



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Matthew G. Bevin
Governor

Greg Thomas
Secretary

MEMORANDUM

TO: All Prequalified Contractors

FROM: Shella J. Eagle
Branch Manager
Division of Construction Procurement

DATE: September 4, 2019

SUBJECT: Requesting Additional Work Item(s)

All request for additional work item(s) are required to be submitted on company letterhead and signed by an officer of the company. The request must state the specific work item(s) the company is requesting.

All request must include the following: detailed resumes, equipment list, and a detailed list of jobs the company has completed that pertains to the work item(s) requested. Please note that additional documentation may be required upon review.

The company's request can be emailed to Shella.Eagle@ky.gov for review. However before the request can be reviewed the attached affidavit is required to be mailed to the Division of Construction Procurement.

If you have any questions contact me directly at 502-782-4815.



An Equal Opportunity Employer M/F/D



Division of Construction Procurement
Additional Work Item(s) Affidavit

I _____, (printed officers name) attest and affirm that the documentation and information submitted to the Division of Construction Procurement office for request of additional work item(s) is true and accurate.

By signing this affidavit I am attesting to the truth and correctness of the documentation submitted and that I am familiar with the operation of the _____ (firm's name) and its financial position.

Signature

Officer Title

Date of Signature

Sworn before me this ____ day of _____, 20__

X _____

Notary Seal:

NOTARY PUBLIC

My commission expires _____, 20__

*Original must be mailed to: Division of Construction Procurement
200 Mero Street
Frankfort, KY 40622