

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 17, 2013

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 receive and file: the following original executed Independent Contractor Agreement:

Heather Tate-Boldt, Read A Recipe Instructor; West Jupiter Recreation Center, for the period November 12, 2013, through December 20, 2013.

Summary: In accordance with County PPM CW-O-051, all delegated contracts/agreements/grants must be submitted by the initiating Department as a Receive and File Agenda Item. This Independent Contractor Agreement has been fully executed on behalf of the Board of County Commissioners (Board) by the County Administrator/Director/Assistant Director of the Parks and Recreation Department in accordance with Resolution 94-422, amended by Resolutions 2002-2103, 2007-0409, and 2012-0168, and is now being submitted to the Board to receive and file. District 1 (AH)

Background and Justification: A resolution providing authority to execute Independent Contractor Agreements with recreation instructors and sports officials (Resolution 94-422, amended by Resolutions 2002-2103, 2007-0409 and 2012-0168) was adopted by the Board to streamline the hiring process. The Board granted the Director/Assistant Director of Parks and Recreation authority to execute Independent Contractor Agreements and Amendments with recreation instructors and sports officials up to \$10,000, with contracts of \$10,000 or more requiring the County Administrator's approval.

The Agreement attached has been executed on behalf of the Board by the County Administrator/Director/Assistant Director of the Parks and Recreation Department in accordance with the authority delegated by the Board, and is now being submitted to the Board to receive and file.

Attachment: Independent Contractor Agreement

Recommended by: 
Department Director

11/18/13
Date

Approved by: 
Assistant County Administrator

12-3-13
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:


| Fiscal Years | 2014 | 2015 | 2016 | 2017 | 2018 |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|
| Capital Expenditures | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| Operating Costs | <u>2,400</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| External Revenues | <u>(2,400)</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| Program Income (County) | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| In-Kind Match (County) | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| NET FISCAL IMPACT | * <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> | <u>-0-</u> |
| # ADDITIONAL FTE POSITIONS (Cumulative) | <u>0</u> | <u>0</u> | | | |

Is Item Included in Current Budget? Yes No
 Budget Account No.: Fund 3600 Department 581 Unit P442
 Object 3422 / Revenue Source _____ Program _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

| CONTRACTOR | Revenue | Expense |
|--------------------|----------------|----------------|
| Heather Tate-Boldt | \$2,400 | \$2,400 |
| Totals | \$2,400 | \$2,400 |

* The cost of this literacy program was paid for by restricted "Gifts to Parks" donations from The Weing Foundation in FY2011 and FY2012.

C. Departmental Fiscal Review: 

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

 11/20/13
 OFMB KPO AK 11/20/13

 11/21/13
 Contract Development and Control 11-26-13 B. Whalen

B. Legal Sufficiency:

 12-2-13
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment

| | | | |
|-------------------------------|-----------------|--------------|--------------------|
| DIVISION: RECREATION SERVICES | | VENDOR CODE: | DOCUMENT NUMBER: |
| REVENUE ACCOUNT: 0004-580 | | VS0000001094 | KPO-581-111213*119 |
| EXPENSE ACCOUNT: 0004-580 | | | |
| M/C: d.w | PS: [Signature] | | DD: KB |

**INDEPENDENT CONTRACTOR AGREEMENT FOR
PALM BEACH COUNTY PARKS & RECREATION DEPARTMENT**

THIS INDEPENDENT CONTRACTOR AGREEMENT, hereinafter referred to as the "Agreement," is made and entered into on 11/06/2013, by and between the Board of County Commissioners of Palm Beach County, Florida, hereinafter referred to as "COUNTY," and Heather Tate-Boldt, an Independent Contractor, hereinafter referred to as "CONTRACTOR".

WITNESSETH:

WHEREAS, COUNTY, by and through its Parks and Recreation Department, hereinafter referred to as the "Department," organizes and provides programming activities for the benefit and wellbeing of the general public; and

WHEREAS, it is the intent of the Department to organize and make available a certain program / class / lesson referred to as Read A Recipe, hereinafter referred to as "activity"; and

WHEREAS, said activity will be conducted by CONTRACTOR and governed by the Department pursuant to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, COUNTY and CONTRACTOR hereby agree as follows:

1. **Term:** This Agreement is effective November 12, 2013, and will terminate December 20, 2013 and is not subject to extension or renewal.
2. **Fees and Charges:** The fee charged to participate in this activity is \$ N/A per N/A. The collection of such fees is the responsibility of the Department.

Additional charges, if any, assessed to the participants of the activity are limited to: _____

3. **Payments To Contractor:**
 - a. The total amount payable by COUNTY under this Agreement for the services to be performed hereunder is not to exceed Two Thousand four hundred dollars (\$ 2,400.00).
 - b. Payments to CONTRACTOR will be \$ 400.00 per class (paid participant / class / lesson)

OR

0 % of the total participation fees paid.

The total participation fees paid expressly exclude any other fees and charges as may be assessed and collected including but not limited to charges for materials or late registration fees.

- c. The COUNTY, through the Department, will process payment to CONTRACTOR on a bi-weekly basis following receipt of CONTRACTOR's invoice.

Though CONTRACTOR's invoice will be considered the basis for payment, the actual amount paid will be determined by the COUNTY. In the event of a discrepancy between the amount paid and the amount invoiced, the decision of the COUNTY is final. CONTRACTOR may request to review any supporting documentation utilized to determine the amount paid.

4. **Specific Details:**

- a. Instructor: Read A Recipe Instructor
- b. Type of service / Name of activity: Read A Recipe After school class
- c. Day(s)/Date(s) Scheduled: Tuesdays 11/12, 11/19, 11/26, 12/3, 12/10, 12/17, 2013 ,12/20/13 Friday
- d. Time Scheduled: 2:45pm - 3:45PM
- e. Activity area / Location: West Jupiter Recreation Center
- f. A minimum of N/A and a maximum of N/A paid participants must be received by the Department prior to commencement of the activity. The Department reserves the right to cancel the activity in the event that the specified minimum number of participants have not registered and paid.

- 5. **Independent Contractor Relationship:** The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Agreement, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the CONTRACTOR's sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR's relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

- 6. **Taxes:** It is acknowledged and agreed that the service to be provided by CONTRACTOR is a professional service and that the COUNTY is neither paying Social Security benefits nor withholding taxes from CONTRACTOR's compensation for said service. CONTRACTOR assumes sole responsibility for the payment of any and all federal, state, and local taxes as now exist or may hereafter come into being as such taxes may be applicable to the payments made by COUNTY to CONTRACTOR in exchange for the services to be performed hereunder.

Additionally, CONTRACTOR is not eligible to benefit from the COUNTY's Tax Exempt Status. As such, CONTRACTOR is not exempt from the payment of sales taxes to suppliers for any materials as may be used in the performance of CONTRACTOR's obligations under this Agreement.

- 7. **Termination:** The COUNTY may terminate this Agreement at any time upon written notice to the CONTRACTOR and CONTRACTOR may terminate this Agreement by providing thirty (30) business days advance written notice to the COUNTY. Such notice to be delivered to the Department's authorized representative.

8. **Subcontracting:** CONTRACTOR may not, without the advance written consent of the Department, subcontract or assign any rights, responsibilities or obligations under this Agreement.

9. **Performance:**

a. CONTRACTOR agrees to:

1. perform the services set forth herein in accordance with all applicable association/governing body rules and regulations, and in a competent, professional, safe, and responsible manner with full regard for the safety of the participants and the facility;
2. assure that no person other than CONTRACTOR or a qualified employee of CONTRACTOR is engaged in the provision of the services required to be performed hereunder;
3. provide and maintain, in proper working order and condition, all equipment and materials necessary to conduct the services to be performed hereunder;
4. inspect the activity area prior to beginning each activity to assure safety standards. In the event of a safety concern, CONTRACTOR is to report such concern immediately to the authorized Department representative and postpone the activity until the Department's representative determines that the concern has been addressed;
5. inspect the activity area following each activity to assure that the area remains in good condition and order;
6. utilize instructional methods and procedures conducive with the Department's purpose, intent, and objective in providing the recreational activity;
7. provide the Department's authorized representative five (5) business days advance notice of all schedule conflicts/changes;
8. immediately notify the Department's authorized representative of any unanticipated absences such as personal/family illnesses; and
9. adhere to applicable Department policies and procedures and all federal, state and local laws and regulations, including Palm Beach County Code, Chapter 21, as may be amended, pertaining to Parks and Recreation.

b. COUNTY agrees to:

1. maintain the activity area and associated facilities in a safe and clean condition;
2. conduct registration, collect participation fees, and process refunds;
3. provide activity rosters to the CONTRACTOR; and
4. publicize, promote, and advertise the activity when feasible.

10. **Exhibits:** CONTRACTOR's Scope of Service is included as Exhibit "A" to this Agreement. Any and all other applicable Exhibits hereto are attached and incorporated herein.

If additional provisions or requirements such as specialty certifications, licenses and/or memberships are applicable to the activity provided for herein, such provisions and/or requirements may be attached hereto as an Exhibit.

11. **Department Representative:** The Department's authorized representative for this Agreement is:

Name: Rico Adona Phone Number: (561) 694-5432

12. **Insurance Requirements:** It is the responsibility of CONTRACTOR to provide proof of the required insurance coverages specified in Exhibit "B" to this Agreement.

Such proof of insurance must be provided to the Department's authorized representative prior to the execution of this Agreement.

13. **Indemnification:** CONTRACTOR shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Agreement or due to the acts or omissions of CONTRACTOR.

14. **Notices:** All notices required in this Agreement are to be hand delivered or sent by certified mail, return receipt requested.

If sent to COUNTY, such notices are to be addressed:

Palm Beach County Parks and Recreation Department

Attn: Director of Recreation Services Division

2700 6th Avenue South

Lake Worth, Florida 33461

If sent to CONTRACTOR, such notices are to be addressed:

Heather Tate-Boldt

323 52nd St. West Palm Beach FL. 33407

561-596-9718

15. **Remedies:** This Agreement shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Agreement will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

16. **No Third Party Beneficiaries:** No provision of this Agreement is intended to, or shall be construed to, create any third party beneficiary or to provide any rights to any person or entity not a party to this Agreement, including but not limited to any citizen or employees of the COUNTY and/or CONTRACTOR.

17. **Availability of Funds:** COUNTY's performance and obligation to pay under this Agreement for subsequent fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners.

18. **Arrears:** CONTRACTOR shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. CONTRACTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.
19. **Public Entity Crimes:** As provided in F.S. 287.132-133, by entering into this Agreement or performing any work in furtherance hereof, CONTRACTOR 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 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).
20. **Criminal History Records Check:** If CONTRACTOR's employees or subcontractors are required under this Agreement to enter a "critical facility," as identified in Resolution R-2003-1274, the CONTRACTOR shall comply with the provisions of Chapter 2, Article IX of the Palm Beach County Code ("Criminal History Records Check" section). The CONTRACTOR acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the CONTRACTOR shall be solely responsible for the financial, schedule, and staffing implications associated in complying with this section of the Palm Beach County Code.
21. **Severability:** If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.
22. **Access and Audits:** If applicable, should any portion of the payments made to CONTRACTOR include CONTRACTOR's charges, expenses, and costs incurred in estimating and performing the services to be performed hereunder, CONTRACTOR will maintain adequate records to justify all such charges, expenses, and costs for at least three (3) years after the expiration or termination of this Agreement. The COUNTY shall have access to all such books, records, and documents for the purpose of inspection or audit during normal business hours at CONTRACTOR'S place of business.

Palm Beach County has established the Office of the Inspector General in Palm Beach County Code, Section 2-421 - 2-440, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed COUNTY contracts, transactions, accounts and records, to require the production of records, and to audit, investigate, monitor, and inspect the activities of the CONTRACTOR, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

Failure to cooperate with the Inspector General or interfering with or impeding any investigation shall be in violation of Palm Beach County Code, Section 2-421 - 2-440, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

23. **Entirety of Contractual Agreement:** COUNTY and CONTRACTOR agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.
24. **Nondiscrimination:** CONTRACTOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, familial status, sexual orientation, gender identity or expression.
25. **Regulation; Licensing Requirements:** CONTRACTOR shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONTRACTOR is presumed to be familiar with all federal, state, and local laws, ordinances, codes and regulations that may in any way affect the services offered.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.


**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:**

By: 
Director / Assistant Director
Palm Beach County Parks and Recreation Department


**In The Event Contract Amount
Is Equal To Or Exceeds \$10,000.00:**

County Administrator –

WITNESS –

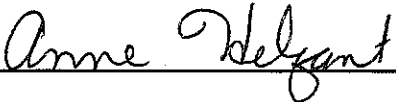

Signature
Rico Adona
Print

CONTRACTOR –

Heather Tate-Boldt
By: 
Signature
Heather Tate-Boldt
Print
Read a Recipe
Title

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

County Attorney –



| | | |
|---|------------------------------------|---|
| CONTRACTOR NAME: Heather Tate-Boldt | VENDOR CODE: VS000001094 | DOCUMENT NUMBER: KPO-581-111213*119 |
|---|------------------------------------|---|

EXHIBIT "A" Scope of Service

SCOPE OF SERVICE

The RRL program at West Jupiter will integrate the goals of both RRL and West Jupiter to best benefit the students at the Center. The RRL program will primarily emphasize the importance of communication in both English and Spanish, literacy, and the community. The coordinator will provide a variety of activities, speakers, field trips, books, and topics (listed below) that will best integrate the primary goals (listed above) of RRL into its program at West Jupiter. Additionally, writing activities are imperative for each session of the program.

Week 1: Introduction to RRL, expectations, objectives.

- Students will respond by providing their interest in writing, reading and communication. Cooking, writing recipes and cookbooks will be discussed.

- A simple recipe will be introduced and created.

Week 2: Benefits of gardening FIELD TRIP (use bus)

- The students will also learn how growing vegetables have many benefits, such as saving money and having fresh food daily.

- Visit garden on site. Project using the garden if not going on field trip.

Week 3: The food pyramid and categorization.

- Food groups, the food pyramid, and how food is categorized and organized will be discussed.

- How does good food help you GROW?

- Make healthy recipe and enjoy.

Week 4: Healthy eating recipes and lifestyle FIELD TRIP (use the BUS)

- The program will emphasize healthy eating patterns and recipes that the students will then be able to make at home. They will identify the ingredients for each recipe and learn how they can easily have these ingredients in their home garden.

Week 5: Overview of the gardening, planting, and plants (vegetables and fruits). Visit garden outside on site at the Rec Center.

- Planting in the garden, discussion of what has been planted, what GROWS in Florida, the steps it takes to maintain a flourishing garden, and the student's roles in the garden at the site.

MATERIALS USED

Material used will be the following:

Books

Recreation Center Bus

Pencils, markers, colored pencils

paper

documents

garden tools

plants

Are participants being transported as part of the Scope of Service?

Yes

No

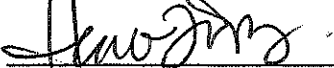
According to Florida Statute Chapter 440, are you required to maintain Workers' Compensation and Employer Liability coverage?

Yes

No

CONTRACTOR:

Heather Tate-Boldt



SIGNATURE

Heather Tate-Boldt

NAME (TYPE OR PRINT)

Read a Recipe

TITLE (TYPE OR PRINT)

**Attachment for Contract between Heather Tate-Boldt/Read A Recipe for Literacy and West Jupiter
Recreation Center/Palm Beach County Parks and Recreation**

The following is the general plan and overview for the fall session of Read a Recipe for Literacy (RRL) conducted at the West Jupiter Recreation Center (West Jupiter) by Heather Tate-Boldt. The theme this year is "GROW".

Note: For a complete introduction to and information about the RRL program, visit our website at: www.readarecipeforliteracy.org.

The program is scheduled to last for 6 weeks, from 11/12 to 12/17. The program sessions will begin on Tuesdays at 2:45 pm and last until 3:45 pm.

Focus and Initiative:

The RRL program at West Jupiter will integrate the goals of both RRL and West Jupiter to best benefit the students at the Center. *The RRL program will primarily emphasize the importance of communication in both English and Spanish, literacy, and the community.* The coordinator will provide a variety of activities, speakers, field trips, books, and topics (listed below) that will best integrate the primary goals (listed above) of RRL into its program at West Jupiter. Additionally, writing activities are imperative for each session of the program.

Below is a breakdown of the various topics to be covered throughout the eight-week program. Each class subject to change based on speaker/field trip availability:

Week 1: Introduction to RRL, expectations, objectives.

- Students will respond by providing their interest in writing, reading and communication. Cooking, writing recipes and cookbooks will be discussed.
- A simple recipe will be introduced and created.

Week 2: Benefits of gardening **FIELD TRIP (use bus)**

- The students will also learn how growing vegetables have many benefits, such as saving money and having fresh food daily.
- Visit garden on site. Project using the garden if not going on field trip.

Week 3: The food pyramid and categorization.

- Food groups, the food pyramid, and how food is categorized and organized will be discussed.
- How does good food help you GROW?
- Make healthy recipe and enjoy.

Week 4: Healthy eating recipes and lifestyle **FIELD TRIP (use the BUS)**

- The program will emphasize healthy eating patterns and recipes that the students will then be able to make at home. They will identify the ingredients for each recipe and learn how they can easily have these ingredients in their home garden.

Week 5: Overview of the gardening, planting, and plants (vegetables and fruits). Visit garden outside on site at the Rec Center.

- Planting in the garden, discussion of what has been planted, what GROWS in Florida, the steps it takes to maintain a flourishing garden, and the student's roles in the garden at the site.
- Planting seeds, how long does it take to grow? What are the elements needed to grow?

Week 6: Final celebration and community awareness

- At the end of the eight week session, the students will work with West Jupiter and the Instructor to create a community celebration/party to celebrate the student's success in the garden and to allow them to share what they have learned as a part of the RRL program.
- Healthy recipe will be created and shared.

The topics and weekly breakdowns listed above will be used as a broad guideline for structuring the weekly lesson plans. Within these plans, the instructor will create interactive/reading/gardening/writing activities, speakers, field trips, or other appropriate activities for the students. Each lesson may be subject to change due to availability of speakers/field trips. Each week's lessons will use the suggested topic to emphasize communication skills in both English and Spanish, and community values.

In addition, RRL's program in conjunction with West Jupiter will consist of:

- Utilizing the center's garden as a focal point for the students to interactively learn about 1) communication skills, 2) literacy, 3) the local community, 4) growing and maintaining a garden, 5) the importance of nutrition, along with other relevant topics. Likewise, the students will create and maintain a writing journal to be utilized each week.
- Of utmost importance, each week the students will write in their journals and reflect on the day's lessons or activities. The journal activity is important to help build the student's written communication skills and allows them to share their thoughts with the instructor and center. The students will write on different topics each week, allowing them to use their imagination and critical thinking skills to formulate a written response. An emphasis on writing is integral to provide a curriculum for these students and to measure their progress throughout the session. It is imperative that the students produce a writing activity each week.
- The program will also allow students to understand the importance of being a community, and providing for each other -- the community can be as small as West Palm Beach or as large as the United States, since our food comes from all over. A network is key to healthy living and communication skills allow us to create this network.
- An emphasis on educating the students about different types of food, primarily on how the nutrients from the different foods interact with their bodies to provide nutrition. The lessons will be structured around the question "what does it do?" to emphasize the importance of knowing where one's food comes from and how it affects their body.

- The students will learn about the importance of nutrition, gardening, and healthy eating from the instructor, Heather Tate-Boldt, and other local community members that will come in to talk with the students. Each week will be interactive and allow the students to test these ideas out on their own. While the garden is the focal point, the students may not be in the garden (weather and garden growth permitting) but if they are not active in the garden they will be learning about topics pertaining to the center's gardens and their own. Videos or other instructional materials will also be introduced to provide variety in the lessons.
- When appropriate, the instructor will coordinate speakers and field trips for the sessions in order to enhance the student's cognitive learning, while providing them with a new relationship and interactions. Even with field trips or speakers, there will be a structured writing activity that relates to the topic of the day's session.

The instructor will coordinate the use of books and other literature to engage the students, provide examples, allow for participation, reading practice, or other desired objective. These books will be approved by the Palm Beach County School District for use in the public school system and be used according to the student's suggested reading levels. These books will accord with national and state standards.

The specific activities, lesson plans, and speakers will be determined so that they build upon each week's skill to provide the students with new communication, gardening, and healthy living skills and knowledge. In addition, the activities will culminate in a reflection or writing activity to be completed by the students. The RRL program will ensure that these plans are approved by the Instructor, RRL, and the West Jupiter Rec Center director.

Each week's lesson will be tailored for the students, given their understanding, and progress in the RRL program. Each week's lesson will be in both Spanish and English depending on the needs and desires of the students. The program is student-driven and by being so, it promotes insight and expertise in communication, a deeper understanding of the community along with the environment and healthy eating.

Heather Tate-Boldt MSW
Regional Manager, South Florida
Read A Recipe For Literacy

| | | |
|---|---------------------------------------|---|
| CONTRACTOR NAME: Heather Tate-Boldt | VENDOR CODE: Y5000000 / 094 | DOCUMENT NUMBER: KP0-581-111213X119 |
|---|---------------------------------------|---|

EXHIBIT "B"

Insurance Requirements

CONTRACTOR will maintain in full force and effect, on a primary basis and at its sole expense, at all times during the life of this Agreement, insurance coverages and limits (including endorsements) as described herein. Failure to maintain the required insurance will be considered default of this Agreement. The requirements contained herein, as well as COUNTY's review or acceptance of insurance maintained by CONTRACTOR, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by CONTRACTOR under the Agreement. CONTRACTOR agrees to provide the COUNTY with at least ten (10) days prior notice of any cancellation, non-renewal or material change to the insurance coverages.

Palm Beach County Parks & Recreation Department Representative to Initial as applicable:



No Insurance Required: Based on scope of services, CONTRACTOR shall not be required to provide insurance.



Commercial General Liability: CONTRACTOR shall maintain Commercial General Liability at a limit of liability not less than **\$500,000** Each Occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.



Auto Liability: CONTRACTOR shall maintain Business Auto Liability at a limit of liability not less than **\$500,000** Each Occurrence for all owned, non-owned, and hired automobiles. In the event CONTRACTOR owns no automobiles, the Business Auto Liability requirement shall be amended allowing CONTRACTOR to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto coverage form.



Workers' Compensation Insurance & Employer's Liability: CONTRACTOR shall maintain Workers' Compensation & Employer's Liability in accordance with Florida Statute Chapter 440.



Professional Liability: CONTRACTOR shall maintain Professional Liability or equivalent Errors & Omissions Liability at a limit of liability not less than **\$1,000,000** Each Claim. When a self-insured retention (SIR) or deductible exceeds **\$10,000**, COUNTY reserves the right, but not the obligation, to review and request a copy of CONTRACTOR's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, CONTRACTOR shall maintain a Retroactive Date prior to or equal to the effective date of this Agreement. The Certificate of Insurance providing evidence of the purchase of this coverage shall clearly indicate whether coverage is provided on an "occurrence" or "claims - made" form. If coverage is provided on a "claims-made" form the Certificate of Insurance must also clearly indicate the "retroactive date" of coverage. In the event the policy is canceled, not renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplement Extended Reporting Period (SERP) during the life of this Agreement, CONTRACTOR shall purchase a SERP with a minimum reporting period not less than three (3) years.

| | | |
|---|-------------------------------------|---|
| CONTRACTOR NAME: Heather Tate-Boldt | VENDOR CODE: V50000001094 | DOCUMENT NUMBER: KPO-581-11213X19 |
|---|-------------------------------------|---|

EXHIBIT "B"

Insurance Requirements

Additional Insured Clause: Except as to Business Auto, Workers' Compensation and Employer's Liability (and Professional Liability, when applicable) the Certificate(s) of Insurance shall clearly confirm that coverage required by this Agreement has been endorsed to include COUNTY as Additional Insured. As such, said Certificate(s) shall specifically include: "Palm Beach County, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents."

Waiver of Subrogation: CONTRACTOR hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

Certificates of Insurance: Prior to execution of the Agreement, the CONTRACTOR shall deliver to the COUNTY Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage required by this Agreement have been obtained and are in full force and effect. In addition, the CONTRACTOR shall provide this evidence to the COUNTY prior to the expiration date of any such insurance required herein. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation of coverage. Certificates of Insurance are to be sent to:

Palm Beach County Board of County Commissioners
C/O Parks and Recreation Department
Attn: _____
2700 Sixth Avenue South
Lake Worth, Florida 33461

Umbrella or Excess Liability: If necessary, CONTRACTOR may satisfy the minimum limits required above for Commercial General Liability, Business Auto Liability, and Employer's Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY shall be specifically endorsed as an "Additional Insured" on the Umbrella or Excess Liability, unless the Certificate of Insurance notes the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Right to Revise or Reject: COUNTY, by and through its Risk Management Department, in cooperation with the contracting/monitoring department, reserves the right to review, modify, reject, or accept any required policies of insurance, including limits, coverage, or endorsements, herein from time to time throughout the term of this Agreement. COUNTY reserves the right, but not the obligation, to review and reject any insurer providing coverage because of its poor financial condition or failure to operate legally.