

**COMMUNITY PROJECT AGREEMENT**

THIS COMMUNITY PROJECT AGREEMENT (“Agreement”), is made and entered into on the 14<sup>th</sup> day of October 2022, 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 **KENTUCKY EASTER SEAL SOCIETY, INC. D/B/A EASTER SEALS CARDINAL HILL**, a Kentucky nonprofit corporation, (“Organization”) with offices located at 1900 Richmond Road, Lexington, Kentucky 40502.

**WITNESSETH**

**WHEREAS**, the Organization is a 501(c)(3) nonprofit organization, as defined by the Internal Revenue Code;

**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. 24-2022 for its “Nonprofit Capital Grants Program,” which offers grant awards to Fayette County 501(c)(3) nonprofit organizations in recognition of the negative economic impacts of COVID-19 upon the local network of community agency partners;

**WHEREAS**, the Organization submitted a response to RFP No. 24-2022 seeking funding from LFUCG for operational investment projects and/or capital improvement projects so that it can budget appropriate funds to continue providing needed services to Fayette County residents;

**WHEREAS**, LFUCG intends to fund projects, to hopefully lessen the economic impact of the COVID-19 pandemic on those Fayette County residents served by the Organization using revenue replacement funding derived from the American Rescue Plan Act of 2021 (ARPA);

**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 October 15, 2022 and shall last until December 31, 2026, unless terminated by LFUCG at an earlier time.

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 that 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 exceed **TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000)** ("Funds") for the completion of all of the Project(s). The total amount of the Funds that the Organizational shall receive is divided in separate amounts, and these amounts shall be allocated for each Project. Thus, the total amount paid for each Project ("Sum") shall not exceed the amounts stated herein:

PROJECT	SUM	OPERATIONAL/CAPITAL
1) Kitchen Equipment	1) \$66,983	1) Operational
2) Program Technology and Equipment	2) \$183,017	2) Operational

The uses of the 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 an 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. **FEDERAL LAW.** The Organization understands that the Funds paid by LFUCG were awarded under the American Rescue Plan Act of 2021 ("ARPA"). Organization agrees to comply with any requests from LFUCG related to LFUCG's ongoing monitoring and reporting obligations set by federal law. Organization understands that the failure to comply may result in termination of this Agreement. Organization further agrees and by entering this Agreement, it hereby certifies to its ability to comply with all terms included within Exhibits A and B and also to the following terms, to the extent these terms are applicable to the subject matter of this Agreement as defined by applicable federal law:

a. The Organization acknowledges and certifies that it has not been debarred or suspended and further acknowledges and agrees that it must comply with regulations regarding debarred or suspended entities in accordance with 24 CFR § 570.489(l). Funds may not be provided to excluded or disqualified persons.

b. The Organization agrees and certifies that to the greatest extent practicable, it will prefer the purchase, acquisition, and use of goods, products or materials produced in the United States, in conformity with 2 C.F.R. § 200.322.

c. The Organization agrees and certifies that all activities performed pursuant to any agreement entered as a result of a contractor's bid, and all goods and services procured under that agreement, shall comply with 2 C.F.R. § 200.216 (Prohibition on certain telecommunications and video surveillance services and equipment) and 2 C.F.R. 200 § 200.323 (Procurement of recovered materials), to the extent either section is applicable.

**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, 2026. 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:

Jamie Ellis MS, OTR/L, Executive Director  
Kentucky Easter Seal Society, Inc. d/b/a Easter Seals Cardinal Hill  
1900 Richmond Road  
Lexington, Kentucky 40502  
[jjamie.ellis@cardinalhill.org](mailto:jjamie.ellis@cardinalhill.org)

For Government:

Jenifer Wuorenmaa (ARPA Project Manager)  
Office of the Chief Administrative Officer  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, Kentucky 40507  
[Jwuorenmaa@lexingtonky.gov](mailto:Jwuorenmaa@lexingtonky.gov)

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 DOCUMENT LEFT INTENTIONALLY BLANK**

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

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

BY: Linda Gorton  
Linda Gorton, Mayor

ATTEST:

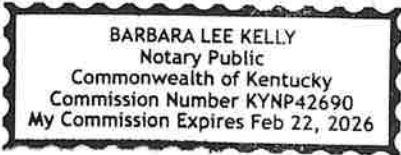
Mackenzie Stock  
Deputy Clerk of the Urban County Council

KENTUCKY EASTER SEAL SOCIETY, INC. d/b/a  
EASTER SEALS CARDINAL HILL

BY: Jamie Ellis  
Jamie Ellis, Executive Director

COMMONWEALTH OF KENTUCKY )  
COUNTY OF FAYETTE )

The foregoing instrument was acknowledged before me this the 11<sup>th</sup> day of November, 2022, by Jamie Ellis, Executive Director of Kentucky Easter Seal Society, Inc. d/b/a Easter Seals Cardinal Hill, a Kentucky nonprofit organization.



My commission expires: 2-22-2026  
Barbara Lee Kelly  
Notary Public, State-at-Large, Kentucky



# Lexington-Fayette Urban County Government

## Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #24-2022 Nonprofit Capital Grants Program** to be provided in accordance with terms, conditions and specifications established herein.

Online proposals will be received at <https://lexingtonky.ionwave.net/> until **2:00 PM**, prevailing local time, on **June 21, 2022**

Proposals received after the date and time set for opening proposals will not be considered for award of a contract and will be returned unopened to the Proposer. It is the sole responsibility of the Proposer to assure that his/her proposal is received (uploaded to <https://lexingtonky.ionwave.net/>) by the Division of Central Purchasing before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.



**The Proposer must upload one (1) electronic version in PDF format to <https://lexingtonky.ionwave.net/>.**

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, ordinances and resolutions (including but not limited to Section 2-33 (Discrimination due to sexual orientation or gender identity) and Chapter 13 (Licenses and Regulations) of the Lexington-Fayette Urban County Government Code of Ordinances, and Resolution No. 484-17 (Minority, Women, and Veteran-Owned Businesses)) and the 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 workforce 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 Central Purchasing 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 Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing 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 Central Purchasing 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 Central Purchasing 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 Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing 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 Central Purchasing shall in writing, affirm or withdraw the recommendation.

**SELECTION CRITERIA:**

See Scope of Work for scoring criteria.

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 addressed to:**

Todd Slatin, Director  
Division of Central Purchasing  
[tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## 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 Central Purchasing  
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 Central Purchasing, (859)-258-3320.

**AFFIDAVIT**

Comes the Affiant, Jamie Ellis, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Jamie Ellis and he/she is the individual submitting the proposal or is the authorized representative of Kentucky Easter Seal Society Inc. dba Easter Seals Cardinal Hill, 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 Central Purchasing 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."

**Continued on next page**

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.

*[Signature]*

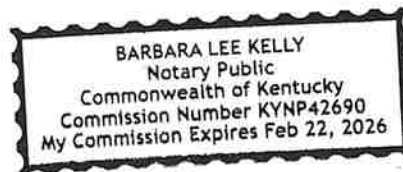
STATE OF *Kentucky*

COUNTY OF *Fayette*

The foregoing instrument was subscribed, sworn to and acknowledged before me by *Jamie Ellis* on this the *1<sup>st</sup>* day of *November*, 20*22*

My Commission expires: *02/22/2026*

*Barbara Lee Kelly*  
NOTARY PUBLIC, STATE AT LARGE





## EQUAL OPPORTUNITY AGREEMENT

### 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 disability.*

- 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

*Kentucky Easter Seal Society Inc.*  
\_\_\_\_\_  
Name of Business

**WORKFORCE ANALYSIS FORM**

Name of Organization: Kentucky Easter Seal Society, Inc. dba Easter Seals Cardinal Hill

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 or Latino)		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
Administrators	2		2														
Professionals	21		21														
Superintendents	0																
Supervisors	3		3														
Foremen	0																
Technicians	0																
Protective Service	0																
Para-Professionals	30	1	25				4										
Office/Clerical	1		1														
Skilled Craft	0																
Service/Maintenance	1	1															
<b>Total:</b>	<b>58</b>	<b>2</b>	<b>52</b>				<b>4</b>										

Prepared by: Jamie Ellis Executive Director Date: 10/28/2022  
 (Name and Title) Revised 2015-Dec-15

**DIRECTOR, DIVISION OF CENTRAL PURCHASING  
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 goal for the utilization of Disadvantaged Business Enterprises 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, Division of Central Purchasing  
Lexington-Fayette Urban County Government  
200 East Main Street, 3rd Floor, Room 338  
Lexington, Kentucky 40507  
smiller@lexingtonky.gov

**Lexington-Fayette Urban County Government**  
**MWDBE PARTICIPATION GOALS**

A. GENERAL

- 1) The LFUCG request all potential contractors to make a concerted effort to include Minority-Owned (MBE), Woman-Owned (WBE), Disadvantaged (DBE) Business Enterprises and Veteran-Owned Businesses as subcontractors or suppliers in their bids.
- 2) Toward that end, the LFUCG has established 10% of total procurement costs as a Goal for participation of Minority-Owned, Woman-Owned and Disadvantaged Businesses on this contract.
- 3) **It is therefore a request of each Bidder to include in its bid, the same goal (10%) for MWDBE participation and other requirements as outlined in this section.**
- 4) The LFUCG has also established a 3% of total procurement costs as a Goal for participation for of Veteran-Owned Businesses.
- 5) **It is therefore a request of each Bidder to include in its bid, the same goal (3%) for Veteran-Owned participation and other requirements as outlined in this section.**

B. PROCEDURES

- 1) The successful bidder will be required to report to the LFUCG, the dollar amounts of all payments submitted to Minority-Owned or Woman-Owned subcontractors and suppliers for work done or materials purchased for this contract. (See Subcontractor Monthly Payment Report)
- 2) Replacement of a Minority-Owned or Woman-Owned subcontractor or supplier listed in the original submittal must be requested in writing and must be accompanied by documentation of Good Faith Efforts to replace the subcontractor / supplier with another MWDBE Firm; this is subject to approval by the LFUCG. (See LFUCG MWDBE Substitution Form)
- 3) For assistance in identifying qualified, certified businesses to solicit for potential contracting opportunities, bidders may contact:
  - a) The Lexington-Fayette Urban County Government, Division of Central Purchasing (859-258-3320)
- 4) The LFUCG will make every effort to notify interested MWDBE and Veteran-Owned subcontractors and suppliers of each Bid Package, including information on the scope of work, the pre-bid meeting time and location, the bid date, and all other pertinent information regarding the project.

### C. DEFINITIONS

- 1) A Minority-Owned Business Enterprise (MBE) is defined as a business which is certified as being at least 51% owned and operated by persons of African American, Hispanic, Asian, Pacific Islander, American Indian or Alaskan Native Heritage.
- 2) A Woman-Owned Business Enterprise (WBE) is defined as a business which is certified as being at least 51% owned and operated by one or more Non-Minority Females.
- 3) A Disadvantaged Business (DBE) is defined as a business which is certified as being at least 51% owned and operated by a person(s) that are economically and socially disadvantaged.
- 4) A Veteran-Owned Business is defined as a business which is certified as being at least 51% owned and operated by a veteran and/or a service disabled veteran.
- 5) Good Faith Efforts are efforts that, given all relevant circumstances, a bidder or proposer actively and aggressively seeking to meet the goals, can reasonably be expected to make. In evaluating good faith efforts made toward achieving the goals, whether the bidder or proposer has performed the efforts outlined in the Obligations of Bidder for Good Faith Efforts outlined in this document will be considered, along with any other relevant factors.

### D. OBLIGATION OF BIDDER FOR GOOD FAITH EFFORTS

- 1) **The bidder shall make a Good Faith Effort to achieve the Participation Goal for MWDBE subcontractors/suppliers. The failure to meet the goal shall not necessarily be cause for disqualification of the bidder; however, bidders not meeting the goal are required to furnish with their bids written documentation of their Good Faith Efforts to do so.**
- 2) Award of Contract shall be conditioned upon satisfaction of the requirements set forth herein.
- 3) The Form of Proposal includes a section entitled "MWDBE Participation Form". The applicable information must be completed and submitted as outlined below.
- 4) **Failure to submit this information as requested may be cause for rejection of bid.**

### E. DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS

- 1) Bidders reaching the Goal are required to submit only the MWDBE Participation Form." The form must be fully completed including names

and telephone number of participating MWDBE firm(s); type of work to be performed; estimated value of the contract and value expressed as a percentage of the total Lump Sum Bid Price. The form must be signed and dated, and is to be submitted with the bid.

- 2) Bidders not reaching the Goal must submit the “MWDBE Participation Form”, the “Quote Summary Form” and a written statement documenting their Good Faith Effort to do so. If bid includes no MWDBE participation, bidder shall enter “None” on the subcontractor / supplier form). In addition, the bidder must submit written proof of their Good Faith Efforts to meet the Participation Goal:
  - a. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.
  - b. Included documentation of advertising in the above publications with the bidders good faith efforts package
  - c. Attended LFUCG Central Purchasing Economic Inclusion Outreach event
  - d. Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities
  - e. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms
  - f. Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).
  - g. Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms to work on this project. Those contacted and their responses should be a part of the bidder’s good faith efforts documentation.
  - h. Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
  - i. Followed up initial solicitations by contacting MWDBEs to determine their level of interest.

j. Provided the interested MWDBE firm with adequate and timely information about the plans, specifications, and requirements of the contract.

k. Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even when the prime contractor may otherwise perform these work items with its own workforce

l. Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

m. Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

n. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.

o. Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

p. Made efforts to expand the search for MWBE firms beyond the usual geographic boundaries.

q. Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.



## MINORITY BUSINESS ENTERPRISE PROGRAM

Sherita Miller, MPA  
Minority Business Enterprise Liaison  
Division of Central Purchasing  
Lexington-Fayette Urban County Government  
200 East Main Street  
Lexington, KY 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)  
859-258-3323

**OUR MISSION:** The mission of the Minority Business Enterprise Program is to facilitate the full participation of minority and women owned businesses in the procurement process and to promote economic inclusion as a business imperative essential to the long term economic viability of Lexington-Fayette Urban County Government.

To that end the city council adopted and implemented resolution 167-91—Disadvantaged Business Enterprise (DBE) 10% Goal Plan in July of 1991. The resolution states in part (a full copy is available in Central Purchasing):

*“A Resolution supporting adoption of the administrative plan for a ten percent (10%) Minimum goal for disadvantaged business enterprise participation in Lexington-Fayette Urban County Government construction and professional services contracts; Providing that as part of their bids on LFUCG construction contracts, general Contractors shall make a good faith effort to award at least ten percent (10%) of All subcontracts to disadvantaged business enterprises; providing that divisions of LFUCG shall make a good faith effort to award at least ten percent of their Professional services and other contracts to disadvantaged business enterprises...”*

A Disadvantaged Business Enterprise is defined as a business that has been certified as being at least 51% owned, operated and managed by a U.S. Citizen of the following groups:

- African-American
- Hispanic-American
- Asian/Pacific Islander
- Native American/Native Alaskan
- Non-Minority Female
- Economically and Socially Disadvantaged

In addition, to that end the city council also adopted and implemented resolution 167-91—Veteran-owned Businesses, 3% Goal Plan in July of 2015. The resolution states in part (a full copy is available in Central Purchasing):



*“A resolution adopting a three percent (3%) minimum goal for certified veteran-owned small businesses and service disabled veteran-owned businesses for certain of those Lexington-Fayette Urban County contracts related to construction for professional services, and authorizing the Division of Purchasing to adopt and implement guidelines and/ or policies consistent with the provisions and intent of this resolution by no later than July 1, 2015.”*

We have compiled the list below to help you locate certified MBE, WBE and DBE certified businesses. Below is a listing of contacts for LFUCG Certified MWDBEs in Economic Engine (<https://lexingtonky.ionwave.net>)

<b>Business</b>	<b>Contact</b>	<b>Email Address</b>	<b>Phone</b>
<b>LFUCG</b>	Sherita Miller	<a href="mailto:smiller@lexingtonky.gov">smiller@lexingtonky.gov</a>	859-258-3323
<b>Commerce Lexington – Minority Business Development</b>	Tyrone Tyra	<a href="mailto:tyra@commercelexington.com">tyra@commercelexington.com</a>	859-226-1625
<b>Tri-State Minority Supplier Diversity Council</b>	Sonya Brown	<a href="mailto:sbrown@tsmsdc.com">sbrown@tsmsdc.com</a>	502-625-0137
<b>Small Business Development Council</b>	Dee Dee Harbut UK SBDC	<a href="mailto:dharbut@uky.edu">dharbut@uky.edu</a>	859-257-7668
	Shirie Mack	<a href="mailto:smack3@email.uky.edu">smack3@email.uky.edu</a>	859-257-7666
<b>Community Ventures Corporation</b>	James Coles	<a href="mailto:icoles@cyckv.org">icoles@cyckv.org</a>	859-231-0054
<b>KY Department of Transportation</b>	Melvin Bynes	<a href="mailto:Melvin.bynes2@ky.gov">Melvin.bynes2@ky.gov</a>	502-564-3601
	Shella Eagle	<a href="mailto:Shella.Eagle@ky.gov">Shella.Eagle@ky.gov</a>	502-564-3601
<b>Ohio River Valley Women’s Business Council (WBENC)</b>	Rea Waldon	<a href="mailto:rwaldon@gcul.org">rwaldon@gcul.org</a>	513-487-6534
<b>Kentucky MWBE Certification Program</b>	Yvette Smith, Kentucky Finance Cabinet	<a href="mailto:Yvette.Smith@ky.gov">Yvette.Smith@ky.gov</a>	502-564-8099
<b>National Women Business Owner’s Council (NWBOC)</b>	Janet Harris-Lange	<a href="mailto:janet@nwbo.org">janet@nwbo.org</a>	800-675-5066
<b>Small Business Administration</b>	Robert Coffey	<a href="mailto:robertcoffey@sba.gov">robertcoffey@sba.gov</a>	502-582-5971
<b>LaVoz de Kentucky</b>	Andres Cruz	<a href="mailto:lavozdeky@yahoo.com">lavozdeky@yahoo.com</a>	859-621-2106
<b>The Key News Journal</b>	Patrice Muhammad	<a href="mailto:paatricem@keynewsjournal.com">paatricem@keynewsjournal.com</a>	859-373-9428



**LFUCG MWDBE PARTICIPATION FORM**

**Bid/RFP/Quote Reference # \_\_\_\_\_**

The MWDBE subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Central Purchasing for approval immediately.

<b>MWDBE Company, Name, Address, Phone, Email</b>	<b>Work to be Performed</b>	<b>Total Dollar Value of the Work</b>	<b>% Value of Total Contract</b>
1.			
2.			
3.			
4.			

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



**LFUCG MWDBE SUBSTITUTION FORM**  
**Bid/RFP/Quote Reference # \_\_\_\_\_**

The substituted MWDBE subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Central Purchasing for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



**MWDBE QUOTE SUMMARY FORM**

**Bid/RFP/Quote Reference # \_\_\_\_\_**

**The undersigned acknowledges that the minority subcontractors listed on this form did submit a quote to participate on this project.**

<b>Company Name</b>	<b>Contact Person</b>
<b>Address/Phone/Email</b>	<b>Bid Package / Bid Date</b>

<b>MWDBE Company Address</b>	<b>Contact Person</b>	<b>Contact Information (work phone, Email, cell)</b>	<b>Date Contacted</b>	<b>Services to be performed</b>	<b>Method of Communication (email, phone meeting, ad, event etc)</b>	<b>Total dollars \$\$ Do Not Leave Blank (Attach Documentation)</b>	<b>MBE * AA HA AS NA Female</b>	<b>Veteran</b>

**(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)**

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



## LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with MWDBE vendors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Central Purchasing/ 200 East Main Street / Room 338 / Lexington, KY 40507.

**Bid/RFP/Quote #** \_\_\_\_\_

**Total Contract Amount Awarded to Prime Contractor for this Project** \_\_\_\_\_

<b>Project Name/ Contract #</b>	<b>Work Period/ From:</b> _____ <b>To:</b> _____
<b>Company Name:</b>	<b>Address:</b>
<b>Federal Tax ID:</b>	<b>Contact Person:</b>

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**

**LFUCG STATEMENT OF GOOD FAITH EFFORTS**

**Bid/RFP/Quote #** \_\_\_\_\_

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE business enterprises on the project and can supply the appropriate documentation.

\_\_\_\_\_ Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms to participate.

\_\_\_\_\_ Included documentation of advertising in the above publications with the bidders good faith efforts package

\_\_\_\_\_ Attended LFUCG Central Purchasing Economic Inclusion Outreach event

\_\_\_\_\_ Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs of subcontracting opportunities

\_\_\_\_\_ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms

\_\_\_\_\_ Requested a list of MWDBE subcontractors or suppliers from LFUCG Economic Engine and showed evidence of contacting the companies on the list(s).

\_\_\_\_\_ Contacted organizations that work with MWDBE companies for assistance in finding certified MWDBE firms to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

\_\_\_\_\_ Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

- \_\_\_\_\_ Followed up initial solicitations by contacting MWDBEs to determine their level of interest.
  
- \_\_\_\_\_ Provided the interested MWBDE firm with adequate and timely information about the plans, specifications, and requirements of the contract.
  
- \_\_\_\_\_ Selected portions of the work to be performed by MWDBE firms in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate MWDBE participation, even when the prime contractor may otherwise perform these work items with its own workforce
  
- \_\_\_\_\_ Negotiated in good faith with interested MWDBE firms not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.
  
- \_\_\_\_\_ Included documentation of quotations received from interested MWDBE firms which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
  
- \_\_\_\_\_ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE goals.
  
- \_\_\_\_\_ Made an effort to offer assistance to or refer interested MWDBE firms to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal
  
- \_\_\_\_\_ Made efforts to expand the search for MWDBE firms beyond the usual geographic boundaries.

\_\_\_\_\_ Other - any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE participation.

Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement. Documentation of Good Faith Efforts are to be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**



## 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, 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. 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.

20. 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.

  
\_\_\_\_\_  
Signature

10/14/2022  
\_\_\_\_\_  
Date

**AMENDMENT 1 —  
CERTIFICATION OF COMPLIANCE FOR AMERICAN RESCUE PLAN ACT  
EXPENDITURES**

The Lexington-Fayette Urban County Government (“LFUCG”) may classify the subject matter of this bid as an expenditure under the American Rescue Plan Act of 2021. Expenditures under the American Rescue Plan Act of 2021 require evidence of the contractor’s compliance with Federal law. Therefore, by the signature below of an authorized company representative, you certify that the information below is understood, agreed, and correct. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

**The bidder agrees and understands that in addition to all conditions stated within the attached bid documents, the following conditions will also apply to any Agreement entered between bidder and LFUCG, if LFUCG classifies the subject matter of this bid as an expenditure under the American Rescue Plan Act. The bidder further certifies that it can and will comply with these conditions, if this bid is accepted and an Agreement is executed:**

1. Any Agreement executed as a result of acceptance of this bid may be governed in accordance with 2 CFR Part 200 and all other applicable Federal law and regulations and guidance issued by the U.S. Department of the Treasury.
2. Pursuant to 24 CFR 85.43, any Agreement executed as a result of acceptance of this bid can be terminated if the contractor fails to comply with any term of the award. This Agreement may be terminated for convenience in accordance with 24 CFR 85.44 upon written notice by LFUCG. Either party may terminate this Agreement with thirty (30) days written notice to the other party, in which case the Agreement shall terminate on the thirtieth day. In the event of termination, the contractor shall be entitled to that portion of total compensation due under this Agreement as the services rendered bears to the services required. Either party may terminate this Agreement for good cause shown with forty-five (45) days written notice, which shall explain the party’s cause for the termination. If the parties do not reach a settlement before the end of the 45 days, then the Agreement shall terminate on the forty-fifth day.
3. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
  - (1) Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part, and the contractor may be declared ineligible for further government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

Provided, however, that in the event a contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the administering

agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

4. If fulfillment of the contract requires the contractor to employ mechanic's or laborers, the contractor further agrees that it can and will comply with the following:

- (1) Overtime requirements: No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such a workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a workweek.
- (2) Violation: liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory) for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- (3) Withholding for unpaid wages and liquidated damages. LFUCG shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- (4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower-tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower-tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

5. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

6. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.



7. The contractor shall include these requirements in numerical paragraphs 5 and 6 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funding.

8. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

9. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency Regional Office.

10. The contractor shall include these requirements in numerical paragraphs 8 and 9 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.

11. The contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

12. The contractor shall report each violation to LFUCG and understands and agrees that LFUCG will, in turn, report each violation as required to assure notification to the Treasury Department and the appropriate Environmental Protection Agency regional office.


13. The contractor shall include these requirements in numerical paragraphs 11 and 12 in each subcontract exceeding \$100,000 financed in whole or in part with American Rescue Plan Act funds.

14. The contractor shall include this language in any subcontract it executes to fulfill the terms of this bid: “the sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with ‘Limited English Proficiency’ in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury’s Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.”

15. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such

disclosures are forwarded from tier to tier, up to the recipient. The required certification is included here:

- a. The undersigned certifies, to the best of his or her knowledge and belief, that:
  - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- b. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
\_\_\_\_\_  
Signature

October 14, 2022  
Date

Firm Submitting Proposal: Kentucky Easter Seal Society Inc.

Complete Address: 2050 Versailles Rd. Lexington KY 40504  
Street City Zip

Contact Name: Jamie Ellis Title: Executive Director

Telephone Number: 859-367-7217 Fax Number: 859-367-7155

Email address: jamie.ellis@cardinalhill.org

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

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**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Consultant 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 Consultant or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "Consultant") 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) Consultant 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 Consultant'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 Consultant; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
  
- (3) Notwithstanding, the foregoing, with respect to any professional services performed by Consultant hereunder (and to the fullest extent permitted by law), Consultant 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 Consultant in the performance of this agreement.
  
- (4) In the event LFUCG is alleged to be liable based upon the above, Consultant 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.

- (5) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.
- (6) LFUCG is a political subdivision of the Commonwealth of Kentucky. CONSULTANT acknowledges and agrees that LFUCG is unable to provide indemnity or otherwise save, hold harmless, or defend the CONSULTANT in any manner.

**FINANCIAL RESPONSIBILITY**

CONSULTANT understands and agrees that it shall, prior to final acceptance of its proposal and the commencement of any work or services, demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions.

**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

CONSULTANT 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 or services hereunder by CONSULTANT. The cost of such insurance shall be included in any bid:

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

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. 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 a Products and Completed Operations endorsement or Premises and Operations Liability endorsement and a Products Liability endorsement unless they are deemed not to apply by LFUCG.
- d. The General Liability Policy shall have a Professional Liability endorsement (including Errors and Omissions) for any services performed pursuant to the contract, and/or a separate Professional Liability Policy shall be obtained unless it is deemed not to apply by LFUCG.
- e. The Professional Liability policy shall be maintained for a minimum of three years beyond the completion date of the project, to the extent commercially available. If not commercially available, CONSULTANT shall notify LFUCG and obtain similar insurance that is commercially available and acceptable to 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 CONSULTANT'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. If CONSULTANT satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, CONSULTANT agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

#### Safety and Loss Control

CONSULTANT 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

CONSULTANT 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

CONSULTANT 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**

CONSULTANT 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 CONSULTANT for any such insurance premiums purchased, or suspending or terminating the work.

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Lexington-Fayette Urban County Government  
Request for Proposals

## **Nonprofit Capital Grant Program Scope of Work**

**Description:** The Nonprofit Capital Project Grants Program is a new 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 federal American Rescue Plan Act (ARPA) dollars and are subject to federal 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.

**Purpose:** To provide a *one-time grant* to local 501(c)(3) agencies for major capital projects in two categories: 1) Facility Improvements (such as the purchase, construction, expansion, repair of a building, or installation or major overhaul of HVAC systems, etc.), and 2) Operational Investments (e.g. purchase of major equipment, such as a generator or vehicle).

### **Instructions**

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

**Proposal Deadline – 2 P.M. OF June 21, 2022**

**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](mailto: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, 2024**.

LFUCG intends to award multiple proposals with funding via the American Rescue Plan Act. **Organizations receiving grants shall be known as Subrecipients for the purposes of this program.**

**PLEASE NOTE: All grant funds are reimbursed funds only, no funds will be dispersed to Subrecipients in advance. Reimbursements may occur periodically during the project. Subrecipients shall invoice the Lexington-Fayette Urban County Government, Department of Grants and Special Programs, upon completion of Subrecipient spend for reimbursement.**

The Subrecipient agrees that it shall spend the entire amount of funds provided under this Agreement before April 30, 2024.

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

**See the Request for Proposals beginning on page 31 for details of the Certification of Compliance for American Rescue Plan Act Expenditures.**

If it becomes apparent to the Subrecipient that it will be unable to complete the Project either in the manner or for the amount described in this Agreement, then the Subrecipient 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 Subrecipient fails to use any amount of funds provided under the Agreement within the time of performance (by April 30, 2024), Subrecipient forfeits those funds.

### 1.2 Proposal Submission

In order to be considered, proposals must be received by **June 21, 2022 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](mailto:tslatin@lexingtonky.gov) Phone: (859) 258-3320  
**Deadline for questions is JUNE 3, 2022 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 Monday, May 16, 2022, 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 Wednesday, June 1, 2022 at 2 PM EST**

[Click here to Join Technical Q&A Zoom Meeting](#)

**Webinar ID: 852 2355 9169**

**Passcode: 435922**

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 Tuesday, June 21, 2022. 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 August 15, 2022. 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**

Proposals will be evaluated by a neutral panel selected by the Commissioner of Social Services, all of whom have no affiliation with any applicant.

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**

**These grants are funded by federal American Rescue Plan Act (ARPA) dollars and are subject to federal reporting and spending requirements. Agencies will manage and comply with ARPA Requirements as detailed in this Request for Proposal beginning on page 31 in the Certification of Compliance for American Rescue Plan Act Expenditures.**

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 and Operational Investments 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 Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org/)
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 and Meeting ARPA Requirements**

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.

Describe how the Agency will manage and comply with ARPA Requirements as stated previously. *(Details in the Request for Proposal beginning on page 31 in the Certification of Compliance for American Rescue Plan Act Expenditures.)*

### **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, 2024

### **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 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 \$100,000 of Facility Improvements and/or \$50,000 in Operational Investments** (*Agencies may bundle projects to meet the minimums*).

**Maximum award in Facility Improvements is \$500,000, and \$250,000 in Operational Investments.** An agency may receive up to a total of \$750,000 if projects are awarded the maximum in each category.

#### 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.
- **All funds awarded must be spent by grantees before April 30, 2024.**

#### 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>   |

##### Operational Investments

- F. Information Technology & Telecommunication (*Servers, Computer Systems, Database Systems, etc.*)
- G. Fleet and Mobile Service Units
- H. Generators, Alternative Power Supply
- I. Security Cameras, Safety Controls
- J. Other Major Operational Equipment

**Grant Award Allocation**

	<b>Facility Improvements</b>	<b>Operational Investments</b>
<b>Funding Pool*</b>	\$4,000,000	\$2,000,000
Minimum Request per agency**	\$100,000**	\$50,000**
Maximum Request per agency	\$500,000	\$250,000

***\*Agencies may apply for either Facility Improvements or Operational Investments or both.***

***\*\*Agencies may bundle projects in either Facility Improvements or Operational Investments to meet the minimums (not across the two types of investments in order to meet minimums).***

**4.0 EVALUATION & CRITERIA**

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

**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:

6. Facility Improvement location is located in Fayette County and Operational Investments must be for the purpose of serving Fayette County residents with these grant funds
7. Be in good standing with the Kentucky Secretary of State
8. Responders shall be registered and have a current, complete Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](http://www.GuideStar.org)
9. Funds for the projects cannot be used to teach, advance, advocate or promote any religion
10. 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 and Meeting ARPA Requirements**

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.

Describe how the Agency will manage and comply with ARPA Requirements as stated previously. *(Details in the Request for Proposal beginning on page 31 in the Certification of Compliance for American Rescue Plan Act Expenditures.)*

#### **4.4 Operational Feasibility**

The application must include:

5. Clear and complete plans and timeline for implementing and completing the project
6. 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
7. Adequate number of qualified staff to carry out the proposed project
8. Indicators that demonstrate that the project can be completed by April 30, 2024

#### **4.5 Cost Analysis – and attachments**

5. Cost proposals and budget narrative
6. This section shall provide the total costs of the capital project, including all expenses to be incurred
7. Project is cost-effective and all costs are reasonable, and do not deviate substantially from the norm in Lexington

8. 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: Kentucky Easter Seal Society, Inc. dba Easter Seals Cardinal Hill

Mailing Address: 2050 Versailles Road Lexington, KY 40504

Street Address: 1900 Richmond Road Lexington, KY 40502

Phone: (859) 367 - 7217

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):  
Jamie Ellis, Executive Director, 859-367-7217, jamie.ellis@cardinalhill.org

Person Completing Application (Name, Title, Phone, Email):  
Crystal Huber, Controller, 859-367-7217, crystal.huber@cardinalhill.org

**Project Information**

**Funding Requested by Project, if bundling multiple Projects:**

Project: <u>Pediatric Inclusive Playground</u>	<input checked="" type="checkbox"/> Facility Improvement project	<input type="checkbox"/> Operational Investment project	Request \$ <u>250,785</u>
Project: <u>Adult Day Health Bus Unloading Area and Courtyard</u>	<input checked="" type="checkbox"/> Facility Improvement project	<input type="checkbox"/> Operational Investment project	Request \$ <u>91,400</u>
Project: <u>Parking Lot Paving</u>	<input checked="" type="checkbox"/> Facility Improvement project	<input type="checkbox"/> Operational Investment project	Request \$ <u>157,815</u>
Project: <u>Kitchen Equipment</u>	<input type="checkbox"/> Facility Improvement project	<input checked="" type="checkbox"/> Operational Investment project	Request \$ <u>66,983</u>
Project: <u>Program Technology &amp; Equipment</u>	<input type="checkbox"/> Facility Improvement project	<input checked="" type="checkbox"/> Operational Investment project	Request \$ <u>183,017</u>

**Total Funding Amount Requested: \$ 750,000**

- **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.**
- **If applying for/bundling multiple projects, submit a 5 section narrative for each project.**



**LEXINGTON**

**RFP-24-2022**

**Easter Seals Cardinal Hill**

**Kentucky Easter Seal Society, Inc.**

**Supplier Response**

**Event Information**

Number: RFP-24-2022  
Title: ARPA Funded Nonprofit Capital Grant Program  
Type: Request For Proposal  
Issue Date: 5/16/2022  
Deadline: 6/21/2022 02:00 PM (ET)

**Contact Information**

Contact: Todd Slatin  
Address: Central Purchasing  
Government Center Building  
Room 338  
200 East Main Street  
Lexington, KY 40507  
Phone: (859) 2583320  
Fax: (859) 2583322  
Email: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## Easter Seals Cardinal Hill Information

Contact: Virginia Wurzback  
Address: 2050 Versailles Road  
Lexington, KY 40504  
Phone: (859) 367-7217  
Email: [jenny.wurzback@cardinalhill.org](mailto:jenny.wurzback@cardinalhill.org)  
Web Address: <https://cardinalhill.org/>

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Crystal Huber

*Signature*

*Submitted at 6/21/2022 09:16:31 AM (ET)*

[crystal.huber@cardinalhill.org](mailto:crystal.huber@cardinalhill.org)

*Email*

## Response Attachments

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### **3 NCG Submittal Cover Sheet Final.pdf**

NCG Submittal Cover Sheet

### **Ped Playground Quote.pdf**

Pediatric Playground Quote

### **Adult Day Health Bus Unloading Area and Courtyard.pdf**

Adult Day Health Bus Unloading Area and Courtyard

### **Parking Lot Paving Quote.pdf**

Parking Lot Paving Quote

### **Kitchen Equipment Quote.pdf**

Kitchen Equipment Quote

### **Central Bank Financial Support Letter.pdf**

Letter of Financial Support from Central Bank

### **APRA funding Agency Overview.docx**

Proposal

### **Program Technology & Equipment Requests.docx**

Program Technology & Equipment Requests

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

For nearly a century, Kentucky Easter Seals Inc, dba Easter Seals Cardinal Hill, a 501(c)(3) organization based in Lexington, KY has served children and adults with disabilities and special needs. In 1950, KY Easter Seals built and opened Cardinal Hill Rehabilitation Hospital in Lexington to care for children with polio. As the polio epidemic subsided, KY Easter Seals evaluated community needs and began serving children and adults with a variety of traumatic injuries, disabilities, and medical conditions. In 2015 KY Easter Seals decided to focus solely on the outpatient and community needs of children and adults and divest the inpatient services offered by Cardinal Hill Hospital. Even though this was a change for the agency, our mission has not changed: providing valuable resources to our patients and their families, while advocating for people of all abilities. Our programs, including day health, pediatric therapy, early development and education, and adaptive recreation are designed for people of all abilities, ages, and needs. We are dedicated to creating environments that foster inclusion and empowerment for all—regardless of circumstance.

In 2018, a strategic plan developed by the KY Easter Seal Board of Directors and Leadership Team recognized the need to find appropriate space to relocate the expanding and future services offered by KY Easter Seals. It was unanimously decided the property at 1900 Richmond Road (previously Shriners Hospital) would be a great match! While this property needs significant renovation, the building provides space to grow and expand our services, while providing a therapeutic setting for the clients we serve.

## **Services Provided by Easter Seals Cardinal Hill:**

Easter Seals Cardinal Hill is a direct provider of services for children and adults of ALL Abilities so they can LIVE LEARN WORK and PLAY in our communities.

- **Adult Day Health Program** provides medical monitoring, social services, and a full range of daily activities for individuals 18 and up who have developmental, intellectual, and/or physical disabilities. 97% of these clients are Medicaid recipients, with 68% residing in Fayette County.
- **Creative Beginnings Child Development Center** provides an interactive and inclusive learning environment for children who are typically developing and special needs ages 6 weeks to kindergarten. 68% of children enrolled reside in Fayette County, 32% of children have identified special needs and 9% receive childcare subsidy.
- **HorseAbility** is a summer day program offered in conjunction with Central KY Riding for Hope for school aged children with special needs incorporating fun activities such as arts and crafts, water play and therapeutic horseback riding. All participants have identified special needs and 25% receive scholarships to cover tuition.
- **Pediatric Therapy** serves children of all ages who need Occupational, Physical and/or Speech Therapies. Typical diagnoses treated include but are not limited to Cerebral Palsy, Down Syndrome, Sensory Processing Disorder, Autism, Feeding Issues, and Developmental Delay. 83% of children are Medicaid recipients, with 82% residing in Fayette County.



- **Adaptive Recreation** promotes healthy and active lifestyles for people with physical disabilities through education, exposure to adaptive equipment for increased independence and fun experiences in the community.
- **Prescribed Pediatric Extended Care (PPEC)** is a day health program for Medicaid eligible children from birth through age 20 with medically complex conditions to receive nursing care, therapies, and personal care. This program will be available (begin) after Easter Seals Cardinal Hill moves to the new location at Richmond Road. The program will be able to serve up to 36 children. It is anticipated the majority will be from Fayette County and all will be Medicaid recipients.

## Section 2: Demonstrated Need

### **Project: Pediatric Adaptive Playground**

An inclusive outdoor pediatric playground has been designed to serve children who attend Creative Beginnings Child Development Center, Pediatric Therapy, and our new pediatric medical day program (PPEC). Outdoor play areas with specific features are required to meet state childcare regulations. Inclusive playgrounds welcome children of all abilities and ages to play, learn, and grow together. This sensory rich environment will allow children to experience meaningful play, as well as the benefits of physical, social, and emotional development. It's important for children to practice their sensory and cognitive skills outside of the classroom or indoor setting; allowing children to exercise their minds as well as their bodies. Unstructured outdoor play provides children with opportunities to develop social skills such as how to share and take turns. Among the many benefits of outdoor play is the opportunity to increase physical activity. Childhood obesity is a serious problem for children and adolescents in the U.S. Sadly, those with disabilities are at the greatest risk. According to the latest CDC information (Center for Disease Control and Prevention. (2022, June 17). Nutrition, Physical Activity, and Obesity: Data, Trends, and Maps), in 2018 Kentucky children ages 2-4 receiving WIC benefits had a 16.3% obesity rate, ranking 6<sup>th</sup> in the United States. An inclusive playground would provide opportunities for all children in our programs to participate in daily physical activity.

The playground will consist of a poured in place rubber surface for increased safety and adaptability for children who may be in wheelchairs, use walkers, or

crutches. The equipment is designed to meet the needs of children with autism, sensory processing disorders, and other cognitive and physical challenges; as well as the typically developing child.

Attached is a project estimate of \$250,785. This work will be completed by March 2023.

### **Project: Adult Day Health Bus Unloading Area and Courtyard**

In preparation for relocating the Adult Day Health program to 1900 Richmond Road, a recessed bus loading/unloading zone will be established. This is critical for the safety of all families, clients, staff who will utilize this campus. This unloading zone will allow the ADH clients to exit and enter the vehicle in a safe place that is in close proximity to the building.

78% of the Adult Day Health clients are transported by public transportation including LexTran Wheels, BUS, PCAB. These buses are large and require extensive space to park and extend a wheelchair lift for clients with mobility impairments. The loading and unloading process for our clients can be very time consuming. Therefore, the need for this unloading zone is vital in creating the safest traffic flow not only for our ADH clients who are medically fragile but for all clients, staff and families who access our services. This project will require extensive excavation and concrete work to create this recessed parking area.

One of the most enticing things about the 1900 Richmond Road building for the Adult Day population is the access to green space. Establishing a fenced in, secured courtyard directly accessible from the Adult Day indoor space will allow our client

population to access this green space in a safe manner. Creating an accessible courtyard for the Adult Day population will enrich their daily experience by allowing them controlled and safe access to the outdoors. This space will be an extension of the program allowing for more enrichment activities such as gardening as well as a calming, quiet space to enjoy fresh air and sunshine which is so vital to overall health.

The bus unloading area estimate is \$42,400 and the courtyard addition estimate is \$49,000 for a total project cost estimate of \$91,400. This project will be complete by January 2023.

### **Project: Parking Lot Paving**

The parking lot at 1900 Richmond Road will need to be repaved as part of the total renovation project. It has sustained extensive damage over the years and is well past its' useful life.

The access roads and parking lot will serve all programs of Easter Seals Cardinal Hill including Adult Day Health, Adaptive Recreation, Creative Beginnings, PPEC, and Pediatric Therapy. In addition to the client families, this will serve as the staff parking area as well. Due to the mobility issues for many of the clients we serve, it is imperative that the parking lot be as safe as possible and free of any fall/trip hazards. It is also imperative that the parking lot is handicap accessible with curb cutouts to accommodate mobility devices such as wheelchairs, walkers, and adaptive strollers.

Attached is a project estimate of \$292,541. This work will be completed by January 2023.

### **Project: Kitchen Equipment**

The property at 1900 Richmond Road has a commercial kitchen, which will be necessary to provide food service for all our day program clients and staff. Due to the medical complexity of clients served, many have specific dietary requirements. Having a fully functional kitchen onsite will help us meet the dietary needs of our clients. The kitchen has not been in use for a number of years; therefore, some major equipment must be replaced. The items needed are a convection steamer, convection oven, countertop/food prep area, and dishwasher. A 20% contingency, as suggested by the vendor, has been added due to expected increase by year end.

The total estimated kitchen equipment project is \$66,983. This project will be completed by January 2023.

### **Project: Program Technology and Equipment**

As we expand our current services and add a PPEC program, we are faced with the need for adding new technology and equipment and replacing equipment that has far exceed its useful life.

The organization's technology needs are not met with our current systems. There is a need for replacement and additional iPads for Adult Day Health clients, laptops and interactive tv's for the new PPEC program, and replacement desktop computers for Creative Beginnings, as their computers are no longer supported by Microsoft. The current server has surpassed its useful life and does not have the capacity to support the addition of PPEC, which creates the need for a larger replacement server. With the move to 1900 Richmond Road, a new phone system will

be required to meet internal/external communication needs. A 10% contingency, as suggested by the vendor, has been added due to expected increase by year end.

The total estimated technology project is \$67,157.

With the physical space to expand our services, comes the need and opportunity to add equipment that will benefit our clients and the services we provide. With the much-needed addition of the PPEC program comes the requirement to purchase all equipment needed to start and operate the program. Some of the PPEC equipment requests include a pediatric medical crash cart, wheelchair scale, changing tables, mats and tables for classrooms. The children attending this program have complex medical needs, but this program will allow them to attend a day program where they can learn and play while receiving the medical care they need. This program is beneficial to families and parents, as it allows parents the opportunity to work outside of the home, while having the comfort that their child is receiving the medical care they need.

The total estimated PPEC equipment request is \$22,449 (amount reduced compared to quote due to grant request limit).

With the additional space for Pediatric Therapy, there will be added focus on creating spaces for children with sensory disorders. The mobile sensory unit can provide a relaxing space that can help reduce agitation and anxiety, but can also engage and delight the child, stimulate reactions and encourage communication for children with a variety of diagnoses, including autism. It can be also used to stimulate users by providing exciting visuals, music and sounds, invigorating smells and textures to explore. It can be used as a learning and developmental tool and for understanding

cause and effect. Sensory play is a huge source of play-based learning and development in kids. Sensory activities support sensory processing and integration of sensory systems, but also the tactile, visual, and movement challenges impact development in all areas. This mobile unit and sensory equipment can be used throughout all the organization's programs.

The Pediatric LiteGait will provide support appropriate for the child's height or activity to enable best practice for gait, balance, play activities, and activities of daily living. The device supports the client in standing, seated, or quadruped positions, and can be used over a treadmill, overground, or while engaging with balance equipment, toys, and other equipment. The Parallel bars will be highly used in physical and occupational therapies.

The program also has the need for a new refrigerator to support the feeding program. The Pediatric Feeding program serves children of ages. The goal of this program is to improve the child's nutritional intake by helping families and patients develop normal, effective feeding patterns and behaviors. This refrigerator will allow fresh food options to be provided during therapy sessions.

The total estimated Pediatric Therapy equipment request is \$34,471.

The Adult Day Health program will require all new equipment when the program moves to the new location before January 2023. The program's equipment has far exceeded its useful life and will not be able to be relocated due to the significant wear and tear. Among the requests for new equipment are a new hospital bed, bariatric

chairs, sofa, love seat, projector, and projector screens. The equipment will be used daily to will create a comfortable and safe setting for our adult clients.

The total estimated Adult Day Health equipment request is \$58,940.

The total estimated technology and program equipment request is \$183,017.



### **Section 3: Applicant Capacity for Project and Meeting ARPA Requirements**

Easter Seals Cardinal Hill is a long-standing agency with nearly 100 years of operation in Kentucky. The current leadership team has well-qualified and experienced staff that has the necessary experience to execute a project of this magnitude.

During the years of operating Cardinal Hill Rehabilitation Hospital, numerous capital projects were completed. Many of the current leadership staff and contractors that are involved in the Richmond Road project were also involved in previous Cardinal Hill Rehabilitation Hospital projects.

Easter Seals Cardinal Hill has received grant funding from WHAS Crusade for Children, Toyota, Children's Charity of the Bluegrass, and Christopher Reeves Quality of Life. The agency was a subrecipient of the Agrability grant. The agency is diligent in tracking grant funding and expenditures. The agency will comply with the ARPA requirements as detailed in the Certification of Compliance for the American Rescue Plan Act Expenditures.

#### **Section 4: Operational Feasibility**

The 1900 Richmond Road property was purchased in December 2020. Renovations began in the Fall of 2021. All requested projects are expected to be completed by March 2023. The agency anticipates occupying the building in January 2023.

If additional financial support is needed, Central Bank has approved funding up to \$10 million. A letter of support is attached.

**Section 5: Cost Analysis**

Below is the total facility improvement and operational equipment costs that Easter Seals Cardinal Hill will incur as a result of relocating the current programs and adding an additional program to the new Richmond Road location. The highlighted costs are the costs that are being requested through this grant.

**KESS**

<b>B&amp;R Construction – Facility Improvements</b>	<b>Estimate</b>	<b>Grant Request</b>	<b>Organization's Share</b>
Demolition	\$245,024		\$245,024
Drywall	\$353,250		\$353,250
Painting	\$164,000		\$164,000
Flooring	\$316,000		\$316,000
Cabinets/Casework	\$31,591		\$31,591
Install wood blockings for casework	\$5,757		\$5,757
Install wood blockings for door & Window Frames	\$4,380		\$4,380
Install Dutch Doors	\$75,507		\$75,507
Doors, Frames & Hardware	\$113,904		\$113,904
Install Doors, Frames & Hardware	\$27,720		\$27,720
Store Front/Glass	\$96,968		\$96,968
Toliet Partitions & Accessories	\$26,600		\$26,600
Install Toliet Partitions & Accessories	\$8,500		\$8,500
Daily/Final Clean Up	\$32,900		\$32,900
Electric	\$1,066,611		\$1,066,611
HVAC & Plumbing	\$729,435		\$729,435
Sprinkler	\$23,100		\$23,100
Dumpers for MEP	\$11,000		\$11,000
Dumpsters	\$31,200		\$31,200
O/P	\$133,289		\$133,289
Change Orders	\$428,312		\$428,312
General Conditions	\$153,600		\$153,600
<b>Total per B&amp;R Construction</b>	<b>\$4,078,648</b>	<b>\$0</b>	<b>\$4,078,648</b>

Architect Fee	\$256,453		\$256,453
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Building Automation System Upgrade (JCI)	\$116,628		\$116,628
Misc Mechanical Project	\$64,088		\$64,088
Boiler Replacement Project	\$669,223		\$669,223
Access Control/Security System	\$216,857		\$216,857
Cell Booster	\$45,944		\$45,944
Insulation Repairs	\$5,190		\$5,190
Concrete Work	\$9,500		\$9,500
Door/Frame Replacement	\$8,000		\$8,000
Window Replacement	\$6,525		\$6,525
Exterior Paint Project	\$15,000		\$15,000
Parking Lot Addition	\$405,000		\$405,000
Driveway/Parking Lot Sealing/Milling Work	\$292,541	\$157,815	\$134,726
ADH Bus Unloading Area	\$42,400	\$42,400	\$0
Pediatric Playground	\$250,785	\$250,785	\$0
ADH Courtyard	\$49,000	\$49,000	\$0
Misc Renovations handled in house	\$35,823		\$35,823
<b>Additional Renovations not included in B&amp;R Original Proposal</b>	<b>\$2,488,957</b>	<b>\$500,000</b>	<b>\$1,988,957</b>
<b>Total Facility Improvements Costs</b>	<b>\$6,567,605</b>	<b>\$500,000</b>	<b>\$6,067,605</b>

<b>Operational Equipment Budget</b>	<b>Estimate</b>	<b>Grant Request</b>	<b>Organization's Share</b>
Kitchen Equipment	\$ 66,983	\$ 66,983	\$ -
Program Technology & Equipment	\$ 189,256	\$ 183,017	\$ 6,239
Furnishings (classroom furniture, desks, seating, tables for programs and Admin)	\$ 454,000	\$ -	\$ 454,000
<b>Total Operational Equipment Costs</b>	<b>\$ 710,239</b>	<b>\$ 250,000</b>	<b>\$ 460,239</b>



You can find the following

- Quote/Invoice PDF
- Cut Sheet
- Spec Sheet
- Others

**Project:**  
KENTUCKY EASTER SEAL SOCIETY

**From:**  
C. Worth Inc.  
Sonnet Clark  
1403 Versailles Rd.  
Lexington, KY 40504-1118  
(859)269-5964  
(859)269-5964 (Contact)




DON'T SHOW ME THIS AG!

Due to unprecedented times and the state of the global supply chain, this budgetary quote will be honored as noted on quote. Dependent on the lead time of the product(s) and/or unit(s) within this budgetary quote, final invoices may reflect more than the budgetary quote specifies. Changes in quotations may occur due to manufacture price increases, surcharges on product(s) and/or unit(s), surcharges on inbound ocean freight, domestic transportation increases and other factors affecting the global and domestic supply chain. C. Worth will inform the buyer of variations in quotation amount(s) at time of variation notice from the manufacture and will offer documentation(s) of proof if requested. Accepted quotes are binding once purchase order is submitted to manufacture(s).

PRICING GOOD FOR 15 DAYS

**\*\*\*PLAN FOR A POSSIBLE 15-20% PRICE INCREASE BY YEAR END  
C WORTH TO UNCRATE ASSEMBLE AND SET IN PLACE ONLY  
ALL FINAL UTILITY CONNECTIONS BY OTHERS  
REMOVAL OF EXISTING EQUIPMENT BY OTHERS**

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>CONVECTION STEAMER, GAS</b> Model No. 24CGA10.2 Steamcraft® Gemini™ 10 Convection Steamer, pressureless, gas, 2 compartments with individual generators, (5) 12 x 20 x 2-1/2 pans/compartments capacity, SureCook controls, 60-minute mechanical timer & manual (continuous steaming) bypass switch, left-hand hinged door, controls on right, 1 standard treated & tap water connection, stainless steel construction, 6" adjustable legs with flanged feet, 144,000 BTU total	\$25,185.00	\$25,185.00
	1 ea	1-year parts & labor warranty, standard		
	1 ea	5 year pro-rated parts warranty on boilers & steam generators		
	2 ea	3 year Convection Steamer Door Warranty, standard		
	1 ea	Performance start-up included at customer request after equipment is installed (Free Water Quality Check included) (contact Cleveland Sales Representative for details)		
	1 ea	Gas type to be specified		
	1 ea	(VOS115) 120v/60/1-ph, 2 blowers & controls, 150 watts each (DO NOT connect to GFI outlet)		
2	1 ea	<b>CONVECTION OVEN, ELECTRIC</b> Model No. VC44ED Convection Oven, electric, double-deck, standard depth, solid state controls, temperature range 150° to 500°F, 60 minute timer with audible alarm per oven, oven cool switch for rapid cool down, independently operated stainless steel doors w/td double pane windows, porcelain enamel on steel oven interiors, (5) nickel plated racks per oven, stainless steel front, top & sides, stainless steel 8"H legs, (2) 1/2 HP two speed oven blower-motors, 12 KW each section, NSF, cUL, UL, ENERGY STAR®	\$14,134.00	\$14,134.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	(Z) 208v/60/3-ph, 70 amps total, standard		
<b>ITEM TOTAL:</b>			<b>\$25,185.00</b>	

Item Qty	Description	Sell	Sell Total
2 ea	Simultaneous doors, both ovens		
1 st	Casters, set of (4) in lieu of standard legs		
	<b>CUSTOMER TO VERIFY VOLTAGE BEFORE ORDERING</b>		
	<b>ITEM TOTAL:</b>	<b>\$14,134.00</b>	
2A	 <b>CONVECTION OVEN, GAS</b> Model No. VC44GD Convection Oven, gas, double-deck, standard depth, solid state controls, electronic spark igniters, 60 minute timer, (5) nickel plated racks per oven, 8" high legs, stainless steel front, top & sides, stainless steel doors with windows, (2) 50,000 BTU, NSF, CSA Star, CSA Flame, ENERGY STAR®	\$13,585.00	\$13,585.00
1 ea	1 year limited parts & labor warranty, standard		
1 ea	Natural gas (specify elevation if over 2,000 ft.)		
1 ea	(2) 120v/60/1-ph, 15.4 amps total, (2) cords with plugs, standard		
1 ea	Gas manifold piping included with stacking kit to provide single point gas connection		
2 ea	Simultaneous doors, both ovens		
1 st	Casters, set of (4) in lieu of standard legs		
	<b>ITEM TOTAL:</b>	<b>\$13,585.00</b>	
3	 <b>COUNTERTOP</b> Model No. VCTF-308 Countertop, 96"W x 30"D, with 5" backsplash, no-drip counter top edge, 16 gauge 304 stainless steel, satin finish, NSF	\$2,365.00	\$2,365.00
2 ea	TA-31 Side Splash, 5" high (each)		
	<b>ITEM TOTAL:</b>	<b>\$2,365.00</b>	
4	 <b>DISHWASHER, UNDERCOUNTER</b> Model No. DISHSTAR HT-E-SEER DishStar® HT-E-SEER Dishwasher, undercounter, high temperature sanitizing, steam elimination & Energy Recovery 24-1/4"W, cold water connection only, built-in booster heater with Sani-Sure™ final rinse system, approximately (20) racks/hour, (0.65) gals of water per rack, universal timer, digital LED control panel, delime cycle, built-in chemical pumps & priming switches, pressure regulator, auto fill, double wall stainless steel cabinet, cETLus, ETL-Sanitaton	\$10,527.00	\$10,527.00
1 ea	1 year parts & labor warranty, continental USA, standard		
1 ea	208v/60/1-ph, 24.7 amps, 1 HP		
1 ea	06401-004-60-64 Drain Water Tempering Kit (DishStar® HT, HT-E & HT-E-SEER models)		
1 ea	M24STD-6 Machine Stand, 6" high		
	<b>ITEM TOTAL:</b>	<b>\$10,527.00</b>	
5	<b>FREIGHT</b> Model No. FRT INBOUND FREIGHT	\$2,250.00	\$2,250.00
	<b>ITEM TOTAL:</b>	<b>\$2,250.00</b>	
6	<b>DELIVERY</b> Model No. DEL C WORTH TO UNCRATE, ASSEMBLE AND SET IN PLACE ALL FINAL UTILITY CONNECTIONS BY OTHERS REMOVAL OF EXISTING EQUIPMENT BY OTHERS	\$2,080.00	\$2,080.00
	<b>ITEM TOTAL:</b>	<b>\$2,080.00</b>	
	Total		\$70,126.00

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# EASTER SEALS CARDINAL HILL TECHNOLOGY PROJECT

Description	Vendor	Cost	Link
<p>Apple IPAD x 7</p> <p>These IPADS will be used to replace aging IPADS. During COVID in-person shut down, our Adult Day Health Program was able to successfully transition to virtual services. After welcoming clients back to in person services in 2021, we continue to offer virtual services to clients not able or comfortable being in person due to compromised immune systems. IPADS are used for enrichment and therapeutic activities as well as serving as a communication device for clients.</p>	Apple.com	\$320 x7 = \$2240	<a href="#">Apple</a>
	Best Buy	\$320x7=\$2240	<a href="#">Best Buy</a>
	New Egg	\$429x7=\$3003	<a href="#">New Egg</a>
<p>Laptops x 7</p> <p>These Laptops will be used for PPEC which is a new program. They will be used daily to meet charting requirements. Each classroom will be equipped with a laptop as well as the Nurse Manager.</p>	Dell	\$753x7=\$5271	<a href="#">Dell</a>
	Lenovo	\$1,092x7= \$7644	<a href="#">Lenovo</a>
	HP	\$1,142x7=\$7994	<a href="#">HP</a>
<p>Desktop for Creative Beginnings x 3</p> <p>Current Childcare work room computers are outdated and no longer supported by Microsoft. The computers in this area are needed to allow teachers to research and plan activities for their classrooms. These desktops are used by staff to clock in and out.</p>	Dell	\$979x3= \$2937	<a href="#">Dell</a>
	Lenovo	\$959x3=\$2877	<a href="#">Lenovo</a>
	HP	\$1,068x3=\$3204	<a href="#">HP</a>
<p>PC Build Labor</p> <p>Includes installation and setup of all technology needs</p>	DIB Tech	\$960	
	HiTech	\$1,560	
	Unified Tech	\$1,920	
<p>Interactive TV PPEC Program x 2</p> <p>These interactive TV's will be used for the new PPEC Program. Benefits of Interactive TV's include supporting active learning, developing critical readiness skills, collaboration with peers, and boosting engagement.</p>	ELO	\$2279x2=\$4558	<a href="#">ELO</a>

	Dell	\$4599x2=\$9198	<a href="#">Dell</a>
	Display2Go	\$4759x2=\$9518	<a href="#">Display2Go</a>
Server 1 A new server is needed for replacement of aged out equipment to support all network storage including updated accounting and file share software.	Dell	\$12,398	<a href="#">Dell</a>
	Lenovo	\$13,464	<a href="#">Lenovo</a>
Server Build - Labor 21 Hours Includes installation and setup of all technology needs			
	DIB Tech	\$2520	
	HiTech	\$3360	
	Unified Tech	\$3780	
Phone System 1 Current phone technology is quickly becoming outdated. As our programs grow and move to a new location, a new phone system is imperative for strong internal and external communication.	Unified Tech	\$30,333	<a href="#">NEC</a>

**TECHNOLOGY PROJECT TOTAL \$61,157**

**ESTIMATED FREIGHT AND CONTINGENCY: \$6,000**

**TOTAL ADH EQUIPMENT NEEDS: \$67,157**



# EASTER SEALS CARDINAL HILL PPEC OPERATIONAL NEEDS PROJECT

Description	Vendor	Cost	Link
<p>Changing Tables</p> <p>These changing tables will be used for children enrolled in our PPEC program for hygiene purposes such as changing diapers. Each classroom will be equipped with a changing table. There are 6 classrooms.</p>	Medical Device Depot	\$939.90x2=\$1,879.8	<a href="#">changing table</a>
<p>Toddler Changing Table</p>	Webstaurantstore	\$869x4=\$3,476	<a href="#">toddler changing table</a>
<p>Medicine Storage</p> <p>This will provide a safe way to store medications needed for children enrolled in the PPEC program.</p>	Medicus Health	\$249.00	<a href="#">medicine storage</a>
<p>Mats</p> <p>Floor mats for each classroom will be helpful to allow children to be on the floor for enrichment activities such as tummy time and mobility exercises.</p>	Wesellmats	\$189.99x6=1,139.94	<a href="#">Mats</a>
<p>Cots</p> <p>Cots will be utilized during rest/nap time for each child.</p>	Amazon	\$214.48x24=\$5,147.52	<a href="#">cots</a>
<p>Medicine Room Refrigerator</p> <p>This refrigerator will be used to store medicines that are required to be refrigerated.</p>	Medical Device Depot	\$253.50	<a href="#">Medicine refrigerator</a>
<p>Rugs</p> <p>Rugs will be placed in each classroom to provide a soft space for learning opportunities.</p>	Kaplan Early Learning Company	\$377.95x6=\$2267.70	<a href="#">Rugs</a>
<p>Breastmilk/Feeding Supplies Refrigerator</p> <p>These refrigerators will be kept in the classrooms to be able to store breastmilk, formula and other feeding supplies at accurate temperatures.</p>	Amazon	\$211.97x2=\$423.94	<a href="#">Breastmilk Refrigerator</a>
<p>Wheelchair Scale</p> <p>This scale will allow us to weigh children who are in wheelchairs to assess their health status and monitor weight gain.</p>	MFI Medical	\$2,639.00	<a href="#">Wheelchair scale</a>
<p>Pediatric Crash Cart</p> <p>This will be necessary in case of a medical emergency.</p>	Medical Device Depot	\$3,666.49	<a href="#">crash cart</a>

<p>Pediatric Crash Cart Supplies</p> <p>This will fulfill the required supplies needed for the crash cart.</p>	<p>Dia Medical USA</p>	<p>\$1,195.00</p>	<p><a href="#">crash cart supplies</a></p>
<p>Medical Records Chart Rack</p> <p>This rack will allow us to store our paper charting system.</p>	<p>Medical Device Depot</p>	<p>\$730.35</p>	<p><a href="#">medical records chart</a></p>
<p>Child Tables</p> <p>Each classroom will need tables for appropriate seating for children to complete various activities such as arts and crafts as well as eating and seated learning activities.</p>	<p>Wayfair</p>	<p>\$436.60x6=\$2,619.60</p>	<p><a href="#">child tables</a></p>

**TOTAL PPEC NEEDS: \$25,687.84**

**ESTIMATED FREIGHT AND CONTINGENCY: \$3,000**

**TOTAL PPEC EQUIPMENT NEEDS: \$28,687.84**

# EASTER SEALS CARDINAL HILL PEDIATRIC NEEDS PROJECT

Description	Vendor	Cost	Link
<p>Refrigerator</p> <p>The Pediatric Feeding program serves children of ages. The goal of this program is to improve the child's nutritional intake by helping families and patients develop normal, effective feeding patterns and behaviors. This refrigerator will allow fresh food options to be provided during therapy sessions.</p>	Lowe's	\$1,349	<a href="#">Refrigerator</a>
Pediatric LiteGait	Mobility Research	\$6,615 (add 10% contingency due to age of quote) = \$7,276.50	<a href="https://www.webstaurantstore.com/tot-mate-tm8534-a-s2222-maple-laminate-toddler-walkup-changing-table-47-x-23-1-2-x-37-1-2/538TM8534MPA.html?utm_source=google&amp;utm_medium=cpc&amp;utm_campaign=GoogleShopping&amp;gclid=Cj0KCQjwhgaVBhCxARIsAHK1tiOTpPP!JU7hb8shwnVe795UqMXW72VJy-z7JYIskczaINKZ65e81QaAlqEALw_wcB">https://www.webstaurantstore.com/tot-mate-tm8534-a-s2222-maple-laminate-toddler-walkup-changing-table-47-x-23-1-2-x-37-1-2/538TM8534MPA.html?utm_source=google&amp;utm_medium=cpc&amp;utm_campaign=GoogleShopping&amp;gclid=Cj0KCQjwhgaVBhCxARIsAHK1tiOTpPP!JU7hb8shwnVe795UqMXW72VJy-z7JYIskczaINKZ65e81QaAlqEALw_wcB</a>
Snoezelen Sensation	Flag House	\$14,998	<a href="#">Snoezelen</a>

<p>This mobile sensory unit can provide a relaxing space that can help reduce agitation and anxiety, but can also engage and delight the child, stimulating reactions and encouraging communication for children with a variety of diagnoses, including autism. This unit can go to the child and can be used throughout the organization's programs. It can be used as a learning and developmental tool and understanding of cause and effect. It can be used to stimulate users by providing exciting visuals, music and sounds, invigorating smells and textures to explore.</p>			
<p>Fiber Optic Abstract Tactile Panel</p> <p>Sensory play is a huge source of play-based learning and development in kids. Sensory activities support sensory processing and integration of sensory systems, but also the tactile, visual, and movement challenges impact development in all areas. This activity can be used within by clients served in all programs</p>	Flag House	\$2,250	<a href="#">Fiber Optic Abstract Tactile Panel   FlagHouse</a>
<p>Waterless Rainbow Tube</p> <p>Sensory play is a huge source of play-based learning and development in kids. Sensory activities support sensory processing and integration of sensory systems, but also the tactile, visual, and movement challenges impact development in all areas. This activity can be used within by clients served in all programs</p>	Flag House	\$2,299	<a href="#">Waterless Rainbow Tube   FlagHouse</a>
<p>Shimmering Light Curtain</p> <p>Sensory play is a huge source of play-based learning and development in kids. Sensory activities support sensory processing and integration of sensory systems, but also the tactile, visual, and movement challenges impact development in all areas. This activity can be used within by clients served in all programs</p>	Flag House	\$1,684	<a href="#">Shimmering Light Curtain   FlagHouse</a>
<p>Midland Parallel Bars Pediatric Handrails 10' – Each</p>	AllegroMedical	2*\$1,057.35	<a href="#">Parallel Bars Pediatric Handrails</a>

**PEDIATRIC THERAPY NEEDS: \$31,971.20**

**ESTIMATED FREIGHT AND 5% CONTINGENCY: \$2,500**

**TOTAL PEDIATRIC THERAPY NEEDS: \$34,471.20**

# EASTER SEALS CARDINAL HILL ADULT DAY HEALTH EQUIPMENT

Description	Vendor	Cost	Link
Adjustable Stool Permit staff to easily feed between clients requiring total assistance	Hurst Office Supplies	\$247 x2 = \$494	<a href="#">Office Chair</a>
Projector Virtual platform to offer activities for clients	Hurst Office Supplies	\$799x3 =2397	<a href="#">Projector</a>
Projector Screen Virtual platforms to offer activities for clients	Hurst Office Supplies	\$149.99x3=\$449.97	<a href="#">Projector Screen</a>
Bariatric Chairs Comfortable seating for larger clients that have an easy-to-clean surface and metal legs	Hurst Office Supplies	\$738x5=\$3690	<a href="#">Bariatric Chair</a>
Regular Chairs Comfortable seating for clients that has an easy-to-clean surface and metal legs	Hurst Office Supplies	\$639x45= \$28,755	<a href="#">Regular Client Chair</a>
Rocking Chairs Rocking helps reduce overstimulation for sensory sensitive clients	Ace Hardware	\$54.99x2=\$109.98	<a href="#">Rocking Chair</a>
Adult height activity tables with 6-leaf Durable laminate offers an easy-to-clean surface for client activities	Hurst Office Supplies	\$500.80x9= \$4507.20	<a href="#">Table</a>
Adult Height Horseshoe table Permit staff to easily provide care for clients requiring total assistance	Hurst Office Supplies	\$582.20x1=\$582.20	<a href="#">Horseshoe Table</a>
Lounge Chairs Comfortable seating for clients that has an easy-to-clean surface	Hurst Office Supplies	\$692x5=\$3460	<a href="#">Lounge Chair</a>
Lounge Sofa Comfortable seating for clients that has an easy-to-clean wipeable surface	Hurst Office Supplies	\$2,425x1=\$2425	<a href="#">Lounge Sofa</a>
Lounge Loveseat Comfortable seating for clients that has an easy-to-clean wipeable surface	Hurst Office Supplies	\$1,630x2=\$3260	<a href="#">Loveseat</a>
Hospital Bed Permit staff to easily provide care for clients requiring total assistance	Rehab Mart	\$5309.28x1=\$5309.28	<a href="#">Hospital Bed</a>

**ADH EQUIPMENT TOTAL \$55,439.63**

**ESTIMATED FREIGHT AND CONTINGENCY: \$3,500**

**TOTAL ADH EQUIPMENT NEEDS: \$58,939.63**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Marsh & McLennan Agency LLC, PO Box 2030, 360 East Vine Street, Ste 200, Lexington, KY 40588. CONTACT NAME: Darlene Curry, PHONE: -, FAX: -, E-MAIL ADDRESS: Darlene.Curry@MarshMMA.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Selective Ins. Co. of SC (NAIC # 19259), INSURER B: Kentucky Employers Mutual Insurance (NAIC # 10320).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and CL Package/Professional.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate holder is included as Mortgagee with respect to the referenced location, when required by written contract, agreement or permit and subject to the provisions and limitations of the policy. 1900 Richmond Road, Lexington KY 40502 - Building Limit \$20,941,275. Agreed Value, Replacement Cost, Subject to \$10,000. Deductible and 90% Co-Insurance, Includes Earthquake with a 10% deductible.

CERTIFICATE HOLDER: Central Bank & Trust Co., 300 West Vine Street, Lexington, KY 40507. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Cheri P. Bennett





## STATEMENT OF VALUES

DATE (MM/DD/YYYY)

01/12/2022

<b>AGENCY</b> Marsh & McLennan Agency LLC PO Box 2030 360 East Vine Street, Ste 200 Lexington KY 40588		<b>CARRIER</b> Selective Ins. Co. of SC NAIC CODE: 19259		PAGE OF	
<b>CONTACT NAME:</b> William L. Milward - BI		<b>INSURED / APPLICANT</b> Kentucky Easter Seal Society, Inc. D...		<b>POLICY NUMBER</b> S2409382	
<b>PHONE (A/C, No. Ext):</b>		<b>HEADQUARTERS ADDRESS</b> 2050 VERSAILLES RD Lexington KY 40504-1405		<b>EFFECTIVE DATE</b> 03/15/2022	
<b>FAX (A/C, No.):</b>		<b>COINS %</b> <input type="checkbox"/> 80% <input type="checkbox"/> 90% <input type="checkbox"/> 100%		<b>APPLICABLE CAUSES OF LOSS</b> <input type="checkbox"/> BASIC <input checked="" type="checkbox"/> BROAD <input checked="" type="checkbox"/> SPECIAL <input type="checkbox"/> EARTHQUAKE COV <input type="checkbox"/> FLOOD <input type="checkbox"/> SPRINKLER LEAKAGE EXCL <input type="checkbox"/> VANDALISM EXCL	
<b>E-MAIL ADDRESS:</b> Will.Milward@MarshMMA.com		<input type="checkbox"/> SPECIFIC AVERAGE RATE REQUESTED <input type="checkbox"/> BLANKET RATE REQUESTED		<b>AGREED VALUE</b>	
<b>CODE:</b>		<b>SUBCODE:</b> JWLM1		<b>AGENCY CUSTOMER ID:</b> KENTUEASTE	

APPLICABLE FORM NUMBERS (Attach completed forms and endorsements that require completion to provide necessary information affecting rates or loss costs)

CLASS CODE	LOC #	BLDG #	DESCRIPTION AND ADDRESS OF PROPERTY	VALUATION	SUBJECT	100% VALUES	RATE OR LOSS COST	PREMIUM
1052	1	1	DESC: 1 GINGER BUILDI ADDRESS: 993 Mason Headley Road Lexington KY 40504	AV	Building	4,108,000		
1052	1	1	DESC: 1 GINGER BUILDI ADDRESS: 993 Mason Headley Road Lexington KY 40504	AV	BPP	256,750		
1052	1	1	DESC: 1 GINGER BUILDI ADDRESS: 993 Mason Headley Road Lexington KY 40504	AV	EQ	4,108,000		
1052	2	1	DESC: Leased Space ADDRESS: 2050 Versailles Road Lexington KY 40504	AV	BPP	20,540		
1052	2	1	DESC: Leased Space ADDRESS: 2050 Versailles Road Lexington KY 40504	AV	EQ	20,540		
1052	3	1	DESC: EASTER SEALS ADDRESS: 1900 R ichmond Road Lexington KY 40504	AV	Building	17,748,037		
1052	3	1	DESC: EASTER SEALS ADDRESS: 1900 Richmond Road Lexington KY 40504	AV	EQ	17,748,037		
			DESC: ADDRESS:					
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			DESC: ADDRESS:					
<b>TOTAL</b>						\$ 44,009,904.	N/A	\$

**SIGNATURE**

ALL VALUES AND LOCATION INFORMATION ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

<b>INSURED'S SIGNATURE</b>	<b>TITLE</b>	<b>DATE</b>
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