**M E M O R A N D U M**

TO: All KYTC Prequalified Contractors

FROM: *Insert LPA Name*

DATE: *Insert Date*

SUBJECT: Notice to Industry

*KYTC Item #/City and/or County Project Location  
 Project Description/Name*

The *Insert LPA Name Here* will be seeking bids for a project to construct *Insert Project Location and Description*. This project is funded through a federal grant from the Kentucky Transportation Cabinet. The project includes the following:

* *Use bullet points to describe major project activities and work items.*

The contractor **must** be prequalified with KYTC at the time of the bid opening or their bid will be rejected. Please keep in mind the prime must complete 30% of the work.