FINANCE AND ADMINISTRATION
DEPARTMENT FOR FACILITIES AND SUPPORT SERVICES
DIVISION OF ENGINEERING AND CONTRACT ADMINISTRATION

REQUEST FOR BID NO. RFB-113-22
PENTHOUSE REPAIRS
GOVERNOR'S MANSION
FRANKFORT, KENTUCKY

Agency: 785
Fund: CA97

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RFB-113-22
PENTHOUSE REPAIRS
GOVERNOR'S MANSION
FRANKFORT, KENTUCKY

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PLEASE NOTE THE FOLLOWING:

THE VENDOR VIOLATION FORM IN THE BID DOCUMENTS IS BEING SENT TO THE LABOR CABINET FOR VERIFICATION. PLEASE MAKE SURE ALL YOUR VIOLATIONS ARE LISTED WITHIN THE LAST FIVE (5) YEARS. IF A BIDDER LISTS "NONE" AND HAS SOME, THEIR BID MAY BE REJECTED. FOR A LIST OF YOUR VENDOR VIOLATIONS, YOU CAN FAX OR EMAIL THE LABOR CABINET WITH YOUR REQUEST. FAX NUMBER IS (502) 696-1984 OR EMAIL: wages@ky.gov. CONTRACTORS MUST ALLOW THREE (3) DAYS IN ORDER TO GET INFORMATION FROM THE LABOR CABINET.

THERE IS A CHECKLIST ON PAGE 4 OF THE OFFICIAL BID DOCUMENT FOR CONTRACTORS TO MAKE SURE ALL OF BID DOCUMENT IS ENCLOSED WHEN SUBMITTING THEIR BID.

IMPORTANT: Please follow current state COVID guidelines for all Commonwealth of Kentucky construction projects. All information and/or instructions will be in the Notice to Contractors and Advertisement for Bids.

Contractors must load their Bid Documents under the corresponding RFB in MOVEit in order for it to be received. IF BID IS NOT UPLOADED IN THE CORRECT FOLDER IN MOVEit, THE BID WILL BE DEEMED NON-RESPONSIVE. BID MUST BE LOADED IN ONE COMBINED PDF FILE WHICH SHALL INCLUDE YOUR BID BOND.
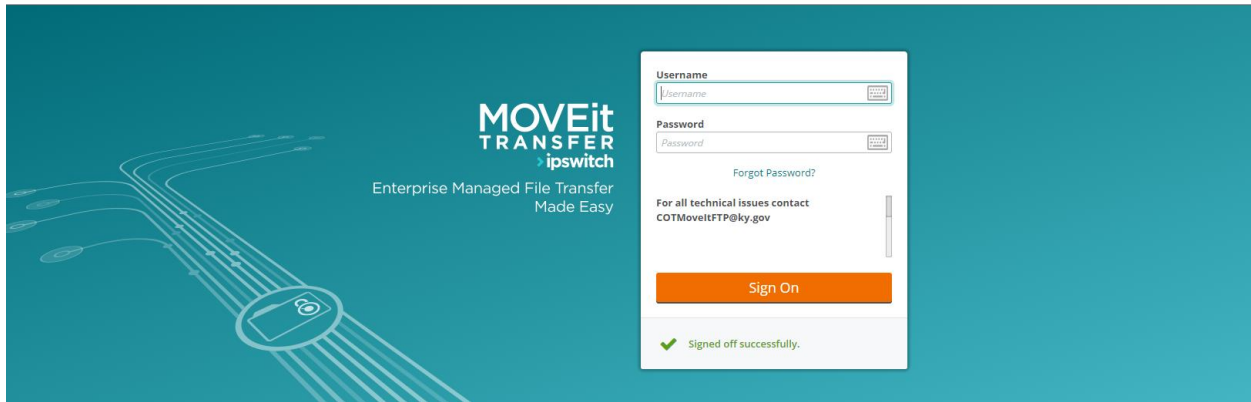
MOVEit TRANSFER

https://ftp.ky.gov

This application is used for

Secure File Transfer: upload/download files with the FTP application and share the secure location with other registered MOVEit users with no size limit. NOTE: the retention of files on all MOVEit applications is 90 days unless otherwise requested.

Login. **The log in is case sensitive.**

Username: ___kyrfb_____

Password: ___Submitter2020_____

Forgot Password - YOU CANNOT CHANGE THE PASSWORD ON THIS ACCOUNT. DO NOT ATTEMPT TO CHANGE IT.
NOTE: You should not be prompted to change the password, if this occurs contact the Commonwealth buyer on the project.

Unable to login –

Contact the CommonwealthServiceDesk@ky.gov and they will notify the MOVEit team to assist you. You can also call 502-564-7576.

<div style="border: 2px solid red; color: red;">

IMPORTANT: Please include company name and RFB# in the file name. Contractors must load their Bid Documents COMBINED into one PDF document under the corresponding RFB in MOVEit in order for it to be received. IF BID IS NOT UPLOADED IN THE CORRECT FOLDER IN MOVEit, THE BID WILL BE DEEMED NON-RESPONSIVE.

</div>

After you login to the system, you will see this screen.

Notice the instructions on the screen for submission.

Scroll down to find the RFB/RFP you are submitting on. Open the folder by clicking on the folder with the correct RFB/RFP. Do **NOT** check the box. Click upload on the right side of the screen. Upload your proposal to the correct RFB/RFP.

/Distribution/KyAgencies/KYFinance/Procurement/ENG-RFP

☐ ⌄	Name	⊘	Size/Contents	Creator	Created
☐	RFB-168-20				3/18/2020 3:39:56 PM
☐	RFB-174-20				3/18/2020 3:40:49 PM
☐	RFB-176-20				3/18/2020 3:40:43 PM
☐	RFB-177-20				3/18/2020 3:40:37 PM
☐	RFB-178-20				3/18/2020 3:40:33 PM
☐	RFB-181-20				3/18/2020 3:40:24 PM
☐	RFB-183-20				3/18/2020 3:40:17 PM
☐	RFB-189-20				3/18/2020 3:40:04 PM
☐	RFB-191-20				3/18/2020 3:40:12 PM

** Highly Recommended **

Before uploading your files, add your Company name to the front of all file names.
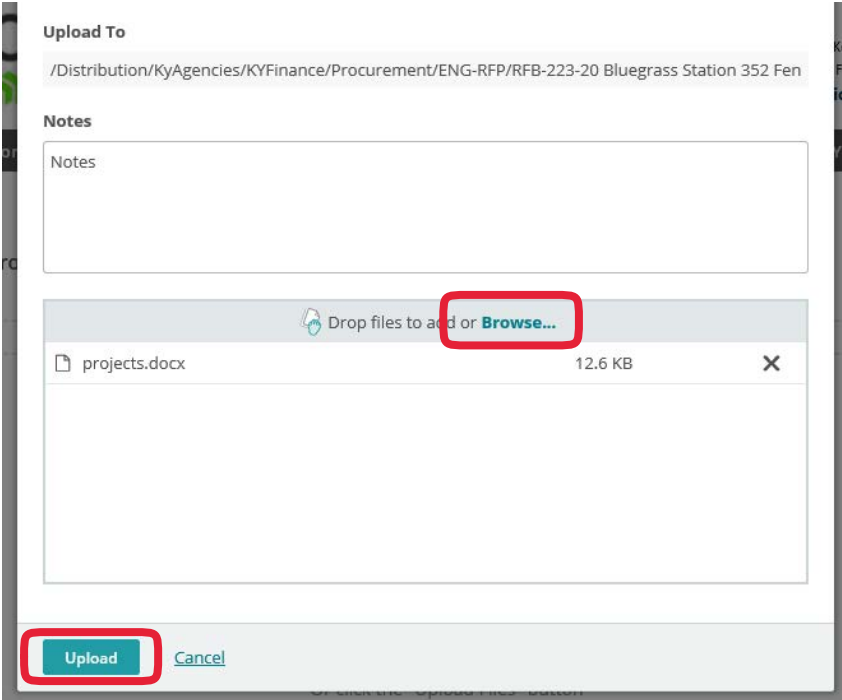   Example: AcmeCoyote_Filename.pdf

NOTES Section – Use this section to input your contact information or make comments about the files being uploaded.

Browse to your files and select the files to upload - Do **NOT** use drag and drop.

Make sure to click Upload.

There is not a size limit for file uploads.

When the upload is complete a check mark will appear to the left of your files and the bottom of the window will show the close button.

** We highly recommend that you print the screen as verification for your records that the file(s) were submitted. There is no other verification of receipt of files. If you feel that you need further verification, you can email COTMOVEitFTP@ky.gov or the buyer on the project.

Verify that the file was uploaded to the correct folder by reviewing the file path (see below). The last part of the path will show the folder it was uploaded to.
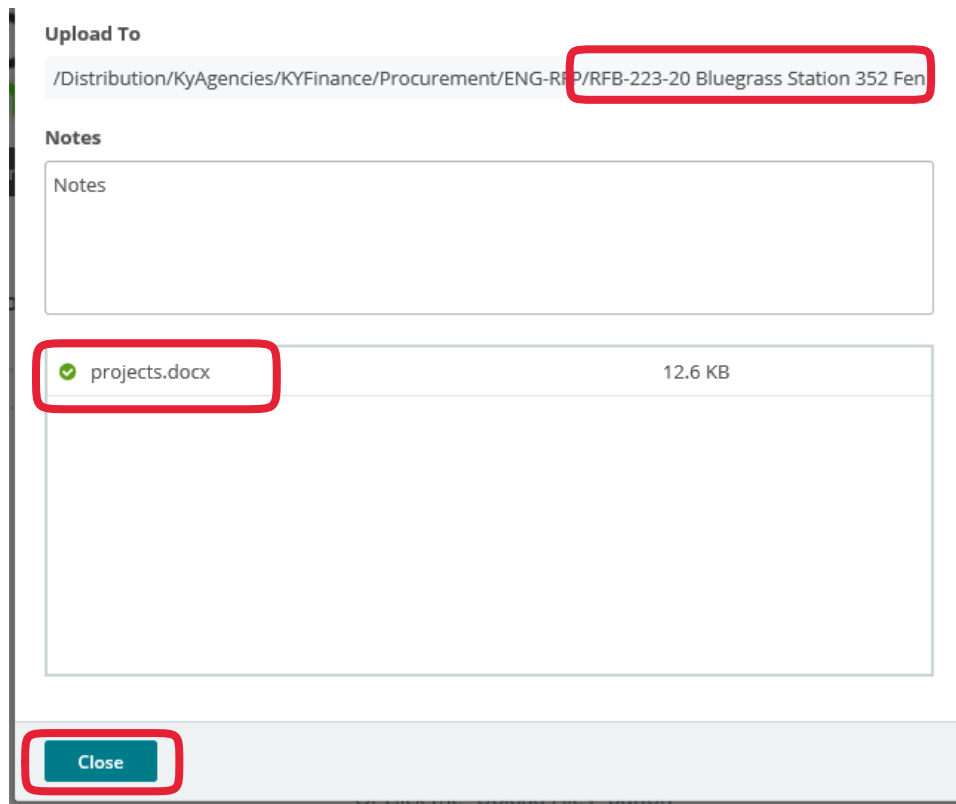
Click Close at the bottom of the window.
Sign out.

The **Sign Out** Link will exit you from the application.
Your files will automatically be transferred to our procurement staff

The **Tech Support Link** will provide links to the User Guide under MOVEit Transfer Help, and Information on how to Contact the COT MOVEit Team.

FOR TECHNICAL ASSISTANCE WITH MOVEit/FTP

- Non-Commonwealth third parties should contact the Commonwealth Service Desk. Commonwealthservicedesk@ky.gov and cc: COTMOVEITFTP@ky.gov. Or call 502-564-7576.
    - In the request for assistance please include the following -- username, telephone number, RFP number, list of any files you are uploading, and a detailed description of any errors or messages received.