



ANDY BESHEAR  
GOVERNOR

COMMONWEALTH OF KENTUCKY  
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JENNIFER LINTON  
EXECUTIVE DIRECTOR

## MEMORANDUM

TO: All General Contractors

THRU: Sam Ruth   
Commissioner  
Department for Facilities and Support Services

FROM: Jennifer Linton   
Executive Director  
Office of Facility Development and Efficiency

DATE: March 26, 2020

SUBJECT: Potential State Government Construction Projects Shut Down

### Notice to Contractors:

You have received this message because you currently hold a construction contract with the Division of Engineering & Contract Administration.

This notice is to prepare for a potential order from Governor Beshear that would require a temporary shutdown of all State government construction projects due to the COVID-19 virus. **We are not aware of any plans for such an order at this time, but only wanted to reach out to you for planning purposes should this occur in the future.**

In the event a stop work order becomes necessary, we want to insure your company is prepared and ask that you develop a plan that would provide we ask that your company begin planning to provide the following information to DECA for each ongoing project (plans should consider work may suspend for an extended period of time):

- Assessment of current construction status through contractor field report with photo documentation and written description
- Construction Schedule Update, indicating date work was suspended (post to ecomm with photographs and assessment)
- Weather proof, Secure & Safe enclosure for buildings, HVAC equipment, trenches, etc. (ie. roofing dry in, cover/backfill open trenches, etc.)

- Safely secure material and equipment on site and in storage.
- Material delivery/receiving if shipping will be ongoing
- Submit pay application to date of work suspension
- Include with pay application any insurance certificates for materials stored off site (Certificate Holder is Commonwealth of Kentucky with NO additional insured, certificate to state where stored, what is stored and cost of stored materials)
- Provide emergency contacts list for all trades working on project
- Submit all shop drawings that are ready for submittal
- Submit Contractor critical concerns regarding project

While we remain hopeful that a stop work order will not be needed, if it becomes necessary DECA will need this information almost immediately. By communicating with you today, we hope to give you adequate time to plan the necessary actions and be ready to move quickly. DECA will remain in touch with all parties throughout any period of work stoppage. Our goal would be to return to normal business activities as quickly as possible once the order is lifted.

We appreciate each of you and all that you do for the Commonwealth of Kentucky. These are unprecedented times for all of us and we look forward to the day we are past this difficult time. Our goal is to work with you to keep everyone safe and healthy.

Thank you