



Proposal For ITB
Invitation To Bid #: 21-2026
Title: Temporary Labor for E911

Agency: Lexington-Fayette Urban County Government
Due Date: March 12th, 2026, at 2:00PM

Submitted to:

Attn: Lexington-Fayette Urban County Government
Lexington, Kentucky

Submitted by:

POC: Deepak Dash, Account Manager.
Department: SLED Government Contracting.
Company: Sapot Systems, Inc.
RSDO: 804 Chevy Chase Place,
Lexington, KY 40502, USA
HO: 22960 Shaw Road Suite 600,
Sterling, VA 20166, USA
Phone: 855-287-2768 | **Fax:** 855-287-2769
Email: govt@sapotsystems.com



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LETTER OF TRANSMITTAL:

Proposal Submitted online at: <https://lexingtonky.ionwave.net/>

Division of Procurement

March 12, 2026

Lexington-Fayette Urban County Government
200 East Main Street, Lexington, KY 40507

Subject: Bid Submission – ITB #21-2026 Temporary Labor for E911

To Evaluation Committee,

On behalf of **Sapot Systems, Inc. (“Sapot”)**, I am pleased to submit our bid in response to **Invitation to Bid (ITB) #21-2026 – Temporary Labor for E911**, issued by the Lexington-Fayette Urban County Government (LFUCG). Sapot appreciates the opportunity to support the Division of E911 by providing qualified temporary personnel to fulfill the roles of **Telecommunicator (9-1-1 Call Taker), Telecommunicator Senior (9-1-1 Dispatcher), and Administrative Specialist** in accordance with the requirements outlined in the solicitation.

About Sapot Systems, Inc.: Established in 2003 as an S-Corporation, **Sapot Systems, Inc.** is headquartered in Sterling, Virginia and is a certified **Small Business Enterprise (SBE), Minority-Owned, and Women-Owned national workforce and human capital management services provider.** With more than **22 years of experience supporting federal, state, county, municipal, higher-education, and commercial organizations,** Sapot has successfully placed **1,500+ professionals** across temporary, contract-to-hire, and direct-hire assignments. Our organization currently supports **700+ active temporary employees** and operates through **12 Regional Service Delivery Offices nationwide,** enabling us to deliver responsive, scalable staffing services across the United States. Sapot maintains a large pipeline of pre-screened candidates through our technology-enabled recruiting platform and applicant tracking systems, ensuring rapid identification and deployment of qualified personnel. Sapot operates in full compliance with **E-Verify, Equal Employment Opportunity (EEO), Occupational Safety and Health Administration (OSHA)** requirements and maintains **ISO 9001, ISO 20000, and ISO 27001** management standards across our service delivery lifecycle.

Local Presence in Fayette County: In accordance with the solicitation requirement that the vendor maintain a **physical office within Fayette County,** Sapot Systems confirms that **upon award and prior to contract execution,** we will establish a **Regional Service Delivery Office (RSDO)** located at: **804 Chevy Chase Place, Lexington, KY 40502.** Sapot has already initiated discussions with a **local property consultant** to secure and operationalize this office location. This facility will serve as our **local service coordination hub** to support the Lexington-Fayette Urban County Government Division of E911. To ensure immediate operational readiness, **Mr. Deepak Dash, Account Manager – Public Sector,** will relocate from Sapot’s **Head Office in Sterling, Virginia** to the Lexington RSDO and will serve as the **primary local point of contact** for LFUCG. From this office, Mr. Dash will oversee contract administration, coordinate staffing requests, manage candidate onboarding, and provide ongoing operational support for temporary personnel assigned to the E911 Division.



Local Presence in Fayette County

- Regional Service Delivery Office (RSDO) in Fayette County
- Local Property Consultant Secured
- Deepak Dash Relocating to Lexington RSDO
- Supporting LFUCG E911 Operations

By establishing this local RSDO and presence, Sapot will ensure **responsive service delivery, local accountability, and direct engagement** with LFUCG operations throughout the contract term.

By establishing this local presence, Sapot will ensure responsive service delivery, local accountability, and direct engagement with LFUCG operations throughout the contract term.

Staffing Capability: Sapot understands that the Division of E911 typically utilizes **temporary personnel to support emergency communications operations,** including Telecommunicator and Administrative functions. Our recruiting teams maintain an extensive network of candidates capable of supporting **shift-based operational environments,** including **8-hour, 10-hour, and 12-hour work schedules,** as required under the contract. Our staffing process includes:

- Comprehensive candidate sourcing and screening
- Verification of prior experience and references
- Kentucky state background checks when required
- Coordination of **10-panel drug screening through certified laboratories** when requested by LFUCG

- Compliance onboarding and employment documentation
- Workers' compensation and required liability insurance coverage

Sapot will also ensure that all temporary personnel coordinate weekly assignments with LFUCG supervisors and maintain full compliance with LFUCG operational policies and procedures.

Performance Bond Commitment: In accordance with the requirements outlined in **ITB #21-2026**, Sapot confirms that we will provide the required **\$10,000 Performance Bond** for the duration of the contract. Sapot will secure and submit the performance bond through an authorized surety provider **prior to contract execution**, ensuring full compliance with LFUCG contractual requirements.

Compliance with LFUCG Policies: Sapot confirms that our organization complies with all applicable federal, state, and local regulations governing staffing services and employment practices. Our submission includes documentation demonstrating compliance with LFUCG requirements including:

- Alcohol and Drug-Free Workplace Policy
- Harassment Prevention Policy
- Equal Employment Opportunity (EEO) and Non-Discrimination Policy
- Workers' Compensation and Liability Coverage
- Background screening and drug testing procedures
- Required contract forms and certifications

Minority Business Enterprise Program Participation: Sapot strongly supports the mission of the **Minority Business Enterprise Program (MBEP)** to promote economic inclusion and full participation of minority- and women-owned businesses in public procurement. As outlined under **Resolution 272-2024**, LFUCG has established participation goals including **17% MWBE participation (5% MBE and 12% WBE) and 3% Veteran-Owned participation**, with additional utilization of DBE firms where applicable.

To support these goals, Sapot intends to utilize the following certified subcontractor partners as part of this bid:

- **Baskin Advisory Group, LLC** – Certified MBE, WBE, and WOSB
- **Skilled Workforce** – Certified Minority Business Enterprise and Service-Disabled Veteran-Owned Small Business (SDVOSB)

These firms will support recruitment and candidate sourcing activities and will contribute toward achieving LFUCG's diversity participation objectives for this contract.

Addendum Acknowledgment: Sapot hereby acknowledges receipt of **Addendum #1 issued on March 4, 2026**, and confirms that all clarifications and updates have been reviewed and incorporated into our bid submission.

Commitment to Service Excellence: Sapot is committed to delivering **reliable, responsive, and compliant staffing services** to support LFUCG's emergency communications operations. Our structured recruiting process, experienced account management team, and scalable staffing infrastructure enable us to provide qualified personnel who can quickly integrate into operational environments and support the mission-critical services provided by the Division of E911.

Sapot appreciates the opportunity to be considered for this statewide contract. We believe our proposal presents a **responsive, compliant, and operationally strong solution** that aligns with the LFUCG's need for reliable and continuous Temporary Labor for E911. If clarification or additional information is requested during evaluation, we welcome the opportunity to respond promptly.

Sincerely,

Arunkumar Ankshapuram

ArunKumar Ankshapuram, Director. | Sapot Systems, Inc.
RSDO: 804 Chevy Chase Place, Lexington, KY 40502, USA
Head Office: 22960 Shaw Road Suite 600, Sterling, VA 20166, USA
Phone: 855-287-2768 | **Fax:** 855-287-2769
Email: govt@sapotsystems.com | <https://sapotsystems.com/>

INVITATION TO BID-COVER PAGE:

LEXINGTON
Lexington-Fayette Urban County Government

 Lexington, Kentucky
 Horse Capital of the World

Division of Procurement

Date of Issue: Feb 19, 2026

INVITATION TO BID #21-2026 Temporary Labor for E911
Bid Opening Date: March 12, 2026 **Bid Opening Time:** 2:00 PM

Address: All bids must be submitted on line at <https://lexingtonky.ionwave.net/>
Type of Bid: Price Contract

Pre Bid Meeting: N/A

Pre Bid Time: N/A

Address: N/A

 Sealed bids will ONLY be received online at <https://lexingtonky.ionwave.net/> until **2:00 PM**, prevailing local time on March 12, 2026. Bids must be submitted/uploaded by the above-mentioned date and time.

Bids are to include all shipping, handling and associated fees to the point of delivery (unless otherwise specified in the bid documents below) located at: Lexington, KY

<input checked="" type="checkbox"/> Bid Specifications Met _____ Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i>	Check One: Proposed Delivery: _____ days after acceptance of bid.
Procurement Card Usage —The Lexington-Fayette Urban County Government may be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

To expedite award, the forms in this document should be completed and uploaded with your bid.

 Submitted by: Sapot Systems, Inc.
Firm Name
22960 Shaw Road Suite 600,
Address
Sterling, VA 20166
City, State & Zip
Bid must be signed: Arunkumar Ankshapuram **Director**
Signature of Authorized Company Representative – Title
Arunkumar Ankshapuram
Representative's Name (Typed or printed)
855-287-2768
855-287-2769
Area Code - Phone – Extension
Fax #
govt@sapotsystems.com
E-Mail Address

AFFIDAVIT:

The Affidavit in this bid must be completed before your firm can be considered for award of this contract.

AFFIDAVIT

Comes the Affiant, Arunkumar Ankshapuram, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Arunkumar Ankshapuram and he/she is the individual submitting the bid or is the authorized representative of Sapot Systems, Inc. the entity submitting the bid (hereinafter referred to as "Bidder")
2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid 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. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Bidder has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder 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 Bidder will not violate any provision of the campaign finance laws of the Commonwealth.
6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."
7. Bidder 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. Arunkumar Ankshapuram

STATE OF Michigan

COUNTY OF Oakland

The foregoing instrument was subscribed, sworn to and acknowledged before me by Arunkumar Ankshapuram on this the 10th day of March, 2020

My Commission expires: 07/01/2030

Mariah C Lamons
NOTARY PUBLIC, STATE AT LARGE

Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.



GREEN PROCUREMENT:**I. GREEN PROCUREMENT****A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to www.Energystar.gov). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

Key Benefits

These products use 25 to 50% less energy
Reduced energy costs without compromising quality or performance
Reduced air pollution because fewer fossil fuels are burned
Significant return on investment
Extended product life and decreased maintenance

B. GREEN SEAL CERTIFIED PRODUCTS

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to www.Greenseal.org to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

C. GREEN COMMUNITY

The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.

If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?

Yes No

II. Bid Conditions

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Procurement may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Procurement.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal

- or technical reasons, and to award each part of the bid separately, all parts to one vendor or all parts to multiple vendors.
- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Procurement. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
 - F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
 - G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
 - H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
 - I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
 - J. All bids mailed must be submitted in the Ion Wave online portal at <https://lexingtonky.ionwave.net/>
 - K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
 - L. A certified check or Bid Bond in the amount of XX percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been delivered in accordance with specifications. In the event of failure to perform within the time period set forth in this bid, it is agreed the certified check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.
 - M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
 - N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
 - O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
 - P. All material furnished hereunder must be in full compliance with OSHA regulations.
 - Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
 - R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
 - S. 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.
 - T. 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 provisions of the non-discrimination 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 contractor is required to comply to the Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560 to KRS 45.640)

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must maintain a "current" status with regard to those taxes and fees throughout the term of the contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

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

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Procurement shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Procurement will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Procurement or (2) submitting a written request for a meeting with the Director of Procurement to explain

his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Procurement shall in writing, affirm or withdraw the recommendation.

III. **Procurement Contract Bid Conditions**

- A. The terms of this agreement shall be for 1 year(s) from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be automatically extended for an additional 2-1 year renewals. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
- B. Price Changes (**Space Checked Applies**)
 - (XXX)1. Prices quoted in response to the Invitation shall be firm prices for the first 365 days of the Procurement Contract. After 365 days, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. There will be no more than one (1) price adjustment per year. Requests for price changes shall be received in writing at least twenty (20) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
 - () 2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
 - () 3. See bid specifications.
- C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
- D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
- E. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
- F. No substitutions for articles specified herein may be made without prior approval of the Division of Procurement.

EQUAL OPPORTUNITY AGREEMENT:**EQUAL OPPORTUNITY AGREEMENT**Standard Title VI Assurance

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

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- 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.

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. 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 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.

Arunkumar Ankshapuram

Signature

Sapot Systems, Inc.

Name of Business

GENERAL PROVISIONS OF BID CONTRACT:**GENERAL PROVISIONS OF BID CONTRACT**

By signing the below, bidder acknowledges that it understands and agrees with the following provisions related to its bid response and the provision of any goods or services to LFUCG upon selection by LFUCG pursuant to the bid request:

1. Bidder shall comply with all Federal, State & Local regulations concerning this type of service or good. 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 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.
2. Failure to submit ALL forms and information required by LFUCG may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, must be considered by the bidder in making its response, and such addenda shall be made a part of the requirements of the bid contract. Before submitting a bid response, it is incumbent upon bidder to be informed as to whether any addenda have been issued, and the failure of the bidder to cover any such addenda may result in disqualification of that response.
4. Bid Reservations: LFUCG reserves the right to reject any or all bid responses, 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 bidder in the preparation of its response.
6. Changes/Alterations: Bidder 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 bid response, and received by LFUCG prior to the scheduled closing time for receipt of bids, will be accepted. The bid response 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 bid response".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from any bidder.
8. Bribery Clause: By his/her signature on its response, bidder 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 bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the bid response. Additional documentation shall not serve as a substitute for other documentation which is required by the LFUCG to be submitted with the bid response.
10. Ambiguity, Conflict or other Errors: If a bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the bid request of LFUCG, 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 its bid response, the bidder agrees that it has carefully examined the specifications and all provisions relating to LFUCG's bid request, including but not limited to the bid contract. By submission of its bid response, bidder states that it understands the meaning, intent and requirements of LFUCG's bid request and agrees to the same. The successful bidder 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 bidder shall be authorized for services, expenses, or goods reasonably covered under these provisions that the bidder omits from its bid response.
12. Cancellation: LFUCG may unilaterally terminate the bid contract with the selected bidder(s) at any time, with or without cause, by providing at least thirty (30) days advance written notice unless a different advance written notice period is negotiated prior to contract approval. 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 selected bidder(s) shall not assign or subcontract any portion of the bid contract with LFUCG 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 bid proposal or bid contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** Each bidder must be authorized to do business under the laws of the Commonwealth of Kentucky and must be in good standing and have full legal capacity to provide the goods or services specified in the bid proposal. Each bidder must have all necessary right and lawful authority to submit the bid response and enter into the bid contract for the full term hereof including any necessary corporate or other action authorizing the bidder to submit the bid response and enter into this bid contract. If requested, the bidder will provide LFUCG with a copy of a corporate resolution authorizing this action and/or a letter from an attorney confirming that the proposer is authorized to do business in the Commonwealth of Kentucky. All bid responses must be signed by a duly authorized officer, agent or employee of the bidder.
16. **Governing Law:** This bid request and bid 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 matter, the bidder agrees that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division and that the bidder expressly consents to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to these matters or any rights or obligations arising thereunder.
17. **Ability to Meet Obligations:** Bidder affirmatively states that there are no actions, suits or proceedings of any kind pending against bidder or, to the knowledge of the bidder, threatened against the bidder 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 bidder to perform its obligations under this bid response or bid contract, or which question the legality, validity or enforceability hereof or thereof.
18. **Price Discrepancy:** When applicable, in case of price discrepancy, unit bid price written in words will prevail followed by unit price written in numbers then total amount bid per line item.
19. Bidder understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Bidder is an independent contractor at all times related to the bid response or bid contract.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.
21. If any term or provision of this bid 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.

Arunkumar Aneshapuram
Signature

March 12, 2026
Date

MINORITY BUSINESS ENTERPRISE PROGRAM:**LEXINGTON****MINORITY BUSINESS ENTERPRISE PROGRAM**

Sherita Miller, MPA, CPSD
Minority Business Enterprise Liaison
Division of Procurement
Lexington-Fayette Urban County Government
200 East Main Street
Lexington, KY 40507
smiller@lexingtonky.gov
859-258-3323

OUR MISSION: The mission of the Minority Business Enterprise Program (MBEP) 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 urban county council adopted and implemented Resolution 272-2024 – a Certified Minority and Women Business Enterprise seventeen percent (17%) minimum goal including minimum subgoals of five percent (5%) for Minority Business Enterprises (MBE) and a subgoal of twelve percent (12%) for Women Business Enterprises (WBE); a three (3%) minimum goal for Certified Veteran-Owned Small Businesses and/or Certified Service- Disabled Veteran Owned Businesses; and a goal of utilizing Disadvantaged Business Enterprises (DBE), where applicable, for government contracts.

The resolution states the following definitions shall be used for the purposes of reaching these goals:

Certified Disadvantaged Business Enterprise (DBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a person(s) who is socially and economically disadvantaged as define by 49 CFR subpart 26.

Certified Minority Business Enterprise (MBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by an ethnic minority (i.e. Black American, Asian American, Hispanic American, Native American)

Certified Women Business Enterprise (WBE) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a woman.

Certified Veteran-Owned Small Business (VOSB) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

Certified Service -Disabled Veteran Owned Small Business (SDVOSB) – a business in which at least fifty-one percent (51%) is owned, managed and controlled by a disabled veteran who served on active duty with the U.S. Army, Air Force, Navy, Marines or Coast Guard.

The term “Certified” shall mean the business is appropriately certified, licensed, verified, or validated by an organization or entity recognized by the Division of Procurement as having the appropriate credentials to make a

determination as to the status of the business.

The following certifications are recognized and accepted by the MBEP:

Kentucky Transportation Cabinet (KYTC), Disadvantaged Business Enterprise (DBE)
Kentucky Minority and Women Business Enterprise (MWBE)
Women's Business Enterprise National Council (WBENC)
National Women Business Owners Corporation (NWBOC)
National Minority Supplier Development Council (NMSDC)
Tri-State Minority Supplier Development Council (TSMSSDC)
U.S. Small Business Administration Veteran Small Business Certification (VetCert)
Kentucky Service- Disabled Veteran Owned Small Business (SDVOSB)

To comply with Resolution 272-2024, prime contractors, minority and women business enterprises, veteran owned small businesses, and service-disabled veteran owned small businesses must complete monthly contract compliance audits in the Diverse Business Management Compliance system, <https://lexingtonky.diversitycompliance.com/>

A list of organizations that certify and/or maintain lists of certified businesses (i.e. DBE, MBE, WBE, VOSB and/or SDVOSB) is available upon request by emailing, Sherita Miller, smiller@lexingtonky.gov.

LFUCG MWDBE PARTICIPATION FORM:

LEXINGTON
LFUCG MWDBE PARTICIPATION FORM
Bid/RFP/Quote Reference # 21-2026

The MWDBE and/or veteran 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 the Division of Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWBE Company, Name, Address, Phone, Email	DBE/MBE WBE/VOSB/SDVOSB	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1. Baskin Advisory Group, LLC Name: Tequalia B. Curley Address: 2777 Dolostone Way, Dacula, GA, 30019 Phone: 404-630-8745 Email: connect@baskinadvisorygroup.com	MBE/WBE	Candidate sourcing, recruitment support, resume screening, and administrative staffing support for Telecommunicator, Telecommunicator Sr., and Administrative Specialist roles	TBD – Based on actual staffing orders issued by LFUCG	5% MBE 12% WBE
2. Skilled Workforce Name: Amy Dubois Address: 2550 Meridian Blvd #200 Franklin, TN, 37067 Phone: 615- 567-8040 Email: amy@skilledworkforce.com	MBE/SDVOSB	Candidate sourcing, recruitment support, resume screening, and administrative staffing support for Telecommunicator, Telecommunicator Sr., and Administrative Specialist roles	TBD – Based on actual staffing orders issued by LFUCG	5% MBE 3% SDVOSB
3.				
4.				

The undersigned company representative submits the above list of MWDBE and veteran 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.

Arunkumar Ankshapuram
Arunkumar Ankshapuram

Sapot Systems, Inc.

Company

Company Representative

March/12/2026

Date

Title

LFUCG MWDBE SUBSTITUTION FORM:

LEXINGTON
LFUCG MWDBE SUBSTITUTION FORM
Bid/RFP/Quote Reference # Invitation To Bid #: 21-2026

The substituted MWDBE and/or veteran 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 the Division of Procurement 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. **Note: Form required if a subcontractor is being substituted on a contract.**

SUBSTITUTED DBE/MBE/WBE/VOSB Company Name, Address, Phone, Email	DBE/MBE/WBE/VOSB/SDVOSB 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.	NOT APPLICABLE				
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.

Sapot Systems, Inc.
Company

March/12/2026
Date

Arunkumar Ankshapuram

Arunkumar Ankshapuram
Company Representative

Director
Title

ATTACHMENT A:

ATTACHMENT A – SMALL AND DISADVANTAGED, MINORITY-, WOMEN-, AND VETERAN-OWNED BUSINESS OUTREACH PLAN

Proposer Name: <u>Sapot Systems, Inc.</u>	Date: <u>March/12/2026</u>
Project Name: <u>Temporary Labor for E911</u>	Project Number: <u>Invitation To Bid #: 21-2026</u>
Contact Name: <u>Arunkumar Ankshapuram</u>	Telephone: <u>855-287-2768</u>
Email: <u>govt@sapotsystems.com</u>	

The mission of the Minority Business Enterprise Program is to facilitate the full participation of disadvantaged businesses, minority-, women-, veteran-, and service-disabled veteran-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, small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, must have an equal opportunity to be utilized in the performance of contracts with public funds spent from certain discretionary agreements. By submitting its offer, Bidder/Proposer certifies that it has taken, and if there are further opportunities will take, reasonable steps to ensure that small and disadvantaged businesses, including minority-, woman-, veteran-, and service-disabled veteran-owned businesses, are provided an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement.

The information submitted in response to this clause will not be considered in any scored evaluation. Failure to submit this form may cause the bid or proposal to be rejected.

Is the Bidder/ Proposer a certified firm? Yes No

If yes, indicate all certification type(s):

DBE MBE WBE SBE VOSB/SDVOSB

and supply a copy of the certificate and/or certification letter if not currently listed on the city’s Minority Business Enterprise Program’s (MBEP) certified list.

1. Include a list of firms that Bidder/ Proposer has had a contractual relationship with within the last two years that are minority-owned, woman-owned, veteran-owned or small businesses, regardless of their certification status.

Sapot Systems, Inc. has maintained collaborative relationships with certified diverse businesses in the delivery of staffing services. One example includes Talantage, LLC, a certified M/WBE, WOSBE, SBE, and DBE firm headquartered in Atlanta, Georgia. Sapot partnered with Talantage to support temporary staffing services provided to the State of Georgia through the Department of Administrative Services (DOAS) under a statewide contract with a term from October 2021 through September 2026.

2. Does Bidder/Proposer foresee any subcontracting opportunities for this procurement?

Yes No

If no, please explain why in the field below. Do not complete the rest of this form and submit this first page with your bid and/or proposal. (Click or tap here to enter text.)

If yes, please complete the following pages and submit all pages with your bid and/or proposal.

Describe the steps Bidder/Proposer took to solicit small and disadvantaged businesses, including MBEs, WBEs, VOSBs, and SDVOSBs, for subcontracting opportunities for this procurement.

3. Check the good faith and outreach efforts the Bidder/Proposer used to encourage the participation of small and disadvantaged businesses including, MBEs, WBEs, VOSBs and SDVOSBs:

- Bidder placed advertisements in search of prospective small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs for the solicitation.
- Bidder attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year.
- Bidder attended pre-bid and/or pre-proposal meetings for this solicitation.
- Bidder sponsored an Economic Inclusion Outreach event.
- Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG. (We used the directory provided by Sherita Miller)
- Bidder contacted organizations that work with small, DBE, MBE, WBE, VOSB and/or SDVOSB companies.
- Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses. (We sent outreach emails to multiple firms.)
- Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB. (We received responses and continued communication from businesses we reached.)
- Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation. (Yes, we sent the ITB documents to all interested firms.)
- Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation. (Yes, we shared the type & level of support (like recruitment, sourcing, etc) we need from subcontractors.)

- Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses. (Yes, we discussed the type & level of participation with each business we intracted.)
- Bidder provided adequate rationale for rejecting any small business', DBEs, MBEs, WBEs, VOSBs or SDVOSBs for lack of qualifications.
- Bidder offered assistance in obtaining bonding, insurance, financial, equipment, or other resources to small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, in an effort to assist them in meeting project requirements.
- Bidder made efforts to expand the search for small businesses, DBEs MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
- Bidder made other reasonable efforts to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation.

4. Bidder/Proposer must include documentation, including the date each effort was made, the medium through which each effort was made, and the outcome of each effort with this form, regardless of the level of small, DBE, MBE, WBE, VOSB and/or SDVOSB participation. Examples of required documentation include copies of email communications, copies of newspaper advertisements, or copies of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs or SDVOSBs.

Sapot Systems conducted outreach to certified minority-, women-, and veteran-owned businesses to encourage participation in this procurement. The outreach included reviewing the LFUCG Minority Business Enterprise Program directory, sending written solicitation notices via email, providing access to the ITB documents, and discussing subcontracting opportunities related to recruitment and candidate sourcing for E911 Telecommunicator, Telecommunicator Senior, and Administrative Specialist roles. Documentation supporting these outreach efforts, including email communications and responses from interested firms, is provided in Appendix I.

For detailed information regarding outreach efforts that satisfy the MBE Program's requirements, please see "Documentation Required for Good Faith Efforts and Outreach Plans" page.

Note: The Bidder/Proposer must be willing to report the identity of each subcontractor and the value of each subcontract to MBEP if awarded a contract from this procurement.

Failure to submit the documentation requested may be cause for rejection of the bid. Bidders may include any other documentation deemed relevant to this requirement, which is subject to review by the MBE Liaison. Documentation of Good Faith and Outreach Efforts must be submitted with the bid, regardless of the proposed level of SBEs, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs participation in the procurement. If the Good Faith and Outreach Effort Form and associated documentation is not submitted with the bid response, the bid may be rejected.

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.

Sapot Systems, Inc.
Company
March/12/1988
Date

Arunkumar Ankshapuram
Arunkumar Ankshapuram
Company Representative
Director
Title

4870-1925-6809, v. 1

RISK MANAGEMENT PROVISIONS, INSURANCE AND INDEMNIFICATION:**RISK MANAGEMENT PROVISIONS
INSURANCE AND INDEMNIFICATION****INDEMNIFICATION AND HOLD HARMLESS PROVISION**

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

FINANCIAL RESPONSIBILITY

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

INSURANCE REQUIREMENTS

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

Required Insurance Coverage

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

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability (Insurance Services Office Form CA 0001)	combined single, \$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 (DOI). LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include Premises and Operations coverage unless it is deemed not to apply by LFUCG.
- d. The General Liability Policy shall include Employment Practices Liability coverage or an endorsement in a minimum amount of \$1 million unless it is deemed not to apply by LFUCG.
- e. The Policy shall include Umbrella/Excess Liability coverage in the amount of \$2 million per occurrence, \$2 million aggregate, unless it is deemed not to apply by LFUCG.
- f. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- g. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

Renewals

After insurance has been approved by LFUCG, evidence of renewal of an expiring policy must be submitted to LFUCG, and may be submitted on a manually signed renewal endorsement form. If

the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

Deductibles and Self-Insured Programs

IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE. Self-insurance programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage

Safety and Loss Control

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

Verification of Coverage

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

Right to Review, Audit and Inspect

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

DEFAULT

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

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Sapot's Response: Sapot Systems, Inc. acknowledges and agrees to comply with the Lexington-Fayette Urban County Government Risk Management Insurance Provisions, including all indemnification, insurance coverage, and safety requirements outlined in the solicitation. Sapot further confirms that, upon contract award, we will obtain and maintain all required insurance coverages, including but not limited to workers' compensation, general liability, and any other insurance specified in the solicitation, and will provide Certificates of Insurance as required by LFUCG prior to contract execution.

PRICING / MARKUP SHEET:**Lexington-Fayette Urban County Government
Division of E911
Temporary Labor – E911**

The Lexington-Fayette Urban County Government is accepting bids to establish a price contract for the Division of E911 to provide candidates to fulfill responsibilities of a Telecommunicator, (aka 9-1-1 call taker) and Telecommunicator Senior (aka 9-1-1 Dispatcher) and Administrative Specialist. Candidates will be compensated based on prior experience with minimum rates of \$15.00 / hour for Admin Specialist, \$ 16.00 for Telecommunicator and \$18.00 / hour for Telecommunicator Sr. The Division of E911 typically utilizes up to 8 temporary employees with approximately 5 working on a regular basis.

The vendor must provide candidates capable of performing the duties as outlined in the attached Telecommunicator and Telecommunicator Sr, and Administrative Specialist job descriptions.

Upon LFUCG request, a 10 Panel Drug Screen administered in an outside lab as well as a Kentucky state background check will be performed without additional cost to LFUCG.

The vendor must provide:

- The vendor will be responsible for supplying workers who are physically capable of working an 8, 10 or 12 hour work day.
- Workers will coordinate weekly assignments with a LFUCG Telecommunicator Supervisor.
- Workers will need to provide their own transportation to and from the work site at 115 Cisco Road.
- The vendor must provide a \$10,000 performance bond in effect for the term of the contract.
- The vendor shall have a physical office location within Fayette County in order to service and fulfill this contract.
- The Division of E911 will review all applicant documentation before clearing a candidate for an individual interview by the Division. LFUCG reserves the right to reject any candidate provided, for any reason.
- The Lexington-Fayette Urban County Government will issue payment on a bi-weekly basis subsequent to submission of an invoice accompanied by documentation of services.
- The vendor must provide worker's compensation coverage and liability coverage as described in the Lexington-Fayette Urban County Government's "Risk Management Insurance Provisions".
- The agency is responsible for all screening, hiring, and retention of employees
- Three references from customers that are similar in scope to E911.
- The LFUCG has established an Alcohol and Drug Free Workplace Policy (CAO Policy #7) and shall require the Agency to have, or enact their own Alcohol and Drug Fee Workplace Policy of equal standards. If the Agency doesn't have an established policy, they may obtain a copy of the LFUCG's policy upon request. Bidders must provide a copy of their alcohol and drug workplace policy with their bid.

SAPOT'S ORGANIZATIONAL COMPLIANCE POLICIES AND WORKFORCE PROCEDURES:

Sapot confirms that our organization complies with all applicable federal, state, and local laws and regulations governing staffing services and employment practices. Following the pages below, our submission demonstrates compliance with the Lexington-Fayette Urban County Government (LFUCG) requirements and includes documentation supporting the following policies and procedures:

- Alcohol and Drug-Free Workplace Policy
- Harassment Prevention Policy
- Equal Employment Opportunity (EEO) and Non-Discrimination Policy
- Workers' Compensation and Liability Insurance Coverage (COI will be provided upon contract award)
- Background Screening and Drug Testing Procedures
- Emergency Communications Workforce Readiness & Reliability Program

Sapot is committed to maintaining the highest standards of regulatory compliance, workforce professionalism, and operational reliability. Our policies and procedures ensure that all personnel assigned to the **Lexington-Fayette Urban County Government Division of E911** operate in accordance with applicable laws, workplace safety standards, and client policies.

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SAPOT'S ALCOHOL AND DRUG-FREE WORKPLACE POLICY:

1. Policy Statement: Sapot is committed to maintaining a safe, healthy, and productive work environment for all employees, clients, and members of the public. In support of this commitment, Sapot maintains a strict **Alcohol and Drug-Free Workplace Policy** designed to prevent substance abuse in the workplace and ensure that personnel assigned to client organizations perform their duties in a safe and professional manner.

This policy applies to all Sapot employees, temporary personnel, contractors, and candidates assigned to client engagements, including those supporting **public safety operations such as the Lexington-Fayette Urban County Government Division of E911**.

Sapot strictly prohibits the unlawful manufacture, distribution, possession, use, or being under the influence of alcohol or controlled substances while performing work-related duties.

2. Compliance with Laws and Regulations: Sapot complies with all applicable federal, state, and local regulations related to drug-free workplaces, including the requirements of the **Drug-Free Workplace Act of 1988** and any additional policies established by client agencies.

Personnel assigned to public-sector clients must also comply with the workplace safety and drug-free policies established by the contracting agency, including those applicable to **Lexington-Fayette Urban County Government employees and contractors**.

3. Prohibited Conduct: The following conduct is strictly prohibited for any Sapot employee or assigned personnel while performing work-related duties:

- Use, possession, sale, distribution, or manufacture of illegal drugs
- Reporting to work under the influence of alcohol or illegal substances
- Misuse or abuse of prescription medications that impair job performance
- Possession of drug paraphernalia in the workplace
- Refusal to comply with required drug testing procedures when requested in accordance with company or client policies

Violation of this policy may result in disciplinary action, including removal from assignment or termination of employment.

4. Drug and Alcohol Testing: To maintain a safe and compliant workforce, Sapot conducts drug screening procedures consistent with client and regulatory requirements. Drug and alcohol testing may include:

- **Pre-employment drug testing** prior to assignment
- **Post-offer testing** when required by the client agency
- **Reasonable suspicion testing** if substance impairment is suspected
- **Post-incident testing** when workplace incidents occur
- **Random testing** when required by client policies or applicable regulations

Drug testing is conducted through **certified laboratories** and reviewed by a qualified **Medical Review Officer (MRO)** to ensure accurate and compliant results.

5. Substances Covered by Testing: Drug testing may include screening for commonly abused controlled substances, including but not limited to:

- Marijuana
- Cocaine
- Amphetamines / Methamphetamines
- Opiates
- Methadone
- Barbiturates
- Benzodiazepines

- Phencyclidine (PCP)
- Propoxyphene
- Alcohol

Testing may be conducted using **urinalysis, saliva testing, or other approved testing methods** depending on client requirements.

6. Employee Responsibilities: All Sapot employees and assigned personnel are expected to:

- Report to work **free from the influence of alcohol or illegal substances**
- Comply with all **drug and alcohol testing requirements**
- Immediately report any workplace safety concerns related to substance abuse
- Follow all **client workplace safety and conduct policies**

Personnel assigned to public safety environments, such as emergency communications centers, must maintain the highest standards of reliability, judgment, and professionalism.

7. Assistance and Rehabilitation: Sapot recognizes that substance abuse can be a serious personal issue. Employees who voluntarily seek assistance for substance abuse concerns prior to violating this policy may be referred to appropriate counseling or rehabilitation resources when available.

However, participation in such programs does not prevent Sapot from enforcing workplace policies or client requirements.

8. Enforcement and Disciplinary Action: Violations of the Alcohol and Drug-Free Workplace Policy may result in disciplinary action, which may include:

- Removal from client assignment
- Mandatory drug & alcohol testing
- Suspension from duty
- Termination of employment

When employees are assigned to client environments such as LFUCG facilities, Sapot will also comply with any agency directives regarding removal or replacement of personnel.

9. Commitment to Workplace Safety: Sapot is committed to maintaining a professional workforce capable of supporting mission-critical public services. Through this Alcohol and Drug-Free Workplace Policy, Sapot ensures that all personnel assigned to client organizations, including emergency communications operations, perform their duties in a safe, responsible, and reliable manner.

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SAPOT'S WORKPLACE HARASSMENT PREVENTION POLICY:

1. Policy Statement: Sapot is committed to maintaining a professional work environment that is free from harassment, discrimination, and retaliation. All employees, temporary personnel, contractors, and applicants are entitled to work in an environment where they are treated with dignity, respect, and fairness.

Sapot maintains a strict **zero-tolerance policy for harassment or discrimination** of any kind. Harassment based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected under federal, state, or local law is strictly prohibited.

This policy applies to all Sapot personnel, including employees assigned to client locations such as the **Lexington-Fayette Urban County Government (LFUCG) Division of E911**.

2. Compliance with Laws and Regulations: Sapot complies with all applicable employment laws and regulations governing workplace conduct, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- Equal Employment Opportunity Commission (EEOC) regulations
- Applicable state and local employment laws

Personnel assigned to LFUCG will also comply with the agency's **Policy & Procedure for Harassment Complaints (CAO Policy #5R)** and all related workplaces conduct policies.

3. Definition of Harassment: Harassment includes unwelcome verbal, visual, or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual's ability to perform their job. Examples of prohibited conduct include, but are not limited to:

- Offensive or derogatory remarks related to protected characteristics
- Inappropriate jokes, slurs, or offensive comments
- Display of offensive images or materials in the workplace
- Unwelcome physical contact
- Sexual advances or requests for sexual favors
- Threatening or intimidating behavior
- Any conduct that creates a hostile or offensive work environment

Such conduct is unacceptable whether it occurs in the workplace, during work assignments, at client facilities, or during work-related activities.

4. Reporting Procedures: Sapot encourages employees and assigned personnel to promptly report any incidents of harassment, discrimination, or inappropriate workplace behavior. Reports may be made through the following channels:

- Immediate supervisor or account manager
- Sapot Human Resources Department
- Designated client representative when assigned to a client facility
- Any other appropriate management contact within Sapot

Employees are encouraged to report concerns as soon as possible so that the matter can be addressed promptly and appropriately.

5. Investigation Process: All complaints of harassment or discrimination will be taken seriously and investigated promptly, thoroughly, and confidentially to the extent possible. The investigation process may include:

- Interviews with the reporting individual and relevant witnesses
- Review of documentation or evidence
- Consultation with management or client representatives where applicable

Sapot will take appropriate corrective action based on the results of the investigation.

6. Protection Against Retaliation: Sapot strictly prohibits retaliation against any employee or individual who:

- Reports harassment or discrimination in good faith
- Participates in an investigation of a workplace complaint
- Assists in resolving workplace conduct issues

Any form of retaliation is considered a serious violation of company policy and may result in disciplinary action.

7. Disciplinary Action: Employees who violate this policy may be subject to disciplinary action, up to and including:

- Removal from client assignment
- Suspension from duties
- Mandatory training or corrective action
- Termination of employment

When employees are assigned to client environments such as LFUCG facilities, Sapot will comply with any agency directives regarding removal or replacement of personnel.

8. Commitment to a Respectful Workplace: Sapot is committed to fostering a workplace culture that promotes professionalism, mutual respect, and equal opportunity. Through the implementation of this Workplace Harassment Prevention Policy, Sapot ensures that all personnel assigned to client organizations operate in a respectful and inclusive environment consistent with federal, state, and local employment standards.

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SAPOT'S EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND NON-DISCRIMINATION POLICY:

1. Policy Statement: Sapot is an Equal Employment Opportunity (EEO) employer committed to maintaining a workplace that promotes fairness, diversity, and equal opportunity for all individuals. Sapot strictly prohibits discrimination in any employment practice based on race, color, religion, sex, pregnancy, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal, state, or local laws.

Sapot provides equal employment opportunities in all aspects of employment, including recruitment, hiring, compensation, promotion, training, benefits, discipline, and termination.

This policy applies to all employees, applicants, contractors, and temporary personnel assigned to client organizations, including assignments supporting the **Lexington-Fayette Urban County Government (LFUCG)**.

2. Compliance with Federal and State Laws: Sapot complies with all applicable equal employment opportunity laws and regulations, including but not limited to:

- Title VII of the Civil Rights Act of 1964
- The Americans with Disabilities Act (ADA)
- The Age Discrimination in Employment Act (ADEA)
- The Equal Pay Act (EPA)
- The Rehabilitation Act of 1973
- Executive Order 11246 regarding Equal Employment Opportunity
- Applicable state and local employment laws

Sapot also supports and adheres to the equal employment opportunity standards established by client agencies, including the Lexington-Fayette Urban County Government.

3. Equal Opportunity in Recruitment and Hiring: Sapot maintains recruitment and hiring practices designed to ensure fair and equitable consideration of all qualified candidates. Our recruiting procedures include:

- Job postings and recruitment efforts designed to reach diverse candidate pools
- Objective candidate evaluation criteria based on job-related qualifications and experience
- Consistent screening and interview processes applied equally to all applicants
- Selection decisions based solely on merit, qualifications, and the needs of the client organization

Sapot encourages applications from individuals of diverse backgrounds and promotes an inclusive workforce environment.

4. Reasonable Accommodations: Sapot is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state laws.

Applicants or employees who require accommodation during the recruitment process or during employment may request assistance through Sapot's Human Resources department. Requests for accommodations will be evaluated on a case-by-case basis to ensure compliance with applicable legal requirements.

5. Non-Discrimination in Client Assignments: Sapot ensures that all personnel assignments are made without discrimination and in accordance with applicable equal employment opportunity regulations.

Personnel assigned to client organizations, including LFUCG, are selected based on qualifications, experience, and ability to perform the required job duties. Sapot maintains policies that prohibit discrimination in work assignments, scheduling, compensation, and workplace treatment.

6. Reporting Concerns: Employees or applicants who believe they have experienced discrimination or unequal treatment are encouraged to report their concerns promptly. Reports may be submitted to:

- Sapot Human Resources Department
- Supervisors or management personnel

- Designated client representatives when working at client locations

All complaints will be investigated promptly and handled in accordance with Sapot’s internal policies and applicable legal requirements.

7. Protection Against Retaliation: Sapot strictly prohibits retaliation against any employee or applicant who reports discrimination, participates in an investigation, or assists in resolving workplace concerns.

Any act of retaliation is considered a serious violation of company policy and may result in disciplinary action.

8. Commitment to Diversity and Inclusion: Sapot values diversity and recognizes that a diverse workforce contributes to stronger organizations and better service delivery. Through this Equal Employment Opportunity and Non-Discrimination Policy, Sapot reaffirms its commitment to maintaining fair employment practices and promoting equal opportunity in all areas of our operations.

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SAPOT'S WORKERS' COMPENSATION AND LIABILITY INSURANCE COVERAGE:

1. Policy Statement: Sapot maintains comprehensive insurance coverage to ensure the protection of its employees, clients, and business operations. As part of our commitment to responsible workforce management and risk mitigation, Sapot maintains workers' compensation and commercial liability insurance policies that comply with all applicable federal, state, and local regulatory requirements.

Sapot acknowledges and agrees to comply with the **Lexington-Fayette Urban County Government (LFUCG) Risk Management Insurance Provisions**, including all insurance, indemnification, and safety requirements outlined in the Invitation to Bid (ITB) for **Temporary Labor – E911 Services**.

2. Workers' Compensation Coverage: Sapot maintains workers' compensation insurance coverage in accordance with applicable state laws to ensure that all employees assigned to client engagements are protected in the event of work-related injury or illness. Workers' compensation coverage provides benefits including:

- Medical treatment and rehabilitation for work-related injuries
- Wage replacement benefits where applicable
- Protection for both employees and client organizations against workplace injury risks

All temporary personnel assigned to the **Lexington-Fayette Urban County Government Division of E911** will be covered under Sapot Systems' workers' compensation insurance policy.

3. Commercial General Liability Insurance: Sapot maintains commercial general liability insurance coverage designed to protect both Sapot and its client organizations from risks associated with business operations and service delivery. This coverage includes protection for:

- Bodily injury
- Property damage
- Personal and advertising injury
- Liability arising from staffing operations and workplace activities

4. Additional Insurance Requirements: Sapot will maintain all insurance coverages required under the LFUCG Risk Management Insurance Provisions, which may include:

- Workers' Compensation Insurance
- Commercial General Liability Insurance
- Employer's Liability Insurance
- Any additional coverage specified within the contract requirements

All coverage will be maintained for the duration of the contract and any renewal periods as required.

5. Certificate of Insurance: Certificates of Insurance (COI) demonstrating the required coverage levels and policy details will be provided to the **Lexington-Fayette Urban County Government** upon contract award and prior to the commencement of services.

Sapot will ensure that insurance coverage remains active and compliant throughout the contract term.

6. Commitment to Risk Management: Sapot is committed to maintaining a safe and secure working environment for both our employees and the clients we serve. Our insurance coverage and risk management practices ensure that all workforce engagements are supported by appropriate protections, allowing our clients to confidently rely on Sapot's staffing services.

SAPOT'S BACKGROUND SCREENING AND DRUG TESTING PROCEDURES:

1. Policy Statement: Sapot conducts comprehensive pre-employment screening procedures to ensure that all personnel referred to the Lexington-Fayette Urban County Government (LFUCG) are qualified, reliable, and suitable for assignments in public-sector environments, including the Division of E911.

All background screening and drug testing procedures are conducted in accordance with applicable federal and state laws, Equal Employment Opportunity Commission (EEOC) guidance, and Fair Credit Reporting Act (FCRA) requirements.

Background investigations are administered through Sapot's established partnerships with industry-leading screening providers including **Info Cubic** and **HireRight**, ensuring accurate, compliant, and fully documented results.

No candidate will be deployed until all required screenings and clearances have been successfully completed.

2. Screening Initiation: Upon LFUCG's request to proceed with a selected candidate, Sapot will initiate all required screening procedures as a condition of assignment. Screening scope will be determined in coordination with LFUCG and may vary depending on:

- Job classification
- Work location
- Level of system or facility access
- Department-specific requirements
- Regulatory compliance standards

These screenings may include background checks, drug testing, and additional verification procedures as required by LFUCG.

3. Standard Screening Elements: Depending on LFUCG requirements, background investigations may include some or all of the following components:

Employment Authorization Verification: Verification of identity and authorization to work in the United States through completion of Form I-9 and participation in the federal **E-Verify program**.

Social Security Trace: Validation of Social Security Number history and associated addresses to support jurisdictional criminal record searches.

Education and Credential Verification: Confirmation of academic degrees, certifications, licenses, or professional credentials when required for the assignment.

Criminal History Screening: Criminal background searches may include county, state, federal, and national databases. Results are evaluated based on the nature of the offense, relevance to the position, time elapsed, and applicable legal guidance.

Motor Vehicle Records (When Applicable): For positions requiring driving responsibilities, Sapot will conduct Motor Vehicle Record checks.

National Sex Offender Registry Search: Where applicable, Sapot conducts searches of national sex offender registries in accordance with public safety requirements.

Additional Background Checks: Additional screenings may be conducted based on LFUCG direction or department-specific regulations.

4. Background Screening Process: The following procedure is used to conduct background checks for all selected candidates:

1. Final candidates complete a background investigation authorization form.

2. Sapot Human Resources initiates the screening request through our approved screening providers (**Info Cubic or HireRight**).
3. Screening agencies conduct the background investigation and provide detailed reports to Sapot.
4. Sapot's Human Resources team reviews screening results for compliance with applicable employment regulations.
5. Results are evaluated based on job relevance, regulatory guidelines, and client requirements.
6. Only candidates who successfully pass all required screenings are approved for deployment.

Background screening documentation is securely maintained in compliance with privacy and record retention requirements.

5. Drug Testing Program: Sapot maintains a comprehensive drug testing program designed to support workplace safety and operational integrity. Sapot partners with **Quest Diagnostics**, a nationally recognized drug testing administrator with an extensive network of certified testing laboratories located throughout the United States.

All candidates selected for assignment may be required to complete drug testing prior to starting work, depending on LFUCG requirements. Drug testing services include:

- 5-Panel, 10-Panel, and 12-Panel Urinalysis Testing
- EMIT (Enzyme Multiple Immunoassay Test) Screening
- GC/MS Confirmation Testing for positive results
- Medical Review Officer (MRO) result verification
- Saliva Testing, Hair Testing, and Breath Alcohol Testing when required

Testing laboratories follow strict chain-of-custody procedures to ensure accuracy and integrity of test results.

6. Substances Covered by Drug Testing: Candidates may be tested for commonly abused substances including but not limited to:

- Marijuana
- Cocaine
- Opiates
- Amphetamines (including Methamphetamine)
- Phencyclidine (PCP)
- Barbiturates
- Methadone
- Propoxyphene
- Alcohol
- Chemical derivatives of controlled substances

Additional testing may be conducted at the request of LFUCG.

7. Drug Testing Procedures: Candidates receiving an offer of employment must complete required drug testing within the timeframe specified by Sapot or LFUCG.

Testing will be conducted by certified laboratories under procedures designed to protect candidate privacy while ensuring the integrity of testing results.

Sapot will cover the cost of drug testing and confirmation testing when required.

8. Positive Test Results: If a candidate tests positive on an initial screening test, the sample will be verified through confirmatory testing using gas chromatography or equivalent laboratory procedures.

Confirmed positive results may result in withdrawal of the employment offer.

Candidates will be provided an opportunity to explain results through the Medical Review Officer process.

9. Refusal to Test: Candidates who refuse to complete required drug testing or fail to appear for testing within the specified timeframe may be deemed ineligible for employment and the offer of assignment may be withdrawn.

10. Confidentiality and Record Retention: All background screening and drug testing records are maintained in secure confidential files separate from personnel records. Access to such records is limited to authorized personnel in accordance with privacy laws and regulatory requirements.

11. Commitment to Public Safety: Sapot recognizes that positions supporting the **LFUCG Division of E911** require a high level of integrity, reliability, and public trust. Through comprehensive screening and drug testing procedures, Sapot ensures that only qualified, trustworthy personnel are assigned to support emergency communications operations.

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SAPOT'S EMERGENCY COMMUNICATIONS WORKFORCE READINESS & RELIABILITY PROGRAM:

1. Program Overview: Sapot has developed a structured **Emergency Communications Workforce Readiness & Reliability Program** designed to ensure that personnel assigned to emergency communications environments are prepared to perform effectively in high-responsibility, time-sensitive operational settings such as the **Lexington-Fayette Urban County Government Division of E911**.

Emergency communications professionals must possess not only technical capability but also the composure, judgment, and reliability required to support critical public safety operations. Sapot's readiness program focuses on **candidate preparedness, reliability, compliance, and rapid workforce support** to ensure that E911 operations are continuously staffed with dependable personnel.

2. Candidate Qualification and Pre-Screening: Prior to submission to LFUCG for consideration, Sapot ensures that candidates meet baseline qualifications appropriate for emergency communications roles. Our candidate readiness process includes:

- Verification of prior **call center, dispatch, or emergency communications experience**, where applicable
- Evaluation of **communication skills and situational awareness**
- Assessment of ability to work in **high-pressure and multi-tasking environments**
- Confirmation of **shift availability**, including night, weekend, and extended shifts when required
- Review of **technology proficiency**, including familiarity with multi-line phone systems and computer-based dispatch tools

Candidates are also informed of the **confidentiality, professionalism, and ethical conduct requirements** associated with public safety environments.

3. Workforce Reliability and Attendance Standards: Reliable staffing is critical to emergency operations. Sapot maintains strict workforce reliability standards to minimize disruptions and ensure consistent staffing coverage. Key reliability practices include:

- Verification of candidate **transportation and commute feasibility** to the LFUCG E911 facility located at **115 Cisco Road**
- Confirmation of candidate availability for **8, 10, or 12-hour shifts**, as required by the agency
- Reinforcement of **attendance and punctuality expectations** prior to assignment
- Backup candidate identification to support **rapid replacement if needed**

Through these measures, Sapot maintains a dependable candidate pool capable of supporting continuous E911 operations.

4. Rapid Staffing Response Capability: Sapot maintains a structured recruiting and workforce deployment model designed to support **rapid staffing requests** from public-sector agencies. Our response capability includes:

- Access to a **large national candidate network** and active recruiting channels
- Dedicated recruiting staff focused on **administrative and call center staffing classifications**
- Candidate pre-screening and qualification prior to submission
- Ability to quickly identify and present additional candidates if replacements are required

This approach allows Sapot to maintain staffing continuity and respond promptly to evolving workforce needs.

5. Coordination with LFUCG Supervisory Staff: Sapot works collaboratively with LFUCG supervisors to ensure that temporary personnel integrate smoothly into the agency's operations. Coordination activities include:

- Providing candidate documentation for agency review prior to interviews
- Supporting LFUCG's candidate selection process
- Coordinating onboarding and start date logistics
- Maintaining open communication with the designated LFUCG Telecommunicator Supervisor

This structured coordination ensures that assigned personnel understand agency expectations and operational procedures.

6. Workforce Compliance and Professional Standards: All Sapot personnel assigned to LFUCG will be required to adhere to the agency's operational policies and professional conduct standards. Sapot reinforces these expectations through candidate communication and ongoing support. Personnel are required to comply with:

- **LFUCG Drug-Free Workplace Policy**
- **LFUCG Harassment Prevention Policy**
- **Agency confidentiality and information security requirements**
- **Professional conduct standards applicable to public safety environments**

Sapot maintains oversight of assigned personnel and will promptly address any performance or compliance concerns raised by LFUCG.

7. Commitment to Public Safety Operations: Sapot recognizes the importance of dependable staffing in emergency communications operations. Our **Emergency Communications Workforce Readiness & Reliability Program** ensures that personnel assigned to LFUCG are prepared, reliable, and capable of supporting the Division of E911 in delivering essential services to the community.

Through structured recruiting practices, candidate screening, workforce reliability standards, and responsive staffing support, Sapot remains committed to providing **qualified and dependable personnel to support LFUCG's public safety mission.**

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CLIENT REFERENCES:

In accordance with the solicitation requirements, Sapot provides the following client references demonstrating our experience delivering reliable staffing services, workforce management, and operational support to enterprise organizations and operational environments. Across these engagements, Sapot has successfully recruited, screened, onboarded, and managed qualified personnel supporting administrative, operational, and technical functions. Our staffing programs emphasize rapid candidate sourcing, structured screening, compliance management, and ongoing workforce oversight. These references demonstrate Sapot’s ability to deliver qualified personnel, maintain workforce reliability, and manage staffing operations for organizations requiring consistent service delivery and operational continuity. The following contacts may be approached regarding Sapot’s responsiveness, quality of candidates, and workforce management performance.

Reference 1
Client Organization: Broadgate Inc

Location: Troy, MI

Period of Performance: 36 Months

Services Provided: Administrative, customer support, and operational staffing services


Number of Placements: 30+ Personnel

Approximate Contract Value: \$1.5 Million

Scope of Services: Sapot Systems supported Broadgate, Inc in Michigan by providing administrative and customer service staffing support for operational programs. Sapot managed the full staffing lifecycle including candidate recruitment, background screening coordination, onboarding, and workforce management. Personnel provided supported administrative operations, customer support functions, and program coordination activities requiring dependable workforce availability and consistent service performance.

Client Point of Contact:

Muninder Reddy

 (248) 384-8443

 muni@broadgateinc.com

Reference 2
Client Organization: TPF Software

Location: Phoenix, Arizona

Period of Performance: 5 Years

Services Provided: Technical and operational staffing support


Number of Placements: 45+ Personnel


Approximate Contract Value: \$2.0 Million

Scope of Services: Sapot Systems provided workforce augmentation services supporting technical and operational programs. Sapot’s services included recruitment, candidate evaluation, onboarding coordination, and ongoing workforce management for both technical and administrative roles. Through this engagement, Sapot supported the client with consistent staffing delivery and responsive recruiting services aligned with project and operational workforce needs.

Client Point of Contact:

Kiran Tana

 (602) 503-6775

 kiran.tana@tpfsoftware.com

Reference 3
Client Organization: Mckinney Trailer Rentals

Location: Santa Fe Springs, CA

Period of Performance: 4+ Years

Services Provided: Administrative, logistics, and operational staffing support

Number of Placements: 35+ Personnel

Approximate Contract Value: \$1.2 Million

Scope of Services: Sapot Systems has supported McKinney Trailer Rentals by providing staffing services for administrative, logistics coordination, and operational support functions. Sapot's responsibilities included candidate sourcing, background screening coordination, onboarding support, and workforce management for personnel supporting daily operational activities.

Personnel supplied through Sapot supported roles related to customer service coordination, dispatch support, administrative operations, and facility operations. Sapot ensured reliable staffing coverage and responsive recruiting services to meet McKinney Trailer Rentals' operational workforce needs.

Client Point of Contact:

Rachid Jaidi

☎ (562) 566-1138

✉ rjaidi@mckinneytrailers.com

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APPENDIX-1-DOCUMENTATION OF GOOD FAITH EFFORTS AND SUBCONTRACTOR OUTREACH:

In accordance with the **Lexington-Fayette Urban County Government Minority Business Enterprise Program (MBEP)** requirements and **Resolution 272-2024**, Sapot Systems conducted outreach efforts to identify and engage certified small, minority-owned, women-owned, and veteran-owned businesses for potential subcontracting participation under **ITB #21-2026 – Temporary Labor for E911**.

As part of our commitment to supporting the County’s economic inclusion goals, Sapot actively performed outreach activities to identify qualified certified firms capable of supporting recruitment and workforce sourcing activities associated with this contract. These outreach efforts included:

- Utilizing the **MBEP directory provided by Sherita Miller, Minority Business Enterprise Liaison**
- Sending outreach emails to certified **MBE, WBE, DBE, VOSB, and SDVOSB firms**
- Sharing the **ITB solicitation documents and scope of work** with interested businesses
- Discussing potential subcontracting roles and participation levels
- Following up with responding firms to explore collaboration opportunities

Through these efforts, Sapot Systems successfully identified and engaged the following certified subcontractor partners for this proposal:

- **Baskin Advisory Group, LLC** – Certified MBE, WBE, and WOSB
- **Skilled Workforce** – Certified Minority Business Enterprise (MBE) and Service-Disabled Veteran-Owned Small Business (SDVOSB)

The screenshots and documentation included in this appendix provide evidence of Sapot Systems’ outreach communications, follow-up discussions, and coordination efforts with certified firms.

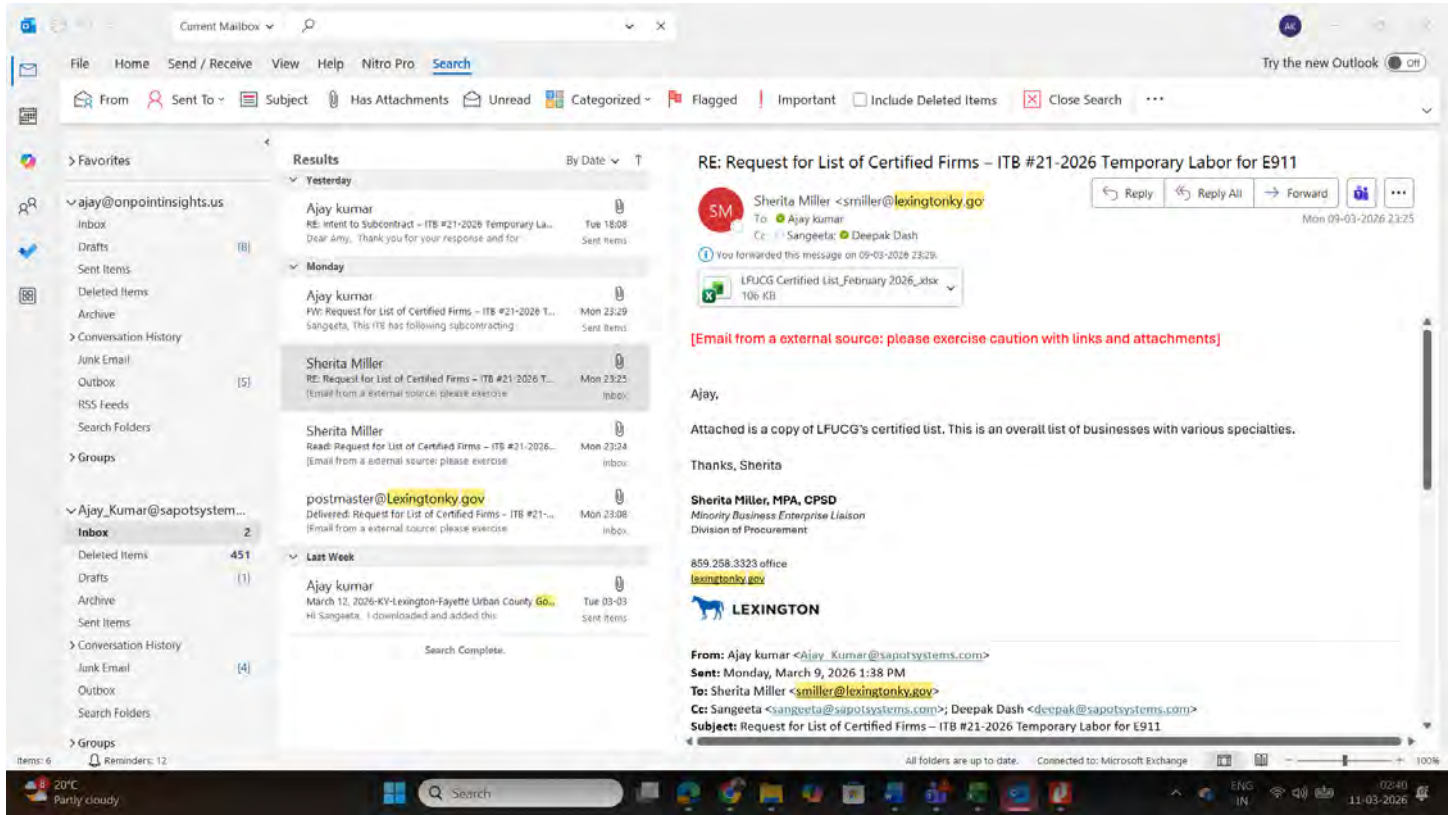
These materials demonstrate Sapot’s **good faith efforts to identify, engage, and include diverse businesses in accordance with LFUCG procurement participation goals**.

The following pages include supporting documentation of these outreach efforts.

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□ Bidder requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG.

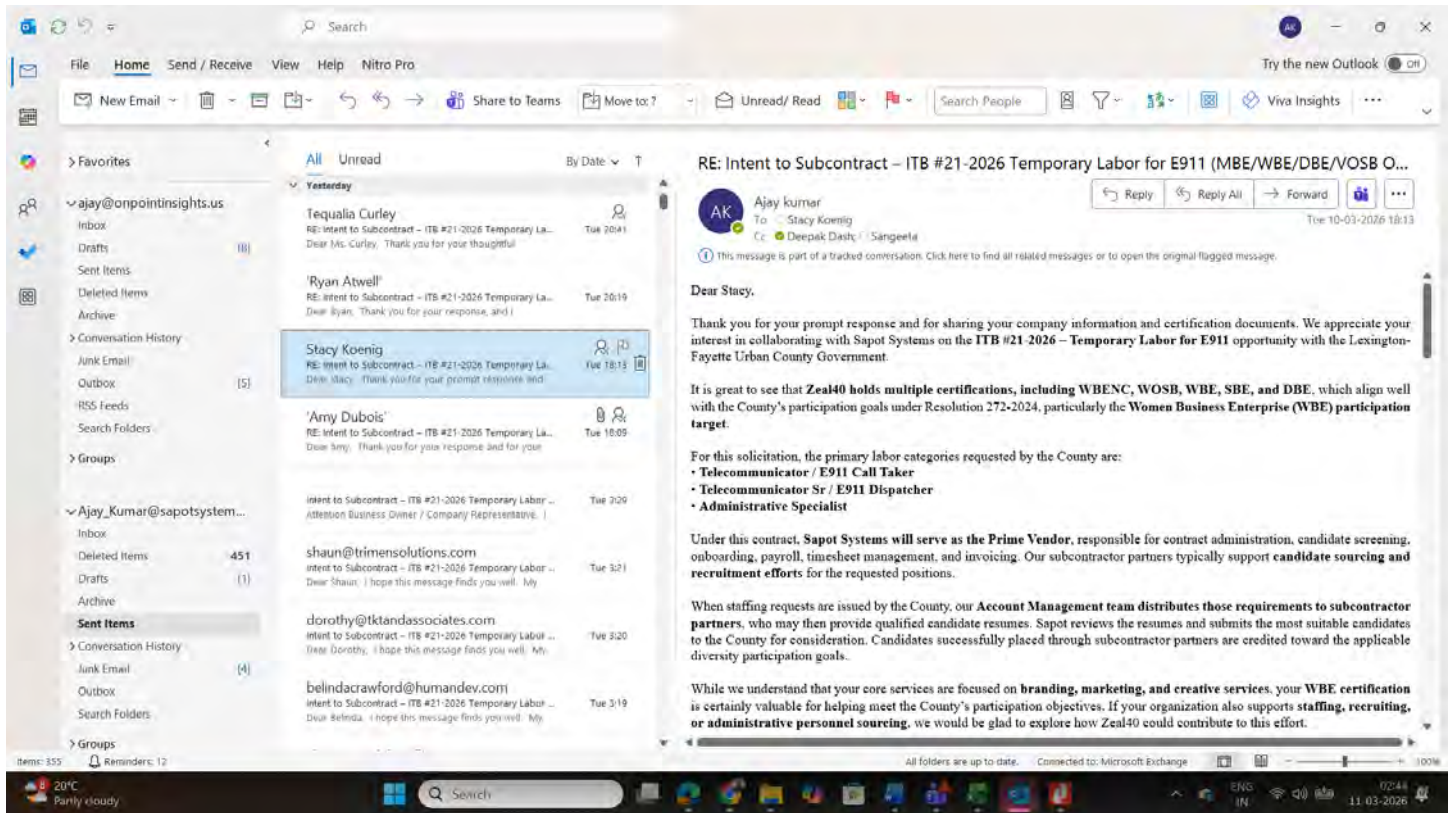
We used the directory provided by Sherita Miller.



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☐ Bidder sent written notices to certified small, DBE, MBE, WBE, VOSB and SDVOSB businesses.

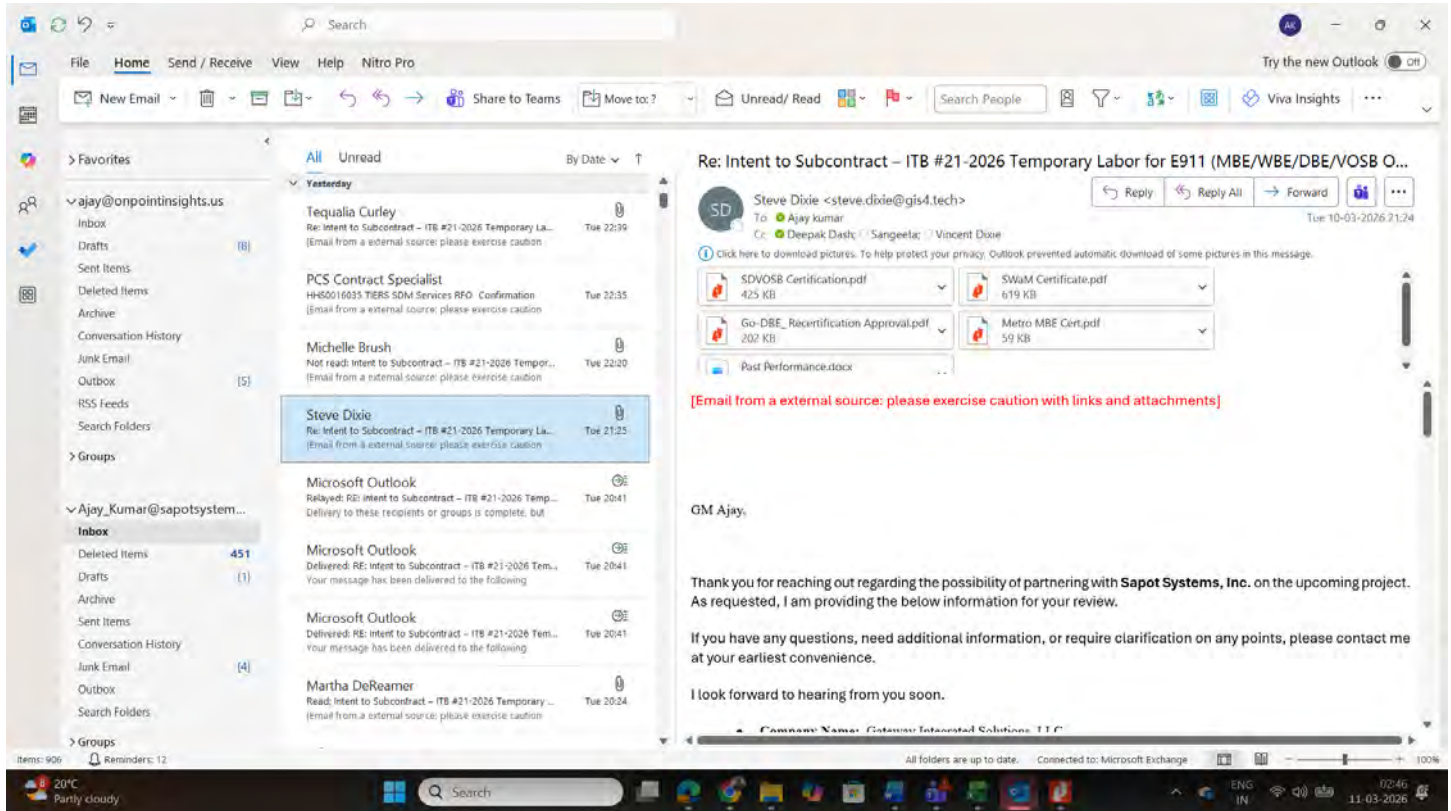
Yes, we sent outreach emails to multiple firms.



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☐ Bidder followed up to initial solicitations with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB.

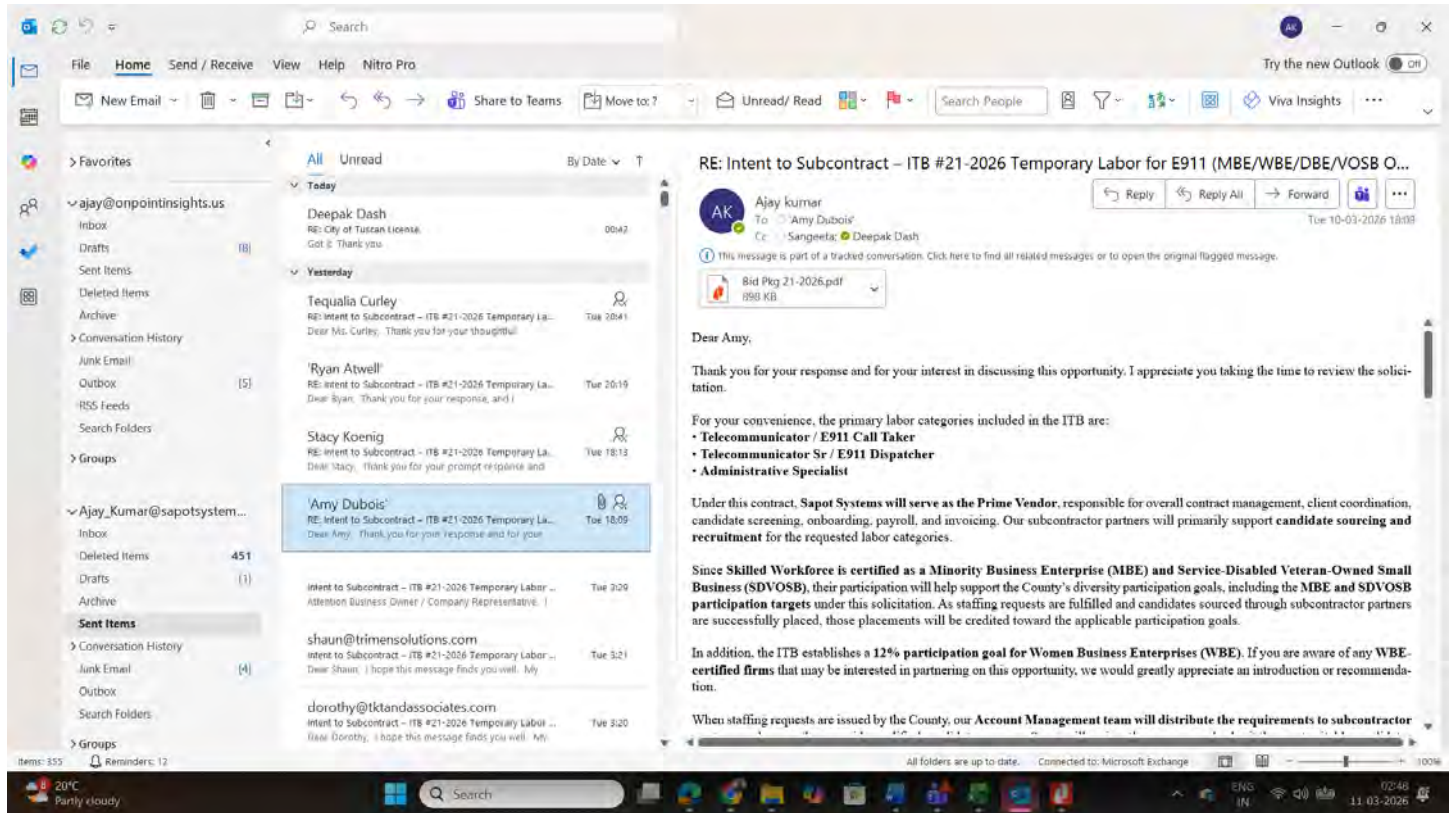
Yes, we received responses and continued communication from many businesses we reached.



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☐ Bidder provided small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses interested in performing the solicited work with prompt access to the plans, specifications, scope of work, and requirements of the solicitation.

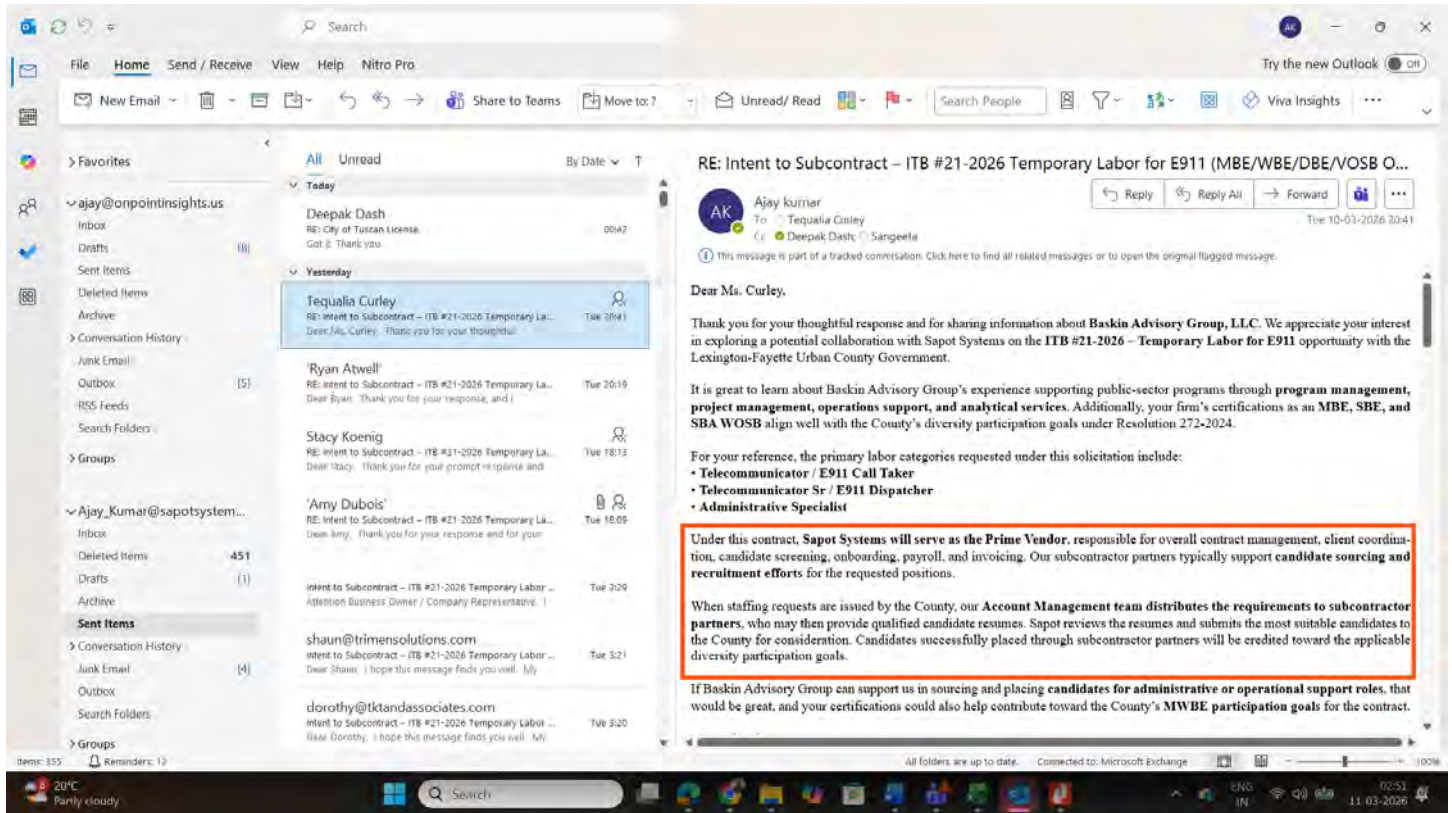
Yes, we sent the ITB documents to all interested firms.



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☐ Bidder made efforts to segment portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, including dividing sub-bid/partnership opportunities into economically feasible units/parcels, to facilitate participation.

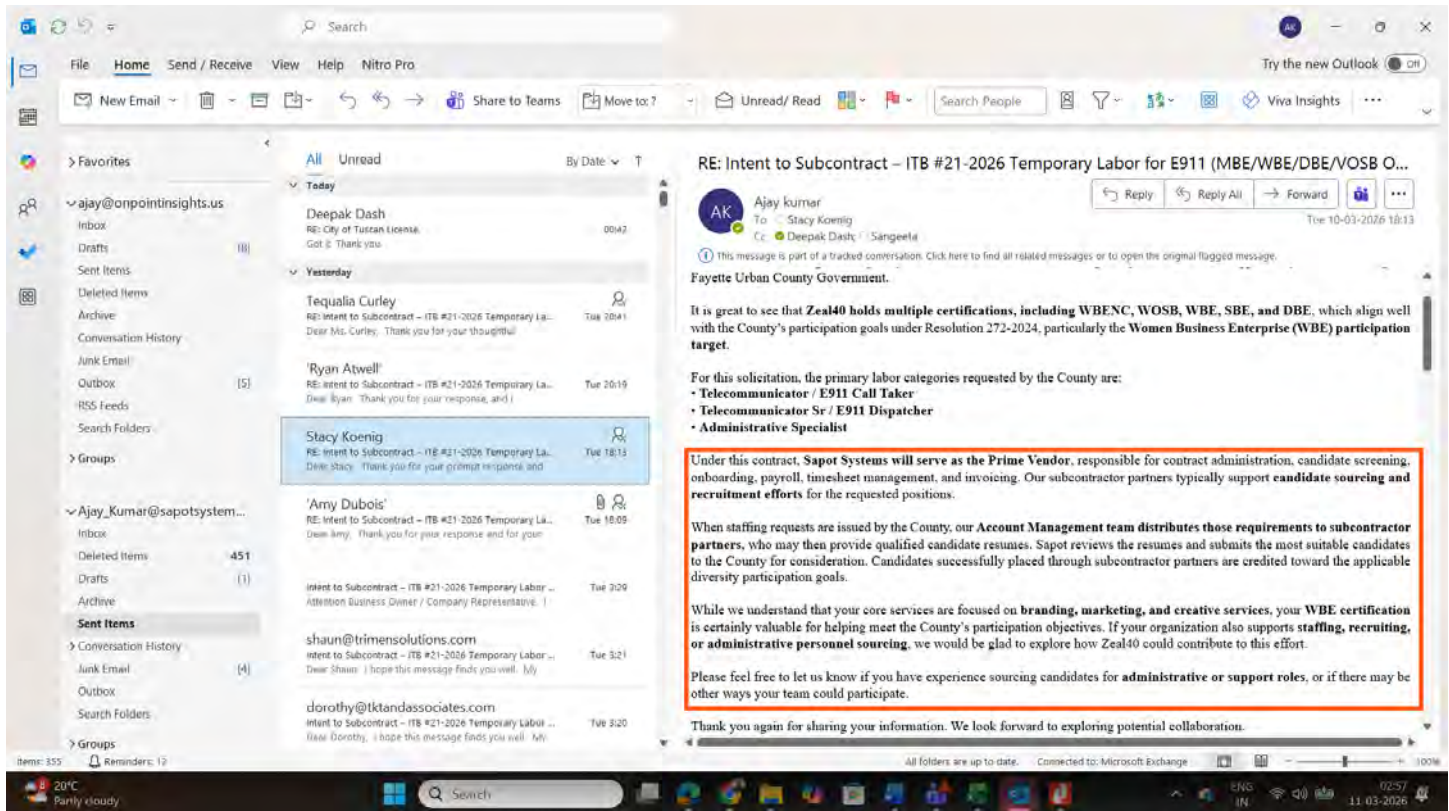
Yes, we shared the type & level of support (like recruitment, sourcing, etc) we need from subcontractors.



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☐ Bidder negotiated in good faith with interested small, DBE, MBE, WBE, VOSB and/or SDVOSB businesses.

Yes, we discussed the type & level of participation with each business we interacted.



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ACKNOWLEDGEMENT OF ADDENDUM:

Sapot hereby acknowledges receipt and review of Addendum No. 1 issued for Invitation to Bid (ITB) #21-2026 – Temporary Labor for E911 by the Lexington-Fayette Urban County Government.

We confirm that the information, clarifications, and documents provided in Addendum No. 1 have been carefully reviewed and incorporated into the preparation of our bid submission.

Sapot agrees to comply with all modifications, clarifications, and requirements contained in the addendum and understands that it forms an integral part of the solicitation documents.

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MAYOR LINDA GORTON

**LEXINGTON**TODD SLATIN
DIRECTOR
DIVISION OF PROCUREMENT**ADDENDUM #1**

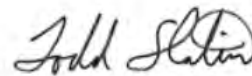
Bid Number: #21-2026

Date: March 4, 2026

Subject: Temporary Labor for E911

Address Inquiries to:
Sondra Stone
ssone@lexingtonky.gov**TO ALL PROSPECTIVE SUBMITTERS:****Please be advised of the following clarifications to the above referenced bid:**

See attached current contract.

Todd Slatin, Director
Division of Procurement

All other terms and conditions of the bid and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: Sapot Systems, Inc.ADDRESS: 22960 Shaw Road Suite 600, Sterling, VA 20166, USASIGNATURE OF BIDDER: Arun Kumar Ankshapuram200 East Main St., Lexington, KY 40507 / 859.258.3320 Phone / 859.258.3322 Fax / lexingtonky.gov