Scope of Work

LETCHER COUNTY FISCAL COURT

PROJECT NAME: 731321 Atlantic Dr Site 1A – Shoulder Repair

Questions: email judgeadams@letchercounty.ky.gov and procurement@erassist.com

Responses are due no later than **Wednesday, November 11, 2026, 2:00 PM ET.**

Any contractor with overdue work for the county is ineligible for additional work from the county until overdue projects are completed.

Required Documents for Submission in DFS Procurement Portal:
Copy of Insurance Policies, and the Insurance Carrier, Limit ($), and Expiration Date for General Liability, Commercial Auto, and Worker's Compensation
Copy of Drug Free Workplace Policy
Printout from SAM.gov (https://www.SAM.gov) showing active registration
Three (3) references, each with Reference Agency, Project Name/Type/Location/Year, Reference Person Name, and email/phone
Contractor Capacity and Experience Statement (a statement of qualifications, brochure, or other documentation may be used)

RESPONSE DELIVERY:
Bid and all required forms shall be submitted through the DFS Procurement Portal: dfs.bonfirehub.com

Procurement Notes:

- All requested information must be filled out to be considered a valid bid.
- Bids and all required forms shall be submitted through the DFS Procurement Portal at dfs.bonfirehub.com/portal no later than **Wednesday, November 11, 2026, 2:00 PM ET**. Submissions received after the due date and time will be considered non-responsive and will not be considered.
- Bids will be opened on Wednesday, November 11, 2026, 3:00 PM ET at the Letcher County Judge Executive's Office at 156 Main St. Suite 107, Whitesburg, KY 41858.
- Award will occur at the Letcher County Fiscal Court meeting on Monday, November 16, 2026 at 10:00 AM EST at 156 Main St. Suite 107, Whitesburg, KY 41858.
- Work is expected to be completed **within 60 days of contract award.**
- **Work will not be considered complete until all invoice documents are provided and invoice validation is complete.** Final invoice with all required documents must be provided in a single transmission (email or link to a dropbox , google drive, or other file sharing service).

Multi-part transmission of invoice documentation will cause a delay in validation which will affect payment processing timelines and designation of completion.

- **The successful bidder must submit invoices to erassist.com/submit/p731321. This submission form will not be available until the contract is fully executed. Invoices and work complete photos will no longer be accepted through email.**

- Work will follow all best construction practices. All work shall conform to Division 400 of the KY Department of Highways 2019 Standard Specifications for Road and Bridge Construction, which can be found at http://transportation.ky.gov/Construction/Pages/Kentucky-Standard-Specifications.aspx

- For Ditching Projects or culvert clean out projects. Earthen Material from Ditching or Culvert Clean Out may be worked into surrounding embankment at appropriate angles, especially in locations under which Channel Lining will be installed. Remaining Sediment or Earthen Material must be hauled to a government borrow pit (location/tickets/photos must be included on invoice) or hauled to a landfill. Debris must be hauled to a landfill. Landfill tickets are required to be submitted with an invoice.

- Invoices must include at least 4 Photos of "Before" and 4 Photos "After" work completion. Photos must be taken with an app (such as Solocator or GPS Camera) that displays the GPS (and preferably road name) and date.

- If rock/aggregate or fill material is supplied as part of this work, the Invoice must list the quarry location of aggregate or the source location of the fill. If rock/aggregate is supplied from a third party, must provide documentation from the third party of the original location of the aggregate or fill. Third party documentation must be signed and submitted on third party letterhead.

- This work is for a specific site/repair with quantities listed on a FEMA grant; as such documentation supporting the quantities must be provided (e.g. quarry tickets, or load counts/truck capacities). Invoices must list the haul off location of any debris, spoils, or waste (example: permitted landfill, recycling location, or road dept for reuse).

- Payment will follow only after work is completed, all documentation is received from the Contractor and reconciled by the Grants Management Team, and after approval by the Fiscal Court. (Documentation to include items such as before/after photos (always required), quarry documentation, quantity documentation, and documentation of disposal).

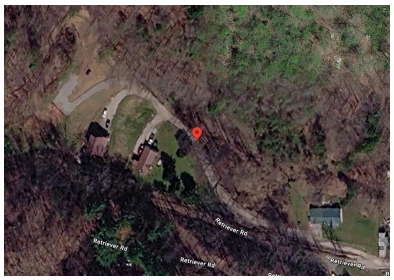
- Successful bidders, assigns, subcontractors must be compliant with all applicable Federal, State and Local laws.

- Letcher County reserves the right to accept or reject any and all bids. Letcher County reserves the right to seek clarification from bidders.

- Letcher County Fiscal Court is an Equal Opportunity Employer and encourages all qualified businesses to respond to this request, including minority, women, veteran owned businesses, as well as hub-zone businesses.

- Work can not start until the contract agreement is fully executed and the contractor has made contact with Letcher County Matt Amburgey at (606) 595-8710 to schedule work and work supervision/inspection.

Using Care to not destroy pavement or place equipment in water:

Site #	Scope	GPS /Map	Picture
Atlantic Dr Site 1			
A	1. Install 11.56 SY of Geotextile Fabric 2. Install 22.96 Tons of Class II Channel Lining (52'L x 2'W x 4'D) 3. Install 1.44 Tons of DGA road base to create a shoulder 4. Install 232.44 SF of coconut coir mat	GPS: 37.17248, -82.82676 	

The following forms are provided in this RFB for reference. Bidders must review each form and enter their response as directed in the Portal's Required Information section. The confirmation or declaration statement for each form for which a response is required is provided in a gray box at the bottom of each form in this document. All responses must be true and accurate and shall be considered the equivalent of a legally-binding electronic signature.

1. Attachment 1: Bid Certification and Cost Proposal Form
2. Attachment 2: NON-COLLUSION DECLARATION
3. Attachment 3: CERTIFICATION REGARDING LOBBYING
4. Attachment 4: FORM 200.321 AFFIRMATIVE STEPS
5. Attachment5: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION
6. Attachment 6: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
7. Attachment 7: DRUG-FREE WORKPLACE AFFIDAVIT
8. Attachment 8: INSURANCE COVERAGE DECLARATION

Attachment 1: Certification and Cost Proposal Form

Bidding Certification: I have carefully examined the Request for Bids and any other documents accompanying or made a part of this Request for Bids.

I hereby propose to furnish the goods or services specified in the Request for Bids at the rates quoted in my Bid. I agree that my Bid will remain in effect for a period of up to one hundred eighty (180) days.

I agree to abide by all conditions of this Bid l and understand that a background investigation may be conducted prior to award.

I certify that all information contained in this Bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Bid on behalf of the Bidder as its act and deed and that the Bidder is ready, willing and able to perform if awarded the Contract.

I certify this Bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a Bid for the same product or service. I further certify that no officer, employee or agent of County or of any other Bidder has a financial interest in this Bid. I further certify that the undersigned executed this Bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

DFS Portal Confirmation / Declaration:

By completing and submitting the Cost Proposal Form, you are certifying all of the above as well as the prices and data entered in the Cost Proposal Form in the DFS Portal. The following Cost Proposal Form is provided for reference only.

Attachment 1: Certification and Cost Proposal Form

COST PROPOSAL FORM			
Unit pricing shall be all-inclusive and include all labor (including equipment programming), equipment, material, and supply costs and shall not be increased or changed for any reason other than changes requested or approved by the County.			
Bid item	**Description**	**Unit of Measure**	**Appx Qty**
1	Provision and Installation of Geotextile Fabric	SY	11.56
2	Provision and Installation of Class II Channel Lining for Embankment/Shoulder	TON	22.96
3	Provision and Installation of DGA Road Base to create shoulder	TON	1.44
4	Provision and Installation of Coconut Coir Mat	SF	232.44
5	Mobilization/Demobilization and Traffic Control	Lump Sum	1

Attachment 2: NON-COLLUSION DECLARATION

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder.

All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the applicable laws that the foregoing is true and correct.

DFS Portal Confirmation / Declaration:
Do you confirm that you have read the Non-Collusion declaration and therefore declare under penalty of perjury under the applicable laws that the Non-Collusion Declaration is true and correct? (Y/N)

Attachment 3: CERTIFICATION REGARDING LOBBYING

The undersigned certifies that, to the best of their knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.

3. The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

DFS Portal Confirmation / Declaration:

Do you, the Contractor, confirm that you have read the Certification Regarding Lobbying form and certify or affirm the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any. (True/False)

Attachment 4: FORM 200.321 AFFIRMATIVE STEPS

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS §200.321

The County is required to take all necessary affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. If contractor uses subcontractors, they are also required to take the following affirmative steps:

1. Placing qualified enterprises on solicitation lists.
2. Assuring that enterprises are solicited whenever they are potential sources.
3. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

DFS Portal Confirmation / Declaration:
Do you confirm that you have read the 200.321 Affirmative Steps Confirmation and agree to take the listed affirmative steps when using subcontractors. (Y/N)

Attachment 5: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION

Neither the entity or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

DFS Portal Confirmation / Declaration:

Do you confirm that neither the entity nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency? (Y/N)

Attachment 6: CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

To the best of our knowledge the bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project. [SELECT YES IF TRUE]

OR

The bidder, by attachment, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project. [SELECT NO IF TRUE & UPLOAD DOCUMENTATION]

Failure to answer appropriately may result in disqualification of your bid.

DFS Portal Confirmation / Declaration:

Do you confirm that to the best of your knowledge the undersigned bidder has no potential conflict of interest due to any other clients, contracts, or property interest for this project? (Y/N)

If answered no, documentation must be uploaded containing information regarding what may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Attachment 7: DRUG-FREE WORKPLACE AFFIDAVIT

The undersigned certifies that the responding firm has taken steps to :

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are proposed, a copy of the drug- free workplace statement.

4. In the statement specified in drug-free workplace statement, notify the employees that as a condition of working on the commodities or contractual services that are under bid the employee will abide by the terms of the statement and will notify the employer of any conviction of or plea of guilty or nolo contendere to any violation of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

I certify that this firm complies fully with the above requirements.

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the Drug-Free Workplace Affidavit and certify that the responding company complies fully with the listed requirements? (Y/N)

- *Upload the contractor's Drug Free Workplace Policy*

Attachment 8: INSURANCE COVERAGE DECLARATION

Contractor shall complete the form below and attach the following insurance policies (including all endorsements) to this bid. Failure to do so may result in a rejected Bid.

1. Commercial General Liability – in the amount of two million dollars ($2,000,000.00) aggregate/one million dollars ($1,000,000.00) per occurrence. The General Aggregate limit shall either apply separately to the resulting Contractor or shall be at least twice the required occurrence limit.
2. Comprehensive Automobile and Water Vehicle Liability – covering any automotive equipment to be used in performance of the service, with a minimum limit in the amount of One Million Dollars ($1,000,000.00) per occurrence combined single limit / any auto. Physical Damage Insurance covering owned or rented machinery, tools, equipment, office trailers, and vehicles.
3. Worker's Compensation – Bidder shall provide a policy with employer's liability coverage with limits of not less than One Million Dollars ($1,000,000.00) per occurrence for each accident or illness. The Worker's Compensation policy shall state that it cannot be canceled or materially changed without first giving thirty (30) days prior notice thereof in writing to the County. Firms that have owner/operators that have filed a "Notice of Election to be Exempt" shall supply a signed copy of said notice. Any such exemption shall meet the requirements that qualify for an exemption under the applicable Worker's Compensation law.

Insurance Carrier	Type of Coverage	Limit ($)	Expiration Date
	General Liability		
	Commercial Auto		
	Worker's Compensation		

DFS Portal Confirmation / Declaration:

Do you confirm that you have read the Insurance Coverage Declaration? (Y/N)

- List the Insurance Carrier, Limit ($), and expiration date for the 3 types of coverage and upload the insurance policies.