

February 3, 2026

env.2026.528

Kristie Thomas  
 Division of Purchasing  
 200 East Main Street  
 Room 338  
 Lexington, Kentucky 40507  
[kthomas@lexingtonky.gov](mailto:kthomas@lexingtonky.gov)

Subject: Bid #11-2026 Mowing for Environmental Services

Dear Kristie,

This submittal is provided in response to the solicitation referenced above. The required bid documents and supporting information are attached.

Brownfields is a nationally certified woman-owned business enterprise (WBE) offering a wide range of services on construction, maintenance and environmental projects. A copy of our NWBOC certificate is attached. Our firm has a 25-year history of delivering innovative, economical solutions to the challenges of industry, municipalities, and the federal government.

We will comply with all insurance requirements if awarded this contract. A copy of our current certificate of insurance is attached. Company information is provided below in **Table 1**.

Table 1. Company Information	
Business Name	Brownfields Development, LLC
Corporate Address	2527 Nelson Miller Parkway Suite 204 Louisville, KY 40223
Contact / Number	Theresa Bascom / 502-741-3805
Lexington Specialty Contractor	18288
Lexington Business Occupational License	15058968
Website	<a href="http://www.brownfieldsenv.com">www.brownfieldsenv.com</a>

Delivering client success demands more than a comprehensive array of skills and construction services. Providing real depth of service requires a broad range of expertise and resources which can be focused on any project in a very short timeframe. Our deliberate approach ensures the most qualified technical, management, and construction specialists for each project are individually selected for their unique skill sets to contribute to the success of a project or assignment.

We focus on solutions that meet our clients' requirements and business goals. We strive to understand our clients' full complement of needs including their financial parameters and constraints.

## **Past Performance & Experience**

We have successfully completed large-scale mowing programs, clearing/degrubbing, tree trimming/removal, trash removal and various other maintenance services at multiple facilities throughout the region for federal agencies, state and local governments, industry and private clients. Brownfields has more than 25 years of commercial mowing and facility/grounds maintenance experience throughout Kentucky and the adjoining states.

We've attached summaries of on-going projects or recently completed projects with similar scope and requirements (see attached form [F.1 References & Past Work Experience With LFUCG](#)). References for projects of similar scope, including contact information, are included with each project summary.

## **Project Methodology & Capacity**

Proper planning of field activities and communication will occur to ensure that the required resources are available to implement the scope of work and accomplish the project's objectives. We have developed a Standard Operating Procedure (SOP) which describes the requirements and procedures that must be followed by the Project Manager (PM) and assigned field staff to properly prepare for field activities. The Project Manager is ultimately responsible for the proper planning, implementation and successful completion of the project.

### Health and Safety

The expectation of our management and our clients is that we operate in a manner that protects our employees, property, and reputation as well as the assets of our clients. Whether they involve harm to people or the environment, damage to property, or loss of a process, accidents are costly and can have a significant impact to our employees, subcontractors, clients and public image, as well as project cost and schedule.

Brownfields maintains a continually improving integrated safety and risk management program so that we can safely deliver leading edge construction and business solutions to efficiently and effectively meet the needs of our clients. The result of our efforts is that we not only have safe and healthy employees, but our accident costs and loss history are substantially better than our industry at large. Our goal is not just to have safety with projects, or safety and projects, but to have **safe projects**.

To accomplish our goal, we have fully embraced the concept of Integrated Safety Management (ISM). For us, ISM is the integration of safety into all aspects of work planning and execution, and is an essential part of project accomplishment. ISM is an integral part of the definition, planning, engineering, analyses, budgeting, approval, and execution of work from beginning to end for all of our employees and subcontractors.

Brownfields has a comprehensive health and safety program which has been developed to meet or exceed federal and state OSHA requirements as well as other applicable

regulatory standards. Employees are required to read the written safety program as part of new hire orientation.

#### Project Specific Health and Safety

Employees and subcontractors address project safety throughout the duration of each work task or project. Pre-project meetings include safety planning and site-specific Health and Safety Plans. The purpose of each Safety Plan is to identify and reduce potential hazards associated with site operations. Each Safety Plan outlines potential hazards associated with performing field work and the measures for minimizing the risks associated with those hazards. Each Safety Plan is reviewed and approved by the Project Manager and the designated Site Safety Officer. Employees involved with the project are required to review, discuss areas of potential concern, and sign the Health and Safety Plan prior to commencement of work. Employees perform a safety start-up meeting at the project site on the first day of the project. Employees perform a safety tool box or safety minute meeting every morning prior to work commencement. Inspections are performed as required and/or as necessary. New employees and/or visitors are not allowed to participate in field-related activities until receiving a proper level of safety training.

The Team has an internal reporting procedure and utilizes phone contact to ensure the fastest notification of incidents, including close calls and notices of unsafe conditions. All employees have been trained on the importance of reporting all potential safety concerns. As a result, close call and unsafe condition reporting has increased for the company, significantly contributing to the reduction in both OSHA recordable cases and insurance dollars spent. Incident investigations pertaining to our work or employees are thorough, and corrective actions are implemented as soon as possible. Any unsafe conditions due to our actions or directly affecting our employees' working environment are documented and corrected immediately or work ceases until conditions can be corrected.

Employees and managers are encouraged and provided with materials to regularly discuss safety in staff meetings. All employees and contractors are strongly encouraged to practice safety with all project and office activities as well as personal and home activities. Safety is part of our culture and we recognize that our most valuable resource is our employees.

#### Traffic Control Measures

Temporary Traffic Control (TTC) measures will be employed when conducting maintenance and construction on paved and unpaved roadways. Typical maintenance activities include mowing, trimming and trash removal, while typical construction activities include resurfacing and reconstruction.

Traffic control equipment (ex. work vehicle lights, cones, lighted barricades, lighted roadwork signs, detour signs, road closed signs, and directional) will be employed when working in the right-of-way and on roadways. Work zones requiring TTC will be established with the following four distinctive requirements:

- Advance Warning Area - The advance warning area tells road users what to

expect. TTC may be a single sign, a series of signs, or high-intensity rotating, flashing, oscillating, or strobe lights on a work vehicle. In a short-duration operation on a low-volume, unpaved road with adequate sight distance in both directions, in which neither the work nor the traveling public creates dust clouds obscuring the work area, sufficient advance warning may be achieved with the high-intensity lights on a work vehicle. Conversely, a work operation that is not clearly visible to the traveling public and requires motorists to modify their path may require the full series of advance warning signs.

- Transition Area - Redirects road users out of the normal path. Light grading operations with sufficient sight distances in both directions, in which neither the work nor the traveling public creates dust clouds, may rely on high-intensity flashing lights to indicate a need for approaching motorists to leave the normal travel path. By contrast, in operations where sight distances are limited and where motorists must leave the normal travel path for significant distances, a full series of channelizing devices may be needed to delineate where motorists must leave the lane. Typically, these types of operations will also require flaggers or other means of alternating one-way lanes around the work area. This TTC may need to be installed a significant distance from the workers and equipment. Flaggers, when needed, will be properly trained and equipped with a stop-slow paddle.
- Activity Area - The activity area is where the work task takes place. As with paved roadways, unpaved roadways may require a number of spot maintenance activities including drainage repair and replacement, approach grading, and sign repair and replacement. For these activities, the TTC and the Traffic Control Plan (TCP) on paved and unpaved roads are interchangeable. An activity unique to unpaved roads is the process of reshaping the road surface. This is accomplished using a motor grader/ maintainer to cut the gravel surface and remove material from the surface, place the material into a berm or windrow, and then spread the material across the full width of the unpaved road.
- Termination Area - The termination area informs the traveling public of the end of the work zone, where motorists return to the normal driving path. As most unpaved roads are two-lane, two-way, and low-volume, the termination area will be established occasionally as needed for local conditions.

## **Key Personnel & Equipment**

We understand the importance of keeping any project on schedule and as such, we have evaluated our staff's current availability. The most experienced staff is only effective if it is available. We know that successful project delivery is the key ingredient to maintaining our solid reputation and we don't sacrifice our ability to provide high quality services by taking on too much work. Quality is the priority and we carefully control our volume of work to maintain that priority and meet the schedule commitments of the projects we undertake. Our Team utilizes a detailed forecasting system to manage the staffing of our projects and we have utilized this system to evaluate the availability of key staff for this project. During execution of project work, weekly staff meetings are held in which work is scheduled in advance on a master schedule. This ensures that appropriate staff are

available to meet client needs and project schedules.

Our Team's past performance record demonstrates that we can successfully complete multiple task orders simultaneously. On a routine basis with our current and our previous contracts, it is not unusual for us to manage multiple simultaneous task orders with similar performance schedules. We achieved this high level of performance with dedicated project managers and project teams committed to each task order allowing us to handle all task orders efficiently and effectively.

The management approach presented in this section is structured to consistently provide quality service that will achieve three major objectives:

- Complete assigned work tasks in a workman-like manner.
- Meet all interim project milestones and the overall schedule.
- Finish the project tasks on or under budget.

The first step in successful project management is the right organization, and the central figure in any project organization is the Project Manager. For this project we are fortunate to offer one of our most experienced managers, Richard Bascom, to fill this role. Richard is very experienced in working with various city, state and Federal agencies. Richard will also be the designated Field Superintendent for tasks assigned under this contract.

**Richard Bascom – Program Manager / Field Superintendent.** Richard possesses over 35 years of experience managing and implementing large-scale mowing and facility maintenance projects. Areas of expertise include industrial facility maintenance, demolition of industrial facilities, pipeline installation, construction management, underground storage tank management, pesticide/herbicide applications, and large-scale excavation projects. In addition to the Field Superintendent, we anticipate using multiple laborers and equipment operators to complete the work tasks associated with this contract.

Brownfields typically employs up to ten seasonal or part time employees in Lexington during the mowing season. The seasonal or part time employees are trained in the proper and safe use of mowing equipment including zero turn mowers, tractors with bush hog attachments, string trimmers, chain saws, edgers, etc.

A resume for our proposed Field Superintendents is attached ([F.2 Qualifications and Staffing](#)). We have access to a full-service staff of construction and support personnel in Lexington. Additional resources will be provided from other locations as needed.

#### Equipment

A list of equipment designated for use on this contract is attached (see form [F.3 Equipment](#)). Additional new zero turn mowers are currently on order for the 2026 mowing season in Lexington. Brownfields also maintains active accounts with most of the major equipment rental companies throughout the state. These include Sunbelt, Art's Rental, United Rental and Boyd CAT. Equipment will be pulled from either our yard or the rental location nearest the work site. Brownfields has established multiple equipment storage locations in Lexington that are advantageous for storing equipment and materials frequently needed for mowing/trimming the ROWs. Temporary storage areas help to

reduce mobilization costs and promote more timely response times.

## MBE Participation

As a woman-owned business enterprise, Brownfields supports initiatives of local and state government. Brownfields is certified as a WBE entity by the NWBOC and the LFUCG Minority Business Enterprise Program (MBEP). We endeavor to incorporate MBE and WBE participation goals in our contracting opportunities. Brownfields has a long history of partnering with disadvantaged businesses by providing opportunities to expand their business boundaries where opportunities are available.

### Affirmative Action Plan

Brownfields will administer its personnel policies and conduct its employment practices in a manner that treats each employee and applicant for employment on the basis of merit and experience, without regard to race, color, religion, sex, national origin, age, physical disabilities, or veteran status. Brownfields expressly prohibits any form of discrimination based on race, color, religion, sex, national origin, age, sexual orientation, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. Brownfields also complies with applicable state and local laws governing non-discrimination in employment in every location in which the company performs work. To ensure compliance, Brownfields includes this information in its employee handbook (each employee receives a copy), as well as in its new employee orientation program, its supervisory/management training, and in other related company communications.

Again, we thank you for the opportunity to respond to this solicitation. We would very much like to assist the LFUCG on this project and we believe that our technical expertise and proven track record qualifies us to complete this project within the requirements outlined by the RFP. Should you have any questions or need additional information, please feel free to call Richard Bascom at (502) 974-2240 or contact him by email at [rbascom@brownfieldsenv.com](mailto:rbascom@brownfieldsenv.com).

Sincerely,  
Brownfields



Richard B. Bascom, P.G.  
Project Manager

### Attachments

- NWBOC Certificate
- Certificate of Insurance
- LFUCG Specialty Contractor License #18288
- Lexington Business Occupational License
- Bid Documents



WWW.NWBOC.ORG

RCW26011

CERTIFICATION NUMBER

01/14/27

EXPIRATION DATE

ANNIVERSARY  
NWBOC

Certifies that:

## Brownfields Development, LLC

has successfully met the requirements of the NWBOC national certification program for certification as a woman-owned and woman-controlled business.

The identified business has qualified as an eligible Woman Business Enterprise (WBE) as set forth in NWBOC standards and procedures.

*Phyllis Hill Slater*

PHYLLIS HILL SLATER  
Board Chair, NWBOC

541620, 562910, 238910, 238990, 115310,  
237110, 541330, 541380, 561611, 541618, 561730

NAICS Code(s)

01/15/26

Date

WWW.NWBOC.ORG

INFO@NWBOC.ORG | 800-794-6140 | 401 HALL ST. SW, SUITE 1126 GRAND RAPIDS, MI 49503

TAMPERING OR ALTERING THIS CERTIFICATE IS, IN THE DISCRETION OF NWBOC, GROUNDS FOR TERMINATION OF CERTIFICATION.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/08/2025

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

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

<b>PRODUCER</b> BIG 4 Insurance 3723 Taylorsville Rd Suite B Louisville KY 40220		<b>CONTACT NAME:</b> Duane Ray <b>PHONE (A/C No. Ext):</b> (502) 709-7878 <b>E-MAIL ADDRESS:</b> dray@big4ins.com <b>FAX (A/C, No):</b>	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> UNDERWRITERS AT LLOYDS	<b>NAIC #</b> 32727
		<b>INSURER B:</b> ERIE INS EXCH	26271
		<b>INSURER C:</b> KENTUCKY EMPLOYERS MUT INS	10320
		<b>INSURER D:</b> ERIE INS PROP & CAS CO	26830
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	
<b>INSURED</b> Brownfields Development LLC 2527 Nelson Miller Parkway Suite 204 Louisville KY 40223			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ENC000697704	02/02/2025	02/02/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Q02-1131110	02/11/2025	02/11/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	417892	10/01/2025	10/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Commercial Property			Q61-0517084	02/11/2025	02/11/2026	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Equipment Floater - Erie Insurance Policy No. Q61-0517084 2/11/25-2/11/26

Holder is additional insured by endorsement as respects General Liability and Auto Liability policies.

**CERTIFICATE HOLDER****CANCELLATION**

Lexington-Fayette Urban County Government 200 East Main Street Room 318 Lexington KY 40507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**Lexington Fayette  
Urban County Government  
CONTRACTOR REGISTRATION**



Be It Known That  
BROWNSFIELD DEVELOPMENT, LLC  
is hereby granted  
Registration # 18288  
as a  
Specialty Contractor  
in Lexington-Fayette County  
Expiration Date: 12/31/2026

HERE IS YOUR WALLET CARD. YOU MAY CUT OUT AND SIGN THE BACK TO CARRYWITH YOU.

LEXINGTON-FAYETTE URBAN COUNTY REGISTERED CONTRACTOR	
	BROWNSFIELD DEVELOPMENT, LLC is registered as a Specialty Contractor
<i>Registration #</i> 18288	<i>Expiration Date</i> 12/31/2026



**LEXINGTON**

Division of Revenue  
200 East Main Street  
Lexington, KY 40507

Customer ID: 15058968

Location No: 1

Date: June 18, 2025

## ***BUSINESS OCCUPATIONAL LICENSE***

Is issued for the period:

2025  ISSUED  
(Valid thru April 15, 2026) DEC 23 2025  
LFUCG

BROWNFIELDS DEVELOPMENT LLC  
2527 NELSON MILLER PARKWAY STE 204  
LOUISVILLE KY 40223

This license is issued pursuant to Section 13-5 and 13-9, of the Code of Ordinance, Lexington-Fayette Urban County Government (the "Code") and shall not be taken as permission to do business in Fayette County without also having complied with all other requirements of the Code and other local ordinances and regulations. This license is not transferable, and must be renewed annually with Form 228, Net Profits License Fee Return, due April 15<sup>th</sup> or the 15th day of the 4th month following the close of the licensee's fiscal year.



**LEXINGTON**

# Lexington-Fayette Urban County Government

Lexington, Kentucky  
Horse Capital of the World

Division of Procurement

Date of Issue: January 14, 2026

## INVITATION TO BID #11-2026 Mowing for Environmental Services

**Bid Opening Date:** February 4, 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 **2/4/2026**. 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>	<b>Proposed Delivery:</b> _____ days after acceptance of bid.
<b>Procurement Card Usage</b> —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? _____ Yes _____ No	

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

Submitted by: Brownfields Development, LLC  
Firm Name

2527 Nelson Miller Parkway, Ste. 204  
Address

Louisville, KY 40223  
City, State & Zip

*Bid must be signed:*   
Signature of Authorized Company Representative – Title

Richard Bascom  
Representative's Name (Typed or printed)

502-409-7733  
Area Code - Phone - Extension Fax #

rbascom@brownfieldsenv.com  
E-Mail Address

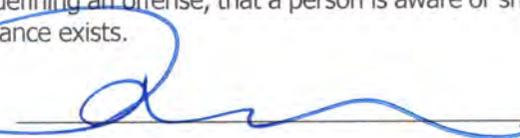
The Affidavit in this bid must be completed before your firm can be considered for award of this contract.

**AFFIDAVIT**

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

1. His/her name is Richard Bascom and he/she is the individual submitting the bid or is the authorized representative of Brownfields Development, LLC 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.



STATE OF \_\_\_\_\_

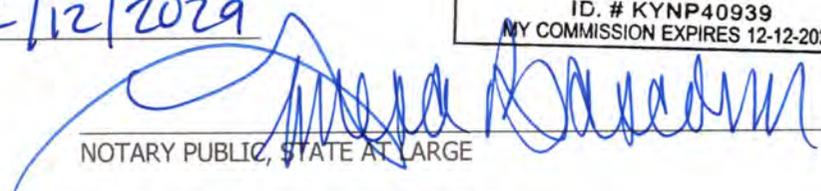
COUNTY OF \_\_\_\_\_

The foregoing instrument was subscribed, sworn to and acknowledged before me

by Richard Bascom on this the 29<sup>th</sup> day of January, 2026

My Commission expires: 12/12/2029

<b>THERESA L. BASCOM</b>
NOTARY PUBLIC
STATE AT LARGE
KENTUCKY
ID. # KYNP40939
MY COMMISSION EXPIRES 12-12-2029



NOTARY PUBLIC, STATE AT LARGE

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

## **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](http://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](http://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 two (2) years from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be automatically extended for an additional two (2) one 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

### 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.

  
Signature

Brownfields Development, LLC  
Name of Business

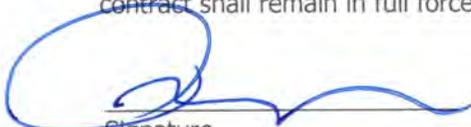
## GENERAL PROVISIONS OF BID CONTRACT

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.

  
Signature

1/25/26  
Date



# LEXINGTON

## LFUCG MWDBE PARTICIPATION FORM

Bid/RFP/Quote Reference # 11-2026

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. <u>Brownfields Development, LLC</u> <u>Richard Bascom</u> <u>2527 Nelson Miller Pkwy</u> <u>Ste. 204</u> <u>Louisville, KY 40223</u>	<u>WBE</u>			<u>100%</u>
2. <u>502-409-7733</u>				
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.

Brownfields Development, LLC  
Company

1/25/26  
Date

Richard Bascom  
Company Representative

Member  
Title



WWW.NWBOC.ORG



RCW26011

CERTIFICATION NUMBER

01/14/27

EXPIRATION DATE

ANNIVERSARY  
NWBOC

Certifies that:

## Brownfields Development, LLC

has successfully met the requirements of the NWBOC national certification program for certification as a woman-owned and woman-controlled business.

The identified business has qualified as an eligible Woman Business Enterprise (WBE) as set forth in NWBOC standards and procedures.

*Phyllis Hill Slater*

PHYLLIS HILL SLATER  
Board Chair, NWBOC

541620, 562910, 238910, 238990, 115310,  
237110, 541330, 541380, 561611, 541618, 561730

NAICS Code(s)

01/15/26

Date

WWW.NWBOC.ORG

INFO@NWBOC.ORG | 800-794-6140 | 401 HALL ST. SW, SUITE 1126 GRAND RAPIDS, MI 49503

TAMPERING OR ALTERING THIS CERTIFICATE IS, IN THE DISCRETION OF NWBOC, GROUNDS FOR TERMINATION OF CERTIFICATION.

## Theresa Bascom

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**From:** Theresa Bascom  
**Sent:** Friday, January 23, 2026 10:35 AM  
**To:** 'smiller@lexingtonky.gov'  
**Subject:** RE: Certificate Request: Women Business Enterprise (WBE)  
**Attachments:** NWBOC Certificate 2026.pdf

Hi Sherita –

Attached is our updated NWBOC certificate. Thank you!

**Theresa Bascom**  
**Managing Principal**  
Brownfields Environmental Consulting  
2527 Nelson Miller Parkway, STE 204  
Louisville, KY 40223  
o: 502-409-7733  
c: 502-741-3805  
[www.brownfieldsenv.com](http://www.brownfieldsenv.com)

----- Forwarded Message -----

**From:** Sherita Miller <[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)>  
**Sent:** Thursday, January 22, 2026 at 01:54:41 PM EST  
**Subject:** Certificate Request: Women Business Enterprise (WBE)

Good afternoon,

Thank you for registering to do business with Lexington Fayette Urban County Government (LFUCG).

The company is registered as a Women Business Enterprise (WBE). The certification on file with LFUCG expires January 30<sup>th</sup>. Below are the WBE certifications that LFUCG accepts for the enterprise program.

Kentucky Minority and Women Business Enterprise (MWBE)

Women's National Business Enterprise Council (WBENC)

National Women Business Owners Corporation (NWBOC)

At your earliest convenience, please forward a current copy of the certificate to my attention, [smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov) by **Friday, January 30, 2026**.

If you have any questions, please feel free to contact me.

Thank you for your assistance,

Sherita

**Sherita Miller, MPA, CPSD**

*Minority Business Enterprise Liaison*

Division of Procurement

859.258.3323 office

[lexingtonky.gov](http://lexingtonky.gov)





**LFUCG MWDBE SUBSTITUTION FORM**

Bid/RFP/Quote Reference # 11-2026

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.					
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.

Brownfields Development, LLC Richard Bascom  
Company Company Representative

1/25/26 Member  
Date Title



## DOCUMENTATION REQUIRED FOR GOOD FAITH EFFORTS AND OUTREACH PLANS

As affirmed in Resolution Number 272-2024, the Urban County Council has adopted an annual aspirational goal of utilizing at least seventeen percent (17%) of public funds spend from certain discretionary agreements with certified Minority Business Enterprises (MBEs) and certified Woman Business Enterprises (WBEs); utilizing at least three percent (3%) of public funds from certain discretionary agreements with Certified Veteran-Owned Small Business and Certified Service-Disabled Veteran-Owned Small Businesses (VOSBs); and utilizing Disadvantaged Business Enterprises (DBEs) where applicable. Bidders should make every effort to achieve these goals.

Therefore, as an element of the responsiveness of the bid, all Bidders are required to submit documentation of their good faith and outreach efforts to ensure all businesses, including small and disadvantaged businesses such as minority-, woman-, and veteran-owned businesses, have an equal opportunity to compete for and participate in the performance of any subcontracts resulting from this procurement. Examples of good faith and outreach efforts that satisfy this requirement to encourage the participation of, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs include:

1. Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women, and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to participate.
2. Attended LFUCG Procurement Economic Inclusion Outreach event(s) within the past year to meet new small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to partner with on LFUCG contracts and procurements.
3. Attended pre-bid/pre-proposal meetings that were scheduled by LFUCG to inform small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs of subcontracting opportunities.
4. Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs.
5. Requested a list of certified small, DBE, MBE, WBE, VOSB and/or SDVOSB subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).
6. Contacted organizations that work with small, DBE, MBE, WBE, and VOSB companies for assistance in finding certified DBEs, MBEs, WBEs, VOSB and/or SDVOSBs to work on this project. Those contacted and their responses must be a part of the bidder's outreach efforts documentation.
7. Sent written notices, by certified mail, email, or facsimile, to qualified, certified small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.
8. Followed up initial solicitations by contacting small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs via tailored communications to determine their level of interest.

9. Provided the interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs with adequate and timely information about the plans, specifications, and requirements of the contract.
10. Selected portions of the work to be performed by small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs in order to increase the likelihood of subcontracting participation. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate small, DBE, MBE, WBE, VOSB and/or SDVOSB participation, even when the prime contractor may otherwise perform these work items with its own workforce.
11. Negotiated in good faith with interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs, not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection must be so noted in writing with a description as to why an agreement could not be reached.
12. Included documentation of quotations received from interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs that were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.
  - a. Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a small business', DBE's MBE's, WBE's, VOSB's and/or SDVOSB's quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy the participation goals.
13. Made an effort to offer assistance to or refer interested small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal.
14. Made efforts to expand the search for small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs beyond the usual geographic boundaries.
15. Other – any other evidence that the bidder submits that may demonstrate that the bidder has made reasonable efforts to include small, DBE, MBE, WBE, VOSB and/or SDVOSB participation.

Bidder must document, with specificity, each of the efforts it made to include small businesses, DBEs, MBEs, WBEs, VOSBs and/or SDVOSBs as subcontractors in the procurement, including the date on which each effort was made, the medium through which each effort was made, and the outcome of each effort.

**Note:** Failure to submit the documentation requested in this section may be cause for rejection of 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 small, DBE, MBE, WBE, VOSB and/or SDVOSB participation in the procurement. If the Good Faith and Outreach Effort documentation is not submitted with the bid response, the bid may be rejected.

#### OUTREACH EFFORTS EVALUATION

Outreach efforts demonstrated by the bidder or respondent will be evaluated on a pass/fail basis.

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

Proposer Name: Brownfields Development, LLC Date: 1/25/26  
Project Name: Mowing for Env. Services Project Number: 11-2026  
Contact Name: Richard Bascom Telephone: 502-409-7733  
Email: rbascom@brownfieldsenv.com

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.**

(Click or tap here to enter text.)

**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.

Contract will be self performed

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

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

**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.

Brownfields Development, LLC  
Company  
1/25/20  
Date

Richard Bascom  
Company Representative  
Member  
Title

**E.1 COST OF SERVICES SUBMITTAL FORM**

**ENVIRONMENTAL SERVICES TURF MOWING BID**

CONTRACTOR NAME: Brownfields Development, LLC

	<u>BID PACKAGE</u>	<u>\$/ACRE FOR A SINGLE MOW**</u>
1.	Man O War	\$ <u>75.00</u>
2.	New Circle	\$ <u>120.00</u>
3.	Citation – Iron Works	\$ <u>45.00</u>
4.	North	\$ <u>74.00</u>
5.	Northeast	\$ <u>74.00</u>
6.	East	\$ <u>75.00</u>
7.	West	\$ <u>75.00</u>
8.	South	\$ <u>70.00</u>
9.	Southwest	\$ <u>80.00</u>

**\*\* ROUND BIDS TO THE NEAREST DOLLAR.**

**F.1 REFERENCES + PAST WORK EXPERIENCE WITH LFUCG SUBMITTAL FORM  
ENVIRONMENTAL SERVICES TURF MOWING BID #11-2026**

CONTRACTOR NAME: Brownfields Development, LLC

List at least five (5) and up to ten (10) references. Include LFUCG if a past client. If you worked for more than one division of LFUCG list each division as a separate reference.

Use multiple pages as necessary.

For each reference – include:

- a. Customer Name
- b. Best Contact Name
- c. Phone Number and/or Email
- d. Dates worked for that customer (e.g. 2020-2024)
- e. Approximate # of turf mowing acres that were under that contract

**ATTACH THIS SHEET TO THE FRONT OF YOUR LIST**

**YOUR LIST CAN BE TYPED OR HANDWRITTEN, BUT MUST BE LEGIBLE**

## F.1 References & Past Work Experience With LFUCG

We have successfully completed mowing, landscaping and maintenance services at multiple facilities throughout the region for federal agencies, state and local governments, industry and private clients. Brownfields has more than 25 years of commercial mowing and facility/grounds maintenance experience throughout Kentucky, including the Lexington Fayette Urban County Government (LFUCG). Following are summaries describing on-going projects or recently completed projects of similar size and scope. References, including contact information, are included with each project summary.

### Mowing for Haley Pike Landfill, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Maintenance and Mowing
Location	Haley Pike Landfill, Lexington, Kentucky
Description	Mowing & Trimming of Approximately 480 Acres
Work Tasks	<ul style="list-style-type: none"> <li>• Heavy Equipment Mobilization</li> <li>• Mowing with Multiple Tractors &amp; Batwing Mowers</li> <li>• Herbicide Application</li> <li>• Trim &amp; Brush Cutting</li> <li>• Limb Removal, If Required</li> </ul>
Acreage	480
Date	2017 to 2025
Owner/Client	Lexington Fayette Urban County Government
Contact	Richard Boone Division of Waste Management LFUCG Office - (859) 519-5981 <a href="mailto:rboone@lexingtonky.gov">rboone@lexingtonky.gov</a>

### Road, Land and Stream Cleanup, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Maintenance and Mowing (On-going)
Location	Lexington, Kentucky
Description	Road, Land and Stream Cleanup
Work Tasks	<ul style="list-style-type: none"> <li>• Heavy Equipment Mobilization</li> <li>• Mowing with Multiple Tractors &amp; Batwing Mowers</li> <li>• Trim &amp; Brush Cutting</li> <li>• Limb Removal, If Required</li> <li>• Trash/Liter Removal</li> </ul>

	<ul style="list-style-type: none"> <li>• Clearing</li> </ul>
Date	2018 to 2025
Owner/Client	Lexington Fayette Urban County Government
Contact	<p>William Johnson  Division of Environmental Services  LFUCG  Office - (859) 494-3085  <a href="mailto:wjohnson@lexingtonky.gov">wjohnson@lexingtonky.gov</a></p> <p>Jennifer Carey  Division of Environmental Services  LFUCG  Office - (859) 425-2888  <a href="mailto:jcarey@lexingtonky.gov">jcarey@lexingtonky.gov</a></p>

Mowing Services, Department of Parks, Commonwealth of Kentucky

Project Information	
Project Type	Parks Mowing
Location	General Butler State Park, Carrollton, Kentucky
Description	Mowing and Trimming Services
Work Tasks	<ul style="list-style-type: none"> <li>• Equipment Mobilization</li> <li>• Mowing with Multiple Zero Turn Mowers</li> <li>• Tractors &amp; Batwing Mowers</li> <li>• String Trimming &amp; Brush Cutting</li> <li>• Limb Removal, If Required</li> <li>• Herbicide Application</li> </ul>
Acreage	123.7
Date	2019 to 2020
Owner/Client	Commonwealth of Kentucky
Contact	<p>Susan Spears  General Butler State Park  Commonwealth of Kentucky  Office - (502) 732-1135  <a href="mailto:Susan.spears@ky.gov">Susan.spears@ky.gov</a></p> <p>Brian Wilson  Commonwealth of Kentucky  Office - (502) 525-1970</p>

## Crab Orchard National Wildlife Refuge, Marion, Illinois

Project Information	
Project Type	CERCLA Project Groundskeeping
Location	Crab Orchard CERCLA Site, Marion, Illinois
Description	Mowing and Clearing Services
Work Tasks	<ul style="list-style-type: none"><li>• Equipment Mobilization</li><li>• Mowing with Steep Slope Mowers</li><li>• Mowing with Multiple Zero Turn Mowers</li><li>• Tractors &amp; Batwing Mowers</li><li>• String Trimming &amp; Brush Cutting</li><li>• Limb Removal, If Required</li><li>• Road Clearing</li><li>• Road Repairs</li></ul>
Acreage	75
Date	2019 to 2021
Owner/Client	United States Fish & Wildlife Service
Contact	Chuck Beasley Groundwater Remediation & Restoration Specialist Crab Orchard National Wildlife Refuge Office - (618) 889-6282 <a href="mailto:Chuck_beasley@fws.gov">Chuck_beasley@fws.gov</a>

## Mowing for Parks and Recreation, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Maintenance and Mowing (On-going)
Location	Downtown District Parks, Northbase B District Parks, Cardinal Run Parks & Shillito Parks in Lexington, Kentucky
Description	Mowing & Trimming
Work Tasks	<ul style="list-style-type: none"><li>• Heavy Equipment Mobilization</li><li>• Mowing With Multiple Zero Turn Mowers</li><li>• Mowing With Multiple Tractors &amp; Batwing Mowers</li><li>• String Trimming</li><li>• Edging</li><li>• Trash/Liter Removal</li><li>• Limb Removal, If Required</li></ul>
Acreage	192.71
Date	2019 to Present
Owner/Client	Lexington Fayette Urban County Government

Contact	Chris Shafer Public Service Supervisor Parks and Recreation LFUCG Office - (859) 983-4759 <a href="mailto:cshafer@lexingtonky.gov">cshafer@lexingtonky.gov</a>
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Greenway Maintenance, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Greenway Maintenance Services
Location	Multiple Sites
Description	Clearing and Tree Removal
Work Tasks	<ul style="list-style-type: none"> <li>• Heavy Equipment Mobilization</li> <li>• Brush Removal &amp; Clearing</li> <li>• Herbicide Application</li> <li>• Site Restoration (Seeding, Straw Cover, etc.)</li> </ul>
Owner/Client	LFUCG
Contact	Chris Toutant Program Manager, Sr. Division of Environmental Services LFUCG Lexington, Kentucky Office - (859) 425-2121 <a href="mailto:ctoutant@lexingtonky.gov">ctoutant@lexingtonky.gov</a>
Date	Ongoing

Right-Of-Way Mowing - East, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Right-of-Way Mowing
Location	Lexington, Kentucky
Description	Mowing & Trimming – East Package
Work Tasks	<ul style="list-style-type: none"> <li>• Turf Mowing with Zero Turn Mowers</li> <li>• Mowing with Tractor &amp; Batwing Finish Mowers</li> <li>• Trim &amp; Brush Cutting</li> <li>• Edging</li> <li>• Limb Removal, If Required</li> <li>• Trash/Liter Removal</li> </ul>
Acreage	70.5
Date	2020 to 2023

Owner/Client	Lexington Fayette Urban County Government
Contact	Jennifer Carey Division of Environmental Services LFUCG Office - (859) 425-2888 <a href="mailto:jcarey@lexingtonky.gov">jcarey@lexingtonky.gov</a>
	William Johnson Division of Waste Management LFUCG Office - (859) 519-5981 <a href="mailto:wjohnson@lexingtonky.gov">wjohnson@lexingtonky.gov</a>

### Right-Of-Way Mowing - Southwest, LFUCG, Lexington, Kentucky

Project Information	
Project Type	Right-of-Way Mowing
Location	Lexington, Kentucky
Description	Mowing & Trimming – Southwest Package
Work Tasks	<ul style="list-style-type: none"> <li>• Turf Mowing with Zero Turn Mowers</li> <li>• Mowing with Tractor &amp; Batwing Finish Mowers</li> <li>• Trim &amp; Brush Cutting</li> <li>• Edging</li> <li>• Limb Removal, If Required</li> <li>• Trash Removal</li> </ul>
Acreage	56
Date	2020 to Present
Owner/Client	Lexington Fayette Urban County Government
Contact	Jennifer Carey Division of Environmental Services LFUCG Office - (859) 425-2888 <a href="mailto:jcarey@lexingtonky.gov">jcarey@lexingtonky.gov</a>
	Dave Johnson Division of Waste Management LFUCG Office - (859) 519-5981 <a href="mailto:wjohnson@lexingtonky.gov">wjohnson@lexingtonky.gov</a>

### Commercial & Industrial Mowing, Metropolitan Sewer District, Louisville, Kentucky

Project Information	
Project Type	Mowing; Flood Control Maintenance (On-going)

Location	Louisville Metro Area
Description	Commercial/Industrial Mowing – Levee, Open Areas, Easements & Basins
Work Tasks	<ul style="list-style-type: none"> <li>• Heavy Equipment Mobilization</li> <li>• Mowing with Multiple Zero Turn Mowers</li> <li>• Tractors &amp; Bush Hog</li> <li>• High Slope Mowing</li> <li>• String Trimming</li> <li>• Herbicide Application</li> <li>• Brush Removal &amp; Clearing</li> <li>• Site Restoration (Seeding, Straw Cover, etc.)</li> </ul>
Acreage	400+
Owner/Client	Louisville Metropolitan Sewer District
Contact	<p>Tamika Davis  Louisville Metropolitan Sewer District  Louisville, Kentucky  Office – (502) 540-6125  Tamika.davis@louisvillemsd.org</p>
Date	2024 to Present

### Mowing for Lexington Community Land Trust, Lexington, Kentucky

Project Information	
Project Type	Maintenance and Mowing
Location	Southend (Davis) Park, Lexington, Kentucky
Description	Mowing & Trimming of Multiple Parcels
Work Tasks	<ul style="list-style-type: none"> <li>• Mowing with Zero Turn Mowers</li> <li>• Trash removal</li> <li>• Heavy Equipment Mobilization</li> <li>• Mowing With Tractor &amp; Batwing Mower</li> <li>• Herbicide Application</li> <li>• Trim &amp; Brush Cutting</li> <li>• Limb Removal, If Required</li> </ul>
Acreage	10.47
Date	2020 to 2024
Owner/Client	Lexington Community Land Trust Executive Director
Contact	Lexington Community Land Trust Office - (859) 553-3222

**F.2 QUALIFICATIONS AND STAFFING SUBMITTAL FORM**

**ENVIRONMENTAL SERVICES TURF MOWING BID #11-2026**

CONTRACTOR NAME: Brownfields Development, LLC

Attach a list of all key staff members detailing their years of experience in the landscape/turf industry. Include any college degrees in turf management, horticulture, or related field.

List the average number of seasonal/part-time employees that your company hires on an annual basis.

Designate the name and contact information for the main contract contact AND the day-to-day manager. They can be the same person.

List the Traffic Control Coordinator for the project.

**ATTACH THIS SHEET TO THE FRONT OF YOUR LIST**

**YOUR LISTS CAN BE TYPED OR HANDWRITTEN, BUT MUST BE LEGIBLE**

## F.2 Qualifications and Staffing

We understand the importance of keeping any project on schedule and as such, we have evaluated our staff's current availability. The most experienced staff is only effective if it is available. We know that successful project delivery is the key ingredient to maintaining our solid reputation and we don't sacrifice our ability to provide high quality services by taking on too much work. Quality is the priority and we carefully control our volume of work to maintain that priority and meet the schedule commitments of the projects we undertake. Our Team utilizes a detailed forecasting system to manage the staffing of our projects and we have utilized this system to evaluate the availability of key staff for this project. During execution of project work, weekly staff meetings are held in which work is scheduled in advance on a master schedule. This ensures that appropriate staff are available to meet client needs and project schedules.

Our Team's past performance record demonstrates that we can successfully complete multiple task orders simultaneously. On a routine basis with our current and our previous contracts, it is not unusual for us to manage multiple simultaneous task orders with similar performance schedules. We achieved this high level of performance with dedicated project managers and project teams committed to each task order allowing us to handle all task orders efficiently and effectively.

The management approach presented in this section is structured to consistently provide quality service that will achieve three major objectives:

- Complete assigned work tasks in a workman-like manner.
- Meet all interim project milestones and the overall schedule.
- Finish the project tasks on or under budget.

The first step in successful project management is the right organization, and the central figure in any project organization is the Project Manager. For this project we are fortunate to offer one of our most experienced managers, Richard Bascom, to fill this role. Richard is very experienced in working with various city, state and Federal agencies. Richard will also be the designated Field Superintendent for tasks assigned under this contract.

**Project Manager/Field Superintendent – Richard Bascom.** Richard possesses over 35 years of experience managing and implementing large-scale construction and maintenance projects. Richard is available 7 days a week and will serve as the single point-of-contact (POC), as well as the "day-to-day" manager, for this contract. His contact information is listed below.

Point-of-Contact Information	
Name	Richard Bascom
Office Phone	502-409-7733
Cell Phone	502-974-2240
Email	rbascom@brownfieldsenv.com

In addition to the Field Superintendent, we anticipate using multiple laborers and equipment operators to complete the work tasks associated with the various mowing packages. A summary of our proposed Field Superintendent and Supervisors is provided below. We have access to a full-service staff of laborers, operators and support personnel. Additional resources will be provided from other locations as needed.

Brownfields typically employs up to ten seasonal or part time employees during the mowing season. The seasonal or part time employees are trained in the proper and safe use of power equipment including zero turn mowers, tractors with bush hog attachments, string trimmers, chain saws, edgers, etc. In addition, all workers are trained in the proper use and implementation of traffic control safety measures.

Richard Bascom	Forrest Stevens	Dustin Smith
Assignment	Assignment	Assignment
Project Manager/Field Superintendent	Supervisor / Crew Leader	Supervisor / Crew Leader
Education	Training	Training
B.S., Geology, Eastern Kentucky University	Construction Supervisor	Construction Supervisor
Professional Geologist, Kentucky	OSHA	OSHA
Training	Work Zone Traffic Control	Work Zone Traffic Control
OSHA 40 Hour HAZWOPER	Experience	Experience
Construction Supervisor	12 years	16 years
First-Aid / CPR	Relevant Expertise	Relevant Expertise
Kentucky Applicator License ROW #68424	<ul style="list-style-type: none"> <li>■ Commercial/Industrial Mowing</li> <li>■ Excavation</li> <li>■ General Construction</li> <li>■ Site Preparation</li> <li>■ Facility Maintenance</li> <li>■ Tree Removal</li> </ul>	<ul style="list-style-type: none"> <li>■ Commercial/Industrial Mowing</li> <li>■ General Construction</li> <li>■ Excavation</li> <li>■ Site Preparation</li> <li>■ Tree Removal</li> <li>■ Facility Maintenance</li> </ul>
Work Zone Traffic Control		
Experience		
35 years		
Relevant Expertise		
<ul style="list-style-type: none"> <li>■ Large-Scale Mowing Contracts</li> <li>■ Tree Removal &amp; Site Preparation</li> <li>■ Facility Maintenance</li> </ul>		

**Traffic Control Coordinator – Richard Bascom.** Richard will serve as the Traffic Control Coordinator (TCC) for this contract. The TCC will supervise field personnel that are responsible for implementing the traffic control plan.

**F.3 EQUIPMENT SUBMITTAL FORM**

**ENVIRONMENTAL SERVICES TURF MOWING BID #11-2026**

CONTRACTOR NAME: Brownfields Development, LLC

List of each piece of requested equipment to be used with this contract.

- a. List each piece of mowing equipment. Provide the manufacturer, make, and model for each mower, including the deck size and unit's acres per hour capacity.
- b. Provide the number of string trimmers, including make and model.
- c. List all traffic control signs and other equipment required to meet KYTC and MUTCD standards. Include trucks and trailers to be used on this contract.

**ATTACH THIS SHEET TO THE FRONT OF YOUR LIST**

**YOUR LISTS CAN BE TYPED OR HANDWRITTEN, BUT MUST BE LEGIBLE**

## F.3 Equipment

Item	Make	Model	Capacity (Est. Acres/Hour)
Blower	Stihl	BR450	NA
Blower	Stihl	BR450	NA
Blower	Stihl	BR600	NA
Blower	Stihl	BG56C	NA
Chainsaw	Stihl	MS271	NA
Chainsaw	Stihl	MS271	NA
Chainsaw	Homelite	Ranger	NA
Edger	Stihl	FC96	NA
Edger	Stihl	FC56	NA
Mower	Bush Hog	RDTH 72 Finish	3.5
Mower	Woods	9144 Finish Flex Batwing	6
Mower	Kubota	ZG327-60	3.5
Mower	Kubota	2726X-60	3.5
Mower	Kubota	2726X-60	3.5
Mower	Hustler	Super Z Hyperdrive 72	5
Mower	Hustler	Super Z-60	4
Mower	Hustler	Super Z-60	4
Mower	Kut Kwick	SM35DY High Slope	3
Mower	John Deer	HX15	7
Mower	Woods	3240 Batwing 20'	8
Mower	Woods	3240 Batwing 20'	8
Mower	TORO	Groundmaster 13'6"	6
Mower	Husqvarna	LC221AH	1.5
Pickup Truck	Ford	F-150	NA
Pickup Truck	Ford	F-250	NA
Pickup Truck	Chevrolet	2500	NA
Tractor	Kubota	Mx5400 Cab	NA
Tractor	Kubota	Bx23	NA
Tractor	John Deer	6140R	NA
Tractor	John Deer	5510 Cab	NA
Tractor	Ford	2600	NA
Trailer - Equipment	Gatormade	18'	NA
Trailer - Equipment	Gatormade	16'	NA
Trailer - Equipment	Gatormade	21'	NA
<b>Trailer – Tandem Dump</b>	Gatormade	<b>14'</b>	NA
Trimmer	Stihl	FS70R	NA
Trimmer	Stihl	FS70R	NA
Trimmer	Stihl	FS111	NA
Trimmer	Stihl	FS94R	NA
Trimmer	Stihl	FS94R	NA
Trimmer	Stihl	FS94R	NA
Trimmer	Stihl	FS94R	NA
Trimmer	Stihl	FS94R	NA
Trimmer	Stihl	KM111R	NA
Signage	Begin Mowing	NCHRP-350 approved	NA
Signage	End Mowing	NCHRP-350 approved	NA
Signage	Flagger Ahead	NCHRP-350 approved	NA
Signage	Spring Sign Stands	NCHRP-350 approved	NA



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/03/2026

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

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

<b>PRODUCER</b> BIG 4 Insurance 3723 Taylorsville Rd Suite B Louisville KY 40220	<b>CONTACT NAME:</b> Duane Ray <b>PHONE (A/C No. Ext):</b> (502) 709-7878 <b>E-MAIL ADDRESS:</b> dray@big4ins.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Brownfields Development LLC 2527 Nelson Miller Parkway Suite 204 Louisville KY 40223	<b>INSURER A:</b> UNDERWRITERS AT LLOYDS	<b>NAIC #</b> 32727
	<b>INSURER B:</b> ERIE INS EXCH	26271
	<b>INSURER C:</b> KENTUCKY EMPLOYERS MUT INS	10320
	<b>INSURER D:</b> ERIE INS PROP & CAS CO	26830
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ENC000697704	02/02/2026	02/02/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			Q02-1131110	02/11/2026	02/11/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	417892	10/01/2025	10/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Equipment Floater - Erie Insurance Policy No. Q61-0517084 2/11/26-2/11/27

Holder is additional insured by endorsement as respects General Liability and Auto Liability policies.

**CERTIFICATE HOLDER****CANCELLATION**

Lexington-Fayette Urban County Government 200 East Main Street Room 318 Lexington KY 40507	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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