#### Agenda Item #3.M.2.

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY

Meeting Date: August 18, 20	)15	[X] Consent [] Ordinance	[ ] Regular [ ] Public Hearing
Department: Parks and F	Recreation		
Submitted By: Parks and F	Recreation Departm	nent	
Submitted For: Parks and R			
	I. EXECUTI	VE BRIEF	
Motion and Title: Staff recor Independent Contractor Agree		receive and file: the	following original executed
Aneesha Hanif, Etique Gymnasium, for the per			estgate Recreation Center 5.
Summary: In accordance wi must be submitted by the initial Contractor Agreements has be (Board) by the County Adm Department in accordance with and 2012-0168, and is now be	ing Department as a een fully executed o inistrator/Director/As n Resolution 94-422,	Receive and File Age on behalf of the Board ssistant Director of the amended by Resolution	nda Item. This Independent of County Commissioners he Parks and Recreation ons 2002-2103, 2007-0409,
Background and Justificatio Agreements with recreation Resolutions 2002-2103, 2007- hiring process. The Board grar execute Independent Contract officials up to \$10,000, with approval.	instructors and spo 0409, and 2012-010 nted the Director/Ass or Agreements and A	orts officials (Resolut 68) was adopted by t istant Director of Parks Amendments with recre	tion 94-422, amended by he Board to streamline the s and Recreation authority to eation instructors and sports
The Agreement attached hadministrator/Director/Assistanthe authority delegated by the	nt Director of the Parl	ks and Recreation Dep	partment in accordance with
The Contractors have affirmed policy.	their non-discrimina	tion policy will be in cor	nformance with the County's
Attachment: Independent Co	ntractor Agreement	(1)	
Recommended by:	partment Director	<u>(</u>	7-14-2015 Date

#### **II. FISCAL IMPACT ANALYSIS**

#### A. **Five Year Summary of Fiscal Impact: Fiscal Years** 2015 2016 2017 2018 2019 **Capital Expenditures** -0-**Operating Costs** 500 -0-**External Revenues** -0--0--0--0--0-**Program Income (County)** -0--0--0--0--0-In-Kind Match (County) -0--0--0--0--0-**NET FISCAL IMPACT** 500 -0--0--0--0-# ADDITIONAL FTE **POSITIONS (Cumulative)** Is Item Included in Current Budget? Yes No **Budget Account No.:** Fund <u>0001</u> Department <u>580</u> Unit <u>5243</u> Sub Unit <u>03</u> Object 3422 Revenue Source N/A Program N/A B. Recommended Sources of Funds/Summary of Fiscal Impact: Contractor Item Revenue Expense Aneesha Hanif \*\$0 \$500 Totals \$0 \$500 The cost of this program is included in our Summer Camp revenue. C. **Departmental Fiscal Review: III. REVIEW COMMENTS** A. **OFMB Fiscal and/or Contract Development and Control Comments: Legal Sufficiency:** B. C. Other Departmental Review:

Department Director

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

DIVISION: RECREATION SERVICES	VENDOR CODE:	DOCUMENT NUMBER:
REVENUE ACCOUNT: 0001-580- EXPENSE ACCOUNT: 0001-580- 524303-3422	VS0000003091	KP0580052715X502
M/C: 4H PS:		DD: KR

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

TI	HIS	INDEPENDENT CONTRACTOR AGREEMENT, hereinafter referred to as the "Agreement," is made and
C:	ach	ed into on <u>C5/27/15</u> , by and between the Board of County Commissioners of Palm
In	depe	n County, Florida, hereinafter referred to as "COUNTY," and Aneesha Hanif, an endent Contractor, hereinafter referred to as "CONTRACTOR".
		WITNESSETH:
"D an	epa	HEREAS, COUNTY, by and through its Parks and Recreation Department, hereinafter referred to as the introduction of the general public; and wellbeing of the general public;
es	<b>W</b> ison	HEREAS, it is the intent of the Department to organize and make available a certain program / class / referred to as Etiquette, Charm, Modeling, & Fashions, hereinafter referred to as "activity"; and
he	Wi ter	<b>HEREAS</b> , said activity will be conducted by CONTRACTOR and governed by the Department pursuant to ms and conditions of this Agreement.
an	NC d CC	<b>DW THEREFORE,</b> in consideration of the mutual covenants and agreements contained herein, COUNTY ONTRACTOR hereby agree as follows:
	<u>Te</u> and	rm: This Agreement is effectiveJune 18, 2015, and will terminateAugust 7, 2015, d is not subject to extension or renewal.
) 	Fee	es and Charges: The fee charged to participate in this activity is \$ per  e collection of such fees is the responsibility of the Department.
	Add	ditional charges, if any, assessed to the participants of the activity are limited to:
	Pa	yments To Contractor:
	a.	The total amount payable by COUNTY under this Agreement for the services to be performed hereunder is not to exceed Five Hundred dollars (\$\frac{500.00}{}{}).
	b.	Payments to CONTRACTOR will be \$ 50.00 per class (paid participant / class / lesson)
		OR
		% 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.	Spe	cific	<b>Details</b>
--	----	-----	-------	----------------

a.	Instructor: Aneesha Hanif
b.	Type of service / Name of activity: Etiquette, Charm, Modeling and Fashions Class
c.	Day(s)/Date(s) Scheduled: 10 Classes between June 18 through August 7, 2015
d.	Time Scheduled: 90 minute classes between 9:00am-4:00pm
e.	Activity area / Location: Westgate Recreation Center Gymnasium
f.	A minimum of 35 and a maximum of 70 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. <u>Independent Contractor Relationship</u>: 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. <u>Termination</u>: 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. <u>Subcontracting</u>: 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:
  - 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;
  - 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;
  - 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
  - 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
- publicize, promote, and advertise the activity when feasible.
- 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. <u>Department Representative</u> : 7	The Department's authorized representative for this Agreement is:
Name: Lee Powell, Facility Manager	Phone Number: (561) 694-5455

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: Recreation Services 2700 6th Avenue South Lake Worth, Florida 33461

If sent to CONTRACTOR, such notices are to be addressed: Aneesha Hanif 3100 El Camino Real West Palm Beach, Fl. 33409

- 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. <u>Arrears</u>: 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. <u>Public Entity Crimes</u>: 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. <u>Criminal History Records Check</u>: 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 and expression, or genetic information.
  - CONTRACTOR has submitted to COUNTY a copy of its non-discrimination policy which is consistent with the above, as contained in Resolution R2014-1421, as amended, or in the alternative, if CONTRACTOR does not have a written non-discrimination policy, it has acknowledged through a signed statement provided to COUNTY affirming their non-discrimination policy conforms to R2014-1421, as amended.
- 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 –
CONTRACTOR -
Aneesha Hanif
By: Mulsha Han
Signature
- Aloeska Hanit
0. [

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

County Attorney -

WITNESS -

Title

Aneesha Hanif

VENDOR CODE: VS0000003091

DOCUMENT NUMBER: KP0580052715-X-502

# EXHIBIT "A" Scope of Service

SCOPE OF S	EDVICE	<del></del>
The Westgate Recreation Center Summer Camp Etiquette, Thursday June 18, 2015 - August 7, 2015 (6/18,6/25,7/2,7/1 range from ages 6-11. They will have class from 10:00am-1 from 10:00am-1:00pm followed by a Fashion Show Performance of the control o	Charm, Modeling, and Fashions class 6,7/23,7/30,8/5,8/6&8/7 (2 Classes).	P1 44 4 .
1. CD PLAYER	USED	
Are participants being transported as part of the Scope of Ser	vice? Yes	/ No
According to Florida Statute Chapter 440, are you required to Workers' Compensation and Employer Liability coverage?	maintain Yes	No
GONTRACTOR: Aneesha Hanif		
Theesha Hanit  NAME (TYPE OR PRINT)	TITLE (TYPE OR PRINT)	
· · · · · · · · · · · · · · · · · · ·	THE (THE OR PRINT)	

EXHIBIT "A" Page 1 of 1

VENDOR CODE: VS0000003091 DOCUMENT NUMBER:

### 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:

<b>.</b> ∧	
	No Insurance Required: Based on scope of services, CONTRACTOR shall not be required to provide insurance.
	<u>Commercial General Liability</u> : 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.
	<b>Auto Liability</b> : 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.

EXHIBIT "B" Page 1 of 2

CONTRA	CTOR NAME
--------	-----------

Aneesha Hanif

VENDOR CODE: VS0000003091 DOCUMENT NUMBER: KP0580052715X502

# **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."
<u>Waiver of Subrogation</u> : 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.
<u>Certificates of Insurance</u> : 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: Recreation Services 2700 Sixth Avenue South Lake Worth, Florida 33461
<u>Umbrella or Excess Liability</u> : 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.