

Grant Recipient Letterhead

(Date)

(Vendor Name)

(Vendor Address)

(Vendor Address)

Dear _____,
(Vendor Name)

I have been awarded Kentucky Local Records Program Grant.

This letter is to notify you that your Invitation for Bid, dated _____, has been selected to provide _____ at a total cost of \$_____.

This award is contingent upon the availability of state funds, and work on this project should not begin until after my office has entered into a contractual agreement with the Kentucky Department for Libraries and Archives.

Please sign and return the enclosed Vendor Obligation Statement. Your signature will constitute a legal obligation to provide the services, equipment, and or supplies as stated in the Invitation for Bid.

Payment from my office will not be issued until all services have been completed. All work should be concluded by _____.

I look forward to working with you on this project.

Sincerely,

(Authorized Official Signature)

(Authorized Official Title)

cc: Nicole Bryan, Local Records Branch Manager

VENDOR OBLIGATION STATEMENT
KENTUCKY LOCAL RECORDS PROGRAM

This is to certify that _____ agrees to provide the _____
(Vendor) (Local Government)

with the services at the costs specified in the attached Invitation for Bid for Local Records Grant

(Contract Number)

_____ agrees to:
(Vendor)

- Perform work in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050.
- If applicable, provide the Department for Libraries and Archives with all required microfilm copies, including diazo copies, and digital images of records created during this project;

-and-

Reimburse the Department for Libraries and Archives for any quality control inspection work conducted after initial inspection.

- Commence services beginning on _____ and complete these services no later than _____.

Vendor Authorized Official (Signature)

PRINTED Name

Date

Local Government Authorized Official (Signature)

PRINTED Name

Date