

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 19, 2008

Consent  
 Ordinance

Regular  
 Public Hearing

Department: Parks and Recreation

Submitted By: Parks and Recreation Department

Submitted For: Parks and Recreation Department

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Agreement with Florida Atlantic University in an amount not-to-exceed \$30,000 for the period August 19, 2008, through August 14, 2009, for the purchase and installation of a communications/phone system for the new Pine Jog Facility.

**Summary:** This funding is to assist with the cost of a communications/phones system for the Pine Jog Environmental Education Center's new facility. Approximately 40,000 people annually are served at the Pine Jog Environmental Education Center. The Agreement allows for the reimbursement of eligible expenses incurred subsequent to May 15, 2008. Funding is from the Recreation Assistance Program (RAP) District 2 Funds. District 2 (AH)

**Background and Justification:** The Pine Jog Environmental Education Center is operated through Florida Atlantic University's College of Education. Pine Jog is designed to develop, model, and provide programs that foster an awareness and appreciation of the natural world, promote an understanding of ecological concepts, and instill a sense of stewardship toward the earth and its inhabitants. The funding is needed for the purchase and installation of a communications/phone system necessary for the operations of Pine Jog's new facility.

The cost of the communications/phone system is approximately \$30,000. The \$30,000 from RAP – District 2 will provide the funding for the purchase and installation of the system. The Agreement has been executed on behalf of Florida Atlantic University, and now needs to be approved by the Board of County Commissioners.

Attachment: Agreement

Recommended by: \_\_\_\_\_

Rebecca Ehlman  
Department Director

7/30/08  
Date

Approved by: \_\_\_\_\_

[Signature]  
Assistant County Administrator

8/8/08  
Date



**AGREEMENT BETWEEN PALM BEACH COUNTY AND FLORIDA ATLANTIC  
UNIVERSITY FOR THE PURCHASE AND INSTALLATION OF  
COMMUNICATIONS/PHONE SYSTEM FOR PINE JOG FACILITY**

**THIS AGREEMENT** is made and entered into on \_\_\_\_\_, by and between Palm Beach County, a political subdivision of the State of Florida, hereinafter referred to as "County", and Florida Atlantic University Acting For and on Behalf of the Florida Atlantic University Board of Trustees, hereinafter referred to as "FAU".

**WITNESSETH:**

**WHEREAS**, FAU is a state university that owns Pine Jog Environmental Education Center (Pine Jog), which it operates through its College of Education; and

**WHEREAS**, Pine Jog is situated on 150 acres located at 6301 Summit Boulevard in West Palm Beach; and

**WHEREAS**, Pine Jog is designed to develop, model, and provide programs which foster an awareness and appreciation of the natural world, promote an understanding of ecological concepts, and instill a sense of stewardship toward the earth and all its inhabitants; and

**WHEREAS**, Pine Jog serves approximately 40,000 people annually, including students from kindergarten through sixth grade, teachers participating in professional development, and the public; and

**WHEREAS**, Pine Jog needs assistance with funding for the purchase and installation of a communications/phone system for its new Pine Jog facility; and

**WHEREAS**, Pine Jog provides public access to trails and environmental programs; and

**WHEREAS**, the cost of the communications/phone system for the new Pine Jog facility is approximately \$30,000; and

**WHEREAS**, FAU has requested \$30,000 from County to offset costs for the communications/phone system for the new Pine Jog facility; and

**WHEREAS**, funding for the communications/phone system for the new Pine Jog facility in an amount not-to-exceed \$30,000 is available from the Recreation Assistance Program (RAP) - District 2; and

**WHEREAS**, County desires to provide funding for the communication/phone system for the new Pine Jog facility; and

**WHEREAS**, environmental education centers provide a public purpose; and

**WHEREAS**, both parties desire to enter into this Agreement.

**NOW THEREFORE**, in consideration of the covenants and promises contained herein, the parties hereby agree to the following terms and conditions:

1. County agrees to fund an amount not-to-exceed \$30,000 to FAU for the purchase and installation of a communication/phone system for the new Pine Jog facility, as set forth in Exhibit "A", attached hereto and incorporated herein, hereinafter referred to as the "Project".

2. County will use its best efforts to provide said funds to FAU on a reimbursement basis within forty-five (45) days of receipt of the following information:

a. A written statement that the Project, as specified herein, was completed in accordance with this Agreement; and

b. A Contract Payment Request Form and a Contractual Services Purchases Schedule Form attached hereto and made a part hereof as Exhibit "B", which are required for each and every reimbursement requested by FAU. Said information shall list each invoice paid by FAU and shall include the vendor invoice number; invoice date; and the amount paid by FAU along with the number and date of the respective check or proof of payment for said payment. FAU shall attach a copy of each vendor invoice paid by FAU along with a copy of the respective check or proof of payment and shall make reference thereof to the applicable item listed on the Contractual Services Purchases Schedule. Further, FAU's Program Administrator and Project Financial Officer shall certify the total funds spent by FAU on the Project and shall also certify that each vendor invoice, as listed on the Contractual Services Purchases Schedule was paid by FAU and approved by FAU as indicated.

3. FAU incurred expenses for the Project beginning on May 15, 2008. Those costs incurred by FAU for the Project, approved and submitted accordingly by FAU subsequent to May 15, 2008, are eligible for reimbursement by County pursuant to the terms and conditions hereof.

4. RAP funds may be used as a match for other local, state, or federal grant programs, but FAU may not submit reimbursement requests for the same expenses to the County as other fund sources to receive duplicate reimbursement for the same expenses.

5. FAU agrees, warrants, and represents that all of the employees and participants in the Project will be treated equally during employment, and for the provision of services without regard to residency, race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

6. FAU shall be responsible for the operation and maintenance of the Project, including all associated costs.

7. The term of this Agreement shall be until August 14, 2009, commencing upon the date of execution by the parties hereto.

8. The parties agree that, in the event FAU is in default of its obligations under this Agreement, the County shall provide FAU thirty (30) days written notice to cure the default. In the event FAU fails to cure the default within the thirty (30) day cure period, the County shall have no further obligation to honor reimbursement requests submitted by FAU for the Project deemed to be in default and FAU shall return any unexpended County RAP funds already collected by FAU for that Project. FAU shall return any County RAP funds already collected by FAU for the Project, if it is determined by the County that the funds were used in violation of this Agreement or in violation of any state, county or federal law.

9. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by the County, without cause, upon thirty (30) days prior written notice to the other party. This Agreement may be terminated by the County with cause, upon expiration of the thirty (30) day cure period provided for in Section 8 above.

10. FAU shall complete the Project by May 14, 2009, and invoices and checks submitted for reimbursement must be dated within the project time frame of May 15, 2008, and May 14, 2009. FAU shall provide its final reimbursement request(s), including a project completion statement and reimbursement documentation as indicated in Section 2 above on or before August 14, 2009. Upon written notification to County at least ninety (90) days prior to that date FAU may request an extension beyond this period for the purpose of completing the Project. County shall not unreasonably deny FAU's request for said extension.

11. In the event FAU ceases to exist, or ceases or suspends the Project for any reason, any remaining unpaid portion of this Agreement shall be retained by County, and County shall have no further obligation to honor reimbursement requests submitted by FAU. The determination that FAU has ceased or suspended the Project shall be made by County and FAU agrees to be bound by County's determination. County shall give FAU thirty (30) days to respond to a County determination that FAU has ceased or suspended the project.

12. FAU agrees to abide by, and be governed by, all applicable federal, state, county, and municipal laws, including but not limited to, Palm Beach County's ordinances, as said laws and ordinances exist and are amended from time to time. In entering into this Agreement, Palm Beach County does not waive the requirements of any County or local ordinance or the requirements of obtaining any permits or licenses normally required to conduct business or

activity conducted by FAU. Failure to comply may result in County's refusal to honor reimbursement requests for the Project.

13. County reserves the right to withhold reimbursement if the Project is not completed as specified in Exhibit "A".

14. It is understood and agreed that FAU is merely a recipient of County funding and is an independent contractor and is not an agent, servant or employee of County or its Board of County Commissioners. It is further acknowledged that the County only contributes funding under this Agreement and operates no control over the Project. In the event a claim or lawsuit is brought against County or any of its officers, agents or employees, to the extent permitted by Florida law, including Section 768.28, Florida Statutes, FAU shall indemnify, save and hold harmless and defend the County, its officers, agents, and/or employees from and against any and all claims, liabilities, losses, judgements, and/or causes of action of any type arising out of or relating to any act or omission of FAU, its agents, servants and/or employees in the performance of this Agreement. The foregoing indemnification shall survive termination of this Agreement. Nothing herein is a waiver of any defense or immunity by either party.

In consideration for reimbursement of costs incurred prior to the term of this Agreement, the foregoing indemnification shall apply not only during the term of this Agreement but also for the period prior to the Agreement for which FAU is eligible to receive reimbursement from the County.

15. Without waiving the right to sovereign immunity as provided by Section 768.28, Florida Statutes, FAU acknowledges to be self-insured for General Liability and Automobile Liability under Florida sovereign immunity statutes with coverage limits of \$100,000 Per Person and \$200,000 Per Occurrence; or such monetary waiver limits that may change and be set forth by the legislature.

In the event FAU maintains third-party commercial General Liability and Business Auto Liability in lieu of exclusive reliance on self-insurance under Section 768.28, Florida Statutes, FAU shall agree to maintain said insurance policies at limits not less than \$500,000 combined single limit for bodily injury or property damage.

FAU agrees to maintain or to be self-insured for Worker's Compensation & Employer's Liability insurance in accordance with Florida Statutes 440.

Prior to execution of this Agreement by the County, FAU shall deliver to the County an affidavit or Certificate of Insurance evidencing insurance, self-insurance, and/or sovereign

immunity status, which County agrees to recognize as acceptable for the above mentioned coverages. Certificate holder's address shall read Palm Beach County, c/o Parks and Recreation Department, 2700 Sixth Avenue South, Lake Worth, FL 33461, Attention: Administrative Support Manager. Compliance with the foregoing requirements shall not relieve FAU of its liability and obligations under this Agreement.

16. Upon request by County, FAU shall demonstrate financial accountability through the submission of acceptable financial audits performed by an independent auditor.

17. FAU shall maintain books, records, documents and other evidence that sufficiently and properly reflect all costs of any nature expended in the performance of this Agreement for a period of not less than five (5) years. Upon advance notice to FAU, County shall have the right to inspect and audit said books, records, documents and other evidence during normal business hours.

18. The County and FAU may pursue any and all actions available under law to enforce this Agreement including, but not limited to, actions arising from the breach of any provision set forth herein.

19. This Agreement shall be governed by the laws of the State of Florida and any and all legal action necessary to enforce this Agreement shall be held in Palm Beach County.

20. As provided in Section 287.132-133, Florida Statutes, by entering into this Agreement or performing any work in furtherance hereof, FAU certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the thirty six (36) months immediately preceding the date hereof. This notice is required by Section 287.133 (3) (a), Florida Statutes.

21. This Agreement represents the entire agreement between the parties and supersedes all other negotiations, representations, or agreement, written or oral, relating to this Agreement. This Agreement may be modified and amended only by written instrument executed by the parties hereto.

22. Any notice given pursuant to the terms of this Agreement shall be in writing and hand delivered or sent by U.S. mail. All notices shall be addressed to the following:

As to the County:  
Director of Parks and Recreation  
Palm Beach County Parks and Recreation Department  
2700 Sixth Avenue South  
Lake Worth, Florida 33461

As to FAU:

Executive Director  
Pine Jog Environmental Education Center  
College of Education, Florida Atlantic University  
6301 Summit Boulevard  
West Palm Beach, FL 33415

23. This Agreement is made solely and specifically among and for the benefit of the parties hereto, and no other person shall have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

**IN WITNESS WHEREOF**, the undersigned parties have signed this Agreement on the date first above written.

**ATTEST:**  
**SHARON R. BOCK, Clerk**  
**Comptroller**

**PALM BEACH COUNTY, FLORIDA, BY ITS**  
**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Commissioner Addie L. Greene, Chairperson

**WITNESSES:**

*Susan W. Yung*  
\_\_\_\_\_  
*Veronica Kinnett*  
\_\_\_\_\_

**FLORIDA ATLANTIC UNIVERSITY ACTING FOR**  
**AND ON BEHALF OF THE FLORIDA ATLANTIC**  
**UNIVERSITY BOARD OF TRUSTEES**

By: *[Signature]*  
Name **Camille E. Coley, JD**  
Title **Asst VP for Research**  
**Florida Atlantic University**  
Date **6/22/2008**

**APPROVED AS TO FORM**  
**AND LEGALITY**  
**General Counsel**  
**Florida Atlantic University**  
801  
6/24/08

**APPROVED AS TO FORM AND**  
**LEGAL SUFFICIENCY**

**APPROVED AS TO TERMS AND CONDITIONS**

By: \_\_\_\_\_  
County Attorney

By: *[Signature]*  
Dennis L. Eshleman, Director  
Parks and Recreation Department



**Recreation Assistance Program (RAP)  
Exhibit "A" to Agreement**

Name of Governmental Entity: Pine Jog Environmental Education, Florida  
**Atlantic University**  
Mailing Address: 6301 Summit Boulevard, West Palm Beach, FL 33415

Name of FAU Contact:

Project Liaison Information:

Name: *PAJ WELCH*  
Telephone #: *561-686-6600*  
Fax #: *561-687-4968*  
e-mail: *WELCH@FAU.EDU*

**PROJECT INFORMATION**

1. Name of Project: Purchase and Installation of Communications/phone system for new Pine Jog Facility
2. Project Description

- General (Project Scope):  
*PURCHASE OF COMMUNICATION / PHONE SYSTEM  
TO INCLUDE 32 STATIONS, PHONE SETS & VOICE MAIL*
- Public Purpose: *PUBLIC ACCESS / RECREATION*
- Location: *PINE JOG ENVIRONMENTAL EDUCATION CENTER  
6301 SUMMIT BOULEVARD*
- Anticipated Number of Participants/Users: *20,000*

3. Project Elements: List anticipated broad categories of Expenditure Items such as capital outlay, contractual services, personnel costs, operational expenses, equipment, and "Other Miscellaneous Project expenses". Do not include expenditure line item budget/ amounts.

*PURCHASE ORDER FOR TELECO SOUTH FLORIDA  
FOR PURCHASE & INSTALLATION OF COMMUNICATIONS/  
PHONE SYSTEM / EQUIPMENT*

4. Estimated Lump Sum Total for Project: \$ 30,000
5. Project Initiation date (date of first invoice for which reimbursement will be requested) and anticipated End date (date which project will be completed and all invoices paid). 5-15-08 to 5-14-09

Note: Invoices and copies of proof of payment documents will be required for Project/Program reimbursement after the RAP Agreement is approved by the Board of County Commissioners. Do not submit reimbursement documentation at this time. After the Agreement is approved, and the reimbursement request is submitted, all invoices and checks must be dated within the stated project time frame AND Categories for Project Elements must be listed in Section 3 above in order to be eligible for RAP reimbursement.

6. Required Attachments:

Certificate of Insurance \_\_\_\_\_

Amount of Recreation Assistance Program Funding awarded \$ 30,000  
District 2  
(filled in by County)

Form available online by request. Contact Susan Yinger at [syinger@pbcgov.com](mailto:syinger@pbcgov.com)



PALM BEACH COUNTY  
PARKS AND RECREATION DEPARTMENT

EXHIBIT B

CONTRACT PAYMENT REQUEST

Date \_\_\_\_\_

Grantee: \_\_\_\_\_ Project Name: \_\_\_\_\_

Submission #: \_\_\_\_\_ Reimbursement Period: \_\_\_\_\_

<u>Item</u>	<u>Key</u>	<u>Project Costs This Submission</u>	<u>Cumulative Project Costs</u>
Contractual Services	(C)	_____	_____
Salary & Wages (% of salaries)	(S)	_____	_____
Materials, Supplies, Direct Purchases	(M)	_____	_____
Equipment	(E)	_____	_____
Travel	(T)	_____	_____
Indirect Costs	(I)	_____	_____
<b>TOTAL PROJECT COSTS</b>		=====	=====

Key Legend

- C = Contractual Services
- S = Salary & Wages
- M = Materials, Supplies, Direct Purchases
- E = Equipment
- T = Travel
- I = Indirect Costs

Certification: I hereby certify that the above expenses were incurred for the work identified as being accomplished in the attached progress reports.

Certification: I hereby certify that the documentation has been maintained as required to support the project expenses reported above and is available for audit upon request.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
Date

**PBC USE ONLY**

County Funding Participation \$ \_\_\_\_\_

Total Project Costs To Date: \$ \_\_\_\_\_

County Obligation To Date \$ \_\_\_\_\_

County Retainage ( \_\_\_\_\_ %) \$ \_\_\_\_\_

County Funds Previously Disbursed \$ \_\_\_\_\_

County Funds Due this Billing \$ \_\_\_\_\_

Reviewed and Approved By: \_\_\_\_\_

\_\_\_\_\_  
PBC Project Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date



**Key Legend**  
**C** = Contractual Services  
**S** = Salary & Wages  
**M** = Materials, Supplies, Direct Purchases  
**E** = Equipment  
**T** = Travel  
**I** = Indirect Costs

**PALM BEACH COUNTY  
 PARKS AND RECREATION DEPARTMENT  
 CONTRACTUAL SERVICES PURCHASE SCHEDULE**

**EXHIBIT B**

Grantee: \_\_\_\_\_

Submittal #: \_\_\_\_\_

\_\_\_\_\_  
Date

Project Name: \_\_\_\_\_

Contract Reimbursement Period: \_\_\_\_\_

#	Payee (Vendor/Contractor)	Key	Check or Voucher		Invoice		Amount	Expense Description
			Number	Date	Number	Date		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
					TOTAL \$			

Certification: I hereby certify that the purchases noted above were used in accomplishing this project.

\_\_\_\_\_  
Administrator Date

Certification: I hereby certify that bid tabulations, executed contract, cancelled checks, and other purchasing documentation have been maintained as required to support the costs reported above and are available for audit upon request.

\_\_\_\_\_  
Date



CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

ALEX SINK  
STATE RISK MANAGEMENT TRUST FUND

## CERTIFICATE OF COVERAGE

Policy Number: GL-08-0201 GENERAL LIABILITY

Name Insured: FLORIDA ATLANTIC UNIVERSITY

General Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$100,000.00 each person  
\$200,000.00 each occurrence

Inception Date: 7/1/08

Expiration Date: 7/1/09

*Alex Sink*

Chief Financial Officer

DI4-863  
(REV. 3/01)

DEPARTMENT OF FINANCIAL SERVICES  
THE CAPITOL, TALLAHASSEE, FLORIDA 32399-0301 • (850) 413-2850 • TELECOPIER (850) 413-2950



CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

ALEX SINK  
STATE RISK MANAGEMENT TRUST FUND

## CERTIFICATE OF COVERAGE

Policy Number: AL-08-0201 AUTOMOBILE LIABILITY

Name Insured: FLORIDA ATLANTIC UNIVERSITY

Automobile Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, the Florida Vehicle No-Fault Law, and any rules promulgated thereunder.

Coverage Limits:

General Liability: \$100,000.00 each person  
\$200,000.00 each occurrence

Personal Injury: \$10,000.00 each person  
\$10,000.00 each occurrence

Inception Date: 7/1/08

Expiration Date: 7/1/09

Alex Sink

Chief Financial Officer

D14-864  
(REV. 3/01)

DEPARTMENT OF FINANCIAL SERVICES  
THE CAPITOL, TALLAHASSEE, FLORIDA 32399-0301 • (850) 413-2850 • TELECOPIER (850) 413-2950



CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA

ALEX SINK  
STATE RISK MANAGEMENT TRUST FUND

## CERTIFICATE OF COVERAGE

Policy Number: WC-08-0201 STATE EMPLOYEE WORKERS'  
COMPENSATION and EMPLOYER'S  
LIABILITY

Name Insured: FLORIDA ATLANTIC UNIVERSITY

Coverage Limits:

Coverage A - Compensation coverage is provided to comply with the applicable State Workers' Compensation, Occupational Disease Laws and any rule promulgated thereunder.

Coverage B      \$100,000.00 each person  
                     \$200,000.00 each occurrence

Inception Date: 7/1/08

Expiration Date: 7/1/09

Alex Sink

Chief Financial Officer

DI4-867  
(REV. 3/01)

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THE CAPITOL, TALLAHASSEE, FLORIDA 32399-0301 • (850) 413-2850 • TELECOPIER (850) 413-2950