforts in pre-event planning and training, post-disaster project management, debris removal contract monitoring, including documentation and data management, invoicing review and reconciliation, technical assistance with state and federal funding programs, temporary disposal

site selection and monitoring, program management and administration, payment monitoring and reconciliation process, disaster relief coordination with federal agencies, and event closure.

28. Electrical Supplies and Products
29. Electrical Blasting Caps
30. Epoxy for Roadway Markers
31. Epoxy Resin
32. Equipment Rentals
33. Equipment repairs and/or repair parts
34. Explosives, Two Component
35. Expansion Joint Fillers
36. Fencing Material and Posts
37. Gabions
38. Garbage/Dumpster Service for KYTC facilities only
39. Gelatin or Ammonia Dynamite, Ammonium Nitrate, Perimacord and Instant Caps
40. Glass Beads
41. Geo-technical Drilling Service for roads only
42. Grave relocation from right-of-way. This delegation is subject to the Transportation Cabinet addressing any historical and environmental concerns and complying with all legal requirements related to grave relocation.
43. Guard Rail, Guard Rail Posts and Component Parts
44. Guardrail Erection
45. Intentionally omitted
46. Hand Held Radios (KYTC single frequency)
47. Heavy Roadway Construction Equipment and Vehicle purchases and rentals where the purchase/rental
48. Highway project identification signs
49. Hydraulic Fittings for equipment and garage lifts
50. Hydraulic Repairs for equipment and garage lifts
51. ITS Traffic Control Services - [Intelligent Transportation System program - traffic cameras and Dynamic Message signs along the interstates statewide; road weather stations along the roads to monitor road conditions](#)
52. Laboratory Supplies
53. Landscape Maintenance (over 1,200 buildings statewide)
54. Linseed Oil
55. Liquid Waste Disposal (Rest Areas)
56. Maintenance Paint
57. Maintenance Tools
58. Manufacture Highway Signs
59. Metal Bridge Planks
60. Metal Pipe
61. Mineral Spirits
62. Mower Parts
63. Non-Reflective Black (Opaque) Sheeting

64. Oil/Water Separators
65. One-Step System for Suppression of Reflective Cracking
66. Reinforcement Fibers for Bituminous Mixtures
67. Overhead doors (installation and maintenance)
68. Padlocks
69. Panel Signs
70. Paving Cement (Resinous)
71. Paint Stripper
72. Perforated Pipe
73. Plastic Drums for Traffic Control
74. Plastic Tubing
75. Plotter Supplies
76. Post Pullers and Drivers
77. Precast Concrete Bridges
78. Precast Concrete Buffer, Curbs and Headwalls
79. Pressure Washers
80. Intentionally omitted
81. Quick Setting Concrete Patching Materials
82. Raised Pavement Markers
83. Ready Mix Concrete
84. Reflective Delineators
85. Reflective Powder
86. Reflective Tape
87. Reflex/Reflective Sheeting
88. Refurbished Guard Rail and Posts
89. Right-of-Way and Facilities Mowing Services
90. Roadway Clearing – to clear vegetation and other disaster events debris from the roadway driving lanes order to reopen roads until such time as the debris can be removed permanently. This service would be proved during the first 72 hours after any disaster event. Vendors would be required to cut/remove debris from driving lanes and leave it at the edge of the roadway for later removal.
91. Safety related apparel of high visibility fluorescent material typically with reflective striping. To include but not limited to jackets, sweatshirts, t-shirts, polo shirts, vests, bard hats, hats, coveralls, and rain gear. Items that are colored in such a way as to enhance employee visibility in work zones.
92. Sand
93. Scrap Metal Disposal
94. Slag
95. Sign Brackets
96. Sign Stands
97. Snow and Ice Removal Equipment
98. Sodium Chloride
99. Specialized Traffic Items (Crash Cushions and Traffic Systems Maintenance Agreements)

100. Spray Head Cleaner
101. Steel Cribbing
102. Steel Measuring Tapes
103. Steel Piling
104. Steel Post, Sign and Delineator
105. Steel Open Grid Flooring
106. Stakes and Hubs
107. Stop-Slow Sign Paddles
108. Straw
109. Steel Measuring Tapes
110. Structural and Reinforcing Steel Products
111. Sulfur
112. Surveying Instruments, Equipment and Supplies
113. Tank Car Shells
114. Thinwall Sampling Tubes
115. Tire Tubes
116. Tuluol
117. Treated Lumber
118. Traffic Cones
119. Traffic Controllers, Cabinet, Signals and Test Equipment
120. Traffic Counters
121. Traffic Loop Encapsulant
122. Traffic Paint
123. Tree and Brush Removal
124. Truck Tire Chains
125. Truck Toolboxes
126. Untreated Lumber
127. Used Railroad Rails
128. Vehicle Repairs and Repair Parts
129. Waste Tire Removal Services
130. Water Treatment Service
131. Weather Remote Station and Weather Reporting Services
132. Welding Gases (Oxygen and Acetylene)
133. Weld Test Plates
134. Wood Piling
135. Wreck Repairs (All wrecks will be evaluated based on actual mileage, age of vehicle, maintenance history, and estimated cost of repairs versus replacement cost before any repairs are approved. Approval of repairs will require the signature of the Director of Transportation Purchases or their designee).
136. To the extent a non-Transportation Cabinet government agency wishes to purchase any of the above-listed items or services using a Transportation Cabinet contract, such purchase shall be subject to prior approval by the Finance and Administration Cabinet.