

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
COMMUNITY PROJECT AGREEMENT**

THIS COMMUNITY PROJECT AGREEMENT (“Agreement”) is made and entered into on the 11th day of December 2023, by and between the Lexington-Fayette Urban County Government, an urban county government of the Commonwealth of Kentucky created pursuant to KRS Chapter 67A (“LFUCG”), 200 East Main Street, Lexington, Kentucky 40507, and MISSION LEXINGTON, INC., dba MISSION HEALTH LEXINGTON, a Kentucky nonprofit corporation (“Organization”), with offices located at 230 South Martin Luther King Boulevard, Lexington, Kentucky 40508.

WITNESSETH

WHEREAS, the Organization is a 501(c)(3) nonprofit organization, as defined by the Internal Revenue Code, that owns the property (or properties) located at 230 South Martin Luther King Boulevard, located in Lexington, Kentucky (“Property” or “Properties”);

WHEREAS, the Organization provides aide to residents of Fayette County who are low-income, underserved, and/or marginalized;

WHEREAS, LFUCG issued Request for Proposal (RFP) No. 37-2023 for its “Nonprofit Capital Grants Program,” which offers grant awards to Fayette County 501(c)(3) nonprofit organizations who directly provide, or indirectly facilitate, the provision of services to low-income, underserved, or marginalized Lexington-Fayette County residents, and is designed to better position local government in recognizing the strains upon infrastructure within our local network of community agency partners which are affecting their service delivery to residents;

WHEREAS, the Organization submitted a response to RFP No. 37-2023, seeking funding from LFUCG for operational investment projects and/or capital improvement projects so it can budget appropriate funds to continue providing needed services to Fayette County residents;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the receipt and sufficiency of which are acknowledged, the parties hereby agree as follows:

1. **EFFECTIVE DATE; TERM.** This Agreement shall commence on DECEMBER 12, 2023, and shall last until APRIL 30, 2025, unless terminated by LFUCG at an earlier date.
2. **RELATED DOCUMENTS.** This Agreement shall consist of the terms herein as well as the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:
 - a. **Exhibit A** – Request for Proposal, Risk Management Provisions, and Scope of Project
 - b. **Exhibit B** – Response to Request for Proposal

To the extent there is any conflict between or among any of these documents, the terms and provisions of this Agreement shall prevail, followed by terms and provisions of **Exhibit A**, then **Exhibit B**, in that order.

3. **SCOPE OF WORK.** Organization shall complete the Scope of Project outlined in the attached **Exhibit A** (the “Project(s)”), which are further specified in Numbered Paragraph 4 of this Agreement. The Organization shall complete these Projects in a timely, workmanlike and professional manner, as specified herein.

4. **PAYMENT.** LFUCG shall pay Organization a total amount not to ELEVEN THOUSAND, EIGHT HUNDRED AND EIGHTY-FIVE DOLLARS (\$11,885) (“Funds”) for the completion of the Project. The total amount of Funds the Organization shall receive is divided into separate amounts which shall be allocated for each Project. Thus, the total amount paid for each Project (“Sum”) shall not exceed the amounts stated herein:

| PROJECT # AND DESCRIPTION | SUM |
|--|-------------|
| 1) Interior Building Repairs: Lighting, Flooring | 1) \$11,885 |

The use of these Funds are limited to the Projects described in this numbered Paragraph and may not be spent by the Organization for any other purpose without the prior written consent of LFUCG. Absent any additional written agreement stating otherwise, any travel or other expenses are excluded from the above payment schedule.

a. LFUCG shall make payment under this Agreement upon timely submission of approved invoice(s) from Organization specifying that nature of work performed, accompanied by data satisfactory to LFUCG to document entitlement to payment for work completed to date. LFUCG shall have thirty (30) days from the date of receipt of the invoice to pay the invoice amount. LFUCG reserves the right to refuse payment if it is determined by LFUCG that any of the work performed on the Projects is inadequate or defective.

b. LFUCG also reserves the right to reject any invoice submitted for services more than sixty (60) days after the services were rendered.

5. **CONSTRUCTION TERMS.** If applicable, the following terms shall apply to any of the Project(s) above that require construction costs.

a. **Project to be Completed in Workmanlike Manner.** Organization shall bid, contract for, and cause to prosecute to completion, the Projects described herein in a good, safe and workmanlike manner, and in compliance with all applicable codes, ordinances, laws and regulations. Organization shall take necessary action to protect the life, health, safety, and property of all personnel on the job site, members of the public, and personnel.

b. **Permits.** Organization agrees to obtain all necessary local, state, and federal permits, encroachments, permissions, approvals, etc. in a timely manner and prior to start of construction.

c. Building Regulations. Organization asserts that it is in full compliance with all applicable provisions of the Lexington-Fayette Urban County Government's Code of Ordinances Chapter 5 – Buildings and Building Regulations, Chapter 7 – Finance and Taxation, Chapter 12 – Housing, and Chapter 16 – Sewage, Garbage, Refuse, and Weeds, or in compliance with Kentucky Department of Housing Buildings and Construction rules and requirements as is appropriate for those state institutions, parcels, or buildings which are subject to state regulations and oversight as opposed to local ordinances and regulations. If the Organization becomes out of compliance with any of these provisions, it will provide written notice to LFUCG immediately. Failure to notify LFUCG and resolve any such matters to the satisfaction of LFUCG may lead to termination of the Agreement for cause.

d. No Liens. Organization will cause all work to be performed, including all labor, materials, supervision, supplies, equipment, architectural, and engineering services necessary to complete the improvements, in accordance with all applicable standards in the construction industry. The Organization will complete the improvements free from all materialmen's liens and all mechanic's liens and claims. All contracts with subcontractors and materialmen will contain, upon the request of LFUCG, a provision for not less than ten percent (10%) retainage to ensure adequate and complete performance in connection with interim or progress payments hereunder.

e. Right of Inspection. Organization will permit access by LFUCG to the books and records of Organization related to the Project at reasonable times. In the event LFUCG determines that any work or materials are not substantially in conformance with applicable standards in the construction industry, or are not in conformance with any applicable laws, regulations, permits, requirements or rules of any governmental authority having or exercising jurisdiction thereover or are not otherwise in conformity with sound building practices, LFUCG may stop the work and order replacement or correction of any such work or materials. Such inspection will not be construed as a representation or warranty by LFUCG to any third party that the improvements are, or will be, free of faulty materials or workmanship.

f. Nonliability. This Agreement will not be construed to make LFUCG liable to materialmen, contractors, craftsmen, laborers or others for goods and services delivered by them to or upon the property on which the Project is constructed, or for debts or claims accruing to said parties against the Organization. There are no contractual relationships, either express or implied, between LFUCG and any materialman, contractors, craftsmen, laborers or any other persons supplying work, labor or materials on the job, nor will any third person or persons, individual or corporate, be deemed to be beneficiaries of this Agreement or any term, condition or provisions hereof or on account of any actions taken or omitted by LFUCG pursuant hereto.

6. TERMINATION. LFUCG, through the Mayor or the Mayor's designee, may terminate this Agreement for any reason whatsoever by providing Organization with at least thirty (30) days'

advance written notice. Organization shall be entitled for payment of all work performed up to that period of time, calculated on a reasonable basis.

a. In the event of a termination based upon a material condition of non-performance or default by Organization, LFUCG shall provide Organization with advance written notice and a reasonable period of time to cure the breach.

b. Organization may only terminate this Agreement based upon LFUCG's failure to timely pay for properly invoiced and accepted work. Organization shall provide LFUCG with at least thirty (30) days' advance written notice and an opportunity to cure prior to termination.

c. Organization acknowledges that LFUCG is a governmental entity, and that the validity of this Agreement is based upon the availability of appropriated funding. In the event that such funding is not appropriated in a future fiscal year, LFUCG's obligations under this Agreement shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Organization. LFUCG shall exercise any application of this provision in good faith.

7. **REPORTING.** Organization shall provide LFUCG with timely quarterly reports and updates related to the completion of the Projects in the form and manner reasonably specified by LFUCG.

8. **REGISTRATION; COMPLIANCE; AUTHORITY TO SIGN.** Organization shall be lawfully registered or authorized to do business in the Commonwealth of Kentucky and Lexington-Fayette County and shall at all times comply with any and all applicable federal, state, and local laws, ordinances, and regulations. LFUCG may request proof that Organization has timely filed federal, state, or local tax forms which shall be provided by Organization on a timely basis. The person signing this Agreement on behalf of Organization is fully authorized to do so.

9. **INSURANCE; INDEMNITY.** The Risk Management Provisions in **Exhibit A** are incorporated herein as if fully stated.

10. **RECORDS.** Organization shall keep and make available to LFUCG any records related to this Agreement as are necessary to support its performance of the services for a period of at least five (5) years following the expiration or termination of this Agreement, or as otherwise required depending upon the source of funds. Books of accounts shall be kept by Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of Organization related to this Agreement and shall be made available to LFUCG upon request.

a. LFUCG shall be the owner of all final documents, data, studies, plans, reports, and information prepared by Organization under this Agreement.

b. Organization understands and agrees that this Agreement and any related documents may be subject to disclosure under the Kentucky Open Records Act and will

comply with any reasonable request by LFUCG to provide assistance with such a request.

11. **ACCESS.** Organization shall allow LFUCG any necessary reasonable access to monitor its performance under this Agreement.

12. **CONTRACTUAL RELATIONSHIP ONLY.** In no event shall the parties be construed, held or become in any way for any purpose the employee of the other party, or partners, associates or joint ventures in the conduct of their respective endeavors or otherwise.

13. **EQUAL OPPORTUNITY; FAIRNESS ORDINANCE.** Organization shall provide equal opportunity in employment for all qualified persons, and shall (a) prohibit discrimination in employment because of race, color, creed, national origin, sex, age, sexual orientation, gender identity, or handicap, (b) promote equal employment through a positive, continuing program of equal employment, and (c) cause any subcontractor or agency receiving funds provided pursuant to this Agreement to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices. Organization agrees to comply with LFUCG's Fairness Ordinance (Ordinance No. 201-99) and all sources of applicable law, including those specified in any Exhibit attached to this Agreement and incorporated herein by reference.

14. **SEXUAL HARASSMENT.** Organization must adopt or have adopted 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 made available to LFUCG upon request.

15. **DISPOSITION OF PROPERTY.** Organization agrees that it shall not sell or otherwise dispose of any goods, property, or equipment acquired and/or improved with any portion of the Funds without first obtaining the consent of LFUCG. Organization agrees that this provision shall survive termination of the Agreement if this Agreement terminates prior to December 31, 2027. If Organization breaches this provision, Organization may be liable to LFUCG for that breach in an amount that shall not exceed the fair market value of the goods, property and/or equipment that it sold or otherwise transferred. LFUCG further reserves the right to enforce this provision through any remedy available at law, equity, or in bankruptcy.

16. **INVESTMENT.** Any investment of the Funds received pursuant to this Agreement must fully comply with any restrictions imposed by law.

17. **NO ASSIGNMENT.** Organization may not assign any of its rights and duties under this Agreement without the prior written consent of LFUCG.

18. **NO THIRD PARTY RIGHTS.** This Agreement does not create a contractual relationship with or right of action in favor of a third party against either Organization or LFUCG.

19. **KENTUCKY LAW AND VENUE.** This Agreement shall be governed in all respects by the laws of the Commonwealth of Kentucky and venue for all actions shall lie in the Circuit Court

of Fayette County, Kentucky.

20. AMENDMENTS. By mutual agreement, the parties to this Agreement may, from time to time, make written changes to any provision hereof. Organization acknowledges that LFUCG may make such changes only upon approval of its legislative authority, the Lexington-Fayette Urban County Council, and the signature of its Mayor.

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

For Organization:

Abby Pliszka, Executive Director
Mission Lexington, Inc. dba Mission Health Lexington
230 South Martin Luther King Boulevard
Lexington, Kentucky 40508

For Government:

Kacy Allen-Bryant , Commissioner of Social Services
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, Kentucky 40507

22. WAIVER. The waiver by either party of any breach of any provision of this Agreement shall not constitute a continuing waiver or waiver of any subsequent breach by either party of either the same or another provision.

23. ENTIRE AGREEMENT. This Agreement shall constitute the entire agreement between the parties and no representations, inducements, promises or agreements, oral or otherwise, which are not embodied herein shall be effective for any purpose. This Agreement shall replace any previous agreement between the parties on the same subject matter.

THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

SIGNATURE PAGE TO FOLLOW

EXHIBIT "A"



Lexington-Fayette Urban County Government

Request for Proposals

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #37-2023 Nonprofit Capital Grants - Facility Improvements** to be provided in accordance with terms, conditions and specifications established herein.

Sealed proposals will be received through Ion Wave until **2:00 PM**, prevailing local time, on **September 20, 2023**. All forms and information requested in RFP must be included and attached in Response Attachments tab in Ion Wave.

Proposals received after the date and time set for opening proposals will not be accepted. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted in Ion Wave before the date and time set for opening proposals.

Proposals, once submitted, may not be withdrawn for a period of one hundred twenty (120) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Signature of this proposal by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

The Lexington-Fayette Urban County Government encourages the participation of minority- and women-owned businesses in Lexington-Fayette Urban County Government contracts. This proposal is subject to Affirmative Action requirements attached hereto.

Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.

Laws and Regulations

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

Equal Employment Opportunity

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, religion, sex (including pregnancy, sexual orientation or gender identity), national origin, disability, age, genetic information, political affiliation, or veteran status, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

Kentucky Equal Employment Opportunity Act

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;
- (3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and
- (4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers'

representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

LFUCG Non-Appropriation Clause

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

Contention Process

Vendors who respond to this invitation have the right to file a notice of contention associated with the RFP process or to file a notice of appeal of the recommendation made by the Director of Procurement resulting from this invitation.

Notice of contention with the RFP process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her

contention with the RFP process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with RFP processes. If, based on this review, a RFP process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a RFP recommendation must be filed within 3 business days of the RFP recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

SELECTION CRITERIA:

1. Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents 20%
2. Demonstrated Need 20%
3. Applicant Capacity for Project and Meeting LFUCG Requirements 20%
4. Operational Feasibility 20%
5. Cost Analysis 20%

Proposals shall contain the appropriate information necessary to evaluate based on these criteria. A committee composed of government employees as well as representatives of relevant user groups will evaluate the proposals.

Questions shall be submitted via IonWave at: <https://lexingtonky.ionwave.net>

Affirmative Action Plan

All vendors must submit as a part of the proposal package the following items to the Urban County Government:

1. Affirmative Action Plan for his/her firm;
2. Current Work Force Analysis Form;

Failure to submit these items as required may result in disqualification of the submitter from award of the contract. All submissions should be directed to:

Director, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507

All questions regarding this proposal must be directed to the Division of Procurement, (859)-258-3320.

AFFIDAVIT

Comes the Affiant, Mission Lexington, Inc., and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Abby Pliszka and he/she is the individual submitting the proposal or is the authorized representative of MISSION Lexington, Inc., the entity submitting the proposal (hereinafter referred to as "Proposer").

2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.

6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

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7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

STATE OF Kentucky
COUNTY OF Boyetto

The foregoing instrument was subscribed, sworn to and acknowledged before me
by Coral Wood on this the 19 day
of September, 2023

My Commission expires: June 30, 2025

Coral Wood
NOTARY PUBLIC, STATE AT LARGE

EQUAL OPPORTUNITY AGREEMENT

Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.



Signature

Mission Lexington, Inc.
Name of Business

WORKFORCE ANALYSIS FORM

Name of Organization: Mission Lexington, Inc.

| Categories | Total | White (Not Hispanic or Latino) | | Hispanic or Latino | | Black or African-American (Not Hispanic or Latino) | | Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino) | | Asian (Not Hispanic or Latino) | | American Indian or Alaskan Native (not Hispanic) | | Two or more races (Not Hispanic or Latino) | | Total | |
|-----------------|-----------|-----------------------------------|-----------|--------------------|----------|---|----------|--|----------|-----------------------------------|----------|---|----------|---|----------|-----------|-----------|
| | | M | F | M | F | M | F | M | F | M | F | M | F | M | F | M | F |
| Professionals | 52 | 22 | 23 | 0 | 3 | 0 | 2 | 0 | 0 | 6 | 2 | 0 | 0 | 0 | 0 | 22 | 30 |
| Supervisors | 3 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Foremen | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Technicians | 8 | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 6 |
| Protective | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Para- | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Office/Clerical | 9 | 0 | 1 | 0 | 5 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Skilled Craft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Service/Mainte | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total: | 72 | 24 | 30 | 0 | 9 | 0 | 5 | 0 | 0 | 0 | 4 | 0 | 0 | 0 | 0 | 24 | 48 |

Prepared by: Abby Pliszka, Exec. Director Date: 09, 18, 23

(Name and Title)

Revised 2015-Dec-15

**DIRECTOR, DIVISION OF PROCUREMENT
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
200 EAST MAIN STREET
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL
EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The Lexington Fayette Urban County Government also has set a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses. The goal for the utilization of Disadvantaged Business Enterprises as well Veteran –owned Small Businesses as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating Disadvantaged Business Enterprises Subcontractors contact:

**Sherita Miller, MPA, Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street, 3rd Floor
Lexington, Kentucky 40507
smiller@lexingtonky.gov**

Firm Submitting Proposal: MISSION Lexington, Inc.

Complete Address: 230 S. Martin Luther King Blvd ^{Lexington, Ky}
Street City Zip 40508

Contact Name: Abby Pilszka Title: Executive Director

Telephone Number: ⁸⁵⁹⁻272-0219 Fax Number: ⁸⁵⁹⁻272-0134

Email address: abby@missionlexington.org

GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, *29 U.S.C. 650 et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.
9. Additional Information: While not necessary, the Respondent may include any

product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,

10. **Ambiguity, Conflict or other Errors in RFP:** If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. **Agreement to Bid Terms:** In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. **Cancellation:** If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
 - (a) Failure to perform the contract according to its terms, conditions and specifications;
 - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;

- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.

- 16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
- 17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
- 18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
- 19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
- 20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.



Signature

9.19.23

Date

**RISK MANAGEMENT PROVISIONS
INSURANCE AND INDEMNIFICATION**

INDEMNIFICATION AND HOLD HARMLESS PROVISION

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (5) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONTRACTOR acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONTRACTOR in any manner.
- (6) Notwithstanding, the foregoing with respect to any professional services performed by CONTRACTOR hereunder (and to the fullest extent permitted by law), CONTRACTOR shall indemnify, save, hold harmless and defend LFUCG from and against any and all liability, damages and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees, for any damage due to death or injury to any person or injury to any property (including the loss of use resulting therefrom) to the extent arising out of, pertaining to or

relating to the negligence, recklessness or willful misconduct of CONTRACTOR in the performance of this agreement.

FINANCIAL RESPONSIBILITY

BIDDER/CONTRACTOR understands and agrees that it shall demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

INSURANCE REQUIREMENTS

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Required Insurance Coverage

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect LFUCG against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONTRACTOR. The cost of such insurance shall be included in any bid:

| <u>Coverage</u> | <u>Limits</u> |
|------------------------|--|
| General Liability | \$1 million per occurrence, \$2 million aggregate (Insurance Services Office Form CG 00 01) or \$2 million combined single limit |
| Worker's Compensation | Statutory |
| Employer's Liability | \$100,000 |
| Professional Liability | \$1 million per occurrence |

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.

- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include Premises and Operations coverage unless it is deemed not to apply by LFUCG.
- d. The General Liability Policy shall include Employment Practices Liability coverage or an endorsement in a minimum amount of \$1 million unless it is deemed not to apply by LFUCG.
- e. The Policy shall include Umbrella/Excess Liability coverage in the amount of \$1 million per occurrence, \$1 million aggregate, unless it is deemed not to apply by LFUCG.
- f. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- g. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Deductibles and Self-Insured Programs

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.

Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and LFUCG.

Verification of Coverage

BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

DEFAULT

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.

00548704



LEXINGTON

Lexington-Fayette Urban County Government
Request for Proposals

**Nonprofit Capital Grant Program
Facility Improvements
Scope of Work**

Description: The Nonprofit Capital Project Grants Program is an initiative designed to better position local government in recognizing the strains upon infrastructure within our local network of community agency partners which are affecting their service delivery to residents. These grants are funded by Lexington-Fayette Urban County Government (LFUCG) general fund dollars and are subject to LFUCG reporting and spending requirements.

Agencies with established proven track records of performance that are located in and/or service residents of Lexington-Fayette County are invited to apply for this competitive grant program.

- **NOTE: Agencies who received funding from the ARPA-funded Nonprofit Capital Grant Program in 2022 are not eligible to apply or to receive funds.**

Purpose: To provide a *one-time grant* to local 501(c)(3) agencies for major capital projects for Facility Improvements, such as the purchase, construction, expansion, repair of a building, or installation or major overhaul of HVAC systems, etc.

Instructions

Please submit all required proposal submittal forms and attachments no later than the deadline indicated below:

Proposal Deadline – 2 P.M. ON SEPTEMBER 20, 2023

Proposals received after this deadline or incomplete proposals will not be considered.

For More Information:

Lexington-Fayette Urban County Government
Division of Central Purchasing Todd Slatin, Director
200 E. Main Street
Lexington, KY 40507
Office: (859) 258-3320
E-mail: tslatin@lexingtonky.gov

1.0 GENERAL PROVISIONS

1.1 Funding

The funding is a **ONE TIME** grant. LFUCG will conduct ongoing evaluation of the project to determine effectiveness. Funds must be expended **April 30, 2025**.

LFUCG intends to award multiple proposals with funding via LFUCG general fund.

PLEASE NOTE: All grant funds are reimbursed funds only, no funds will be dispersed to grant recipients in advance. Reimbursements may occur periodically during the project. Grant recipients shall invoice the Lexington-Fayette Urban County Government, Department of Social Services, upon completion of grant recipients spend for reimbursement.

The Subrecipient agrees that it shall spend the entire amount of funds provided under this Agreement before April 30, 2025.

The Subrecipient shall invoice LFUCG upon spend for the reimbursement of actual expenditures incurred. The Subrecipient's invoice must be for eligible expenses.

If it becomes apparent to the grant recipient that it will be unable to complete the Project either in the manner or for the amount described in this Agreement, then the grant recipient must immediately provide written notice to the LFUCG with a complete and detailed explanation of its inability to comply with the terms of the Agreement, any proposed changes, and the reasons for those changes. If the grant recipient fails to use any amount of funds provided under the Agreement within the time of performance (by April 30, 2025), grant recipient forfeits those funds.

1.2 Proposal Submission

In order to be considered, proposals must be received by **SEPTEMBER 20, 2023 at 2 PM**. The proposal must contain the required documents and respond to each of the required narrative/application questions to be complete.

Proposals containing significant omissions of required information will be considered non-responsive and will be removed from the funding process. Significant missing responses to narrative/questionnaire questions constitute an incomplete proposal.

If the Agency is submitting a bundled proposal for the funding of more than one project, please note that they must be included in a single completed Proposal Submittal form. Only one Proposal Submittal per agency will be accepted, per Division of Purchasing regulations. Projects being bundled must have separate Project Budgets submitted as attachments.

Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.

The final decision regarding proposal completeness and penalties will be determined by the Commissioner of Social Services.

1.3 Acceptance/Rejection of Applications

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omission, contain unauthorized alteration of form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgement, best serve the interests of Urban County Government.

Inquiries/Questions

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director
Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507
E-mail: tslatin@lexingtonky.gov Phone: (859) 258-3320
Deadline for questions is September 14, 2023 at 2:00 PM EST

1.4 Requests for Clarification

The LFUCG reserves the right to request clarification of information submitted and to request additional information (to clarify the information submitted) of the applicant either orally or in writing. This may include negotiation of funding amounts, outcomes, and other adjustments prior to the execution of a funding award.

1.5 Timeline

This Request for Proposals is being released on August 31, 2023, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Zoom on Thursday, September 7, 2023 at 2 PM EST**

[Click here to Join September 7 2 PM Technical Q&A Zoom Meeting](#)

Meeting ID: 889 1838 6642

Passcode: 480217

This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals are due no later than 2 p.m. on September 20, 2023. Late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation immediately following the proposal due date and intends to make funding announcements no later than October 30, 2023. This timeline is subject to change without notice.

No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

1.6 Evaluation

This is a competitive grant making process, with Proposals reviewed and evaluated by a neutral panel selected by the Commissioner of Social Services, all of whom have no affiliation with any applicant.

In evaluating whether to ultimately award funding to an agency, the Lexington-Fayette Urban County Government may consider how much funding, if any, an agency has previously received from LFUCG during the same funding cycle, and reserves the right to not fund, or to reduce the amount of funding that an agency might otherwise receive, based upon such an evaluation.

Scoring criteria are outlined in Section 4.0 Evaluation.

1.7 Selection

The highest scoring proposals as determined by the panel will be recommended for funding and contacted to negotiate a funding agreement.

1.8 Reporting

The funded projects will be required to submit regular financial and progress reports. Failure to submit complete reports on time will delay processing of invoices submitted for grant reimbursements and affect the grantee's competitiveness for any future funding opportunities with LFUCG. This includes, but is not limited to, timesheets for staff; bids, quotes, invoices and receipts for purchases; copies of any contracts for services; and additional information as required by LFUCG for compliance with federal regulations.

All payments are based on submitted invoices for reimbursements, no payments shall be made in advance.

2.0 PROPOSAL FORMAT

The Proposer must submit the proposal via the LFUCG's Procurement Software at <https://lexingtonky.ionwave.net/Login.aspx>. Adherence to the proposal format by all proposers will ensure a fair evaluation. Proposers not following the prescribed format will be deemed non-responsive.

A complete proposal contains each of the following components:

- Fully completed application submittal cover sheet (PDF form attached)
- Attached project(s) and agency budgets
- Copy of lease if requesting Facility Improvements on a leased property, and highlighting the section to allowing the ability for leaseholder improvements.
- Other Attachments
- **Project Narrative for each requested capital project being requested (separate Project Narratives for each request if bundling capital project requests)**, responding to each of the five evaluation criteria described in Section 4.0 and utilizing format described below
 - Double spaced
 - Single sided
 - Arial 12-point font with 1-inch margins
 - Sections clearly marked
 - Page numbers in bottom right corner of complete submission

Section 1: Directly Provide or Indirectly Facilitate the Provision of Services to Low income, Underserved, or Marginalized Lexington-Fayette County Residents

Please provide a brief description of your agency's mission and objectives. Applying agencies must meet the criteria below:

1. Facility Improvement location is located in Fayette County must be for the purpose of serving Fayette County residents with these grant funds
2. Be in good standing with the Kentucky Secretary of State
3. Responders shall be registered and have a current, complete 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org/). Learn how to earn your 2023 Gold Seal of Transparency on Candid/Guidestar: <https://help.candid.org/s/article/How-to-Earn-a-2023-Gold-Seal-of-Transparency>.
4. Funds for the projects cannot be used to teach, advance, advocate or promote any religion
5. Applying organization agrees to comply with all applicable local, state, and federal laws

Section 2: Demonstrated Need

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency's ability to meet its mission and objectives. Criteria to be considered include:

1. The type and scale of the project proposed clearly enables the capacity of the agency's mission
2. Data provided that documents project need
3. If applicable, the facility proposed for use meets local codes, health, or safety standards. Or, the proposed project would remedy any code infractions or notices

Section 3: Applicant Capacity for Project

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

Section 4: Operational Feasibility

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project
2. An adequate strategy for securing additional support and commitment if needed. If applicable, include letters of commitment for other funding that will be used to implement the project
3. Adequate number of qualified staff to carry out the proposed project
4. Indicators that demonstrate that the project can be completed by April 30, 2025

Section 5: Cost Analysis – and attachments

1. Cost proposals and budget narrative
2. This section shall provide the total costs of the capital project, including all expenses to be incurred
3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington
4. Attach line item Budgets for each Grant Project requested and the Agency Budget

3.0 SCOPE

Agencies may apply for a grant to assist with a capital project of a **minimum of \$30,000 of Facility Improvements** (*Agencies may bundle Facility Improvement projects to meet the \$30,000 minimum*). **Maximum Facility Improvement award is \$55,000.**

Who is Eligible?

Community nonprofit partners with established proven track records of performance are invited to apply for this competitive grant program for capital projects.

- Grant funds must be invested in facilities located in and serving residents of Lexington-Fayette County.
- Agencies must be recognized by Internal Revenue Service as a 501(c)(3) nonprofit organization.
- Agencies must either own the facility or have a current long-term lease (*with at least 3 years remaining on the terms of the lease*) with a private landlord for which improvements are being requested.
- Agencies that are primarily affiliated with, or funded through, an educational institution (e.g., a public or private school or the Fayette County Board of Education) are not eligible to receive funds.
- **All funds awarded must be spent by grantees before April 30, 2025.**
- **NOTE: Agencies who received funding from the ARPA-funded Nonprofit Capital Grant Program in 2022 are not eligible to apply or to receive funds.**

Eligible Cost Activities (*including, but not limited to*):

Facility Improvements

| | |
|------------------------------|--|
| A. Systems | <i>Mechanical, Electrical and Plumbing</i> |
| B. Exterior | <i>Roofing, Windows, Gutters, Masonry, Siding</i> |
| C. Interior | <i>Flooring, Walls, Ceilings, Lighting</i> |
| D. Property Site | <i>Acquisition of Property, Parking, Sidewalks, Lighting, Utilities, Signage</i> |
| E. Environmental Remediation | <i>Asbestos, Lead Paint, Air Quality</i> |

Grant Award Allocation

| | Facility Improvements |
|-----------------------------|------------------------------|
| Funding Pool* | \$333,885 |
| Minimum Request per agency* | \$30,000* |
| Maximum Request per agency | \$55,000 |

***Agencies may bundle their Facility Improvement projects to meet the minimum.**

4.0 EVALUATION & CRITERIA

| Factor | Points |
|---|------------|
| 4.1 Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents | 20 |
| 4.2 Demonstrated Need | 20 |
| 4.3 Applicant Capacity for Project and Meeting LFUCG Requirements | 20 |
| 4.4 Operational Feasibility | 20 |
| 4.5 Cost Analysis | 20 |
| | |
| Total Points | 100 |

4.1 Directly Provide or Indirectly Facilitate the Provision of Services to Low-income, Underserved, or Marginalized Lexington-Fayette County Residents

Please provide a brief description of your agency’s mission and objectives. Applying agencies must meet the criteria below:

1. Facility Improvement location is located in Fayette County and Facility Improvements must be for the purpose of serving Fayette County residents with these grant funds
2. Be in good standing with the Kentucky Secretary of State
3. Responders shall be registered and have a current, complete 2023 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org/).
If you haven’t updated your 2022 Gold Seal, you will need to log into Candid/Guidestar and do so. Learn how to earn your 2023 Gold Seal of Transparency on Candid/Guidestar: <https://help.candid.org/s/article/How-to-Earn-a-2023-Gold-Seal-of-Transparency>
4. Funds for the projects cannot be used to teach, advance, advocate or promote any religion
5. Applying organization agrees to comply with all applicable local, state, and federal laws

4.2 Demonstrated Need

Demonstrate how the proposed capital project is needed for the agency to provide their services. Applications must describe the need for the specific project in regards to the agency’s ability to meet its mission and objectives. Criteria to be considered include:

1. The type and scale of the project proposed clearly enables the capacity of the agency’s mission
2. Data provided that documents project need
3. If applicable, the facility proposed for use meets local codes, health, or safety standards. Or, the proposed project would remedy any code infractions or notices

4.3 Applicant Capacity for Project

The application must demonstrate that the agency staff has adequate credentials and experience to carry out the proposed project. This means that the organization carrying out the project, its employees, or its partners, must have the necessary experience and qualifications to execute the project and adhere to the requirements of this grant program.

Factors to be considered will include: prior agency experience with capital projects and grants; suitable agency fiscal capacity and organizational infrastructure to implement the project; and employee experience in grant management. The LFUCG's monitoring records of previously funded projects will also be considered in determining applicant capacity. The LFUCG will pay special attention to previously awarded projects and an agency's track record for timely implementation and spending of awarded funds.

4.4 Operational Feasibility

The application must include:

1. Clear and complete plans and timeline for implementing and completing the project
2. An adequate strategy for securing additional support and commitment if needed. If applicable, include letters of commitment for other funding that will be used to implement the project
3. Adequate number of qualified staff to carry out the proposed project
4. Indicators that demonstrate that the project can be completed by April 30, 2024

4.5 Cost Analysis – and attachments

1. Cost proposals and budget narrative
2. This section shall provide the total costs of the capital project, including all expenses to be incurred
3. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington
4. Line item Budgets for each Grant Project requested and the Agency Budget

LFUCG reserves the right to adjust funding amounts.

EXHIBIT "B"



PROPOSAL SUBMITTAL COVER SHEET

Agency Information

Agency Name: Mission Lexington, Inc. dba Mission Health Lexington

Mailing Address: 230 S. Martin Luther King Blvd, Lexington, KY 40508

Street Address: 230 S. Martin Luther King Blvd, Lexington, KY 40508

Phone: (859) 272 - 0219

Is your Agency registered with the IRS as a 501(c)(3) organization? Yes No
*Note: Agencies **must** be registered with the IRS as a 501(c)(3) organization to be eligible for this grant program funding.*

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org? Yes No
*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for this grant funding.*

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):
Abby Pliszka, Executive Director, 859-272-0219, abby@missionlexington.org

Person Completing Application (Name, Title, Phone, Email):
Abby Pliszka, Executive Director, 859-272-0219, abby@missionlexington.org

Project Information

Funding Requested by Project, if bundling multiple Projects:

Project: 1 - Exterior Signage Request \$ 3,524.01
Facility Improvement project

Project: 2 - Safety & Visibility Request \$ 24,555.90
Facility Improvement project

Project: 3 - Exterior Building Repairs & Additions: Sidewalks, Stucco, Gutters Request \$ 11,618.00
Facility Improvement project

Project: 4 - Interior Building Repairs: Lighting, Flooring Request \$ 11,884.92
Facility Improvement project

Total Funding Amount Requested: \$ 51,582.83

- Save this PDF formatted Proposal Submittal Cover Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- Total Funding Pool is \$333,885. Minimum Total Request per agency is \$30,000; Maximum Total Request per Agency is \$55,000
- If applying for/bundling multiple projects, submit a 5 section narrative for each project.

PROJECT 4: INTERIOR BUILDING REPAIRS

Section 1: Directly Provide or Indirectly Facilitate the Provision of Services to Low income, Underserved, or Marginalized Lexington-Fayette County Residents

The mission of Mission Health Lexington is to provide health and healing to our neighbors in need. We do this through four charitable clinics providing comprehensive medical, dental, pharmacy, and vision care. Our services are provided at no charge to patients. Mission Lexington, Inc. dba Mission Health Lexington is located at 230 S. Martin Luther King Blvd in downtown Lexington, Kentucky. Mission Health Lexington services are available to Fayette County adult residents who are living without insurance and whose combined household incomes meet, or are below, 185% of the federal poverty level. All facility improvements will be made for the purpose of serving Fayette County residents. Mission Health Lexington is in good standing with the Kentucky Secretary of State and has a Gold Seal of Transparency on GuideStar.com. Mission Health Lexington does not teach, advance, advocate, or promote any religion therefore funds for the projects will not teach, advance, advocate, or promote any religion. Mission Health Lexington will comply with all local, state, and federal laws.

Section 2: Demonstrated Need

While the majority of our 4,865 square foot facility is outfitted with resilient VCT tile flooring, there remains an area spanning 1,260 square feet covered in commercial carpet. To ensure the utmost sterility for the benefit of our patients, volunteers, and staff we are seeking funding support to replace this remaining carpet with VCT tile, a flooring renowned for its remarkable durability, often withstanding the test of decades. Moreover, there are specific sections within the VCT-tiled areas that require

replacement due to irreparable damage. The flooring in our medical laboratory bathroom has suffered severe damage attributed to building settling. This project is essential to creating the safest and healthiest environment possible for those seeking our services within our facility. In addition to improving replacing the flooring, there are 9 commercial light fixtures in need of replacement. Over time, the aging fixtures have become unrepairable, and we've gradually made replacements as necessary. Currently, there are 9 fixtures within the facility that require complete replacement, alongside several fixtures that necessitate bulb replacements to restore full functionality.

Section 3: Applicant Capacity for Project

Abby Pliszka, Mission Health Lexington Executive Director, brings experience in capital campaigns and project management spanning several years. During her tenure as the Director of Development for a prominent homeless services agency in Chicago, Abby was a vital part of a dynamic team that successfully executed a multi-million dollar capital campaign and expansion project. This endeavor involved overseeing numerous capital grants, demonstrating her capacity in this domain. During her tenure at Mission Health Lexington, Abby collaborated with the Congleton-Hacker team to expand our clinic's pharmacy facilities. She managed this project without causing any disruption to our regular clinical operations. It is our steadfast commitment that any aspect of proposed projects with the potential to disrupt operations will be meticulously scheduled during periods when the clinic is not in operation. Notably, we have designated weekdays each month solely for administrative tasks, with no clinical operations taking place on those specific days. Furthermore, the clinic is closed on both Fridays and

Sundays. Rest assured, completing the proposed projects in a timely manner and without any operational disturbances will pose no challenge.

Mission Health Lexington has dedicated considerable effort to ensure the long-term financial stability of our organization, and we have reserves available to support a large-scale reimbursable structured grant, should it be awarded. We take pride in being both past and current recipients of ESR grant funding, consistently demonstrating our ability to adhere to all mandated deadlines. Additionally, Abby manages an annual grant funding portfolio exceeding \$180,000 on behalf of Mission Health Lexington.

Section 4: Operational Feasibility

The flooring contractor estimates that the flooring project will require two full days to complete. Fortunately, we have identified multiple two-day timeframes that do not coincide with patient clinics, enabling us to seamlessly relocate our administrative staff to unaffected areas of the building during these specific days. The electrician expects to finish the lighting work in 1-2 days. To ensure minimal disruption to clinic operations, the electrician plans to schedule the work on Fridays, taking advantage of the facility's closure on Fridays and Sundays. Importantly, only one staff member at most will be required to oversee these projects. Abby Pliszka, our Executive Director, and Sandra Palmer, our Associate Director, will serve as the key points of contact with each vendor, ensuring the smooth execution of these tasks. We are committed to completing both the flooring installation and lighting work no later than December 22, 2023.

November 1, 2023: Present Board of Directors quote and desired company for projects. Once approved, contact companies to initiate contract signing. Sign contract.

November 2, 2023: Schedule flooring and lighting for one of the following two-day

windows, but not concurrently: Schedule installation and repair work. Based on the lead time from each company and dates we do not have clinics in operation, we anticipate the work being completed on any of the following consecutive days: November 9-10, December 13-14, 14-15.

December 22, 2023: Once work is complete, submit invoices to Mission Health Lexington bookkeeper. Mail payment. **This date may change depending on installation date.*

January 31, 2024: Submit receipts and documentation to the City of Lexington for reimbursement. **This date may change depending on City's reimbursement process.*

When we previously raised capital funds for the pharmacy expansion, our approach involved engaging with individual donors who shared a specific interest in supporting the pharmacy. Additionally, we successfully secured funds for the expansion through a dedicated appeal at our annual gala that year. Should additional support be necessary to bring these interior capital projects to fruition, we are prepared to follow a similar strategy. This entails collaborating with donors who have generously funded similar projects in the past and launching a campaign for a special appeal during our annual gala fundraiser. To ensure that these projects progress steadily and affordably, we would plan to carry them out in phases, addressing one room at a time over several months or years as our income allows.

Section 5: Cost Analysis

1,260 square feet of flooring is needed to complete this capital project. The rooms with commercial carpet include waiting area/reception area, meeting room, dental office which is open to the dental clinic and constantly exposed to the overspray that may

occur during dental visits, medical clinic laboratory where all bloodwork and urine specimens are processed, and dispensary. All of these areas have high traffic and many have potential exposure to fluids. There are various areas in the hallway that lead from the waiting area to the dental and medical clinics that have tile that is broken. The laboratory bathroom flooring is beyond repair and requires complete removal and reinstallation due to settling at the back of the building. This is the bathroom that all medical patients use when urine specimens are collected. The VCT Commercial Tile is \$2.12 per square foot for a total of \$2,675 for tile materials. The installation cost for the tile in the carpeted areas is \$2,205. The tile adhesive needed for a proper installation is \$450. The cost for the rubber transitions between rooms is \$125. 400 feet of 4" vinyl wall base is needed to complete the capital project at \$1.65 per foot for a total of \$660. The cost to remove and dispose of the commercial carpet is \$450. The cost to prep the 1,260 square feet to ensure a level ground is \$1,260. This includes scraping the concrete subfloor and self leveling. The cost to repair the broken tile areas in the hallway is \$325. The cost to remove the tile in the bathroom, the toilet, and prep and level for installation is \$250. The cost to remove the clinic furniture and put it back into place once the project is complete is \$350. The cost to install the tile in the laboratory bathroom is \$125. The freight cost to have the tile delivered is \$229.

The entire building has commercial fluorescent troffer fixtures throughout and 9 are not functioning. Additionally, there are functioning fixtures where one to two of the four tube bulbs has burned out. The cost of 8 - 2x4 and 1 - 2x2 lay-in light fixtures is \$1,262.26. The cost of LED bulbs for any area is \$518.66. The labor to install the light fixtures and replace all burnt-out tube bulbs is \$850. Replacing the fluorescent bulbs

with LED bulbs as they burn out will not only save energy, but they'll last longer saving on labor costs to replace in the future.

The total cost of the flooring project is \$9,254 and the lighting project is \$2,630.92 for a total interior project cost of \$11,884.92.

| Project 4: Interior Building Repairs | | |
|--|---|--------------------|
| Interior flooring repair, replacement, and installation | | |
| | VCT Commerice Tile (1260 square feet) | \$2,675.00 |
| | Installation | \$2,205.00 |
| | Removal of Carpet + Disposal | \$450.00 |
| | Floor Preparation | \$1,260.00 |
| | Moving of Furniture/Equipment | \$350.00 |
| | Tile Adhesive | \$450.00 |
| | Repair of Broken Tile Areas | \$325.00 |
| | Removal of Lab Bathroom Tile + Prep | \$250.00 |
| | Lab Bathroom Tile Installation | \$125.00 |
| | Toilet Removal | \$150.00 |
| | Rubber Transitions | \$125.00 |
| | Freight on Materials | \$229.00 |
| | 4" Vinyl Wall Base (400 feet) | \$660.00 |
| Interior lighting repair, replacement, and installation | | |
| | 8 - 2x4 and 1 2x2 lay in light fixtures | \$1,262.26 |
| | LED bulbs | \$518.66 |
| | Labor | \$850.00 |
| | | |
| | Total Cost | \$11,884.92 |

MISSION LEXINGTON, INC. DBA MISSION HEALTH LEXINGTON

FY2024 ANNUAL BUDGET

| INCOME | | AMOUNT | EXPENDITURES | | AMOUNT |
|------------------------|--|---------------------|--------------------------------------|--|---------------------|
| Foundations | | \$121,542.00 | Medical Supplies | | \$8,050.00 |
| Government Grants | | \$46,500.00 | Dental Supplies | | \$22,042.00 |
| Corporate/Organization | | \$85,500.00 | Vision Supplies | | \$250.00 |
| Individuals | | \$65,000.00 | Pharmacy Supplies & Medication | | \$40,500.00 |
| Fundraisers | | \$127,500.00 | Equipment Repair & Maintenance | | <u>\$2,500.00</u> |
| Investments/Endowment | | \$18,000.00 | Total Clinical Operations | | \$73,342.00 |
| Other Receipts | | <u>\$7,750.00</u> | | | |
| Total Income | | \$471,792.00 | Rent | | \$25,000.00 |
| | | | Building Repair & Maintenance | | \$4,000.00 |
| | | | Janitorial | | \$2,580.00 |
| | | | Pest Control | | \$570.00 |
| | | | Security | | \$240.00 |
| | | | Insurance | | \$7,500.00 |
| | | | Utilities | | \$13,000.00 |
| | | | Telecommunications | | \$4,800.00 |
| | | | Office Expenses | | <u>\$15,000.00</u> |
| | | | Total Non-Clinical Operations | | \$72,690.00 |
| | | | | | |
| | | | Accounting Fees | | \$4,750.00 |
| | | | Legal Fees & Licensing | | \$300.00 |
| | | | Awards & Recognition | | \$250.00 |
| | | | Marketing & Printing | | \$15,000.00 |
| | | | Bank Charges | | \$50.00 |
| | | | Transaction Fees | | \$3,500.00 |
| | | | Membership and Dues | | \$2,350.00 |
| | | | Community Relations | | \$250.00 |
| | | | Staff Development | | <u>\$500.00</u> |
| | | | Total Administration | | \$26,950.00 |
| | | | | | |
| | | | Payroll | | \$222,000.00 |
| | | | Administrative Contract Labor | | \$1,200.00 |
| | | | Payroll Expenses | | \$18,510.00 |
| | | | Employee Benefits | | <u>\$9,600.00</u> |
| | | | Total Payroll/Benefits | | \$251,310.00 |
| | | | | | |
| | | | Spring Gala | | \$40,000.00 |
| | | | Golf Scramble | | <u>\$7,500.00</u> |
| | | | Total Fundraising | | \$47,500.00 |
| | | | | | |
| | | | Total Expenses | | \$471,792.00 |

| Mission Health Lexington Project Timeline: All Bundled Projects | |
|--|--|
| | RFP #37-2023 |
| Date | Task |
| November 1, 2023 | Present Mission Health Lexington Board of Directors with quotes and desired companies for projects 1-4. Once approved, contact companies to initiate contract signing. Sign contracts. |
| November 2, 2023 | Project 1: Schedule parking lot re-striping. |
| | Project 1: Send signage company required design files. Once approved, schedule installation. |
| November 3 - December 22, 2023 | Schedule Project 1 on November 3, 10, 17, 24, December 1, 8, 15, or 22. |
| | Schedule Project 3 November 6 - 22. |
| | Schedule Project 4 November 9-10, December 13-14, or 14-15. |
| December 1, 2023 | Submit Project 3 invoices to Mission Health Lexington bookkeeper once work is complete. Mail payment. |
| December 22, 2023 | Submit Project 1 invoices to Mission Health Lexington bookkeeper once work is complete. Mail payment. |
| | Submit Project 4 invoices to Mission Health Lexington bookkeeper once work is complete. Mail payment. |
| January 5, 2024 | Submit Project 3 receipts and documentation to the City of Lexington for reimbursement. |
| January 14 - February 13, 2024 | Schedule Project 2 on January 15-19, 22-26, 28 - February 2, and/or February 12-16. |
| January 31, 2024 | Submit Project 1 receipts and documentation to the City of Lexington for reimbursement. |
| | Submit Project 4 receipts and documentation to the City of Lexington for reimbursement. |
| February 14, 2024 | Submit Project 2 invoices to Mission Health Lexington bookkeeper once work is complete. Mail payment. |
| March 15, 2024 | Submit Project 2 receipts and documentation to the City of Lexington for reimbursement. |



PROPOSAL SUBMITTAL COVER SHEET

Agency Information

Agency Name: Mission Lexington, Inc. dba Mission Health Lexington

Mailing Address: 230 S. Martin Luther King Blvd, Lexington, KY 40508

Street Address: 230 S. Martin Luther King Blvd, Lexington, KY 40508

Phone: (859) 272 - 0219

Is your Agency registered with the IRS as a 501(c)(3) organization? Yes No
*Note: Agencies **must** be registered with the IRS as a 501(c)(3) organization to be eligible for this grant program funding.*

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org? Yes No
*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for this grant funding.*

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Abby Pliszka, Executive Director, 859-272-0219, abby@missionlexington.org

Person Completing Application (Name, Title, Phone, Email):

Abby Pliszka, Executive Director, 859-272-0219, abby@missionlexington.org

Project Information

Funding Requested by Project, if bundling multiple Projects:

| | |
|---|-----------------------------|
| Project: <u>Digital Radiograph Sensors</u> <u>Operational Investment project</u> | Request \$ <u>15,556.00</u> |
| Project: _____ <u>Operational Investment project</u> | Request \$ _____ |
| Project: _____ <u>Operational Investment project</u> | Request \$ _____ |
| Project: _____ <u>Operational Investment project</u> | Request \$ _____ |

Total Funding Amount Requested: \$ 15,556.00

- Save this PDF formatted Proposal Submittal Cover Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.
- Total Funding Pool is \$143,095. Minimum Total Request per agency is \$13,000; Maximum Total Request per Agency is \$25,000
- If applying for/bundling multiple projects, submit a 5 section narrative for each project.

Facility Improvements Approval Needed

Monty Stallins <monty@calvarybaptistchurch.com>
Cc: Abby Pliszka <abby@missionlexington.org>

Tue, Sep 19, 2023 at 3:26 PM

Thanks for the email Abby. We are happy to approve these repairs, updates and additions to the property. Please proceed.

Blessings,
Monty Stallins
Pastor
Calvary Baptist Church

On Tue, Sep 19, 2023 at 3:25 PM Abby Pliszka <abby@missionlexington.org> wrote:

Hi Monty,

As we had previously discussed, we are submitting a proposal to LFUCG as part of their Nonprofit Capital Grant Program focused on facility improvements. Our proposal will include the following exterior and interior updates/repairs. As per our lease agreement, Calvary Baptist Church needs to approve our proposed plans. Please see the details below and let me know if you have any questions or concerns. Thank you!

\$3,524.01: Updated exterior signage with new name/logo, correct phone number, correct website; Parking signs; re-stripping of parking lot.

\$24,555.90: Replacing broken security lights; adding security lights that will create a lit path from front door to rear parking lot; installing a hardwired burglary system; installing video intercom system for entry; installing a card entry system for staff/volunteers to access the building; repair broken interior lobby light timer.

\$11,618.00: Repair the sidewalk in the front of the building; replace broken downspout; repair broken downspout; repair holes in stucco exterior of building; add sidewalk from storage building to back door.

\$11,884.92: Replace all remaining carpet with VCT; replacing broken interior light fixtures.

Abby Pliszka
Executive Director
Mission Health Lexington
230 S. Martin Luther King Boulevard | Lexington, KY 40508
p: 859-272-0219 | www.missionhealthlex.org

RENEWAL LEASE

THIS RENEWAL LEASE, made and entered into as of the 1st day of September, 2023, by and between **CALVARY BAPTIST CHURCH OF LEXINGTON, KENTUCKY, INC.**, a Kentucky non-profit corporation (hereinafter referred to as "Landlord") and **MISSION LEXINGTON, INC.**, a Kentucky non-profit corporation (hereinafter referred to as "Tenant").

W I T N E S S E T H:

1. Landlord does hereby continue to lease to Tenant, and Tenant does hereby continue to lease from Landlord, that certain building situated at 230 South Martin Luther King Boulevard, Lexington, Kentucky (the "Leased Premises").

2. The term of this Renewal Lease (the "Term") shall be for three (3) years and four (4) months commencing on September 1, 2023, and terminating on December 31, 2026. Upon the termination of this Renewal Lease, Tenant is hereby granted and shall have, if not in default under this Lease, the option to renew this Lease under terms, covenants and conditions that are mutually agreeable between the parties hereto. This option shall be exercised by Tenant delivering to Landlord by hand-delivery or by first class mail, not less than one hundred eighty (180) days prior to the expiration of the term, written notice of Tenant's desire to renew the Lease. Both sides shall then negotiate in good faith the terms and conditions of the new lease.

3. Tenant agrees to pay, and shall pay to Landlord, as annual rent for the Leased Premises, the sum of Twenty Five Thousand Dollars (\$25,000), which shall be paid in equal monthly installments of Two Thousand Eighty Three and 34/100 Dollars (\$2,083.34) on the first day of each calendar month, commencing on September 1, 2023, and continuing until the expiration of the term of this Lease. There shall be a late charge equal to five (5%) percent of the monthly payment for any payment received by Landlord after ten (10) days from its due date.

4. Tenant shall use and occupy the Leased Premises for the purpose of a medical clinic, a dental clinic, and related office uses and for no other purposes except those authorized in writing

by Landlord, which authority shall not be unreasonably withheld, conditioned or delayed. Tenant may occupy the Leased Premises, at Tenant's option, on a seven (7) days-a-week, twenty-four (24) hours-a-day basis, subject to zoning and other regulatory requirements.

5. Tenant shall pay all property taxes and assessments, if any, contents and liability insurance, HVAC maintenance and repairs (pursuant to Paragraph 8 "Maintenance and Repair"), and for all charges for utilities, including water and sewer, electricity, and gas furnished to the Leased Premises. Tenant shall be responsible for the regular and ongoing payment of its utility costs and shall pay these costs directly to the utility companies when invoiced. Landlord will provide Tenant with copies of invoices for taxes and assessments as they become due. Upon Landlord's request, Tenant shall deliver a copy of the policy or a certificate of such insurance to Landlord.

For its part, Landlord covenants and agrees, at Landlord's sole expense, to keep the Leased Premises, including any alterations and betterments which may be made by Tenant, to the extent that the same are customarily insured as a part of the realty and may be covered by Landlord's insurance, insured during the term of this Lease against loss or damage by fire and any of the casualties included in the standard fire and extended coverage or supplementary contract endorsements.

6. Tenant may, at its own expense, remodel, alter and improve said Leased Premises in accordance with plans to be submitted by Tenant to Landlord and approved by Landlord. Landlord covenants not to unreasonably withhold, condition or delay its approval of alterations and/or additions to the Leased Premises proposed by Tenant.

At any time prior to the expiration or earlier termination of this Lease, Tenant may remove any or all such alterations, additions or installations in such a manner as will not substantially injure the Leased Premises, or the portion or portions affected by such removal, and if Tenant so removes the foregoing, the Leased Premises shall be restored to the same condition as existed prior to the making of such alterations, additions, or installations, ordinary wear and tear, damage or destruction by fire, flood, storm, civil commotion, or other unavoidable cause excepted. All alterations, additions, or installations not so removed by Tenant shall become the property of Landlord without liability on Landlord's part to pay for the same.

7. All articles of personal property and all business and trade fixtures, machinery and equipment, furniture and movable partitions owned by Tenant or installed by Tenant at its expense in the Leased Premises ("Tenant Trade Fixture") shall be and remain the property of Tenant and may be removed by Tenant at any time during the term of this Lease provided that Tenant shall repair any damage caused by such removal.

8. Except as hereinafter provided or otherwise agreed to between the parties, Tenant shall maintain and keep the interior and the exterior of the Leased Premises in good repair, free of refuse and rubbish and shall return the same at the expiration or termination of this Lease in as good condition as received by Tenant, ordinary wear and tear, and damage or destruction by fire, flood, storm, civil commotion or other unavoidable causes excepted. Tenant shall be responsible for all maintenance and repair of the Leased Premises, including, but not limited to, replacing all broken interior and exterior glass and doors necessary for ingress and egress to Leased Premises, as well as maintaining and improving interior wall painting, carpeting, lights and light fixtures within Leased Premises.

Landlord shall, without expense to Tenant, maintain and make all necessary repairs and improvements to the foundations, structure, load-bearing walls, exterior walls, roof, gutters, downspouts, water mains and gas lines, and parking lot.

Tenant shall be responsible for the regular maintenance of the wiring, plumbing, and the heating/air conditioning systems serving the Leased Premises, as well as for all repairs to and replacement of the wiring, plumbing and the heating/air conditioning systems, the security system, and other systems serving the Leased Premises

9. Tenant shall conduct itself and require other persons on the Leased Premises, including customers, guests, licensees, and invitees, to conduct themselves in a manner that will not disturb the peaceful enjoyment of the premises, and the Tenant agrees that it will not permit said Leased Premises to be used for any improper, illegal or immoral purposes, nor will it permit or engage in any conduct which is noisy, dangerous, offensive, illegal or otherwise improper. Tenant shall also maintain the Leased premises in a clean and sanitary condition at all times.

10. Tenant shall have the right to erect, affix or display on the exterior or interior walls, doors, or windows of the Leased Premises, such sign or signs advertising its business as Tenant may consider necessary or desirable, subject to local signage ordinances and to the consent of Landlord, whose consent shall not be unreasonably withheld, conditioned or delayed.

11. Tenant acknowledges that Landlord, its agents or designees, shall have an absolute right to inspect the premises at any reasonable time after having given Tenant reasonable notice of the intention to do so, or without notice in the event of emergency, if notice is not practicable otherwise, or as otherwise provided herein.

12. In the event that there is a material noncompliance by the Tenant with any part of the Lease Agreement, the Landlord may deliver a written notice to the Tenant specifying the acts and omissions constituting the breach and that the Lease Agreement will terminate upon a date not less than thirty (30) days after receipt of the notice. If the breach is not remedied within the thirty (30) days, the Lease Agreement shall terminate as provided in the notice, subject to the following: If the breach is remediable by repairs or the payment of damages or otherwise and the Tenant adequately remedies the breach before the date specified in the notice, the Lease Agreement shall not terminate.

13. Tenant shall not assign this Lease or sublet the whole or any part of the Leased Premises without the prior written consent of Landlord, such consent not to be unreasonably withheld, conditioned or delayed. In the event of any such assignment, Tenant shall deliver to Landlord a written agreement from the assignee warranting the assignee will perform and adhere to the terms, covenants, and conditions of Tenant contained in this Lease. Unless otherwise agreed to by Landlord, Tenant shall remain liable for all lease payments and all other terms and conditions of this lease in the event of an assignment to an assignee.

14. Any notice to Landlord under this Lease Agreement shall be sufficient if sent by first class mail, postage prepaid, to Landlord's attention at 150 East High Street, Lexington, Kentucky, 40507, or by hand-delivery. Any notice to Tenant under this Lease Agreement shall be sufficient if sent by first class mail, postage prepaid, to Tenant's attention at 150 East High Street, Lexington,

Kentucky, 40507, or by hand-delivery.

15. This Lease shall not be affected by any agreements or representations not specifically contained in writing herein. No modification or addition to the terms of this Lease shall be binding on either of the parties unless made with good and valuable consideration, and in a writing signed by each of the parties.

16. This Agreement may be executed in two or more counterparts, each of which shall be deemed a duplicate original, but all of which, together, shall constitute a single agreement. This Agreement shall be governed by the laws of the Commonwealth of Kentucky.

IN WITNESS WHEREOF, the parties have executed this instrument as of the day and year first above written.

LANDLORD:

**CALVARY BAPTIST CHURCH OF LEXINGTON,
KENTUCKY, INC.**

By: 

Title: Trustee of Calvary Baptist Church

TENANT:

MISSION LEXINGTON, INC.

By: 

Title: Executive Director

Mission Health Lexington
Commitment to Affirmative Action Plan and Equal Employment Opportunity Policy

Statement Regarding Affirmative Action Plan for Nonprofit Capital Grant Program

Mission Health Lexington is committed to equal employment opportunity and recognizes the importance of working with minority and women-owned businesses. The Executive Team at Mission Health Lexington is all female, and the Director of Clinics is a minority. Our Board of Directors Chair is female. We take pride in our diverse volunteer and employee base. If awarded the LFUCG Nonprofit Capital Grant(s) we will work with the Sherita Miller with the Division of Procurement to adhere to the requirement for Affirmative Action as we hire contractors and will focus our work with minority-owned business enterprises, women-owned business enterprises, and Veteran-owned small businesses as outlined in the RFPs.

Equal Employment Opportunity Policy at Mission Health Lexington

All employment practices and activities are conducted on a non-discriminatory basis. Mission Health Lexington shall follow the spirit and intent of all federal, state and local employment laws and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of Mission Health Lexington will not discriminate against any employee, applicant, volunteer, or potential volunteer in a manner that violates the law. Mission Health Lexington is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each person is evaluated on the basis of personal skill and merit. Mission Health Lexington's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Executive Director shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy. Mission Health Lexington will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of Mission Health Lexington may have violated the Equal Employment Opportunity Policy should report the possible violation to the Executive Director. If Mission Health Lexington determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warning, suspension, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Mission Health Lexington will inform the employee who made the complaint of the results of the investigation. Mission Health Lexington is committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at Mission Health Lexington for qualified persons with disabilities. Reasonable accommodations will be available to all qualified disabled employees. Employees who believe that they may require an accommodation should discuss these needs with the Executive Director.