

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT, made and entered into on the _____ day of July, 2018, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (“Government”), 200 East Main Street, Lexington, Kentucky 40507, on behalf of the Chief Development Officer (“CDO”) and **KENTUCKY WORLD TRADE CENTER, INC. d/b/a WORLD TRADE CENTER KENTUCKY**, a Kentucky non-stock, non-profit organization (“Organization”), with offices located at 301 East Main Street, Suite 110, Lexington, Kentucky 40507, with an effective date of July 1, 2018.

WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on July 1, 2018, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay the Organization the sum of Fifty-Five Thousand Dollars (\$55,000.00) for services required by this Agreement, said services being more particularly described in Exhibit A attached hereto and incorporated herein by reference. Thirteen Thousand Seven Hundred and Fifty Dollars (\$13,750.00) of the total sum amount shall be payable each quarter, within ten (10) days after receipt of the report required in Paragraph 7 herein, July to June, inclusive. Lexington-Fayette Urban County Government funds may not

be used raise any staff member's annual salary by more than 2% in fiscal year 2019. Additionally no LFUCG funds may be used to hire any additional staff above the current (FY 2018) staffing levels (5 full-time and 0 part-time)

3. The Organization agrees to provide the following general services as well as those listed in Exhibit A, which is attached hereto:

A. Manage and operate the World Trade Center license in Lexington, Kentucky;

B. Provide other such services to include, but not be limited to, trade promotion, trade counseling, trade assistance, seminars to assist Kentucky businesses interested in exporting to foreign countries or otherwise doing business overseas and to assist foreign companies seeking business opportunities in Kentucky;

C. File all federal, state and local tax returns which are required by the respective governmental unit and to submit copies of same to the CDO.

4. In the event of termination of this Agreement by Government as provided for in Paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement, or renewals thereof, as the service rendered bears to the service required hereunder.

5. Organization shall perform all duties and services described in item 3 above faithfully and satisfactorily at the time, place and for the duration prescribed herein. Organization shall keep itself fully informed of all national and state laws and all municipal ordinances and regulations in any manner affecting the work or performances of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein and

shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on Organization's violation of any such laws, ordinances or regulations.

6. Organization represents that it has filed any federal, state or local income tax returns required by law in the legally prescribed time and manner for the preceding fiscal year. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered by the Organization with the CDO, and the Organization shall not be compensated unless and until such registration has taken place.

7. The Organization shall, at the end of each quarter and by no later than the 10th day of the succeeding quarter (October 10, 2018; January 10, 2019; April 10, 2019; and July 10, 2019), on such forms as the CDO shall provide, submit to the CDO: (a) a report containing, for each of the services enumerated in Exhibit A which were provided in the preceding quarter, a description of the service provided, including the costs of providing services and the quantity and quality of the service provided; (b) the additional information requested in and submitted on the form attached hereto as Exhibit B and incorporated herein by reference (or a similar form created and provided to Organization by the Government); and (c) an invoice requesting compensation for the services provided during the preceding quarter. Failure to submit the quarterly report and invoice described herein by the required date shall result in the quarterly payment to Organization being withheld until the next reporting period. In addition, Organization shall be required to present a progress report as to its activities annually, or as additionally required, before the Urban County Council's Budget, Finance & Economic Development Committee, or as otherwise instructed by the Government.

8. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books papers and affairs of the Organization at all reasonable times, and if it desires, it may have the books and papers of the Organization audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

9. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, or to constitute Organization an agent of the Government.

10. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex, age, sexual orientation or gender identity, or handicap, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

11. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall

be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to the CDO for review within thirty (30) days of the execution of this Agreement.

12. The Organization agrees that all revenue and expenditures shall be audited at least annually by independent certified public accountants who shall express an opinion as to whether or not revenue and expenditures during the year audited have conformed with state and local law and regulation. A copy of this audit shall be submitted to the CDO within ten (10) days of completion.

13. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

A. Objectives--Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these Policies.

B. Investment Funds Management--The governing board may elect to either:

(1) manage its investments through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff;

-or-

(2) utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulations. The trust department may utilize its regular short-term 100% U.S. Treasury Fund for daily funds investment. The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies--Safety and Prudence.

- (1) Short-term liquidity funds shall be invested in "riskless" investments, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least 100%, or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

- (2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.
- (3) All investments shall be reviewed monthly by a finance or investment committee of the agency.
- (4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are fully insured.

- D. Audit--All investments shall be audited at least annually by independent certified public accountants who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

14. This instrument contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

15. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization: World Trade Center Kentucky .
301 East Main Street, Suite 130
Lexington, Kentucky 40507

Att: J. Edwin Webb, President & Chief Executive Officer (or as otherwise designated in writing by Organization)

For Government: Lexington-Fayette Urban County Gov.
200 East Main Street
Lexington, Kentucky 40507
Att: Kevin Atkins, Chief Development Officer

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN
COUNTY GOVERNMENT
BY: _____
Jim Gray, Mayor

ATTEST:

Martha Allen
Clerk of the Urban County Council

KENTUCKY WORLD TRADE CENTER, INC.
d/b/a WORLD TRADE CENTER KENTUCKY

BY: _____
John McPhearson, Chairman

ATTEST:

WITNESS/DATE: _____

EXHIBIT “A”

Lexington/Fayette Urban County Government
Addendum for Services
World Trade Center Kentucky

Scope of Work

Local Contribution:

During Fiscal Year 2019 (July 1, 2018 through June 30, 2019) World Trade Center Kentucky (WTC-KY) will use funds from Lexington-Fayette Urban County Government to:

- Provide trade education, consulting and business trade missions;
- Host Global Executive Forum in Lexington to identify and inform Lexington businesses on export of services and products;
- Accelerate trade and economic development for Lexington businesses by creating awareness along with the resources needed to succeed in the international marketplace;
- Provide International Trade education programs to educate business clients on topics ranging from strategies for entering a new market to international sales contracts
- Provide trade advisory services, working one-on-one with business clients to address trade concerns unique to their company in an effort to help maximize the organizations growth and potential;
- Provide customized site visits and trade missions to provide a hands-on networking opportunity for local business owners who wish to travel and to meet face-to-face with other business leaders from around the world.

EXHIBIT "B"

Lexington/Fayette Urban County Government
Addendum for Services
World Trade Center Kentucky

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
Economic Development Partner Agency Quarterly Report
Fiscal Year 2019

Partner Agency: World Trade Center Kentucky
Date of Quarterly Report: X
Fiscal Year 2019 Report
Period: Quarter #
Report Completed By: X

EXPORT/IMPORT 101 BOOT CAMPS:

Number of Boot Camp Programs Held in Lexington This Quarter: #
Number of Lexington Business Represented at Camps: #
Number of Lexington Participants Registered for the Boot Camps: #
Number of Large Lexington Employers (500+ Employees) at Boot Camps: #
Number of Small to Mid Size Employers (Under 500) at Boot Camps: #

TRADE MISSIONS

Number of Economic Trade Missions This Quarter: #
Total Number of Companies Represented on Trade Missions: #
Total Number of Lexington Companies Represented on Missions: #
Lexington Company Industry Sectors Represented on Trade Missions:
Place Answer Here

GLOBAL EXECUTIVE FORUMS IN LEXINGTON

Number of Executive Forums in the Quarter: #
Number of Executive Forums in Lexington: #
Total Attendance at Executive Forums this
Quarter: #

LEXINGTON COMPANIES BUSINESS SERVICES & CONSULTING

Number of Lexington Companies Receiving Customized Site Visits: #
Number of Lexington Companies Consulted With This Quarter: #
Number of Lexington First Time Companies Consulted w/ This Quarter: #
Lexington Company Industry Sectors Consulted for First Time:

LIST ALL PUBLIC OR TAX SUPPORTED SOURCES OF FUNDING OTHER THAN LFUCG THAT WORLD TRADE CENTER KENTUCKY RECEIVES AND THE AMOUNT OF EACH INDIVIDUAL SOURCE

<u>Name of Funding Source:</u>	<u>Amount of Funding:</u>
X	\$

BUDGET PARTICIPATION

Total Budget of World Trade Center Kentucky for Current Quarter: \$
LFUCG Funding for Current Quarter: \$
Administrative Cost/Salary Expenses for Current Quarter: \$

WHAT ACTIONS HAS WORLD TRADE CENTER KENTUCKY TAKEN IN THE PAST QUARTER TO INCREASE ITS FINANCIAL SUSTAINABILITY WITH LESS RELIANCE ON FUNDS FROM LFUCG?

Place response here

DESCRIBE YOUR EFFORTS IN THE CURRENT QUARTER TO TARGET LEXINGTON COMPANIES THAT PREVIOUSLY HAVE NOT EXPORTED AND HOW YOU ARE CONNECTING WITH THOSE COMPANIES AS WELL AS LEXINGTON ORGANIZATIONS YOU HAVE PARTNERED WITH?

Place response here

Submit this form in Excel format by the dates required in the PSA to the Chief Development Officer: katkins@lexingtonky.gov