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August 12, 2022

Dear Board Member,

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on August 15, 2022, at 5:30 pm at the Pavilion, 140 Pavilion Drive Georgetown KY.

Several important topics will be discussed. Your presence will be greatly appreciated.

Sincerely,

**Vicki Miller
Office Manager**

Board Meeting

AGENDA

August 15, 2022

The monthly meeting of the Georgetown-Scott County Parks and Recreation Board will be held on August 15, 2022, at 5:30 pm at the Pavilion, 140 Pavilion Drive, Georgetown KY.

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
 1. Approval of the minutes for July 18, 2022, Board Meeting
 2. Bills for Approval
 3. Executive Session KRS61.810(1)(f)
- 5) Staff Reports;
 1. Bookkeepers Report – Vicki Miller
 2. Assistant Directors Report – Ed Maynard
 3. Facilities Maintenance – Mike Short
 4. Outdoor Maintenance – Larry Brandenburg
 5. Directors Report- Kim Rice
- 6) Old Business;
 1. Lifeguard Dress Code- Admin/Finance Committee
 2. Volleyball Request- Recreation/Program Committee
 3. Asset Minimum Limit- Kim Rice
 4. Kiwanis Request-Kim Rice
- 7) New Business;
 1. Dress Code- Ashanti Givens
 2. Health and Safety Fair Donation-Amelia Cloud
 3. Civic Rec- Kim Rice
 4. GL Codes/Chart of Accounts-Kim Rice
 5. Department of Labor-Kim Rice
 6. Surge Pit Lids-Kim Rice
 7. Ed Davis Renovations-Kim Rice
 8. Farmers Market-Royal Spring Sept. 10 7-2-Kim Rice
 9. Doors For Natatorium-Mike Short
 10. Policy Update- Payroll Periods/Paychecks- Kim Rice
- 8) Board Members Comments;
- 9) Adjournment

Georgetown Scott County Parks and Recreation Board

Minutes

July 18, 2022

1) Call to Order and Roll Call; Ron Flannery called the July 18, 2022, meeting of the Parks and Recreation Board to order. Members Present were Erik Flaig, Bill Hamilton, Dale Stowe, Sharon Flynt, DT Wells. Others present Ed Maynard, Cam Culbertson, Katie Posey, Courtlyn Ledesma, Bryan Parker, Autumn Barnett, Larry Brandenburg, and Vicki Miller, Amanda Brock, Bridgette Foster, Chase Howard.

2) Approval of Agenda; Erik Flaig made a motion to approve the agenda seconded by Dale Stowe. The motion carried unanimously.

3) Public Comments;

4) Consent Agenda items;

1. Approval of the June 21, 2022, board minutes. DT Wells made a motion to approve the minutes seconded by Erik Flaig. The motion carried unanimously.
2. Bills for Approval. Dale Stowe made a motion to approve the bills seconded by Erik Flaig, the motion carried unanimously.

5) Staff Reports;

1. Bookkeepers Report – Vicki Miller reported that the balance on hand is \$1436,339.92 The balance on hand this date last year was \$1,462,300.80. A financial report was also provided.
2. Facilities Report – Ed Maynard informed the board that the total Pavilion attendance for June was 5927 which is down due to the closure of the pool. Ed Davis attendance for June was 1723 and Suffoletta was 6811 for the month of June.
3. Facilities Maintenance – Mike Short reported that the lazy river is up and rolling and that the Scott Co Fair and Fireworks is over, and they have that behind them so now just focusing on the Pavilion renovations.
4. Outdoor Maintenance – Larry Brandenburg informed the board that there have been some bad storms come through which have caused a lot of downed trees. Major sewer leak on cardinal drive that had to be fixed.
5. Directors Report- Ed Maynard let the board know the Scott Co Schools swim contract is being renewed as is and the process and begun. Reopening of the pool August 1st. Vicki Miller informed the board on the progress of the VIP financial software and that it should start being used by September but still trying to finalize the GL numbers. Ed Maynard also reminded the Recreation and Program committee meeting for volleyball on Tuesday night at 5:30 and the Administrative and Finance Committee meeting for the lifeguard dress code on Thursday night at 5:30. DT Wells asked about the new rate numbers which Ed Maynard said he would have numbers at the August board meeting.

6) Old Business;

1. Kiwanis- Donnie Fryman addressed the board concerning the events they intend to have at the Brooking Park location and was requesting the board to wave the 10% commission for the events which is our policy with those kinds of rentals. Bill Hamilton suggested we table the motion and revisit it at the August board meeting.

2. Comfort Process Solutions- Jeff Fristoe informed the board that the duct work is up, and painting will be done at the end of the week. An inspection with the scaffolding that was needed for the duct work caused the project to get delayed and pushed the completion date back. The pool heaters and boilers will be here September 12th and Jeff Fristoe said they would get with facility maintenance and find a schedule to work for installation of the heaters. The new natatorium units will be here in November, and we would need to shut down and for the installation of the boilers and units at that time.

7) New Business;

1. Larry Brandenburg asked the board to approve him to move forward and purchase one of the two trucks that was approved on the capital budget. The board unanimously agreed to move forward with the purchase.
2. Second Quarter Marketing- Courtlyn Ledesma informed the board that our social media activity increased 6% and website activity increased 67% compared to quarter one. The WLEX ads started July 18th to inform the community of the promotional membership fees. Courtlyn Ledesma reported the volunteer participation for this last quarter for various projects.
3. Request to amend the budget for tennis to the archery program and give them the budget allowance. Erik Flaig made a motion to amend the budget to allow funds to be moved from tennis program to archery program seconded by Dale Stowe. The motion passed unanimously.
4. Ed Maynard asked the board to approve an update to our fixed assets policy to include insured agency's such as the city and county and what they cover and what is defined as a material, supply, and equipment. DT Wells made a motion to approve the update to the policy with Kim Rice coming back to the board with a recommendation of a higher threshold seconded by Erik Flaig. The motion carried unanimously.
5. DT Wells made a motion to go into executive session seconded by Erik Flaig. The motion carried unanimously. DT Wells made a motion to come out of executive session with no action taken seconded by Dale Stowe. The motion carried unanimously.

10) Board Member Comments DT Wells suggested we put a map up at four locations where our creek entrances are for canoeing and general information of the estimated time and distance from one point to another. Bill Hamilton mentioned the renovation money for Ed Davis Learning Center and was there a proposal.

11) Adjournment – Dale Stowe made a motion to adjourn seconded by Erik Flaig. The motion carried unanimously.

12) Resolutions

Res#22-001 Approval of June 21, 2022, board minutes and bills by consent agenda.

Res#22-002 Amend FY 2022-2023 Budget to disperse funds from tennis GSC organized sport to archery GSC organized sport.

Res#22-003 Updated fixed asset policy to include other insured agency's such as city and county and what they cover and what is defined as a material, supply, and equipment.



Policy: Payroll Periods and Paychecks Update

Policy Number: POL.P.03.02

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Originator: Kimberly Rice

Date: 8/12/2022

Authorized by: _____

Date: _____

Board Chair

References: Policies CAPRA 1.4.1

Revision Date: _____

POL.P.03.02 – Payroll Periods and Paychecks

GSC Parks employees are paid bi-weekly on Fridays. If the payday is a GSC Parks-recognized holiday, employees are paid on the preceding business day. Employees are required to sign-up for direct deposit. If employment is terminated in the middle of a pay period, the employee will be paid for the actual hours worked.

Employees will be paid through direct deposit of funds to either a savings or checking account at any bank with direct deposit capability. **Employees who do not update their savings or checking account properly will receive \$25 returned check fee which will be deducted from their next paycheck.**

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
1 Better, LLC					
	07/31/2022		2000 · Accounts Payable		266.51
	07/31/2022	G-Town Theater Advert. Monthly Fee	4300 · Advertising, Print., Marketing	266.51	
Total 1 Better, LLC				266.51	266.51
Amazon					
	07/31/2022		2000 · Accounts Payable		97.53
	07/31/2022	Dance Costumes(Invoice missed)	8085 · Pavilion - Dance/Gym Supplies	97.53	
Total Amazon				97.53	97.53
AWMA					
	05/31/2022		2000 · Accounts Payable		103.91
	05/31/2022	Marital Arts Program Belts	8081 · Pavilion - Gym Program Supplies	103.91	
Total AWMA				103.91	103.91
Bachman Auto Group					
	07/31/2022	Attention: Chuck Hill	2000 · Accounts Payable		36,480.00
	07/31/2022	2022 3500 Chevy Truck(Larry)	4880 · Capital Expenditures	36,480.00	
Total Bachman Auto Group				36,480.00	36,480.00
Bluegrass Business Health					
	07/31/2022		2000 · Accounts Payable		140.00
	07/31/2022	Qty: 4 Drug Screens for New Hires	4130 · Drug Testing	140.00	
Total Bluegrass Business Health				140.00	140.00
Brenntag Mid-South, Inc.					
	07/31/2022		2000 · Accounts Payable		1,744.20
	07/31/2022	Hydrochloric Acid/Sodium Bicarbonate	5140 · SFAC Pool Supplies/Chemicals	1,744.20	
	07/31/2022		2000 · Accounts Payable		699.28
	07/31/2022	Hydrochloric Acid For Pool Delivery Fee	8094 · Pavilion - Aquatics Supplies	699.28	
Total Brenntag Mid-South, Inc.				2,443.48	2,443.48

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
Charter Communications					
	07/31/2022		2000 · Accounts Payable		1,155.10
	07/31/2022	Cable for Pavilion	8074 · Pavilion - Supp., Serv., Repair	482.95	
	07/31/2022	Cable for Ed Davis	9315 · ED Internet Service/Cable	262.20	
	07/31/2022	Cable for Outdoor Maintenance Bldg.	4600 · Scott County Park	139.98	
	07/31/2022	Cable for SFAC	5060 · SFAC Center Phone	139.98	
	07/31/2022	Cable for Concession Bldg.	4810 · Supplies	129.99	
Total Charter Communications				1,155.10	1,155.10
Comfort & Process Solutions					
	07/31/2022		2000 · Accounts Payable		484.66
	07/31/2022	Fix Fan in Dressing Rooms @ SFAC	5200 · SFAC Pool Supplies/Maintenance	484.66	
	07/31/2022		2000 · Accounts Payable		125,941.00
	07/31/2022	Pavilion Air Handling Repairs	4880 · Capital Expenditures	125,941.00	
	07/31/2022		2000 · Accounts Payable		969.63
	07/31/2022	Work on Pav. Locker Rm. HVAC	8074 · Pavilion - Supp., Serv., Repair	969.63	
Total Comfort & Process Solutions				127,395.29	127,395.29
Cooper Wholesale Inc.					
	07/31/2022		2000 · Accounts Payable		181.47
	07/31/2022	Vinyl Gloves & Clorox Wipes	8074 · Pavilion - Supp., Serv., Repair	181.47	
	07/31/2022		2000 · Accounts Payable		1,259.06
	07/31/2022	Cleaning Supplies for Pavilion	8074 · Pavilion - Supp., Serv., Repair	1,259.06	
	08/01/2022		2000 · Accounts Payable		659.40
	08/01/2022	Qty: 60 10pks. of Face Masks	8074 · Pavilion - Supp., Serv., Repair	659.40	
Total Cooper Wholesale Inc.				2,099.93	2,099.93
Emergency Monitoring Svc. Inc.					
	07/31/2022		2000 · Accounts Payable		1,440.00
	07/31/2022	Pavilion Alarm/Burglar Service Annual	8074 · Pavilion - Supp., Serv., Repair	810.00	
	07/31/2022	Ed Davis Alarm/Burglar Service Annual	9320 · ED - Supplies, Serv., Repair	630.00	
Total Emergency Monitoring Svc. Inc.				1,440.00	1,440.00

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
Gattitown					
	07/31/2022		2000 · Accounts Payable		1,615.95
	07/31/2022	Kidzworld Field Trip 84 Kids/21 Adults	6490 · Kidzworld Supplies	1,615.95	
Total Gattitown				1,615.95	1,615.95
Georgetown Printing					
	07/31/2022		2000 · Accounts Payable		92.50
	07/31/2022	Business Cards for Amanda Brock	4270 · Office Supplies and Equipment	92.50	
Total Georgetown Printing				92.50	92.50
Georgetown Tire LLC					
	08/01/2022		2000 · Accounts Payable		620.04
	08/01/2022	Qty:4 Tires for Unit #20	4660 · Vehicle Maintenance and Parts	620.04	
Total Georgetown Tire LLC				620.04	620.04
Global Supply & Floor Equipment					
	07/31/2022		2000 · Accounts Payable		358.00
	07/31/2022	Pavilion Floor Machine Squeegees/Cable/Labor	8074 · Pavilion - Supp., Serv., Repair	358.00	
	07/31/2022		2000 · Accounts Payable		59.94
	07/31/2022	6 Boxes of Nitrile Gloves	4810 · Supplies	59.94	
	07/31/2022		2000 · Accounts Payable		38.50
	07/31/2022	Blk & Color Ink For Pav. Main. Computer	4270 · Office Supplies and Equipment	38.50	
	07/31/2022		2000 · Accounts Payable		383.00
	07/31/2022	Trash Bags & Paper Towels	4810 · Supplies	383.00	
Total Global Supply & Floor Equipment				839.44	839.44
Hooked On Science					
	07/31/2022		2000 · Accounts Payable		500.00
	07/31/2022	KidzWorld Special Event	6490 · Kidzworld Supplies	500.00	
Total Hooked On Science				500.00	500.00

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022

	Date	Memo	Account	Debit	Credit
Johnson Controls Fire Protection					
	07/31/2022		2000 · Accounts Payable		829.00
	07/31/2022	Pavilion Fire Alarm Main./Service	8074 · Pavilion - Supp., Serv., Repair	829.00	
	07/31/2022		2000 · Accounts Payable		3,304.00
	07/31/2022	Replid PIV & Tamper on Sprinkler System	8074 · Pavilion - Supp., Serv., Repair	3,304.00	
	07/31/2022		2000 · Accounts Payable		1,316.58
	07/31/2022	Labor/Material for AV Fire Wall Mount	8074 · Pavilion - Supp., Serv., Repair	1,316.58	
Total Johnson Controls Fire Protection				5,449.58	5,449.58
Kentucky Motor of Gtown					
	06/30/2022		2000 · Accounts Payable	10.00	
	06/30/2022	Compressor Core Return	4660 · Vehicle Maintenance and Parts		10.00
	07/31/2022		2000 · Accounts Payable		-400.00
	07/31/2022	Fuel Injector Pump Core Rtn.	4660 · Vehicle Maintenance and Parts	-400.00	
	07/31/2022		2000 · Accounts Payable		37.50
	07/31/2022	Tire Valve Stem Tool, Valve Core, Etc.	4660 · Vehicle Maintenance and Parts	37.50	
	07/31/2022		2000 · Accounts Payable		77.20
	07/31/2022	Battery/ Wiper Blades for Bucket Truck	4660 · Vehicle Maintenance and Parts	77.20	
	07/31/2022		2000 · Accounts Payable		2,516.96
	07/31/2022	Unit #4 Diesel Fuel Injector Pump	4660 · Vehicle Maintenance and Parts	2,516.96	
	07/31/2022		2000 · Accounts Payable		91.59
	07/31/2022	Purple Cleaner & Nozzle Sprayer	8074 · Pavilion - Supp., Serv., Repair	91.59	
	07/31/2022		2000 · Accounts Payable		220.49
	07/31/2022	Unit #4 Throttle Pos. Sensor	4660 · Vehicle Maintenance and Parts	220.49	
Total Kentucky Motor of Gtown				2,553.74	2,553.74
Kentucky Portable Toilets					
	07/31/2022		2000 · Accounts Payable		2,500.00
	07/31/2022	Portable Toilets Rental Fees	4810 · Supplies	2,500.00	
Total Kentucky Portable Toilets				2,500.00	2,500.00

Georgetown-Scott County Parks and Recreation Unpaid Bills Detail As of August 15, 2022

	Date	Memo	Account	Debit	Credit
Kytech LLC	07/31/2022		2000 · Accounts Payable		1,312.50
	07/31/2022	Relocation of Natatorium Cameras	8074 · Pavilion - Supp., Serv., Repair	1,312.50	
Total Kytech LLC				1,312.50	1,312.50
Laredo Fence Company	07/31/2022		2000 · Accounts Payable		3,800.00
	07/31/2022	Rem/Replace Fence @ Ed Davis Park	4810 · Supplies	3,800.00	
Total Laredo Fence Company				3,800.00	3,800.00
Line-X of Kentucky	07/31/2022		2000 · Accounts Payable		1,829.85
	07/31/2022	Unit #5 Bed Liner, Tint & Turnover Ball	4660 · Vehicle Maintenance and Parts	1,829.85	
Total Line-X of Kentucky				1,829.85	1,829.85
Meade Tractor	07/31/2022		2000 · Accounts Payable		21.16
	07/31/2022	5.0 H Sheave	4690 · Equipment Maintenance and Parts	21.16	
	07/31/2022		2000 · Accounts Payable		330.39
	07/31/2022	TBW-180 Wing Belt/Rear Belt	4690 · Equipment Maintenance and Parts	330.39	
	07/31/2022		2000 · Accounts Payable		151.93
	07/31/2022	Spark Plugs, Air Filters& Filter Element	4690 · Equipment Maintenance and Parts	151.93	
	07/31/2022		2000 · Accounts Payable		40.72
	07/31/2022	Oil Filter for JD Gator	4690 · Equipment Maintenance and Parts	16.24	
	07/31/2022	Oil for JD Gator	4780 · Fuel and Oil	24.48	
Total Meade Tractor				544.20	544.20
Miller Transportation	07/31/2022		2000 · Accounts Payable		2,250.00
	07/31/2022	KidzWorld Field Trip to Gattitown	6500 · Kidzworld-Transportation	2,250.00	
	07/31/2022		2000 · Accounts Payable		1,980.00

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
	07/31/2022	KidzWorld Field Trip to Adventure Falls	6500 · Kidzworld-Transportation	1,980.00	
	07/31/2022		2000 · Accounts Payable		2,340.00
	07/31/2022	KidzWorld Trip To Ky Down Under	6500 · Kidzworld-Transportation	2,340.00	
Total Miller Transportation				6,570.00	6,570.00
MLS Powersports LLC					
	07/31/2022		2000 · Accounts Payable		188.36
	07/31/2022	Track Kit for Mowers	4690 · Equipment Maintenance and Parts	188.36	
	07/31/2022		2000 · Accounts Payable		1.24
	07/31/2022	Hex Nuts	4690 · Equipment Maintenance and Parts	1.24	
	07/31/2022		2000 · Accounts Payable		34.05
	07/31/2022	2 Spindle Bottom Spacers/ Washer	4690 · Equipment Maintenance and Parts	34.05	
Total MLS Powersports LLC				223.65	223.65
Mosess, INC.					
	07/31/2022		2000 · Accounts Payable		39.98
	07/31/2022	Qty: 2 2.5 Gal. 6-Pk.Cycle Fuel	4780 · Fuel and Oil	39.98	
Total Mosess, INC.				39.98	39.98
Neveco Scoreboard Company					
	07/31/2022		2000 · Accounts Payable		20,986.21
	07/31/2022	Sutton Field Scoreboard Replint.	4880 · Capital Expenditures	20,986.21	
Total Neveco Scoreboard Company				20,986.21	20,986.21
Reach Sports Marketing Group Inc.					
	08/01/2022		2000 · Accounts Payable		1,050.00
	08/01/2022	Annual Reach Screen License Renewal	4300 · Advertising, Print, Marketing	1,050.00	
Total Reach Sports Marketing Group Inc.				1,050.00	1,050.00
Recreonics Corporation					
	07/31/2022		2000 · Accounts Payable		474.81
	07/31/2022	Pav. Pool Chemical Pump	8094 · Pavilion - Aquatics Supplies	474.81	
Total Recreonics Corporation				474.81	474.81

Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022

	Date	Memo	Account	Debit	Credit
Software Solutions					
	07/31/2022		2000 · Accounts Payable		10,600.00
	07/31/2022	VIP Cloud Yr. Subscription/Set up	4320 · Technology Support	10,600.00	
Total Software Solutions				10,600.00	10,600.00
Southern States					
	07/31/2022		2000 · Accounts Payable		3,587.97
	07/31/2022	Fuel for Parks Vehicles	4780 · Fuel and Oil	2,098.80	
	07/31/2022	Fuel for Mowers & Gas Cans	4780 · Fuel and Oil	773.04	
	07/31/2022	Fuel Tank	4780 · Fuel and Oil	439.00	
	07/31/2022	Fuel for Bobcat & Tractors	4780 · Fuel and Oil	277.13	
Total Southern States				3,587.97	3,587.97
Spear Corporation					
	07/02/2022		2000 · Accounts Payable		4,845.88
	07/02/2022	Repair Leak to Lazy River	5200 · SFAC Pool Supplies/Maintenance	4,845.88	
Total Spear Corporation				4,845.88	4,845.88
Swank Motion Pictures Inc.					
	07/31/2022		2000 · Accounts Payable		495.00
	07/31/2022	Movies in The Park/ Trolls	4300 · Advertising, Print., Marketing	495.00	
Total Swank Motion Pictures Inc.				495.00	495.00
Swim Pro Supply					
	07/31/2022		2000 · Accounts Payable		1,704.60
	07/31/2022	Chlorine & Reagents 1, 3 & 4	5140 · SFAC Pool Supplies/Chemicals	1,704.60	
	07/31/2022		2000 · Accounts Payable		1,241.87
	07/31/2022	C-Sequa Solution/Diamond Brite	8094 · Pavilion - Aquatics Supplies	1,241.87	
	07/31/2022		2000 · Accounts Payable		787.05
	07/31/2022	Chlorine & Reagents 1, 2, 3, 5, 6, 7, 8 & 9	8094 · Pavilion - Aquatics Supplies	787.05	

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
	07/31/2022		2000 · Accounts Payable		593.60
	07/31/2022	Chlorine/Delivery Fee	8094 · Pavilion - Aquatics Supplies	593.60	
	07/31/2022		2000 · Accounts Payable		860.40
	07/31/2022	Liquid Chlorine/ Delivery Fee for SFAC	5140 · SFAC Pool Supplies/Chemicals	860.40	
	07/31/2022		2000 · Accounts Payable		2,313.60
	07/31/2022	660 Gal Liquid Chlorine & Delivery	5140 · SFAC Pool Supplies/Chemicals	2,313.60	
Total Swim Pro Supply				7,501.12	7,501.12
Uline					
	08/08/2022		2000 · Accounts Payable		3,244.93
	08/08/2022	Qty: 4 Message Ctr. Signs w/Posts	4300 · Advertising, Print., Marketing	3,244.93	
Total Uline				3,244.93	3,244.93
Whitaker Bank, N.A.					
	07/31/2022		2000 · Accounts Payable		1,743.49
	07/31/2022	Office Keys & Annual Costco Memb.	4270 · Office Supplies and Equipment	129.86	
	07/31/2022	Apply Here Sign for Events	4300 · Advertising, Print., Marketing	25.14	
	07/31/2022	Aurora Training Annual Membership	4360 · Continuing Education	599.00	
	07/31/2022	Littles Caesars & Subway Meals for Field Trips	6520 · Kidzworld Lunch Program	939.51	
	07/31/2022	Cornhole Bags for Movies In Park Event	6850 · New Prog/Sp Events Supplies	49.98	
Total Whitaker Bank, N.A.				1,743.49	1,743.49
Wiseway					
	07/31/2022		2000 · Accounts Payable		976.68
	07/31/2022	Qty: 4 LED Emerg. Lights B-up Battery	8074 · Pavilion - Supp., Serv., Repair	976.68	
Total Wiseway				976.68	976.68
WLEX					
	07/31/2022		2000 · Accounts Payable		1,500.00
	07/31/2022	WLEX Pavilion Membership Commercial	4300 · Advertising, Print., Marketing	1,500.00	
Total WLEX				1,500.00	1,500.00

**Georgetown-Scott County Parks and Recreation
Unpaid Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
Younger Inc. Electrical Service	07/31/2022		2000 · Accounts Payable		170.00
	07/31/2022	Labor for Chemical Equip. Inspection	5200 · SFAC Pool Supplies/Maintenance	170.00	
Total Younger Inc. Electrical Service				257,289.27	257,289.27

Georgetown-Scott County Parks and Recreation Paid Bills Detail As of August 10, 2022

	Date	Memo	Account	Debit	Credit
Amazon					
	07/31/2022		2000 · Accounts Payable		1,959.10
	07/31/2022	Printer(Marketing Off.), Office Supplies	4270 · Office Supplies and Equipment	808.66	
	07/31/2022	Fimco 12V Sprayer Pump	4810 · Supplies	71.97	
	07/31/2022	Printer for Aquatic Office	4270 · Office Supplies and Equipment	726.00	
	07/31/2022	Ice Packs & Colored Powder for Camp Activity	6490 · Kidzworld Supplies	344.98	
	07/31/2022	Batteries for Headsets for instructors	8100 · Pavilion - Fitness/Wgt Rm Suppl	7.49	
Total Amazon				1,959.10	1,959.10
American Business Systems Inc.					
	07/31/2022		2000 · Accounts Payable		620.44
	07/31/2022	Pavilion Copier Service/Usage Fee	4270 · Office Supplies and Equipment	540.00	
	07/31/2022	Ed Davis Copier service/Usage Fee	9230 · ED - Office Supplies	80.44	
Total American Business Systems Inc.				620.44	620.44
Bev's Creative Solutions					
	07/31/2022		2000 · Accounts Payable		822.00
	07/31/2022	EDLC Assist B-Ball Champ Shirts	9400 · ED-Prog., Event, Supplies&Equip	822.00	
Total Bev's Creative Solutions				822.00	822.00
Columbia Gas of Kentucky					
	07/31/2022		2000 · Accounts Payable		86.22
	07/31/2022	146 Ed Davis Lane Gas Bill	9311 · ED - Columbia Gas	86.22	
	07/31/2022	1240 Cincinnati Rd. Gas Bill	2000 · Accounts Payable		86.22
	07/31/2022	140 Pavilion Dr. Gas Bill	4600 · Scott County Park	86.22	
	07/31/2022		2000 · Accounts Payable		573.75
	07/31/2022	140 Pavilion Dr. Gas Bill	8066 · Pavilion - Columbia Gas	573.75	
Total Columbia Gas of Kentucky				746.19	746.19

**Georgetown-Scott County Parks and Recreation
Paid Bills Detail
As of August 10, 2022**

	Date	Memo	Account	Debit	Credit
Fuelman					
	07/31/2022		2000 · Accounts Payable		704.84
	07/31/2022	Fuel for #22	4780 · Fuel and Oil	54.43	
	07/31/2022	KidzWorld Field Trips/SFAC	6500 · Kidzworld-Transportation	550.38	
	07/31/2022	Ed Davis Errands	9260 · ED - Travel Expense	100.03	
Total Fuelman				704.84	704.84
Georgetown Municipal Water					
	07/31/2022		2000 · Accounts Payable		7,510.85
	07/31/2022	SFAC	5050 · SFAC Georgetown Water	7,510.85	
	07/31/2022		2000 · Accounts Payable		80.07
	07/31/2022	Batting Cages/162-165 Scroggins Dr.	4510 · Suffoletta Park	80.07	
	07/31/2022		2000 · Accounts Payable		23.71
	07/31/2022	Field #1 Louie B Nun Dr.	4510 · Suffoletta Park	23.71	
	07/31/2022		2000 · Accounts Payable		15.35
	07/31/2022	Fields #2 & #4 162-165 Scroggins Dr.	4510 · Suffoletta Park	15.35	
	07/31/2022		2000 · Accounts Payable		15.35
	07/31/2022	Field #3 Louie B Nunn Dr.	4510 · Suffoletta Park	15.35	
	07/31/2022		2000 · Accounts Payable		29.71
	07/31/2022	Picnic Shelter 162-165 Scroggins Dr.	4510 · Suffoletta Park	29.71	
	07/31/2022		2000 · Accounts Payable		27.53
	07/31/2022	Concession Stand 162-165 Scroggins Dr.	4510 · Suffoletta Park	27.53	
	07/31/2022		2000 · Accounts Payable		14.53
	07/31/2022	Horse Shoe Pit	4510 · Suffoletta Park	14.53	
	07/31/2022		2000 · Accounts Payable		14.72
	07/31/2022	Royal Spring Park Water Bill	4650 · Royal Spring Park	14.72	
	07/31/2022		2000 · Accounts Payable		14.77
	07/31/2022	S Water Street Park Water Bill	4650 · Royal Spring Park	14.77	
	07/31/2022		2000 · Accounts Payable		132.17
	07/31/2022	151 Ed Davis Lane	9313 · ED - Georgetown Water	132.17	
	07/31/2022		2000 · Accounts Payable		22.72
	07/31/2022	145 Ed Davis Lane	4540 · Ed Davis Park	22.72	

Georgetown-Scott County Parks and Recreation Paid Bills Detail As of August 10, 2022

	Date	Memo	Account	Debit	Credit
	07/31/2022		2000 · Accounts Payable		55.32
	07/31/2022	1260 Cincinnati Pk.	4600 · Scott County Park	55.32	
	07/31/2022		2000 · Accounts Payable		26.31
	07/31/2022	1240 Cincinnati Pk.	4600 · Scott County Park	26.31	
	07/31/2022		2000 · Accounts Payable		14.72
	07/31/2022	0 Long Lick Entrance	4600 · Scott County Park	14.72	
	07/31/2022		2000 · Accounts Payable		118.47
	07/31/2022	140 Pavilion Dr. Upstairs/Skate Park	8070 · Pavilion - Georgetown Water	118.47	
	07/31/2022		2000 · Accounts Payable		2,244.12
	07/31/2022	140 Pavilion Dr.	8070 · Pavilion - Georgetown Water	2,244.12	
	07/31/2022		2000 · Accounts Payable		130.33
	07/31/2022	Marshall Park Dr.	4570 · Marshall Park	130.33	
	07/31/2022		2000 · Accounts Payable		729.23
	07/31/2022	200 Jacobs Dr.	4570 · Marshall Park	729.23	
	07/31/2022		2000 · Accounts Payable		13.89
	07/31/2022	Scott County Park	4600 · Scott County Park	13.89	
Total Georgetown Municipal Water				11,233.87	11,233.87
John Deere Financial					
	07/31/2022		2000 · Accounts Payable		199.98
	07/31/2022	Qty:2 Drexel Imitator/ Weed Killer	5200 · SFAC Pool Supplies/Maintenance	199.98	
Total John Deere Financial				199.98	199.98
Leadership Scott County					
	07/31/2022		2000 · Accounts Payable		600.00
	07/31/2022	Ed Maynard Dues	4360 · Continuing Education	600.00	
Total Leadership Scott County				600.00	600.00
Nextiva Inc.					
	07/31/2022		2000 · Accounts Payable		942.04
	07/31/2022	Pavilion Office Phones	4240 · Office Phone	593.22	
	07/31/2022	SFAC Office Phones	5060 · SFAC Center Phone	220.18	

Georgetown-Scott County Parks and Recreation Paid Bills Detail As of August 10, 2022

	Date	Memo	Account	Debit	Credit
	07/31/2022	Ed Davis Office Phones	9310 · ED - Telephone	64.32	
	07/31/2022	Outdoor Maintenance Shop Office Phones	4600 · Scott County Park	64.32	
Total Nextiva Inc.				942.04	942.04
Republic Services Inc.					
	07/31/2022		2000 · Accounts Payable		1,919.64
	07/31/2022	Trash Removal Services	8074 · Pavilion - Supp., Serv., Repair	1,919.64	
Total Republic Services Inc.				1,919.64	1,919.64
Tractor Supply Company					
	07/31/2022		2000 · Accounts Payable		282.97
	07/31/2022	40 Gal Sprayer & Nozzle's	4810 · Supplies	282.97	
Total Tractor Supply Company				282.97	282.97
Verizon Wireless					
	07/31/2022		2000 · Accounts Payable		943.04
	07/31/2022	Salary/Full-Time Cell Phones	4750 · Cell phones	943.04	
Total Verizon Wireless				943.04	943.04
Wal-Mart					
	07/31/2022		2000 · Accounts Payable		1,923.86
	07/31/2022	Flag/Flag Pole & Sharples	4270 · Office Supplies and Equipment	41.77	
	07/31/2022	SFAC Staff Tent & Printer Ink	5140 · SFAC Pool Supplies/Chemicals	432.46	
	07/31/2022	Luau Supplies & Super comer Qty:2	5200 · SFAC Pool Supplies/Maintenance	287.56	
	07/31/2022	Supplies for Crafts for Kidzworld Camp	6490 · Kidzworld Supplies	677.02	
	07/31/2022	Lunchables for Meals for Campers	6520 · Kidzworld Lunch Program	43.54	
	07/31/2022	Drinks for Board Meeting	6880 · Miscellaneous	22.06	
	07/31/2022	Lysol Wipes & Lysol Spray	8074 · Pavilion - Supp., Serv., Repair	78.79	
	07/31/2022	Basketballs for Gym	8102 · Pavilion - Gymnasium Supplies	134.71	
	07/31/2022	Kid's Kitchen Supplies	9400 · ED-Prog., Event, Supplies&Equip	205.95	
Total Wal-Mart				1,923.86	1,923.86
TOTALS:				22,897.97	22,897.97



Contact Information

Organization

URL

Street Address

Address 2

City

State

Postal

Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact

E-Mail

Phone

Ext.

Fax

Billing Address

Address 2

City

ST

Postal
Code

Tax ID #

Sales Tax
Exempt #
Account

Billing Terms **Annual**

Rep

Info Required on Invoice (PO or Job #)

Contract Contact

Email

Phone

Ext.

Fax

Project Contact

Email

Phone

Ext.

Fax

GSA CivicPlus Statement of Work

Labor Category	GSA Hourly Rate with IFF	Hours	Total Cost
Website Consultant	\$149.01	4	\$596.04
Project Manager	\$135.86	36	\$4,890.96
Network Consultant	\$135.86	0	\$0.00
Wireless Network Technician	\$135.86	0	\$0.00
Programmer	\$131.48	55	\$7,231.40
Graphic Designer	\$109.57	84	\$9,203.88
Writer	\$109.57	0	\$0.00
Server and Network Technician	\$109.57	76	\$8,327.32
Trainer	\$109.57	24	\$2,629.68
PC Technician	\$89.41	0	\$0.00
Content Developer	\$80.64	198	\$15,966.72
Subtotal			\$48,846.00
Discount			(\$13,066.00)
Total First Year Fee			\$35,780.00

Project Implementation and Deployment

- CivicRec Premium Implementation
- First Year Annual Services
- 6x Half-Day Blocks Virtual Training – up to 4 hours each
- 1x Half-Day Block Virtual Consulting – up to 4 hours
- CivicRec Document Management
- CivicRec GIS Integration
- CivicRec Pay – Forte
- CivicRec Lighting Integration
- CivicRec Financial Accounting Extract
- Future Facility Reservation Import

Total First Year Fees \$33,780.00

Annual Services Fees (Includes Subscription, Support and Maintenance)

Billed 12 months from SOW signing; subject to annual 5% increase year 2 and beyond **\$ 22,491.00**

1. Performance and payment under this Statement of Work ("SOW") by and between Georgetown, KY ("Client") and CivicPlus ("CivicPlus") shall be subject to the terms & conditions of the Agreement by and between the General Services Administration and CivicPlus.
2. This SOW shall remain in effect for an initial term of one year (12 months) (the "Initial Term") from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this SOW will automatically renew for an additional 1-year Renewal Term.
3. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
4. The Total First Year Fees shall be invoiced as follows:
 - a. Upon signing of this SOW – one half of the Total First Year Fees;



- b. The earlier of 6 months from signing or upon completed implementation of the CivicRec Recreation Management Software – the remaining half of the Total First Year Fees.
5. Annual Services Fees shall be invoiced on the date of signature of relevant calendar years beginning 12 months from signing, and occurring every 12 months thereafter. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 2 of service.
6. The Client's Annual Services Fees agreed upon herein are based on Client processing up to \$800,000.00 of revenue per year ("Predicted Processing Volume"). Starting with the first renewal year of this SOW, CivicPlus reserves the right (but not the obligation) to audit Client once every 12 months to determine Client's actual processing volume ("Actual Processing Volume"). In the event Client's Actual Processing Volume exceeds the Predicted Processing Volume, CivicPlus will notify client within 30 days of the audit of the Actual Processing Volume and the applicable increase in the Annual Fees resulting from such Actual Processing Volume. The increase in the Annual Fees shall be implemented the first of the month following the notice.
7. All amounts owed to CivicPlus hereunder are fully-earned upon provision of the Services Provided, as described in Addendum 1, and are not subject to withholding or off-set in any manner whatsoever, such amounts are non-refundable upon payment subject only to a clear demonstration of an accounting error. Client expressly acknowledges and agrees that Client is familiar with the proposed Services Provided and CivicPlus' billing process.
8. For the purposes of obtaining merchant account services through CivicPlus Pay, Client may choose to utilize the designated merchant account for CivicRec through an integrated partnership with a merchant providers that is within CivicPlus's network ("Partner Network"). In the event Client chooses a merchant account from the Partner Network ("Integrated Partner"), Client will enter into a merchant account such Integrated Partner. Such agreement's terms and conditions will solely enure to the benefit and obligation of Client; CivicPlus shall not be a party to such agreement. In the event Client chooses an Integrated Partner merchant account provider, CivicPlus will provide Client and Integrated Partner contact information to the other party for contracting purposes, and shall integrate the Integrated Partner merchant account system at no additional charge to Client. If Client desires to use an integrated merchant account processor gateway besides one of the Integrated Partners designated as members of the Partner Network, CivicPlus will provide Client with a list of approved processors and an integration fee will be charged to Client. Client agrees to assume responsibility for ensuring execution of a merchant account contract with Client's select merchant account provider, to comply with all terms and conditions of such contract and pay all fees required to maintain the services. Client acknowledges that the fees set forth in this SOW do not include any transaction, processing or other fees imposed by Client's merchant account processor. Client is fully responsible for their relationship with their selected processor. In no event will CivicPlus: (i) take part in negotiations, (ii) pay any fees incumbent on the Client or merchant account, or (iii) acquire any liability for the performance of services of any chosen merchant account processor, including those in the Partner Network. Client acknowledges switching to a different merchant account processor after signing this SOW may incur additional fees and require a written and signed modification to this SOW. Client shall continue to be responsible for negotiating and executing any merchant account agreement as described herein for any additional merchant account processor changes.
9. When Client uses CP Pay, then Client may take online credit card payments for certain services or products they provide via the Client websites supported by CivicPlus. As such, through CP Pay, CivicPlus facilitates an automated process for redirecting credit card payments to Client's chosen payment gateways / merchant account processors. For card payments, CivicPlus will redirect any payments processing to the Client's merchant account processor gateway, and the merchant account processor gateway presents the payment form page and processes the card payment. CivicPlus does not transmit, process or store cardholder data and does not present the payment form. CivicPlus implements and maintains PCI compliant controls for the system components and applications that provide the redirection services only.
10. If a client change in timeline causes CivicPlus to incur additional expenses (i.e. airline change fees), Client agrees to reimburse CivicPlus for those fees. Not to exceed \$1,000 per CivicPlus resource per trip.

Ownership & Content Responsibility

11. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content (defined as website graphic designs, the page content, all module content, all importable/exportable data, and all archived information).
12. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality,



GSA Statement of Work for **Georgetown, KY**

GSA Contract GS-35F-0124U

reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

13. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed to be time-sensitive, such as calendar or blog content.
14. Client is solely responsible for the updating and accuracy of their public-facing privacy policy.
15. Client acknowledges that any forms to be used in Document Management must be created in Document Management, and such forms cannot be unencrypted or exported to un-encrypted modules.
16. Client shall complete a Privacy Impact Statement (PIA), which shall detail Client's privacy practices and policies surrounding the use of, and any data stored within or collected by Document Management. Client further warrants appropriate employees have been adequately trained on the use and deployment of Document Management.
17. Client and CivicPlus each jointly acknowledge that for the duration of this SOW, CivicPlus shall serve as the "Data Custodian" and is solely responsible for the Security Controls, including safe custody, transport and storage of data and Client shall serve as the "Data Owner", and is solely responsible for the Operational and Privacy Specific Controls, including data collection, content, context, and use. Notwithstanding the foregoing, Client acknowledges that CivicPlus cannot detect or prevent unauthorized individuals accessing any CivicPlus system through use of valid log-in credentials as set up by Client. Client has sole responsibility for maintaining the security of such log-in credentials and assigning and defining roles and permission to each individual end-user.
18. Client acknowledges that due to the nature of the encryption employed in Document Management, CivicPlus staff are unable to access any data submitted or stored within Document Management.
19. Client understands and agrees that Document Management is not intended to collect or store any credit card information, or related identifiable or financial information and that Client shall not collect or store any such information in Document Management. For the sake of clarity, Document Management is not PCI DSS or HIPAA compliant, and Client shall not use it for PCI DSS or HIPAA purposes.

Intellectual Property

20. Intellectual Property of any software or other original works created by CivicPlus prior to the execution of this SOW ("CivicPlus Property") will remain the property of CivicPlus.
21. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party any CivicPlus Property in any way; (ii) modify or make derivative works based upon any CivicPlus Property; (iii) create Internet "links" to the CivicPlus Property software or "frame" or "mirror" any CivicPlus Property administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access any CivicPlus Property in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of any CivicPlus Property, or (c) copy any ideas, features, functions or graphics of any CivicPlus Property. The CivicPlus name, the CivicPlus logo, and the product and module names associated with any CivicPlus Property are trademarks of CivicPlus, and no right or license is granted to use them.

Taxes

22. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this SOW will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes.

Indemnification

23. Client and CivicPlus shall defend, indemnify and hold the other Party harmless, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this SOW, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this SOW. This section shall not apply to the extent that any loss or damage is caused by the gross negligence or willful misconduct on the part of either party.

Liabilities

24. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier

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CivicPlus • 302 S. 4th Street, Suite 500 • Manhattan, KS 66502 • www.CivicPlus.com
Toll Free 888-228-2233 • Accounting Ext. 291 • Support Ext. 307 • Fax 785-587-8951



GSA Statement of Work for Georgetown, KY

GSA Contract GS-35F-0124U

or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.

25. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf.
26. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on the website. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this SOW.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Addendum 1 to Exhibit A.1 – Services Provided

Services provided by CivicPlus to the Client under this agreement include the following:

- Access – CivicPlus hereby grants a nonexclusive license during the term of the Agreement for the Client and patrons of the Client recreational programming to access, use and display CivicPlus' online registration service (the "Portal"). Excluding occasional maintenance, the Software shall be available 24 hours per day, seven days per week with a guaranteed uptime of 99%. The Portal is accessible via the public Internet from any PC with an Internet connection. There is no limit to the number of organization users and participants that can enroll using the Portal.
- Online Registration – The CivicPlus registration engine through which the Portal is accessed can be integrated with Client's website. CivicPlus will format a registration page to match the colors and theme of the rest of Client's website. Client would then display a link on its own page that would seamlessly redirect the user to a secure page on the CivicPlus server.
- Documentation - All CivicPlus startup and user's guides are maintained electronically in the system and can be accessed through the "Help Center" from within CivicPlus. CivicPlus does not provide paper copies of its guides and help files.
- Data Backups – CivicPlus currently performs backups daily of all of its data (6:00 AM). In case of emergency, CivicPlus may restore data to the point of the previous backup.
- Enhancements – New features will be added to CivicRec throughout the term of this Agreement. Client will have full access to all of these new features without additional charge. Client is also encouraged to submit change requests as they see opportunities for improvement. CivicPlus will attempt to implement any and all changes that improve the value of CivicPlus to all of our Clients at no charge. Notwithstanding the foregoing, all custom work will be estimated and agreed upon in writing by the parties hereto prior to work start.
- Client Support – CivicPlus shall provide an online utility for problem reports and change requests. Client may also reach CivicPlus by phone at 1-800-335-1863 between the hours of 7:00 AM and 7:00 PM Central Standard Time, Monday through Friday and excluding national holidays. E-mail support is also available at support@CivicPlus.com. Non-emergency after-hours support may be subject to additional fees. Emergencies will be handled as soon as possible. Enhancement requests will be queued based on priority and implemented on a schedule. CivicPlus shall have sole and absolute discretion as to whether support requests exceed reasonable use or exceed the scope of services outlined in this Agreement.
- Data – In the event Client no longer wishes to use CivicPlus, CivicPlus will export Client data based on a requested format (in most cases). If the data exporting request is initiated by Client, additional fees may apply. All work will be estimated and agreed upon in writing by the parties hereto prior to work start.



July 15, 2022

Attn: Kim Price
Parks and Recreation – Pavilion

**Proposal to
Fabricate & Install (2) Lids
C-logic, Inc. file no. 22-0446**

C-logic, Inc. is pleased to submit this proposal. The following is a cost estimate and description of services we will render.

- Field Measure, Fabricate and Install (2) Lids to replace the existing lids
- New lids to be Aluminum and will be drop in with locks.
- A new edge will be framed within the existing curb angle.
- Epoxy will be used to fill the gap between the existing bent curb angle and our new edge
- Finish will be a mill finish
- All work quoted to be completed on straight time
- Changes to the initial drawing could affect the price
- Excludes the following:
 - Changes due to the client's request.
 - Any items not listed above
 - Epoxy paint, powder coat or galvanizing of the steel
 - Bonds of any sort
 - Permits
 - Third Party Testing and Inspections

Contract Price: \$6,000.00

In the event of an order cancellation by customer, progress payments will be applied towards any costs incurred, with the balance refunded to the customer. Additional charges will be added on an hourly basis if there are any changes by the client request. Thank you and I look forward to working with you on this project.

Sincerely,
C-logic, Inc.

Kristopher Furlong, P.E.
President of Construction
kfurlong@clogic.net



**REQUEST FOR QUOTES
PAVILION PUMP ROOM PIT STEPS
OPENING:
SEPTEMBER 15, 2022, 12:00pm EDT**

SCOPE

The Georgetown-Scott County Parks and Recreation Department is accepting bids for the fabrication and installation of steps leading into a mechanical pit located in the pump room at the Pavilion. The Pavilion is located at 140 Pavilion Drive, Georgetown, KY 40324.

The Georgetown-Scott County Parks and Recreation Department reserves the right to accept or reject any and all bids. The bid price shall be good through March 31, 2023.

GENERAL COMPLIANCE

Please read these instructions carefully.

"NO BID:" Bidders unable or unwilling to submit a bid should immediately return the "Quote Sheet" only with "No Bid" marked clearly on the outside of the envelope. Any vendor not submitting a bid is encouraged to indicate the reason(s) for not participating.

NOTE TO BIDDERS: Bid submission does not constitute an agreement or a contract with Georgetown – Scott County Parks and Recreation (GSC Parks).

ALTERNATE BIDS: It is not the intention of the specifications contained herewith to eliminate any bidder; however, quoted items must equal or exceed stated specifications. Alternate bids will be accepted only when such alternates have been requested.

INDICATION OF COMPLIANCE: The bidder shall indicate compliance with either a "Yes" or a "No" for each item specification. Blank spaces shall be considered non-compliance. Any deviation from the specification or where submitted literature does not fully support meeting the specification(s) must be clearly cited on the attached page labeled "EXCEPTIONS TO BID SPECIFICATIONS AND/OR COMMENTS." No deviation below "minimum" specifications will be accepted.

Additional Information: While not necessary, the bidder may include any product brochures, software documentation, sample reports, or other documentation that may assist GSC Parks in better understanding and evaluating the bidder's response.

REQUEST FOR QUOTES
Pavilion Pump Room Pit Steps
OPENING:
September 15, 2022 12:00 PM EDT

Additional documentation shall not serve as a substitute for other documentation which is required by the Request for Quotations (RFQ) to be submitted with the bid.

At the time of bid submission, each bidder will be presumed to have inspected the site(s), if necessary, and to have read the scope and to be thoroughly familiar with the plans and contract documents (including any and all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to this bid.

All bids and submitted information become the property of GSC Parks and will not be returned to the bidder.

BID SUBMISSION: GSC Parks accepts competitive bids via the Public Purchase portal, which can be found at <http://www.publicpurchase.com/>. Potential vendors should register with GSC Parks on Public Purchase. Registration instructions can be found on the GSC Parks website at www.gscparks.com. All bids, and inquiries related thereto, shall be submitted via Public Purchase. All questions related to registration for and use of Public Purchase shall be directed to Vicki Miller at vmiller@gscparks.com.

Typed quotation/bid sheets are preferred; however, if hand-written, the sheets must be legible and uploaded through the Public Purchase portal. Any pricing information that is illegible may result in the rejection of the bid.

ANY BIDS NOT RECEIVED PRIOR TO THE SCHEDULED OPENING DATE AND TIME MAY BE REJECTED.

FAILURE TO SUBMIT REQUIRED DOCUMENTATION: Failure to submit ALL forms and information required in this RFQ may be grounds for disqualification.

LIABILITY: GSC Parks is not liable for any expenses incurred in connection with the preparation of bids.

METHOD OF PROCUREMENT: Competitive Sealed Bidding (KRS 45A.365) will be the method of procurement for the purchase of the item(s) specified herein and in conformance with Purchasing Policies as adopted by GSC Parks, Georgetown, Kentucky. A copy GSC Parks Purchasing Policy is available on GSC Parks website at www.gscparks.com.

KENTUCKY OPEN RECORDS LAW: At the time a bid or proposal is submitted to GSC Parks, vendor shall identify any information that is submitted as part of the bid that is proprietary or confidential in nature and not subject to release for public inspection. GSC Parks will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, all Contractors shall provide new commodities, fresh stock, latest model, design or package.

REQUEST FOR QUOTES
Pavilion Pump Room Pit Steps
OPENING:
September 15, 2022 12:00 PM EDT

COMPLIANCE WITH LAWS AND REGULATIONS: Each proposer shall comply with all Federal, State & Local regulations concerning this type of service.

METHOD OF AWARD: The bid will be evaluated on the evaluation criteria established in the bid specifications. GSC Parks reserves the right to consider as a part of the bid evaluation the stated warranty, stated delivery schedule, service, features, upgrades and payment terms.

GSC Parks reserves the right to reject any and all bids, to award any bid in whole or in part, and/or to waive any irregularities or minor immaterial defects in any and all bids. The right is also reserved to award bids based on the best interest and/or most advantageous to GSC Parks. GSC Parks may also consider any alternative bid that meets its basic needs.

Award will be made to the lowest responsive and responsible bidder meeting specification on each item. GSC Parks reserves the right to consider as a part of the bid evaluation the stated warranty, stated delivery schedule and payment terms.

PRICING: All prices shall be quoted exclusive of any taxes. GSC Parks is exempt from Federal excise, transportation and/or Kentucky sales tax. Any items supplied directly to GSC Parks from a supplier/manufacturer are exempt from sales tax. Any items purchased by a contractor that will be used in the fulfillment of a contract are not exempt from sales tax.

In case of a discrepancy in the extension of a unit price, the unit price shall govern the total price.

Bidders must provide manufacturer's product literature if available and appropriate with the bid submission.

Prices shall remain firm and open to acceptance by GSC Parks for a minimum period of sixty (60) days after the bid opening. If the time period has expired, GSC Parks may request a letter from bidder asking to extend the time period.

STANDARD AGREEMENT: The selected Bidder will be required to sign a Standard Agreement for Goods and Services with GSC Parks within fourteen (14) days of the Notice of Award. The agreement will contain terms and conditions that include duration of the agreement, sworn statement regarding campaign finance laws, a provision indicating that the bidder and its employees or agents are not employees of GSC Parks, a termination clause, an additional termination clause of those agreements covering multiple fiscal years in the event that sufficient funds are not appropriated as part of the budget process, provision that Kentucky law applies to interpretation of the agreement and any disputes and that venue shall be Scott County, KY, and a provision that the services cannot be assigned without the prior approval of GSC Parks.

A Notice to Proceed will be issued once the agreement has been signed by both parties and all required paperwork herein described is received by GSC Parks:

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DELIVERY SCHEDULE: Delivery date shall be specified on each item quoted. The vendor will be expected to fulfill the delivery as specified.

PAYMENT: The bid must clearly state the payment terms, including prompt payment discounts and payment due dates. Discounts should be figured into the unit price of the quoted item. GSC Parks reserves the right to select the most beneficial terms.

BONDING: A certified check or Bid Bond in the amount of five percent (5%) of the bid price must be included with the bid response. If a certified check is supplied, it must be made payable to GSC Parks and mailed to Georgetown – Scott County Parks and Recreation Administrative Office at 140 Pavilion Drive, Georgetown, KY 40324, prior to proposal opening. Certified checks will be returned upon receipt of the Performance Bond (when applicable) and entering into a contract in accordance with specifications. In the event of failure to enter into a contract within the time period set forth in this bid, it is agreed the certified check may be cashed and the funds retained by GSC Parks as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.

If a Bid Bond is supplied, a copy of it may be uploaded to Public Purchase to satisfy this requirement. The successful vendor shall provide a performance bond, with sufficient surety satisfactory to GSC Parks, in an amount equal to the contract price.

DEFAULT; TERMINATION OF CONTRACT: In the event that any of the provisions of this Contract are violated by the vendor, such breach shall constitute a default. In the event of a default, the Owner may serve written notice upon the Vendor of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Vendor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

GSC Parks shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Department Head determines in writing that such termination will be in the best interest of GSC Parks.

SAFETY: The successful Vendor must perform work in a safe and timely fashion, maintain a clean and safe work environment, follow safety requirements established by OSHA and GSC Parks, and may be required to provide safety equipment. If, in the opinion of the GSC Parks, safety precautions are not in existence, work will cease immediately until corrective action is taken. Work will begin again only when vendor demonstrates to the satisfaction of GSC Parks that conditions are without risk.

INSURANCE REQUIREMENTS: The successful bidder covenants and agrees to maintain and keep in force during the term of the contract insurance policies in the following minimum amounts:

<u>Type of Insurance</u>	<u>Limits</u>
Worker's Compensation	Statutory

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Commercial General Liability	\$1,000,000/\$1,000,000 CSL
Commercial Automobile Liability	\$1,000,000

On all general and automobile liability policies of insurance, bidder shall have GSC Parks named as an additional insured and shall further require that its liability carrier(s) notify GSC Parks at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies. A current copy of bidder's insurance certificate, providing proof of insurance as stated above, must be on file in the GSC Parks Administrative Office prior to the bid award. Submission of an Evidence of Insurability from bidder's provider or an Insurance Certificate copy may be included with the proposal package.

HOLD HARMLESS AGREEMENT: The contractor/subcontractor covenants to save, defend, keep harmless, and indemnify the City of Georgetown, Scott County Fiscal Court, GSC Parks and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the contractor's/subcontractor's negligent performance or non-performance of the terms of the contract.

CONTRACTOR STATUS: Contractor understands and agrees that its employees, agents, or sub-contractors are not employees of GSC Parks for any purpose whatsoever.

BIDDER'S QUALIFICATIONS: Bidder must demonstrate to the satisfaction of the GSC Parks that he/she has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any contractor who, in the opinion of GSC Parks, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful bidder must comply with the City of Georgetown and/or Scott County Fiscal Court ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply to any particular bid package.

BIDDER PREFERENCE: Pursuant to KRS 45A.494, which is incorporated herein by reference: "a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder. "

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EQUAL OPPORTUNITY STATUTES: GSC Parks is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, or any other characteristic protected by law. GSC Parks is also committed to employing only United States citizens and aliens who are authorized to work in the United States. GSC Parks complies with the Immigration Reform and Control Act of 1986. Therefore, the successful proposer must demonstrate to the satisfaction of GSC Parks that he also conforms to all Federal, State, and Local Equal Opportunity statutes. Further, the contractor will reimburse GSC Parks for any damages incurred due to any violation of the above-mentioned statutes by the contractor while under contract to GSC Parks.

"OR EQUAL" CLAUSE: Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendors' names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any materials, articles or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article or equipment so proposed is, in the opinion of the Owner, of equal substance and function.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN RFP: If a proposer discovers any ambiguity, conflict, discrepancy, omission or other such error in the RFP, he/she shall immediately notify GSC Parks of such error in writing and request modification or clarification of the document if allowable by GSC Parks.

ADDENDA AND INTERPRETATIONS: No interpretation of the meaning of the plans, specifications or other pre-proposal documents will be made to any proposer orally.

Every request for such interpretation should be submitted through the Public Purchase portal (<http://www.publicpurchase.com/>). **Any and all such interpretations and any supplemental instructions, if issued, will be posted to the Public Purchase portal for the specific project.** Questions regarding the project will be due no later than Wednesday, September 7, 2022 at 4:00 PM EDT. Failure of any proposer to receive any such supplementation or interpretation shall not relieve such bidder from any obligation under his/her bid as submitted. All posts so issued shall become part of the contract documents. All questions related to registration for and use of Public Purchase shall be directed to Vicki Miller at vmiller@gscparks.com.

CONFLICTS OF INTEREST: All bidders are responsible for complying with the following KRS 45A.455: Conflicts of Interest – Gratuities and Kickbacks – Use of Confidential Information.

It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract or subcontract, an any solicitation or proposal therefore, in which to his knowledge.

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He, or any member of his immediate family has a financial interest therein; or a business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendations, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in concoction with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract any solicitation or proposal therefore.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the price contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the price contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

The prohibition against conflicts and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation, therefore.

It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of another person.

For further information on the conflict-of-interest statutes, see, the "Recovery of Value of Anything Transferred or Received in Breach of Ethical Standards" at KRS 45A.460, and "Definitions for Terms Used in KRS 45A.445 to 45A.460" at KRS 45A.445.

A pre-bid meeting will be held on August 18, 2022 at 2:00pm at 140 Pavilion Drive, Georgetown, KY 40324. All additional inquiries must be submitted via Public Purchase (<http://www.publicpurchase.com/>).

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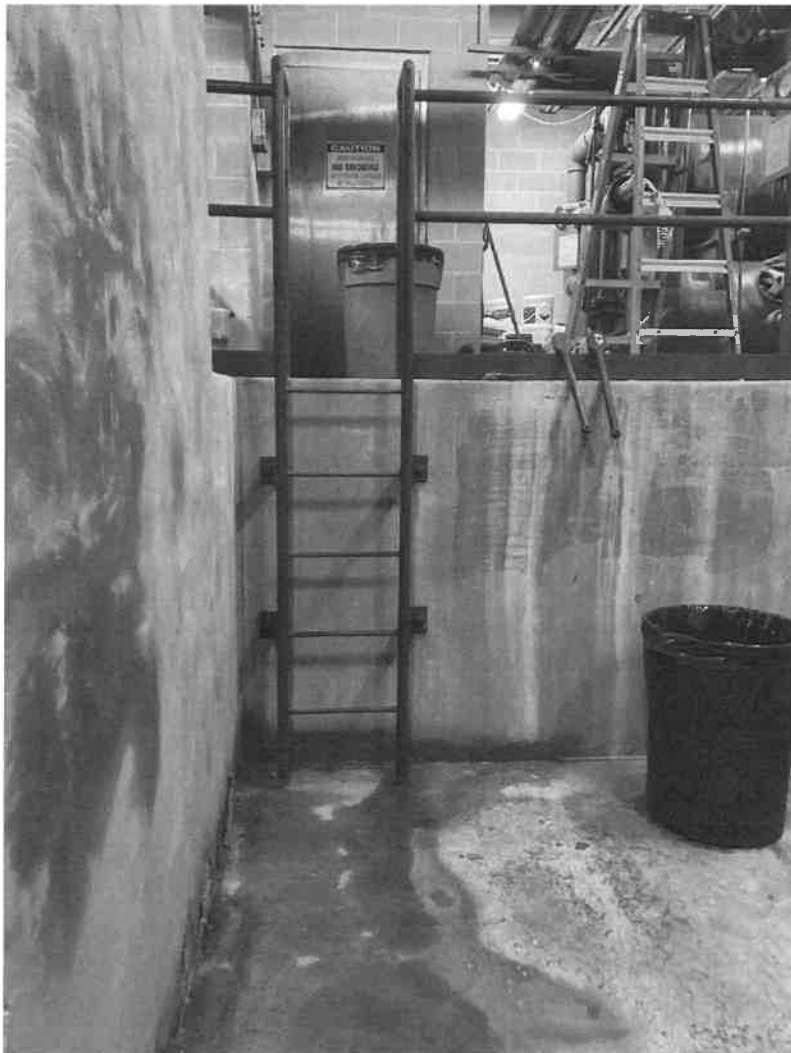
GENERAL REQUIREMENTS

The Georgetown-Scott County Parks and Recreation Department is accepting bids for the fabrication and installation of stairs which lead into the mechanical pit at the Pavilion located at 140 Pavilion Drive, Georgetown, KY 40324.

The Georgetown-Scott County Parks and Recreation Department reserves the right to accept or reject any and all bids. The bid price shall be good through March 31, 2023.

Scope of Work

- Engineer, Field Measure (Scan), Fabricate and Install a set of stairs in the pit at the Pavilion. Approximately 6 ft. tall
- Paint Specs: SSPC #6, (1) Coat of Industrial Primer and (1) Coat of Industrial Enamel



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EVALUATION CRITERIA: Every effort will be made to evaluate the bids as objectively as possible. The best proposal will be determined by Committee that provides the best combination of factors relating to experience, qualifications, service and reputation. Consistent with GSC Parks POL.A.04.06 - Procurement Policy: "Local Purchasing: GSC Parks personnel should seek to purchase goods and services from Scott County vendors when they are of comparable quality to goods and services purchased from vendors not located in Scott County."

PARAMETER	% WEIGHT
Cost of Service	50
Contractor/Subcontractor Qualifications and Experience	20
References	20
Local Purchasing	10

The Evaluation Committee may include the following:

- Director of Parks
- Assistant Director
- Facilities Maintenance Manager
- Assistant Facilities Maintenance Manager
- Aquatics Recreation Manager

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Other member(s) deemed necessary as determined by the Director of Parks

Committee members shall not be contacted by the Bidder during the bid preparation and selection process, unless otherwise noted herein.

The Committee shall make a recommendation to the GSC Parks Board during the regularly scheduled board meeting on September 19, 2022 at 5:30pm of the best bid. The Committee reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance under similar operations before making a final decision and will be based on both an objective and subjective comparison of the bid.

PRE-BID MEETING

A pre-bid meeting will be held on August 18, 2022 at 2:00pm at 140 Pavilion Drive, Georgetown, KY 40324. All additional inquiries must be submitted via Public Purchase (<http://www.publicpurchase.com/>).

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AFFIDAVIT

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

1. His/her name is _____ and he/she is the individual or the authorized representative of _____ (hereinafter referred to as "Vendor"), and is authorized to submit the Bid Response Form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Vendor will pay all taxes and fees, which are owed to the City of Georgetown at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Vendor will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Vendor authorizes the City of Georgetown and/or Georgetown-Scott County Parks and Recreation to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Vendor has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Vendor has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Vendor acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or 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.

Affiant

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2022.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

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BIDDER RESPONSE FORM

NAME OF FIRM: _____

ADDRESS: _____

NAME (Type or Print): _____

TELEPHONE: _____

EMAIL: _____

* Authorized Signature: _____

Date: _____

* Signature certifies the proposed solution and services meet all requirements outlined in this bid and the vendor will comply with all specified requirements unless exceptions are noted below.

EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS

NAME OF CONTRACTOR/SUBCONTRACTOR: _____

A bid bond or check in the amount of five (5%) percent of this bid made payable to GSC Parks is attached hereto.

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EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
 - The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:
 - The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

Georgetown – Scott County Parks and Recreation practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above-mentioned ordinances may cause a contract to be canceled and the vendors 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.

Vendors

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

Signature

Name of Company

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VENDOR'S STATEMENT PURSUANT TO KRS 45A.343

45A.343 Local Public Agency may adopt provisions of KRS 45A.345 to 45A.460 – Effect of Adoption – Contracts are required to mandate revealing of violations of and compliance with specified KRS chapters – Effect of nondisclosure or noncompliance. (KRS 136 – Corporate taxes; KRS 139 – Sales & use taxes; KRS 141 – Income taxes; KRS 337 – Wage and hour; KRS 338 – Occupational safety; KRS 341 – Unemployment; KRS 342 – Workers Comp.)

The undersigned, as a duly authorized officer of _____ pursuant to KRS 45A.343 states;

1. To the best of my knowledge, information and belief, _____ has not been finally determined to have violated any of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341, or 342 that apply to it within the five year period preceding this statement.

2. _____ acknowledges that it will be required to be in compliance with those provisions of KRS Chapters 136, 139, 141, 337, 338, 341, and 342 that apply to it for the duration of the Contract to be entered into with Georgetown – Scott County Parks and Recreation, Kentucky.

3. _____ acknowledges that if it fails to reveal any final determination of violation of KRS Chapters 136, 139, 141, 337, 338, 341, or 342, or to comply with the applicable provisions of those statutes for the duration of the aforesaid Contract, such shall be grounds for Georgetown – Scott County Parks and Recreation, Georgetown, Kentucky to:

- a) Cancel its contract with _____, and
- b) Disqualify _____ from eligibility for future contracts awarded by Georgetown – Scott County Parks and Recreation for a period of two years.

This the ____ day of _____, 2022.

Firm: _____

By: _____

Title: _____

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CHECKLIST FOR REQUIREMENTS

Initial "_____" for all below as indicated or bid may be rejected.

- _____ Proposer received and understands the Request for Bids Package and Specifications.
- _____ Quotes for equipment and services as specified in the GENERAL REQUIREMENTS section attached.
- _____ Additional Requested Information attached (IF APPLICABLE).
- _____ PROPOSER RESPONSE FORM completed and attached.
- _____ EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS completed and attached (IF APPLICABLE).
- _____ AFFIDAVIT signed and attached.
- _____ EQUAL EMPLOYMENT AGREEMENT signed and attached.
- _____ VENDOR'S STATEMENT PURSUANT TO KRS 45A.343 signed and attached.

**Ed Davis Learning Center
Financial Statement
July 2022**

4:19 PM
08/15/22
Accrual Basis

Accounts	Income				
	July 2022 Income	YTD Income	Budget	Balance	% of Budget
3070 · City - Ed Davis Funds	13,233.33	13,233.33	158,800.00	-145,566.67	8.33%
9120 · ED - Program Income	950.00	1,645.00	5,000.00	-3,355.00	32.9%
9130 · ED - Rental Income	448.00	336.00	5,000.00	-4,664.00	6.72%
9140 · ED - Miscellaneous Income	0.00	0.00	500.00	-500.00	0.0%
9141 · Grants/Donations	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Income	14,631.33	15,214.33	170,300.00	-155,085.67	8.93%
Accounts	Expense				
	July 2022 Expense	YTD Income	Budget	Balance	% of Budget
9200 · ED - SALARIES	2,604.88	2,604.88	50,500.00	47,895.12	5.16%
9210 · ED - Employer FICA	0.00	0.00	6,100.00	6,100.00	0.0%
9211 · ED - Unemployment Insurance	0.00	0.00	1,300.00	1,300.00	0.0%
9212 · ED - Workers Compensation	4,300.00	4,300.00	4,300.00	0.00	100.0%
9213 · ED - Employer Retirement	0.00	990.98	14,000.00	13,009.02	7.08%
9214 · ED - Health Insurance	640.51	1,281.02	17,700.00	16,418.98	7.24%
9220 · ED - Liability, Prop. Insurance	2,500.00	2,500.00	2,500.00	0.00	100.0%
9230 · ED - Office Supplies	80.44	80.44	3,000.00	2,919.56	2.68%
9240 · ED - Advertising/Printing	0.00	0.00	500.00	500.00	0.0%
9250 · ED - Continuing Education	0.00	0.00	800.00	800.00	0.0%
9260 · ED - Travel Expense	100.03	100.03	600.00	499.97	16.67%
9300 · ED - MAINTENANCE SALARIES	0.00	0.00	1,000.00	1,000.00	0.0%
9310 · ED - Telephone	64.32	64.32	1,000.00	935.68	6.43%
9311 · ED - Columbia Gas	86.22	86.22	2,600.00	2,513.78	3.32%
9312 · ED - Kentucky Utilities	740.00	740.00	7,000.00	6,260.00	10.57%
9313 · ED - Georgetown Water	132.17	132.17	1,600.00	1,467.83	8.26%
9315 · ED Internet Service/Cable	262.20	262.20	5,000.00	4,737.80	5.24%
9320 · ED - Supplies, Serv., Repair	1,488.12	1,488.12	10,000.00	8,511.88	14.88%
9330 · ED - Equipment	0.00	0.00	600.00	600.00	0.0%
9350 · ED - SP. EVENTS/PROG. SALARIES	2,328.26	2,328.26	36,000.00	33,671.74	6.47%
9400 · ED-Prog., Event, Supplies&Equip	1,027.95	1,027.95	4,000.00	2,972.05	25.7%
9600 · ED - Miscellaneous Expenses	0.00	0.00	200.00	200.00	0.0%
Total Expense	16,355.10	17,986.59	170,300.00	152,313.41	10.56%

Georgetown-Scott County Parks and Recreation
Financial Statement July 2022

Accounts	Income				
	July 2022 Income	YTD Income	Budget	Balance	% of Budget
3030 · City Funds	104,583.33	104,583.33	1,255,000.00	-1,150,416.67	8.33%
3060 · County Funds	0.00	0.00	1,255,000.00	-1,255,000.00	0.0%
3150 · Pool Income	59,692.02	67,796.40	268,000.00	-190,203.60	26.28%
3180 · Horse Park Pool	0.00	0.00	57,700.00	-57,700.00	0.0%
3260 · Pool Concessions- Contract	0.00	0.00	5,000.00	-5,000.00	0.0%
3400 · Kidzworld Income	310.00	330.00	105,000.00	-104,670.00	0.31%
3430 · Fun Express Income	6,845.00	6,970.00	10,000.00	-3,030.00	69.7%
3470 · KLC Safety Grant	0.00	0.00	3,000.00	-3,000.00	0.0%
3600 · Facility Rental Income	665.00	605.00	36,500.00	-35,895.00	1.66%
3710 · Special Events Income	0.00	0.00	5,000.00	-5,000.00	0.0%
3720 · Private Donations	1.00	1.00	2,500.00	-2,499.00	0.04%
3730 · New Programs Income	2,000.00	2,000.00	5,000.00	-3,000.00	40.0%
3750 · Miscellaneous Income	0.00	40.00	300.00	-260.00	13.33%
8014 · Pavilion - 20 V Passes	763.10	942.10	30,000.00	-29,057.90	3.14%
8015 · Pavilion - Daily Passes	4,854.45	7,119.45	164,000.00	-156,880.55	4.34%
8016 · Pavilion - Annual Pass	19,939.95	22,166.36	220,000.00	-197,833.64	10.08%
8017 · Pavilion - 6 Month Pass	722.00	1,402.50	22,000.00	-20,597.50	6.38%
8018 · Pavilion - Aquatics Programs	-2,376.25	-2,571.25	50,000.00	-52,571.25	-5.14%
8020 · Pavilion Gymnasium Programs	647.50	1,492.50	20,000.00	-18,507.50	7.46%
8022 · Pavilion - Dance/Gymnastics Pro	13,318.25	16,994.00	114,000.00	-97,006.00	14.91%
8024 · Pavilion - Aerobics Programs	771.00	986.00	15,000.00	-14,014.00	6.57%
8026 · Pavilion - Camps/Childrens Act.	0.00	0.00	3,000.00	-3,000.00	0.0%
8028 · Pavilion - Special Events	0.00	0.00	5,000.00	-5,000.00	0.0%
8030 · Pavilion - Child Care	5.00	15.00	350.00	-335.00	4.29%
8032 · Pavilion - Facility Rental	1,649.50	2,237.50	45,000.00	-42,762.50	4.97%
8034 · Pavilion - Concession/Vending	693.26	846.36	10,000.00	-9,153.64	8.46%
8036 · Pavilion - Miscellaneous	0.00	0.00	500.00	-500.00	0.0%
Total Income	215,084.11	233,956.25	3,696,850.00	-3,462,893.75	6.33%

Georgetown-Scott County Parks and Recreation Financial Statement July 2022

Accounts	Expense				
	July 2022 Expense	YTD Expense	Budget	Balance	% of Budget
4030 · ADMINISTRATIVE SALARIES - FT	15,908.96	15,908.96	300,000.00	284,091.04	5.3%
4060 · Employer FICA Tax	11,903.33	11,903.33	130,000.00	118,096.67	9.16%
4090 · Unemployment Insurance	503.94	503.94	17,500.00	16,996.06	2.88%
4120 · Workers Compensation	38,628.98	38,628.98	59,000.00	20,371.02	65.47%
4130 · Drug Testing	140.00	140.00	5,000.00	4,860.00	2.8%
4150 · Employers Retirement		18,099.78	218,000.00	199,900.22	8.3%
4180 · Health Insurance	16,723.98	34,497.28	290,000.00	255,502.72	11.9%
4200 · Staff Uniforms	0.00	0.00	3,000.00	3,000.00	0.0%
4201 · REC. MANAGERS SALARIES - FT	6,756.92	6,756.92	153,000.00	146,243.08	4.42%
4202 · PAV. OPERATIONS SALARIES - PT	13,555.29	13,555.29	185,400.00	171,844.71	7.31%
4240 · Office Phone	593.22	593.22	1,800.00	1,206.78	32.96%
4260 · Equipment rental	0.00	0.00	4,000.00	4,000.00	0.0%
4270 · Office Supplies and Equipment	9,159.55	9,159.55	46,000.00	36,840.45	19.91%
4280 · Professional Fees	350.30	350.30	25,000.00	24,649.70	1.4%
4300 · Advertising, Print, Marketing	2,694.85	6,989.78	25,000.00	18,010.22	27.96%
4320 · Technology Support	10,600.00	10,600.00	40,000.00	29,400.00	26.5%
4360 · Continuing Education	1,199.00	1,199.00	11,000.00	9,801.00	10.9%
4370 · Liability, Equipment Insurance	77,205.87	77,205.87	94,000.00	16,794.13	82.13%
4390 · Travel Expense	0.00	0.00	7,000.00	7,000.00	0.0%
4450 · PARKS MAINT. SALARIES - FT	13,884.03	13,884.03	258,000.00	244,115.97	5.38%
4460 · PARKS MAINT. HOURLY - PT	1,763.27	1,763.27	80,000.00	78,236.73	2.2%
4470 · FACILITY MAINT. SALARIES - PT	5,045.87	5,045.87	70,000.00	64,954.13	7.21%
4480 · FACILITY MAINT. SALARIES - FT	10,204.53	10,204.53	190,000.00	179,795.47	5.37%
4490 · 4490 - FAC. MAINT. SALARY - FT	0.00	0.00	0.00	0.00	0.0%
4509 · Trail Maintenance	0.00	0.00	5,000.00	5,000.00	0.0%
4510 · Suffoletta Park	1,172.54	1,172.54	12,500.00	11,327.46	9.38%
4520 · Skate Park	0.00	0.00	5,000.00	5,000.00	0.0%
4540 · Ed Davis Park	284.06	284.06	6,000.00	5,715.94	4.73%
4570 · Marshall Park	2,267.97	2,267.97	16,000.00	13,732.03	14.18%
4600 · Scott County Park	966.03	966.03	13,000.00	12,033.97	7.43%

Georgetown-Scott County Parks and Recreation Financial Statement July 2022

Accounts	July 2022 Expense	YTD Expense	Budget	Balance	% of Budget
4610 · Oser Landing Park	176.78	176.78	5,000.00	4,823.22	3.54%
4630 · Oxford Road Park	102.51	102.51	2,000.00	1,897.49	5.13%
4640 · Great Crossing Park	0.00	0.00	12,500.00	12,500.00	0.0%
4650 · Royal Spring Park	29.49	29.49	5,500.00	5,470.51	0.54%
4660 · Vehicle Maintenance and Parts	4,391.66	5,011.70	12,500.00	7,488.30	40.09%
4690 · Equipment Maintenance and Parts	743.37	986.90	13,000.00	12,014.10	7.58%
4750 · Cell phones	943.04	943.04	12,000.00	11,056.96	7.86%
4780 · Fuel and Oil	3,746.86	3,746.86	33,000.00	29,253.14	11.35%
4810 · Supplies	7,781.67	11,466.67	78,000.00	66,533.33	14.7%
4850 · Parks Equipment	0.00	0.00	3,500.00	3,500.00	0.0%
4930 · SUFFOLETTA POOL SALARIES	34,436.87	34,533.82	107,200.00	72,666.18	32.21%
5000 · HORSE PARK LG HOURS	9,967.00	9,967.00	33,500.00	23,533.00	29.75%
5020 · SFAC Kentucky Utilities	11,471.43	11,471.43	35,000.00	23,528.57	32.78%
5050 · SFAC Georgetown Water	7,510.85	7,510.85	27,000.00	19,489.15	27.82%
5060 · SFAC Center Phone	360.16	360.16	3,700.00	3,339.84	9.73%
5140 · SFAC Pool Supplies/Chemicals	8,763.36	9,652.92	33,000.00	23,347.08	29.25%
5200 · SFAC Pool Supplies/Maintenance	6,220.65	6,220.65	21,000.00	14,779.35	29.62%
6280 · Little League Baseball	0.00	0.00	500.00	500.00	0.0%
6340 · Youth Softball	0.00	0.00	500.00	500.00	0.0%
6370 · Youth Soccer	0.00	0.00	500.00	500.00	0.0%
6400 · Youth Football	0.00	0.00	500.00	500.00	0.0%
6420 · Youth Volleyball	0.00	0.00	250.00	250.00	0.0%
6430 · Georgetown Stingrays	0.00	0.00	250.00	250.00	0.0%
6440 · Super Sharks	0.00	0.00	0.00	0.00	0.0%
6460 · KIDZWORLD SALARIES	28,197.16	28,197.16	98,000.00	69,802.84	28.77%
6490 · Kidzworld Supplies	3,333.70	3,333.70	5,000.00	1,666.30	66.67%
6500 · Kidzworld-Transportation	7,120.38	7,120.38	22,000.00	14,879.62	32.37%
6520 · Kidzworld Lunch Program	983.05	983.05	600.00	-383.05	163.84%
6550 · Fun Express Supplies	0.00	0.00	1,000.00	1,000.00	0.0%
6551 · FUN EXPRESS SALARIES	0.00	0.00	12,000.00	12,000.00	0.0%
6840 · NEW PROG/SPEC EVENTS SAL PT	0.00	0.00	5,000.00	5,000.00	0.0%
6850 · New Prog/Sp Events Supplies	544.98	544.98	1,500.00	955.02	36.33%

Georgetown-Scott County Parks and Recreation
Financial Statement July 2022

Accounts	July 2022 Expense	YTD Expense	Budget	Balance	% of Budget
6880 · Miscellaneous	22.06	22.06	800.00	777.94	2.76%
8066 · Pavilion - Columbia Gas	573.75	573.75	53,000.00	52,426.25	1.08%
8068 · Pavilion - Kentucky Utilities	11,128.64	11,128.64	140,000.00	128,871.36	7.95%
8070 · Pavilion - Georgetown Water	2,362.59	2,362.59	60,000.00	57,637.41	3.94%
8074 · Pavilion - Supp., Serv., Repair	16,418.80	17,183.69	200,000.00	182,816.31	8.59%
8076 · Pavilion - Equipment	0.00	0.00	12,000.00	12,000.00	0.0%
8080 · PAVILION - GYM PROGRAM SALARIES	168.65	168.65	8,000.00	7,831.35	2.11%
8081 · Pavilion - Gym Program Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8082 · PAVILION - AEROBICS SALARIES	1,846.97	1,846.97	61,800.00	59,953.03	2.99%
8083 · Pavilion - Aerobics Supplies	0.00	0.00	2,000.00	2,000.00	0.0%
8084 · PAVILION - DANCE/GYM SALARIES	644.87	644.87	55,000.00	54,355.13	1.17%
8085 · Pavilion - Dance/Gym Supplies	97.53	97.53	8,500.00	8,402.47	1.15%
8088 · PAVILION - SPECIAL EVENTS SALLAR	0.00	0.00	1,000.00	1,000.00	0.0%
8089 · Pavilion - Special Events Suppl	0.00	0.00	1,250.00	1,250.00	0.0%
8090 · Pavilion - Concession	0.00	0.00	0.00	0.00	0.0%
8092 · PAVILION - AQUATICS SALARIES PT	904.20	904.20	210,000.00	209,095.80	0.43%
8094 · Pavilion - Aquatics Supplies	3,045.17	3,045.17	20,000.00	16,954.83	15.23%
8098 · Pavilion - Child Care Supplies	0.00	0.00	500.00	500.00	0.0%
8100 · Pavilion - Fitness/Wgt Rm Suppl	7.49	7.49	2,500.00	2,492.51	0.3%
8102 · Pavilion - Gymnasium Supplies	134.71	134.71	1,000.00	865.29	13.47%
8104 · Pavilion - Miscellaneous Expens	0.00	0.00	800.00	800.00	0.0%
Total Expense	415,692.89	462,314.87	3,695,350.00	3,233,035.13	12.51%

**Georgetown-Scott County Parks and Recreation
Added Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
Brenntag Mid-South, Inc.					
	08/05/2022		2000 · Accounts Payable		889.56
	08/05/2022	13 Units of Hydrochloric Acid	5140 · SFAC Pool Supplies/Chemicals	889.56	
Total Brenntag Mid-South, Inc.				889.56	889.56
D-C Elevator Company, Inc.					
	08/01/2022		2000 · Accounts Payable		105.49
	08/01/2022	August Elevator Scheduled Maintenance	8074 · Pavilion - Supp., Serv., Repair	105.49	
Total D-C Elevator Company, Inc.				105.49	105.49
Interstate Towing Service					
	07/31/2022		2000 · Accounts Payable		85.00
	07/31/2022	Charge to Pick Up New Parks Truck	4660 · Vehicle Maintenance and Parts	85.00	
Total Interstate Towing Service				85.00	85.00
Kentucky Utilities Company					
	07/31/2022		2000 · Accounts Payable		27,197.75
	07/31/2022	Markham	4510 · Suffoletta Park	50.87	
	07/31/2022	Oser Landing Park	4610 · Oser Landing Park	176.78	
	07/31/2022	Horseshoe Pit	4510 · Suffoletta Park	44.01	
	07/31/2022	Louie B. Nunn Dr. Ball	4510 · Suffoletta Park	323.77	
	07/31/2022	Louie B. Nunn Dr.	4510 · Suffoletta Park	419.83	
	07/31/2022	151 Ed Davis Lane	9312 · ED - Kentucky Utilities	740.00	
	07/31/2022	Marshall Park Dr. PL	4570 · Marshall Park	621.66	
	07/31/2022	Airport Field 4	4570 · Marshall Park	67.62	
	07/31/2022	1220 Cincinnati Rd. Shop	4600 · Scott County Park	392.85	
	07/31/2022	Marshall Park Dr. Field #1	4570 · Marshall Park	167.58	
	07/31/2022	Airport Rd. Conc.St	4570 · Marshall Park	314.69	
	07/31/2022	1080 Cincinnati Rd. Ballfield	4600 · Scott County Park	172.42	
	07/31/2022	SFAC	5020 · SFAC Kentucky Utilities	11,471.43	
	07/31/2022	Airport Rd Conc	4570 · Marshall Park	75.36	
	07/31/2022	Pavilion	8068 · Pavilion - Kentucky Utilities	11,128.64	

**Georgetown-Scott County Parks and Recreation
Added Bills Detail
As of August 15, 2022**

	Date	Memo	Account	Debit	Credit
	07/31/2022	Batting Cage TBR SCYB	4810 · Supplies	333.81	
	07/31/2022	Ed Davis Park	4540 · Ed Davis Park	261.34	
	07/31/2022	Airport Rd Field #2	4570 · Marshall Park	46.93	
	07/31/2022	Airport Rd. Field #3	4570 · Marshall Park	64.49	
	07/31/2022	Loie B Nunn Dr Ball	4510 · Suffoletta Park	127.81	
	07/31/2022	Airport Rd Field #5	4570 · Marshall Park	50.08	
	07/31/2022	Lisle Rd Soccer Gate	4810 · Supplies	43.27	
	07/31/2022	Oxford Dr	4630 · Oxford Road Park	102.51	
Total Kentucky Utilities Company				27,197.75	27,197.75
Lowe's Home Centers Inc.					
	07/31/2022		2000 · Accounts Payable		951.94
	07/31/2022	Boards, Screwdriver Bits, Screws & Tool Bag	4810 · Supplies	170.48	
	07/31/2022	Couplings & Groove Joints	5200 · SFAC Pool Supplies/Maintenance	53.47	
	07/31/2022	Qty:2 Antifreeze	4660 · Vehicle Maintenance and Parts	24.66	
	07/31/2022	Pool Renovation Cleaning & Supplies	8074 · Pavilion - Supp., Serv., Repair	703.33	
Total Lowe's Home Centers Inc.				951.94	951.94
Miracle Recreation of KY & TN					
	08/05/2022		2000 · Accounts Payable		3,685.00
	08/05/2022	Qty. 4 Acrylic B-Boards for Brooking Pk.	4810 · Supplies	3,685.00	
Total Miracle Recreation of KY & TN				3,685.00	3,685.00
MLS Powersports LLC					
	08/10/2022		2000 · Accounts Payable		242.53
	08/10/2022	Mower Spindle Assembly	4690 · Equipment Maintenance and Parts	242.53	
Total MLS Powersports LLC				242.53	242.53
TOTALS:				33,157.27	33,157.27

July 2022 Program Report
For August 15, 2022 GSC Parks & Recreation Board Meeting
Ednal Maynard

Pavilion Operations

Pavilion Program Attendance: **948**
Pavilion Annual Membership: **1,425**
Pavilion Daily Passes: **966**
Fiscal Year To Date Attendance: **3,760**
Total Pavilion Attendance Including Programs, Passes, Non-Participants, and Rentals: **3,760**
Total Promotional Annual Passes Sold To Date: **84**

Pavilion Operations Income: **\$44,139.11**
Pavilion Expenses: **\$136,472.26**
Pavilion Recovery Rate: **32%**

Ed Davis Learning Center

EDLC Attendance Including Daily Attendance, Programs, Community Services, and Rentals: **1,703**

Daily Attendance:	317
Meetings:	31
Rentals:	575

Programs

Assist Basketball Academy: **540**
Northside Christian VBS: **240**

Suffoletta Family Aquatic Center

SFAC Attendance Including Daily Attendance, Cabana Rentals, and Party Rentals: **8,338**
2022 SFAC Season Passes Sold as of 6/30/2022: **424**
2022 SFAC Season Passes Revenue as of 6/30/2022: **\$16,396.00**
2021 SFAC Season Passes Sold: **425**
2021 SFAC Season Passes Revenue: **\$16,980**



Pavilion Operations Revenue / Expense Report for July

Revenue	2018	2019	2020	2021	2022
20 Visit Pass	\$1,777.10	\$1,082.00	\$1,211.00	\$1,920.70	\$843.10
6 Month Pass	\$3,135.01	\$3,490.60	\$922.00	\$1,307.80	\$722.00
Annual Pass	\$31,759.19	\$33,808.93	\$14,785.37	\$18,545.59	\$15,826.56
Aquatic Programs	\$2,640.40	\$2,164.85	\$1,756.50	\$734.00	(\$2,326.25)
Camp Programs	\$7,397.13	\$10,506.50		\$2,641.50	\$330.00
Child Care	\$26.00	\$16.00	\$2.00	\$40.00	\$5.00
Concessions	\$2,139.00	\$1,828.00	\$254.00		
Daily Pass	\$16,384.70	\$20,095.90	\$6,929.20	\$18,958.60	\$5,162.45
Deposit Fee Return	(\$515.50)	(\$232.00)			
Facility Rentals	\$1,262.75	\$1,025.60	(\$756.00)	\$603.50	\$1,949.50
Fun Express Program			(\$750.00)	\$3,600.00	\$7,295.00
Gymnasium Programs	\$1,093.75	\$1,085.00	\$604.37	\$465.00	\$797.50
Land Programs	\$11,924.50	\$10,798.00	\$3,052.75	\$419.00	\$13,534.25
Miscellaneous	\$60.00	\$42.00	\$38.00	\$4.00	
Program Refunds	(\$1,347.82)	(\$744.50)			
Total Revenue	\$77,736.21	\$84,966.88	\$28,049.19	\$49,239.69	\$44,139.11

Expenses

	2018	2019	2020	2021	2022
Miscellaneous	\$29.97	\$41.70	\$92.75		\$66.42
Salaries	\$70,345.59	\$72,333.85	\$68,119.04	\$27,765.57	\$66,329.53
Supplies/ Equipment	\$9,240.32	\$16,218.35	\$14,516.70	\$11,106.70	\$50,871.60
Utilities	\$14,194.95	\$14,034.75	\$15,134.11	\$16,563.52	\$19,204.71
Total Expenses	\$93,810.83	\$102,628.65	\$97,862.60	\$55,435.79	\$136,472.26



5 Year Attendance Comparison for July

Attendance Type	2018	2019	2020	2021	2022
20 Visit Pass	209	229	164	307	138
20 Visit Walker Pass	146	170	39		
6 Month Pass	408	490	94	455	169
Annual Pass	4015	4432	1304	2498	1425
Complimentary Pass	72	55	25	51	5
Daily Pass	3219	3908	1445	6012	966
Observer Attendance	698	700	86	94	90
Off-Site Program Attendance	25	3			
Program Attendance	4816	4615	1015	1207	948
Rental / Meeting Attendance	60	407	8	593	19
	13668	15009	4180	11217	3760



2018 - to Date Fiscal Year Attendance Comparison

AttendanceType	2018-19	2019-20	2020-21	2021-22	2022-23
Daily Pass	34959	20418	26341	42156	966
Complimentary Pass	564	338	249	294	5
20 Visit Pass	3145	2218	2414	2450	138
6 Month Pass	5558	3213	2320	4018	169
20 Visit Walker Pass	2880	1973	191	208	
Rental / Meeting Attendance	5533	5706	2401	6690	19
Annual Pass	46454	30733	19202	25103	1425
Program Attendance	42868	29062	19961	25271	948
Coupon Pass					
Off-Site Program Attendance	231	10			
Observer Attendance	7763	5031	1995	4094	90
	149955	98702	75074	110284	3760



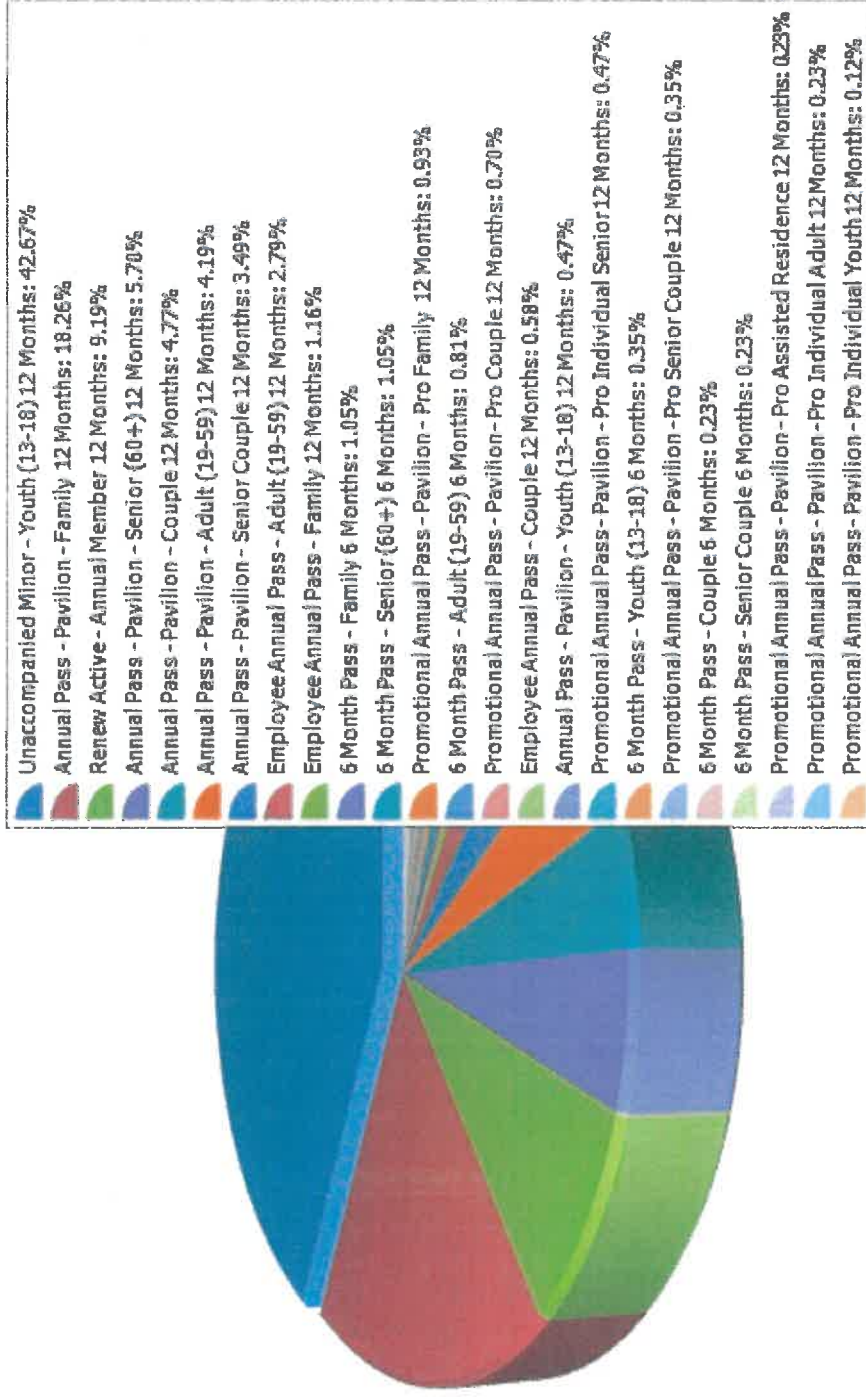
FY 2022 - 2023 Attendance

Attendance Category	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Of Attendance
20 Visit Pass	138												138
6 Month Pass	169												169
Annual Pass	1425												1425
Complimentary Pass	5												5
Daily Pass	966												966
Observer Attendance	90												90
Program Attendance	948												948
Rental / Meeting Attendance	19												19

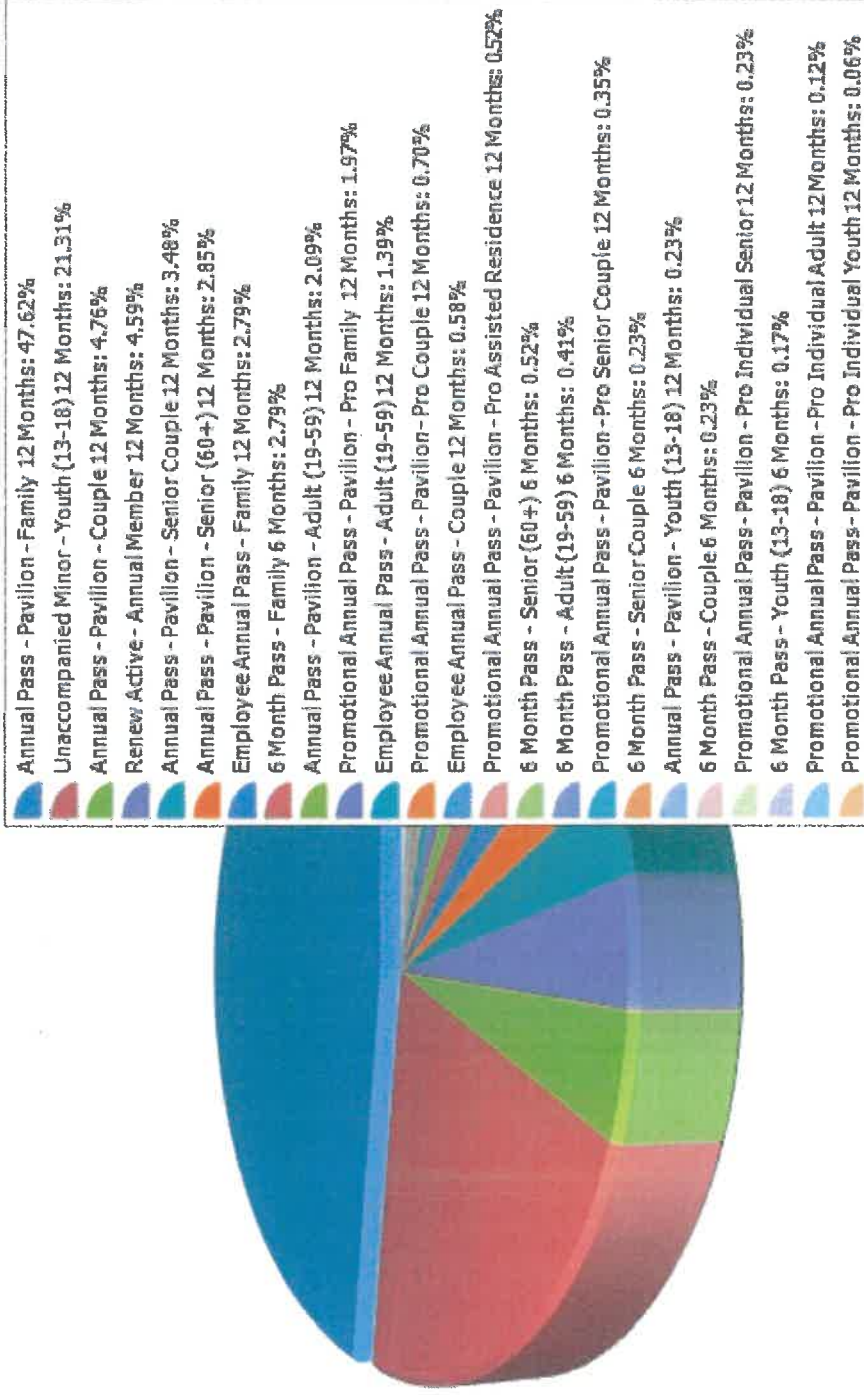
Total: 3760

3,760

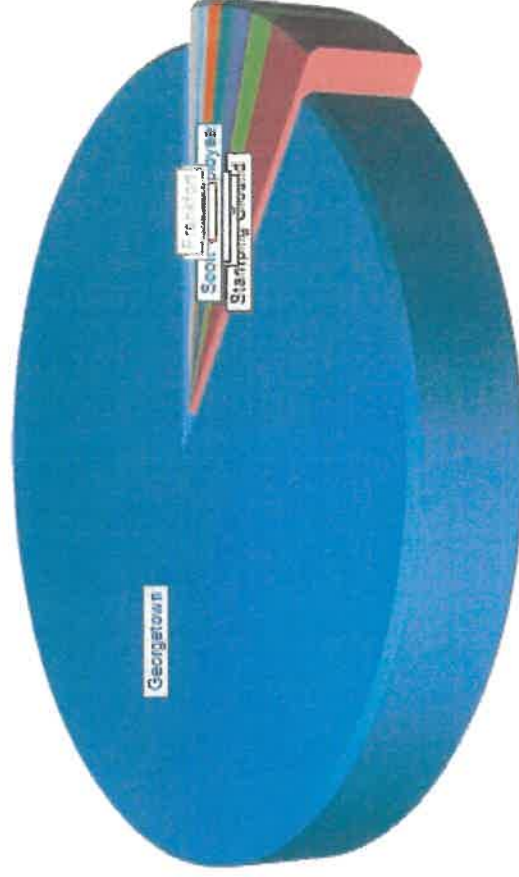
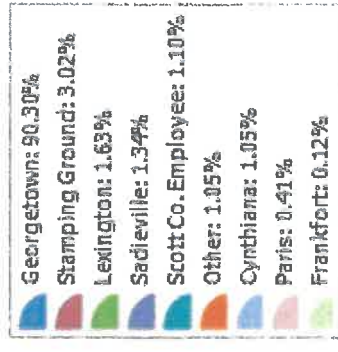
Membership Type Total # of Memberships



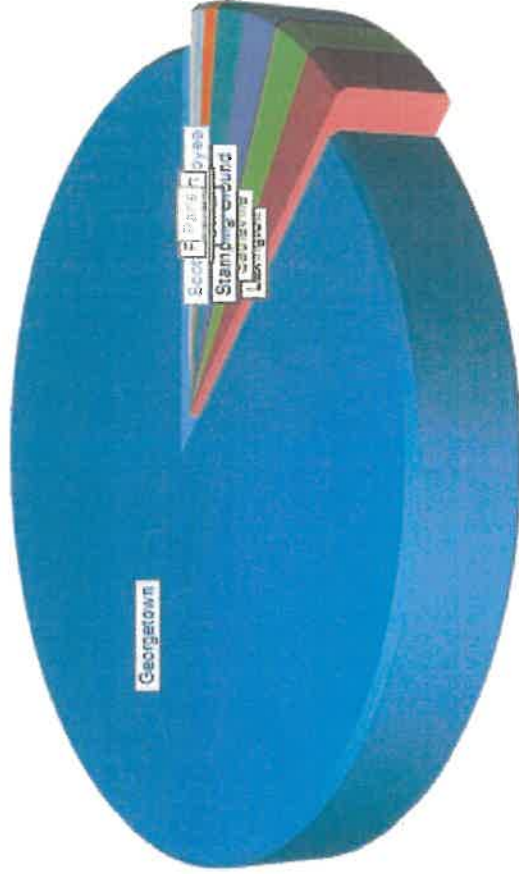
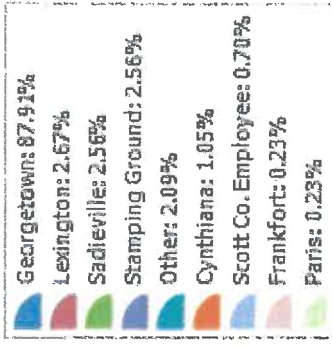
Membership Type Total # of Members



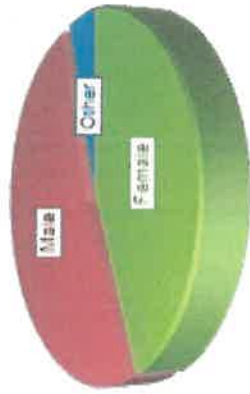
Municipality By Members



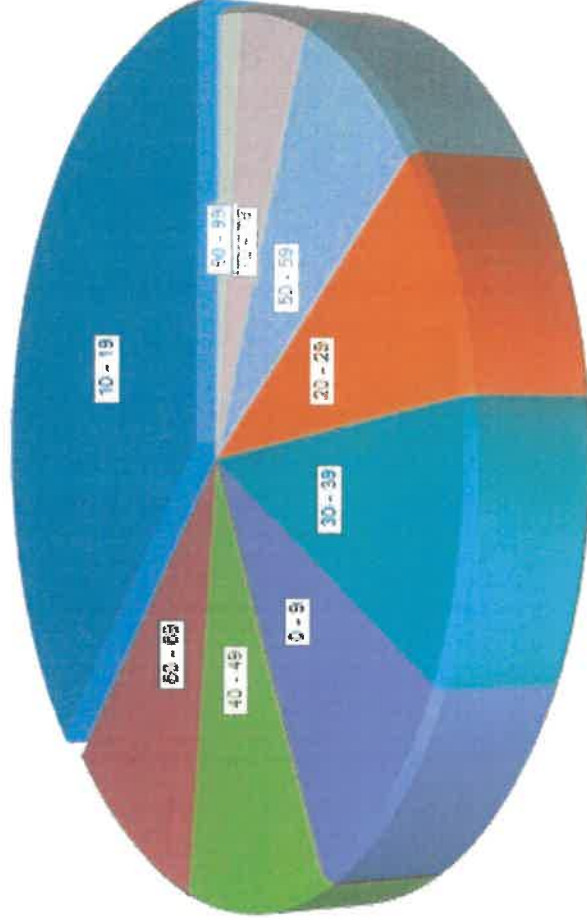
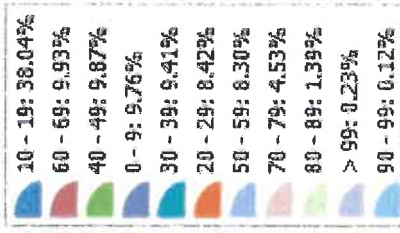
Municipality By Memberships



Gender

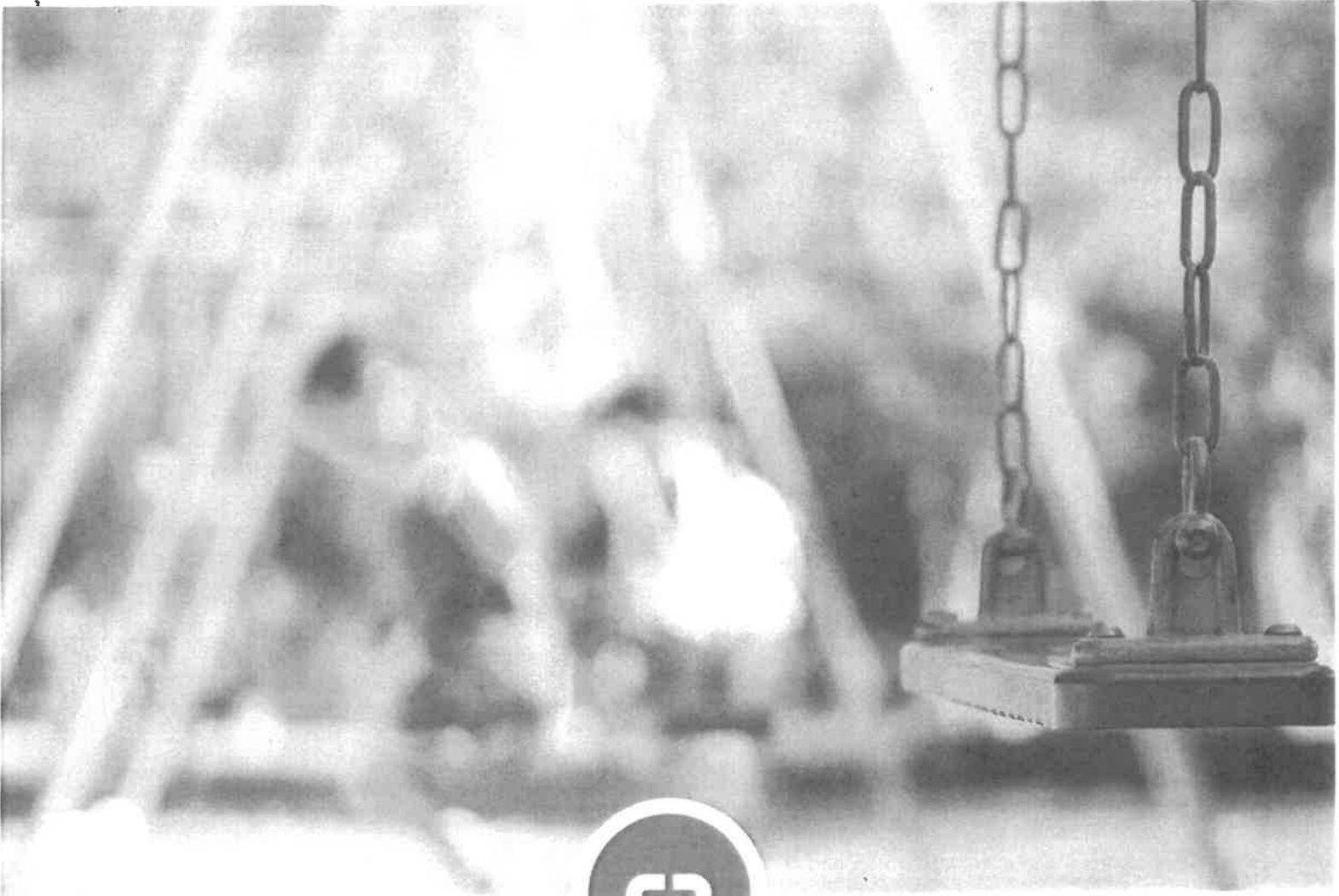


Age



Residency





CIVICREC[®]

Parks & Recreation Management Software

VALID THROUGH SEPTEMBER 30, 2022

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 **CIVICPLUS**

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Company Overview



At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the citizens they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their citizens through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

7,500 +

local government customers across
the United States and Canada

20 +

years of experience with a focus to
help local governments

550 +

employees, many with experience
in local government

Recognition

**Inc.
500**

11-time Inc.
5000 Honoree

**100
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Technical Support



Recognized with
multiple, global
Stevie® Awards
for sales and
customer service
excellence

CivicRec RMS



CivicRec is an all-in-one parks and recreation management software built specifically for local governments. With a simple interface for both staff and citizens, you can manage activities, facilities, memberships, and sports leagues. CivicRec also offers a point of sale system and a ticketing feature built right in. CivicRec is the easiest and most complete solution for your parks and recreation department.

Activity Registration

Your staff can quickly create programs, indicate flexible pricing, attach waivers and prompts, and assign instructors. Easily take registrations in-house or allow residents and non-residents to register securely on the device of their choice. Email branded receipts and permits after checkout. Our software utilizes load balanced servers and can be scaled to accommodate any volume.

League Management

Athletics staff can easily create leagues, draft players, assess skills, and generate schedules. Sign-up is easy for teams or individuals. With the "Scores & Schedules" and "Parent/Player Portal," your public and league participants will have easy access to current league information.

Membership Management

Easily sell memberships or punch cards, take member photos, print cards or associate barcode key tags, and check people into a facility. Leave credit and debit cards on file for future and recurring payments. Staff can see a history of the account's transactions.

Volunteer Management

CivicRec's volunteer management tool creates, manages, and organizes your volunteer opportunities. Within the Activity module, you can create volunteer roles and assignments specific to events, classes, or activities. Citizens can select and register for volunteer roles from home and CivicRec will assist in tracking the time volunteers spend helping around the community with completely integrated reporting for tracking purposes.

Facility Reservations

Easily take in-house and online reservations as well as reserve spaces for classes and sports with an integrated master calendar to avoid double bookings. It's easy to see availability with grid and map-based views with attached photos, descriptions, and rental rates. Generate and email complex permits as well as include waivers, prompts, and forms for a complete checkout process.



Reporting/Financial Accounting

CivicRec has a very powerful reporting engine. There are over 100 canned reports. However, staff can basically take any report and customize it to their liking. Filters and fields can be added and/or removed. Reports can be sorted, saved, emailed, exported to Excel, or scheduled for regular delivery to any email address.

Ticketing

Easily generate general admission tickets for events. Public users will receive their tickets and receipt, which are always available in their transaction history. Tickets can then be printed or shown on their phone display to be scanned into our mobile or desktop check-in screens.



Point of Sale

CivicRec's Point-of-Sale screen makes it easy for staff to quickly sell merchandise, enroll participants, and reserve facilities – all in the same cart! It even plugs right in with your cash drawers, barcode readers, receipt printers, and credit card readers. Integrated inventory control will tell you how many of each item are available at each of your locations.

Marketing/Brochures

CivicRec can produce an InDesign-friendly export that should facilitate the process of generating a brochure. Further, CivicRec's social media tools serve as an additional marketing method allowing users to share via their social media with friends and family.

Email/SMS Blasts

There are several links within CivicRec that allow for email blasts. Many of our reports and roster views allow for mass mailings with just the click of a button. The People Finder report is particularly handy for mailings based on several different filters. SMS messaging is available to facilitate those particularly time-sensitive notifications like cancellations.

Group Permission Levels

Customize your staff experience by creating access groups and setting permissions tailored to individual staff member's roles.

Surveys

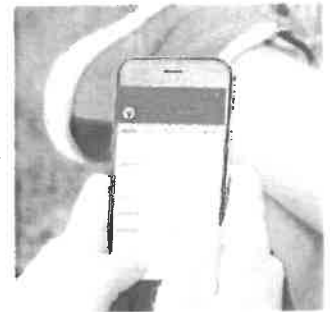
Participants will automatically receive post-program surveys requesting feedback. This information is captured and presented back to staff to help determine how your programming is being received.

Citizen Dashboard/Management

With CivicRec's intuitive public dashboard, citizens can conveniently view notifications, upcoming events, tickets, and receipts. Family or organization members can be added with age and resident information for easy activity registrations. Administratively, your staff can manage user accounts in-house with tools like internal notes and flags as well as duplicate account prevention.

Mobile Ready

When users register through CivicRec, they get the same great experience on their phone/tablet that they're used to experiencing on their desktops. This mobile responsive experience supports all the same waivers, prompts, discounts, and add-ons that the desktop version does. There's QR code support as well as social networking integration to make it easy for your users to connect with you.



Hardware Compatibility

Customers may opt for a variety of hardware peripherals to enhance the CivicRec experience. CivicRec can be integrated with magnetic stripe readers, barcode readers, thermal printers, cash drawers and more. While CivicRec does not directly provide hardware, we are happy to assist with procurement and implementation.

Credit Card Processing

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by you, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers is available upon request.

To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.



Optional Integration Development

CivicRec has developed integrations with a variety of parks and recreation related software systems. There are several integration capabilities that you may choose to leverage. Integrations may require additional discussion and scoping. Since integrations can require custom development time, additional fees may apply.

- Financial GL extract compatible with your financial system
- ArcGIS for purposes of local resident determination
- Identity Provider (IdP) Integration for secure single sign-on
- Lighting integration with Musco or SkyLogix lighting solutions
- AudioEye Enterprise - ADA / WCAG Accessibility

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized citizen interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CivicPlus Portal

CivicPlus Portal will empower your program participants and community members to expand the frequency and variety of revenue-generating activities they sign up for with your parks and recreation department.

CivicPlus Portal gives citizens a single login for every interaction they need to make with their local government. Through the Portal's personalized dashboard, citizens logged in to pay a utility bill can see upcoming community events and immediately register, increasing revenue and engagement with your department.

Citizen Benefits

- Anytime, anywhere access to digital citizen services
- A personalized dashboard that provides link cards to the services they use most frequently

Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with citizens
- Reduced phone calls, walk-ins, and emails from citizens searching for information
- Opportunities to increase revenue and foster civic participation

Integration Hub

Now, more than ever before, communication with your communities is vital. Missed information is a missed opportunity to engage your community in what is happening and reaching as many people as possible is critical to a successful parks and recreation offering.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus products or with third parties (for an additional fee) without the need for a developer. You can even easily create integrations using manual import, polling, and webhooks (for an additional cost).

Seamlessly share and publish your CivicRec event information and details using the Integration Hub. Information entered in your CivicRec calendar will populate CivicEngage® Central calendars and save staff the time and additional steps of entering the same information in multiple places.

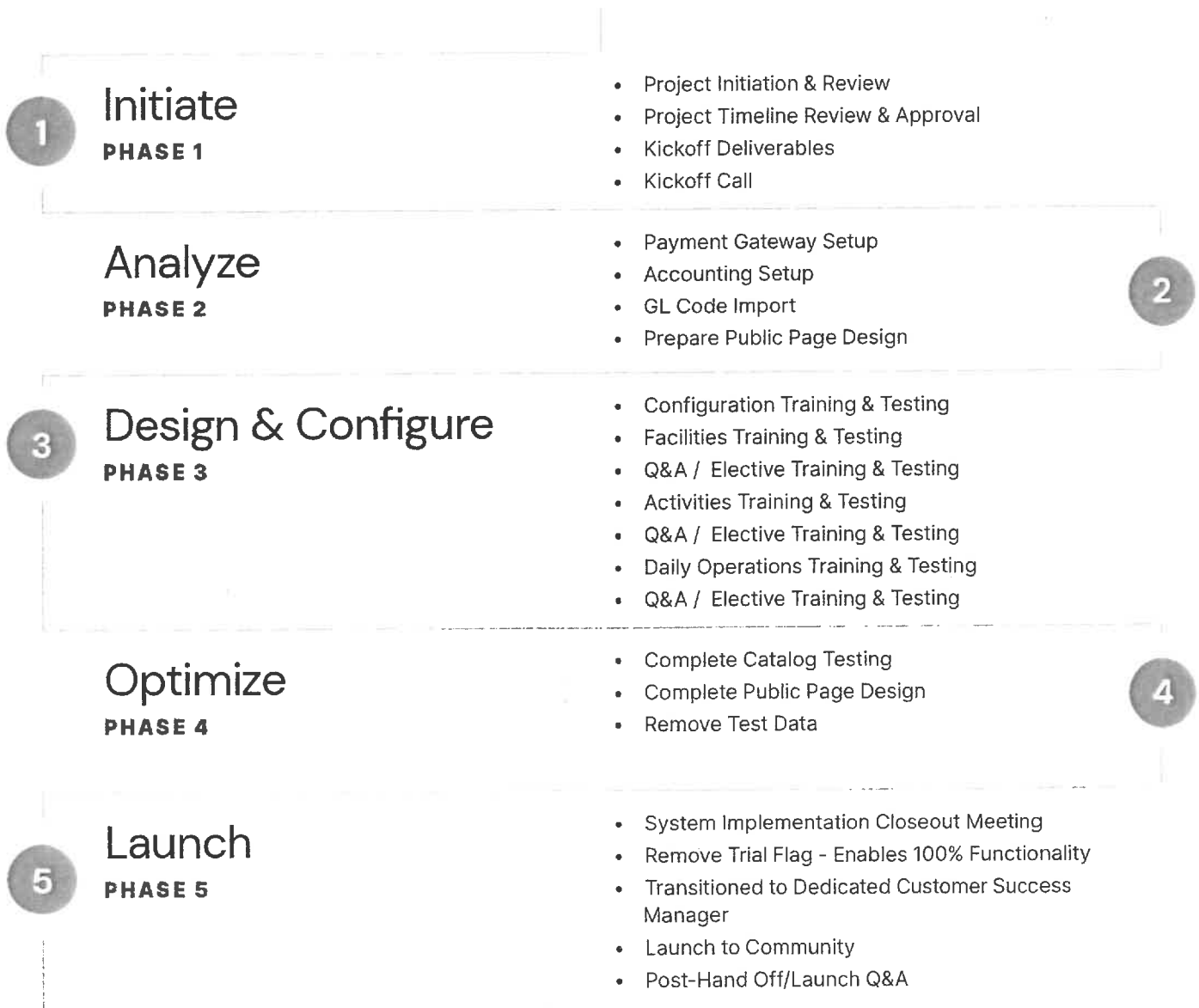
The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. This will save valuable time by automating your most time-consuming manual workflows.

Premium Project Timeline



The following is a simplified example project plan. A typical Premium CivicRec implementation averages ~16 weeks. Your specific timeline can be affected by additional training or integration needs, schedules and availability, pace of learning, and a target launch date. Upon determination of your final scope, your CivicRec Implementation Team will be able to share a complete and more detailed project plan specifically tailored to you.

PROJECT START



GO LIVE

Project Approach

During the Initiate and Analyze Phases, you and the CivicRec Implementation Team will work together to determine an ideal project plan based on your department's goals and contracted items. This includes, at minimum, determining the look and feel of your public page, configuring your accounting settings, importing GL codes, and setting up your payment gateway. It may also include preparing data imports and/or integrations.

During the Design and Configure Phase, you will learn the ins-and-outs of CivicRec through the four Core Curriculum Trainings and three Q&A / Elective Sessions. Electives may include things like campgrounds, memberships, leagues, and front-line training. Your CivicRec Implementation Consultant will train your team on the necessities of the system and tailor based on your specific needs. It is also expected that your team tests every item in the new catalog for practice and quality assurance. During this phase, it is important for you to begin thinking about marketing tactics to promote your new online catalog.

After training is complete, you enter the Optimize and Launch Phases, where you will work with the CivicRec Implementation Team to prepare to launch. Both parties will help to ensure all requirements are met for a successful go-live. It will be up to you to determine when to open the catalog to your community once all implementation tasks are complete.

Approximately two to four weeks after all implementation requirements are complete, you will have one additional training/consulting engagement with your Implementation Consultant to help support the transition. Once you are ready to launch to your community, you will place a link on your website to direct customers to your CivicRec catalog and our Technical Support Team will be ready to assist you with any questions you may have.



Premium Training Plan

A Premium Training Plan covers the necessities of learning CivicRec: Configuration, Facilities, Activities, and Daily Operations and includes four additional training sessions based on the specific needs of your operation. One of these sessions is typically reserved a few weeks after implementation is complete, to answer any lingering questions or scenarios you encounter as you ramp-up going live to your community.

A final review of your system will occur during your Prep for Launch Meeting in which your team can ask any final questions before being handed off to our Technical Support Team, so you are confident moving forward with your new system and all the resources available to you when implementation is complete.

Data Imports

A data import of all GL Codes is included in all CivicRec Implementation Packages. CivicRec can also import certain data from your current database to your new CivicRec Catalog, leveraging our custom developed scripts and libraries. Additional data imports include User Accounts, Memberships, Residency Address Lists, Activities, Facilities, and Future Facility Reservations. To benefit from further data imports options, additional fees will apply.

Your Role

You should consider the following roles for a successful project team:

- **Project Executive** – Provides focus and guidance for the overall project. Helps to prioritize key objectives, assists with issue escalations, is a key decision-maker, and acts as project champion.
- **Project Manager** – Works closely with the CivicRec Implementation Team to facilitate the execution of project trainings, tasks, and logistics. Identifies Q&A topics or elective trainings for front-line staff, facility managers, supervisors, and/or league coordinators. Will likely be a system administrator.
- **Lead Staff** – Activity and facility managers who will be doing the bulk of configuration and setup within your new CivicRec Catalog. Will likely be a system administrator.
- **Frontline Staff** – Acts as end users of the system and will participate in training sessions lead by your Implementation Consultant or by system administrators internally. Recommended attendance at Daily Operations Training.
- **Information Technology** – Coordinates with CivicRec on technical aspects of the system such as payment gateways, hardware, and transfer of data. Recommended attendance during Prep for Launch Meeting at minimum.
- **Finance** – Coordinates the payment gateway in and works with CivicRec to properly configure the necessary accounting setup. Recommended attendance during Configuration and Daily Operations Training at minimum.
- **Marketing** – Identifies and communicates rollout and adoption process both internally and to the public. Recommended attendance during Configuration Training and Prep for Launch Meeting.

Ongoing Services



Technical & Ongoing Support

- Live technical support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service CivicPlus Help Center for tutorials and user guides
- Assigned customer success manager to ensure your complete and ongoing satisfaction

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and operating system patches
- Testing and Development

Award-Winning

CivicPlus' Technical Support Team has been honored with one Gold Stevie® Award, three Silver Stevie® Awards, and five Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.

2021 Support Metrics

- Total Tickets – 103,759
- Average Chat Response – 3:48 Minutes
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%

Hosting & Security

- Hosting with Azure's geographically distributed regions
- Cloudflare Content Delivery Network
- Amazon Aurora (Aurora) fully managed relational database engine
- 24/7/365 system monitoring, system availability, and performance
- Server firewalls, anti-virus scanning, IP logging and filtering, and application security monitoring
- Software updates and security patches
- Disaster recovery with local, replicated servers and off-site encrypted backups
- PCI Compliance with CivicPlus Pay – a Level 1 PCI DSS certified payment gateway

"It's clear to us that CivicRec has always been willing to listen to the recreation professionals that they work with. It's that type of collaboration that has allowed us both to grow. CivicRec has always been willing to listen to our needs and understand the features and functionality that we need."

— Neely M., Administrative/Programs Assistant,
Cherokee Recreation & Parks Agency



Disclaimer



Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.



Optional Add-Ons

Data Imports

CivicPlus offers an array of data migration options to ease the transition from your previous recreation management software to CivicRec. A simple CSV template will be supplied by CivicRec for each of the data migration options chosen in order to make the import of that data quick and seamless.

- **User** – This import includes user data such as name, address, email, age, gender, & phone number.
- **Activities/Sessions** – Import data points for activities to cut down on the time to fully configure an activity or session. Data points include, but are not limited to, activity type, name, category, description, default GL code, etc.
- **Residency** – Clients can import residency data via .csv file. This can be done at the beginning of your project and periodically to ensure all information is current. There is a cost per import. CivicRec also offers an ArcGIS integration to eliminate the need for this import or continuous updating over time.
- **Location/Facilities** – Import specific data points to enable quicker configuration of a facility. Location refers to a park or complex and a facility refers to a rentable/reservable space (room, shelter, or field) within that Location.
- **Membership & Pass** – Import all data regarding current memberships, including punch cards and expiring memberships. In addition user accounts will be created for each member imported.
- **Future Facility Reservation** – Import all reservations already made within your current recreation software that would take place after your “go live” date. This will help prevent double bookings during the transition period from your previous software to CivicRec.

ArcGIS Extract

Through our existing ArcGIS integration, CivicRec will use an endpoint provided by you to plug into our integration. The system will then identify public users as a resident or non-resident based on their address upon account creation. This integration is intended to allow city and county parks and recreation departments the opportunity to price programs or base access on a patron’s residency status. You will be responsible for creating the endpoint as CivicRec does not employ a GIS expert or SME.

Lighting Integration

Skylogix or Musco Lighting integration enables a facility’s lights to be automatically turned on when a reservation starts, and off when a reservation ends.

Identity Provider (IdP) Integration

CivicPlus offers customized IdP integration capabilities, which means you'll benefit from easier integration between CivicRec and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Azure Active Directory (AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

Document Management

The document management feature is a simple and convenient way to store and share files needed for registrations. It allows public users and staff to securely upload relevant documents for activities and assign document types to specific activities to streamline the registration process. Staff can also set document retention policies based on organization needs.

AudioEye Enterprise

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.1 has never been easier.

Dedicated Hosting and Security

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

Financial Extract

CivicRec provides several templated export options in the form of either .CSV or .TXT files to assist in transferring financial data from CivicRec into the financial software utilized by the customer. Templated extracts are included with the purchase of CivicRec. In the event none of the templated extracts work for the customer, CivicRec offers the option to purchase a custom financial extract built by the CivicRec team. Depending on your organizational needs, additional information will be required before development can be agreed upon. Final scope of any such development is solely at the discretion of CivicPlus, future business priorities and requirements, and development capacity.

GSA CivicPlus Statement of Work

Labor Category	GSA Hourly Rate with IFF	Hours	Total Cost
Website Consultant	\$149.01	4	\$596.04
Project Manager	\$135.86	36	\$4,890.96
Network Consultant	\$135.86	0	\$0.00
Wireless Network Technician	\$135.86	0	\$0.00
Programmer	\$131.48	55	\$7,231.40
Graphic Designer	\$109.57	84	\$9,203.88
Writer	\$109.57	0	\$0.00
Server and Network Technician	\$109.57	76	\$8,327.32
Trainer	\$109.57	24	\$2,629.68
PC Technician	\$89.41	0	\$0.00
Content Developer	\$80.64	198	\$15,966.72
Subtotal			\$48,846.00
Discount			(\$13,066.00)
Total First Year Fee			\$35,780.00

Project Implementation and Deployment	
• CivicRec Premium Implementation	
• First Year Annual Services	
• 6x Half-Day Blocks Virtual Training – up to 4 hours each	
• 1x Half-Day Block Virtual Consulting – up to 4 hours	\$35,780.00
• CivicRec Document Management	
• CivicRec GIS Integration	
• CivicRec Pay – Forte	
• CivicRec Lighting Integration	
• CivicRec Financial Accounting Extract	
• Future Facility Reservation Import	

Total First Year Fees \$35,780.00

Annual Services Fees (Includes Subscription, Support and Maintenance) <i>Billed 12 months from SOW signing; subject to annual 5% increase year 2 and beyond</i>	\$ 22,491.00
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1. Performance and payment under this Statement of Work ("SOW") by and between Georgetown, KY ("Client") and CivicPlus ("CivicPlus") shall be subject to the terms & conditions of the Agreement by and between the General Services Administration and CivicPlus.
2. This SOW shall remain in effect for an initial term of one year (12 months) (the "Initial Term") from signing. In the event that neither party gives 60 days' notice to terminate prior to the end of the initial or any subsequent renewal term, this SOW will automatically renew for an additional 1-year Renewal Term.
3. Payment is due 30 days from date of invoice. Unless otherwise limited by law, a finance charge of 1.5 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
4. The Total First Year Fees shall be invoiced as follows:
 - a. Upon signing of this SOW – one half of the Total First Year Fees;



JOB NAME: FIXED GLASS - REMOVE DOORS	DATE: 5/10/22
CUSTOMER: GTOWN - Scott Co. Park & Rec	PAGE 1 OF 1
GEN. INFO: 553 W. 3RD ST. LEXINGTON, KY 40508 • PH: 800.842.8452 • 859.255.7914 • FX: 859.255.7915	

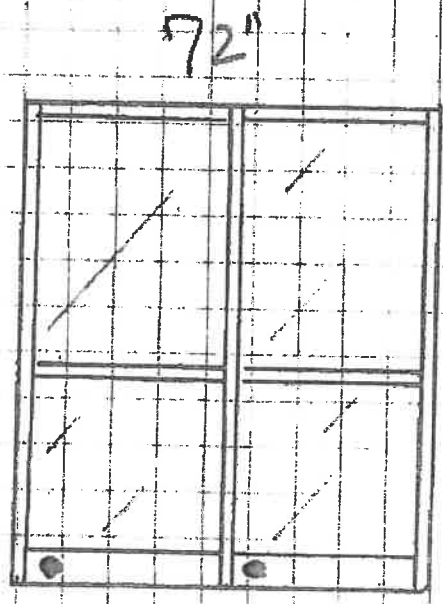
MIKE,

THIS PROPOSAL INCLUDES REMOVAL OF 3 SINGLE & 1 PAIR OF DOORS AND INSTALL NEW FIXED GLASS WINDOWS. FINISH TO MATCH EXIST.

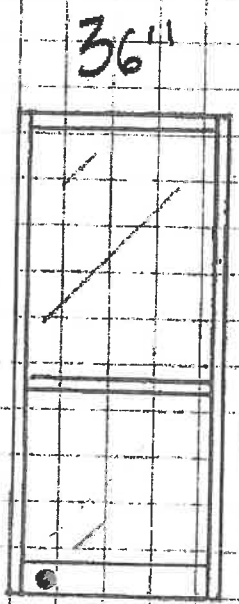
• WE CAN OFFER \$708⁰⁰ DEDUCT TO BASE PRICE TO ELIMINATE 7 1/2" BASE RAIL AND PROVIDE STD. 1 3/4" RAIL

INSTALLED \$7,681⁰⁰
~~708.00~~
 6973.00

TRIFAS 450
 #40 BRONZE ANOD.
 1/4" CLEAR TEMPERED SAFETY



1 REAR



3 REAR

JMK
 JOURNAL





PROPOSAL

574 B Horton Ct.
Lexington, KY. 40511
(800) 432-9349
Fax: (859) 233-3752

DATE: August 12, 2022
Estimate #
Estimator: Zach Tewell
zacht@avizionglass.com

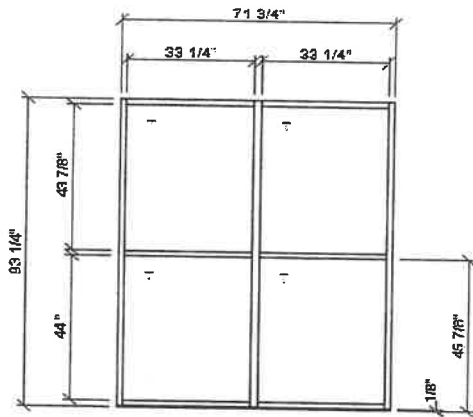
Customer
PARKS AND RECREATION-GEORGETOWN
MIKE SHORT (502) 863-7865
MSHORT@GSCPARKS.COM

Project
SCOTT COUNTY POOL
OVERLOOK REPLACEMENT

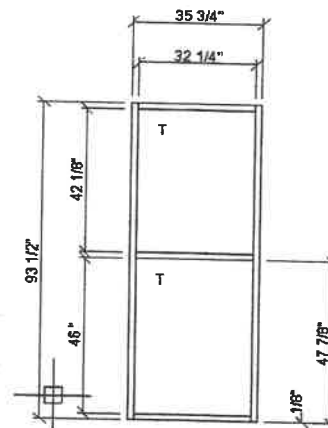
DESCRIPTION

Price includes the following:

Remove qty (1) door pair and qty (3) single aluminum doors. Existing frame and sidelites to remain. Furnish and install new aluminum frame and glass per below elevation drawings. New bottom sill will not match existing 10" bottom sill height. Aluminum finish and glass to match existing.



QTY (1)



QTY (3)

Customer Signature: _____

TOTAL \$ 6,398.00