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GOVERNOR

TRANSPORTATION CABINET

200 Mero Street
Frankfort, Kentucky 406 01

Jim Gray
SECRETARY

MEMORANDUM

TO: All Prequalified Consultants

FROM: Eric Pelfrey, P.E. *EP*
Director, Division of Professional Services

DATE: January 26, 2023

SUBJECT: Revised Affidavit for Bidders, Offerors and Contractors

The Finance Cabinet has revised the required Affidavit for Bidders, Offerors and Contractors form as required by KRS 45A.110 and KRS 45A.115. Effective with this Memorandum, a revised Affidavit is required to be completed, signed, and uploaded to the Consultant Portal for a firm to be eligible for annual prequalifications.

This new Affidavit is an abbreviated version of the prior form. The new Affidavit form still includes an Effective Date which should match the firm's annual prequalification renewal date; however, the terms and conditions have been removed from the Affidavit form and have been inserted directly into each contract and contract modification.

As before, the Affidavit will be required upon the firm's annual prequalification renewal date for each prime consultant and will be valid for a one-year period rather than one for each response, contract, or contract modification. The Affidavit is also available for use between Divisions, Department, and other Cabinets within the Commonwealth. Therefore, if you have submitted a signed Affidavit on the new form for your firm, it should be in the vendor database and available for use by all parties.

Please visit <https://transportation.ky.gov/ProfessionalServices/Pages/Forms.aspx> to download the revised Affidavit from the Division of Professional Services' Form page. Please check the Consultant Portal for verification or contact our office should you have any questions.