

KYTC Construction Procurement: A Contractor's Guide

Becoming a Prequalified Contractor

To bid on KYTC highway construction projects as a prime contractor, contractors must obtain a **Certificate of Eligibility** as per KRS 176.130.

Steps to Get Prequalified


- 1. Submit a TC 14-1, Application for Certificate of Eligibility**
 - Download the form: [TC 14-1 form](#)
 - Mail the original application to the address at the top of the form (electronic submissions are not allowed).
- 2. Subcontractor Prequalification**
 - Subcontractors must also be prequalified for work items requiring KYTC prequalification.
 - View the list of eligible work items: [Work Items List](#)
- 3. Additional Resources**
 - More information on KYTC prequalification: [Prequalification—KYTC](#)
 - View the **Prequalified Contractors List** (updated monthly): [Prequalified Contractor List](#)

Understanding the Certificate of Eligibility

Once prequalified, the company will receive a **Certificate of Eligibility** via email. This document details:

- Approved work items.
- Maximum dollar amount the company can perform with KYTC.

Example Calculation:

- **Certificate of Eligibility Limit:** \$850,000
- **Outstanding KYTC Work:** \$535,000
- **Private Work Submitted on Bid:** \$50,000
- **New Bid Amount:** \$290,000
- **Total Commitments:** \$535,000 + \$50,000 + \$290,000 = \$875,000
-  **Contractor is \$25,000 over the eligibility limit, so KYTC cannot award the project.**

Bidding as a Joint Venture

A contractor may request approval to bid as a **Joint Venture** with another company.

Requirements

- Submit a **TC 14-320, Request for Joint Venture form**: [TC 14-320 form](#)
- All participating companies must be prequalified in required work items.
- Once approved, KYTC will issue a **vendor number** for the Joint Venture.
- Submit a **Bidder Registration Form** to bid on future projects.
- Obtain a **Bidder ID** for the Joint Venture with Bid Express.

Important Document Submissions

Send the following documents to KYTC Construction Procurement:
KYTC.Constprocdocument@ky.gov

Annual & Authority Documents

- **Annual Affidavit** (valid for 1 year): [Affidavit form](#)
 - Required Affidavit for Bidders, Offerors, and Contractors
- **Authority to Sign (TC 14-27 Form)** (valid for 2 years or until company structure changes): [TC 14-27 form](#)

Contract Processing

- **DocuSign Requirements**:
 - KYTC contracts are processed via **DocuSign** and sent to one company representative.
 - Submit the name and email of the designated contract signatory.

Insurance Requirements

- **Certificate of Liability Insurance** (submit before policy expiration)
 - Meet requirements of [Standard Specification 107.18 Insurance Requirements](#) in addition to the insurance required by law.
 - Procure and maintain for the length of the contract.
 - Provide proof of coverage on the most current ACORD Form 25 Certificate of Liability Insurance

- Include a deductible clause:
 - “Policy contains no deductible clauses” **OR**
 - “Policy contains \$_____ (amount) deductible property damage clause but company will pay claim and collect the deductible from the insured.”
 - Name KYTC as an **additional insured party**.
 - All such policies of insurance, except Worker’s Compensation, shall name the Cabinet as an additional insured and shall be occurrence policies and the Certificate of Insurance provided to the Cabinet shall so specify. The policies must provide coverage for all damages arising out of injury to persons or property which allegedly occurred during the life of the contract regardless of when the claim is filed subject to statutes of limitations.
 - All subcontractors must meet these same requirements.
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Other Required Submissions

Some documents must be submitted to other state agencies:

- **Worker’s Compensation Insurance** → Education & Labor Cabinet
 - **Labor & Wages Bond** → Required if it has been less than five (5) years since the Organization Date of the company as listed the Kentucky Secretary of State website (Education & Labor Cabinet)
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Obtaining a Bid Bond (Bid Guaranty)

KYTC requires a **5% bid bond** for every project bid, per [Section 102.09](#) of Standard Specifications for Road and Bridge Construction.

Bid Bond Options

1. **Electronic Bid Bond (Bid Express)**
 - Obtain a Bid Bond ID through:
 - **Surety 2000**
 - **Tinubu Surety**
2. **Paper Bid Bond or Check** (if not using an electronic bid bond)
 - A **cashier’s check, certified check, or paper bid bond** is acceptable.
 - Make it payable to the **Kentucky State Treasurer** and submit it before bid opening.

 KYTC will reject any bid proposal without a proper bid guaranty.

Registering to Bid with BidX

- Register at: www.bidx.com
 - **Before KYTC approves the Digital ID:**
 - Submit the [TC 14-27 Authority to Sign form](#).
 - Bid Express will contact KYTC for verification.
 - The individual applying for the Digital ID on behalf of the company **SHALL** be shown on the company's Authority to Sign form with the authority to bid project.
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Letting Schedule & Advertisements

KYTC posts an annual **bid letting schedule** in the **bulletin section** of the website. This is typically posted in August.

 [2025 Letting Schedule](#)

Monthly Bid Lettings


- Visit: [Construction Procurement | KYTC](#)
 - View proposal documents, advertisements, and bid information.
 - Lettings are just below bulletins on the Construction Procurement webpage. Select the month of the upcoming bid letting to obtain all documents associated with each letting.
 - Letting documents posted on advertisement day
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Letting Details

Publications

- **Notice to Contractors**—Project list with location, description, and DBE goals.
- **Qualifications for Bidders**—Work items required to bid for each project. If a project has several work items listed, a contractor only needs to have one of the work items to register to bid.

- **Bid Item Quantity Index**—Listing of all bid items on all projects by bid item code.
NOTE: This is accurate as of bid advertisement. Any quantity changes in subsequent addendums will not be reflected here.
- **Bidder Registration Form** – Submit by **3 PM ET the day before bid opening** to kytcbidrequest@ky.gov .
- **Eligible Bidders List**
 - This list includes contractors who have submitted **Bidder Registration Forms** and met the required work qualifications for their respective projects. It is updated frequently throughout the advertisement period:
 - Fridays during the first two weeks following the advertisement.
 - Daily during the week of bid opening.
 - **Contractor Action Required:**
 - Review this list regularly.
 - If there is an error, contact KYTC immediately.

 **Review the Eligible Bidders List to ensure your company is listed correctly.**

- **Letting Results**
 - The contractor’s aggregate bid and the Engineer’s Estimate will be posted by the close of business on bid opening day.
- **Unit Bid Tabulations**
 - This document contains unit bid tabulations for awarded projects only and is posted after the Awards Committee Meeting.

Proposal Information

- **Letting Results** – The contractor’s aggregate bid and the aggregate Engineer’s Estimate are posted by close of business on the day of bid opening. The results are updated with "Award" or "Reject" following the Awards Committee's decision.
- **Letting Specific Bulletins** – Contains notes related specifically to the bid letting, such as pre-bid meeting notices, pre-bid meeting minutes, and attendee sheets.
- **Project-Related Information** – Includes various documents such as project plans, as-built plans, geotechnical reports, and more.
- **Proposals** – Displays all proposals for the projects listed in the Notice to Contractors, including addendums and withdrawn proposals.
- **Electronic Planroom** – [Electronic planroom link](#). If the front page of a proposal indicates that "PLANS ARE ASSOCIATED WITH THIS PROJECT," the plans will be available via this link. Users can sign up for a free account to view and download plans.
- **Questions and Answers** – All project-related questions and answers are posted on this site by 3 PM the day before the letting. These are legally binding and take precedence over all other contract documents, as per [Section 105.05](#) of the Standard Specifications for Road and Bridge Construction.

- **Submit a Question** – Project-related questions must be emailed to: projectquestions@ky.gov
 - All questions regarding projects advertised for bid must be submitted through the Division of Construction Procurement.
 - This email is monitored closely each month. Only questions submitted through the Division of Construction Procurement and their subsequent answers will be binding.
 - Contractors will receive an email notification when their question has been answered and posted on the website.

KYTC maintains an email list for project addendums. To be added to this email distribution list, please email melissa.rigney@ky.gov.

After Bid Opening

Letting Results

- Contractor's aggregate bid and aggregate Engineer's Estimate are posted on the **Construction Procurement website** by **close of business on bid day**.

DBE Utilization Plan Submission (Federal-Aid Projects)

- Notification will be sent the **apparent low bidder**.
- Submit a **DBE Utilization Plan (TC 14-35)** within **5 working days**.
- Submit to: kytc.dbepplansubmittal@ky.gov

More details: [Forms Library \(TC 14\) | KYTC](#)

- The plan is reviewed to ensure DBE Goal is met prior to award.
 - The plan is reviewed to ensure the contractors are both DBE certified and prequalified. Note: Suppliers and Trucking firms are not prequalified by KYTC.
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Project Award & Rejection Process

How Awards Are Decided

- KYTC's [Awards Committee](#) determines whether to award or reject projects.
- The meeting schedule is shown in the calendar on the Construction Procurement website.

- Award decisions are updated in the Letting Results under the Proposal Information on the website by **close of business on meeting day**.
- Rejected projects will only be posted via the website. Unsuccessful contractors will not be notified.


Project Award Notification

- Winning contractors receive the contract via DocuSign from the Department's contract managers. (Currently, Magaly Beltran and Carrie Elliston)
 - Guide for processing contracts in DocuSign: [DocuSign FAQs.pdf](#)
- Awarded projects with DBE goals require additional paperwork before a **Notice to Proceed** is issued:
 - Subcontract agreement between prime contractor and subcontractor.
 - FHWA 1273 attached.
 - Certificate of Insurance for DBE subcontractor.
 - DBE subcontractor must be prequalified at the time of bid submission.
- Submit documents to: kytc.dbepiansubmittal@ky.gov

Checklist: Ensuring a Successful Bid Submission

1. **Submit TC 14-27 (Authority to Sign) & obtain a BidX Digital ID.**
2. **Submit a Bidder Registration Form to kytcbidrequest@ky.gov.**
3. **Check the Eligible Bidders List** to ensure your company is listed for the correct project.
4. **Ensure the latest EBSX files** (including addendums) are used for bid submission.
5. **Test bid submission before letting day**—avoid last-minute technical issues.

FYI— Earlier bids are replaced by subsequent submissions, with the latest bid serving as the official bid. Additionally, a bid may be fully withdrawn.

 **Tip:** If you have issues submitting a bid, contact KYTC **before letting day!**

 **We want all bidders to succeed! Best of luck!** 