



**Matthew G. Bevin**  
Governor

**COMMONWEALTH OF KENTUCKY**  
**TRANSPORTATION CABINET**  
Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Greg Thomas**  
Secretary

MEMORANDUM

TO: All Prequalified Contractors

FROM: Rachel Mills, P.E.   
Director  
Division of Construction Procurement

DATE: March 22, 2018

SUBJECT: Required Affidavit for Bidders, Offerors and Contractors

Effective with the March 23, 2018 letting, a revised affidavit will be required on all executed Contracts. The new affidavit can be found on the Division of Construction Procurement's website at <https://transportation.ky.gov/Construction-Procurement/Documents/Required%20Affidavit.pdf>. The affidavit will be required once per year for each Prime Contractor and will be valid for a one year period. This procedure is different than the prior policy requiring an affidavit with each executed Contract. The affidavits will now be available for use between Divisions, Departments and other Cabinets within the Commonwealth. Therefore, if you have submitted a signed affidavit on the new form for your Company, it should be in the system and available for use by all parties. If you are in doubt, please contact our office for verification.

There are a few new fields on the revised form. In particular, there are two new dates: the Affidavit Effective Date and the Affidavit Expiration Date. The effective date will be the date which the document is signed and notarized and the expiration date will be exactly one year after the effective date. In addition, the signed Affidavit will no longer be required for Disadvantaged Business Enterprise (DBE) subcontracts beginning with projects in the March 23, 2018 letting.

Affidavits shall be submitted to the Division of Construction Procurement with the executed Contract.

Please direct any questions concerning this change to Rachel Mills at (502) 782-5152.



An Equal Opportunity Employer M/F/D