

BID PACKET
2024-2025
Versailles Municipal Road Fund
Bid Guidelines, Official Bid Form and
Specification Sheet

This packet relates to the above projects for the City of Versailles. You are receiving this because you have done work for the City in the past or have expressed an interest to do work. Questions about these projects may be referred to Dan Knight, Assistant Public Works Director at (859) 873-2245 EXT 124.

The sealed bid opening will be at 10:00 A.M. on Wednesday August 14, 2024 in the Council Chambers at Versailles City Hall located at 196 South Main. The bid opening is public; you need not be present but we must receive all bids prior to that time. All successful bidders will be notified upon City Council approval of the bids, scheduled for Tuesday August 20, 2024.

Our mailing address is:

Public Works Director
Attn: Road Fund Bids
City of Versailles
196 South Main St.
Versailles KY 40383

All bidders must submit the following:

1. **Contractor's Certificate of Insurance** (with Official Bid Form)
2. **Occupational License** (upon bid award)
3. **Independent Contractors Questionnaire** (if applicable)

Notes:

1. All bids must be submitted on the **ATTACHED SPREADSHEET AND TOTAL COST ON THE OFFICIAL BID FORM.**
2. The City of Versailles reserves the right to request references and work history information prior to bids being awarded. The Public Works Director and The City of Versailles reserve the right to **not** award bids should they deem that the low bidder has not successfully completed similar types of work for which they are bidding.
3. Successful bidders **must complete work within 120 days of bid award.**
4. The City of Versailles reserves the right to reject any or all bids.
5. The City of Versailles reserves the right to waive any irregularities in the bids.
6. The City of Versailles City Council must approve any cost over runs or changes to bids.
7. The following information must be submitted to the Public Works Director ***after*** bid opening and ***prior*** to beginning work:
 - Contractor's latest three years financial statements.
 - Statement of contractor's current and completed work and percent completion and projects' worth.
 - Statement of contractor's latest three years loss history for all insurance.
 - Statement of contractor's staff experience.
 - 100% Performance and Payment Bond.

OFFICAL BID FORM

Name of Bidding Contractor: _____

Address: _____

Telephone Number: _____

Representative's Signature: _____

I have read and agree to this Official Bid Form and the specification sheet(s) for the services on which my company is bidding.

Representative's Name: _____

Representative's Title: _____

Total Project Bid \$ _____

