

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs	120,240	120,240			
External Revenues					
Program Income(County)					
In-Kind Match(County)					
NET FISCAL IMPACT	120,240	120,240			
#ADDITIONAL FTE POSITIONS (CUMULATIVE)					


- Is Item Included in the current Budget? Yes No
 Does this item include the use of federal funds? Yes No
 Does this item include the use of state funds? Yes No

Budget Account No:

Fund	Department	Unit	Object/RSRC
1340	540	5003	3423

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

C. Departmental Fiscal Review:



 Lynne Johnson, Director of Admin Services

III. REVIEW COMMENTS:

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


 OFMB 11/25/2024
 JFA 11/19
 AMF 11/20


 Contract Dev. & Control 11/29/24

B. Legal Sufficiency



 Assistant County Attorney

C. Other Department Review

 Department Director

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

CONTRACT FOR PROVISION OF FINANCIAL ASSISTANCE

(Transportation Services)

This Contract is made as of the 10th day of December, 2024, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and The ARC of Palm Beach County, Inc., hereinafter referred to as the AGENCY, a not-for-profit corporation authorized to do business in the State of Florida, whose Federal Tax I.D. is 59-0883386

WHEREAS, the AGENCY provides support services for disadvantaged individuals with economic, intellectual, physical and/or developmental disabilities. The AGENCY provides transport to essential services within Palm Beach County. The AGENCY provides travel to medical appointments, life skill training, community outings, employment, education and other life-sustaining activities. The AGENCY desires to continue such services during the 2025 and 2026 Fiscal Years; and

WHEREAS, the COUNTY is willing to provide financial assistance to the AGENCY in order that they may continue these services.

In consideration of the mutual promises contained herein, the COUNTY and the AGENCY agree as follows:

ARTICLE 1 - SERVICES

The AGENCY agrees to provide services to residents of Palm Beach County as set forth in the Scope of Work and Services in Exhibit A. The AGENCY also agrees to provide deliverables and requirements, including reports, as specified in Exhibit A. No changes in the scope of work or services may be conducted without the written approval of the Palm Beach County's Department of Surface Transportation, Palm Tran Inc. (Palm Tran) and an amendment of this Contract approved by COUNTY's Board of County Commissioners as required herein or by law. The AGENCY acknowledges that it is a not for profit entity and is providing services within Palm Beach County and that its program is designed to meet the transportation needs of Palm Beach County residents.

The COUNTY's representative/liasion during the performance of this Contract shall be Louis Ferri, Senior Manager of Paratransit telephone number is 561-812-5350, or his designee.

The AGENCY's representative/liasion during the performance of this Contract is Kimberly McCarten, President & C.E.O, whose telephone number is 561-842-5814 or her designee.

ARTICLE 2 – SCHEDULE

The AGENCY commenced services on October 1, 2024 for a term of two (2) years, ending on September 30, 2026.

The AGENCY shall be responsible for providing Palm Tran Connection with a monthly summary, including a detailed schedule for each day, listing the clients that travel each day within a specified month.

Reports and other items shall be delivered or completed in accordance with Exhibit A.

ARTICLE 3 – FINANCIAL ASSISTANCE

The COUNTY will provide financial assistance to the AGENCY for services rendered under this Contract at annual amount not to exceed **\$120,240.00** for up to 10,020 trips per fiscal year at a cost of \$12.00 per one-way trip as further described in Exhibit B. The AGENCY will invoice the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit B for services performed toward the completion of the Scope of Work.

The parties agree that this Contract shall relate back and take effect as of October 1, 2024. The AGENCY represents that it began performance of this Contract on October 1, 2024, and that it has performed all services to residents of Palm Beach County as set forth in the Scope of Work and Services in Exhibit A and all other terms and conditions of this Contract. The AGENCY shall provide all deliverables and meet all requirements, including the provision of all reports and other documents, as specified in Exhibit C.

The program and unit cost definitions for this Contract are set forth in Exhibit B.

All requests for payments of this Contract shall include the following:

1. An original cover memo on AGENCY letterhead signed by the Chief Executive Officer; and a
2. Properly completed and signed Monthly Invoice.

The AGENCY is obligated to provide the COUNTY with the properly completed requests for all funds paid relative to this Contract no later than October 31 of each year. Any amounts not invoiced by the aforementioned date shall remain the COUNTY's and the COUNTY shall have no further obligation with respect to such amounts or invoices for service.

Payment of invoices shall be contingent on timely receipt of all required reports. Invoices received from the AGENCY pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the

Contract. Additional information regarding riders, trips and services will be immediately furnished upon COUNTY's request. Approved invoices will then be sent to Palm Tran's Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval. Any financial assistance due by COUNTY under the terms of this Contract shall be withheld until all reports due from the AGENCY and necessary adjustments have been approved by the COUNTY.

Final Invoice: In order for both parties herein to close their books and records, the AGENCY shall clearly state "final invoice" on the AGENCY's final/last invoice to the COUNTY. This shall constitute AGENCY's certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach County. Any other charges not properly included on this final invoice are waived by the AGENCY.

ARTICLE 4 - AVAILABILITY OF FUNDS

The obligations of the COUNTY under this Contract for the current or any subsequent fiscal year are subject to the availability of funds lawfully appropriated for the Contract's purpose by the Board of County Commissioners of Palm Beach County.

ARTICLE 5 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the AGENCY shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the AGENCY's most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside AGENCY. The COUNTY shall exercise its rights under this article within three (3) years following final payment.

ARTICLE 6 - INSURANCE

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

- A. **Commercial General Liability** The AGENCY shall maintain a Commercial General Liability policy at a limit of liability not less than \$500,000 Each Occurrence.

Coverage shall not include a Cross Liability Exclusion. AGENCY shall provide coverage on a primary basis.

- B. **Business Automobile Liability** The AGENCY shall maintain a Business Automobile liability policy at a limit of liability not less than \$1,000,000 Each Occurrence for all owned, non-owned and hired automobiles. If the AGENCY does not own any automobiles, the requirement shall be amended to allow the AGENCY to maintain Hired & Non-Owned Auto Liability only. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. AGENCY shall provide coverage on a primary basis.
- C. **Worker's Compensation Insurance & Employers Liability** The AGENCY shall maintain Worker's Compensation Insurance & Employers Liability in accordance with Chapter 440, Florida Statutes. AGENCY shall provide coverage on a primary basis.
- D. **Additional Insured** The AGENCY shall endorse the COUNTY and Palm Tran, Inc. as additional insureds with a CG 2026. Additional Insured-Designated Person or Organization endorsement, or its equivalent, to the Commercial General Liability. The Additional Insured endorsement shall read "The Commission for the Transportation Disadvantaged, Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida and Palm Tran, Inc., and their respective officers, employees, volunteers and agents, c/o Palm Tran, Inc." The AGENCY shall provide the Additional Insured endorsements coverage on a primary basis.
- E. **Waiver of Subrogation** AGENCY hereby waives any and all rights of Subrogation against the COUNTY and Palm Tran, Inc., and their respective 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 to the policy, then AGENCY shall agree to 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 specifically prohibits such an endorsement, or which voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- F. **Right to Review** COUNTY, by and through its Risk Management Department, in cooperation with Palm Tran, Inc., reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages, or endorsements, herein from time to time throughout the term of this Contract and any extension thereof. 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.
- G. **Umbrella or Excess Liability** If necessary, AGENCY may satisfy the minimum limits required above for either 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 either Commercial General Liability, Business Auto Liability, or Employer's Liability. The COUNTY and Palm Tran Inc. 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.

- H. **Sexual Assault and Molestation** The AGENCY shall maintain Sexual Assault and Molestation insurance with a limit of not less than \$1,000,000 per occurrence. Coverage may be provided as an endorsement to the Commercial General Liability or a Professional Liability policy.
- I. **Certificate of Insurance** Prior to execution of this Contract, AGENCY shall deliver to the COUNTY's representative as identified in Article 1, a Certificate(s) of Insurance evidencing that all types and amounts of insurance coverage's required by this Contract have been obtained and are in full force and effect. Such Certificate(s) of Insurance shall include a minimum ten (10) day endeavor to notify due to cancellation or non-renewal of coverage. The certificate of insurance shall be issued to:

**Palm Tran Connection
Attn: Louis Ferri
50 S Military Trail
Suite 101
West Palm Beach, FL 33415**

ARTICLE 7 - INDEMNIFICATION

The AGENCY shall protect, defend, reimburse, indemnify and hold harmless the COUNTY and Palm Tran Inc., and their respective officers, agents, employees and volunteers from and against all claims, liability, expense, loss, cost, damages and/or causes of action of every kind or character, including attorney's fees and costs, arising during, as a result of, or related in any manner to the performance of this Contract, the AGENCY's failure to perform the Contract, or due to the negligent, intentional or wrongful acts or omissions of the AGENCY or any of its officers, employees, agents or volunteers. The AGENCY shall not use funds made available pursuant to this Contract for the purpose of initiating or pursuing litigation against the COUNTY.

ARTICLE 8 - SUCCESSORS AND ASSIGNS

The COUNTY and the AGENCY each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the AGENCY shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the

COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the AGENCY.

ARTICLE 9 – WARRANTIES AND LICENSING REQUIREMENTS

The AGENCY represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, perform the services provided for herein, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

The AGENCY shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. The AGENCY 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.

The AGENCY further represents that it has, or will secure at its own expenses, all necessary personnel required to perform the services under this Contract, and that they shall be fully qualified and, if required, authorized, permitted and/or licensed under State and local law to perform such services. Such personnel shall not be employees of or have any contractual relationship with the COUNTY or Palm Tran, Inc.

The AGENCY represents and warrants that it is governed by a Board, or other appropriate body, whose members have no monetary conflict of interest. Further, the members must also serve the AGENCY without compensation, and the composition of the governing body must reasonably reflect Palm Beach County and/or client demographics.

The AGENCY shall comply with all legal criminal history record check regulations required for the population they serve. AGENCY shall have a policy that requires it to conduct a Level 2 Criminal Background Check as appropriate on applicants and volunteers being considered for positions that will provide services to or will be around children, the elderly and other vulnerable adult populations, prior to their start date. Agency shall fully comply with said policy. All criminal background checks shall be done at the expense of the AGENCY.

ARTICLE 10 – FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the AGENCY. The AGENCY shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the AGENCY authorized to use the COUNTY's Tax Exemption Number in securing such materials.

The AGENCY shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 11 - NON-DISCRIMINATION

AGENCY agrees that no person shall on the grounds of race, color, national origin, religion, disability, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, or genetic information be excluded from the benefits of, or be subjected to any form of discrimination under any activity carried out by AGENCY in its performance of this Contract.

The AGENCY 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, and that it will comply with all state, federal and local laws prohibiting discrimination.

ARTICLE 12 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract 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.

Nothing herein shall be construed as creating any personal liability on the part of any employee, official, officer, servant, volunteer or agent of the COUNTY or Palm Tran, Inc., nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY, Palm Tran, Inc. or AGENCY, except as expressly provided in this Contract.

ARTICLE 13 - AGENCY'S PROGRAMMATIC REQUIREMENTS

The AGENCY agrees to specific programmatic requirements, including but not limited to, the following:

- A. Maintain books, records, documents, and other evidence which sufficiently and properly reflects all costs of any nature expended in the performance of this Contract, in accordance with generally accepted accounting principles.
- B. Maintain and make records available in accordance with the Public Records Law, Chapter 119, Florida Statutes and other applicable provisions of state law. The COUNTY may terminate this Contract if AGENCY fails or refuses to allow public access to all documents, papers, letters, records or other materials subject to the

provisions of Chapter 119, F.S. and made or received in conjunction with this Contract.

- C. No private or confidential data collected, maintained or used during the course of the contract period shall be disseminated except as authorized by statute during the contract period or thereafter.
- D. To allow COUNTY to both fiscally and programmatically monitor AGENCY to assure that COUNTY's fiscal and programmatic goals and conduct as outlined in the Scope of Work, Exhibit A and unit cost for delivery of services, Exhibit B are adhered to by AGENCY. All contracted programs/services will be reviewed at least yearly. Outcomes will be reviewed on a quarterly basis. Services will be monitored against administrative and programmatic standards designed to measure program efficiency and effectiveness. The AGENCY shall maintain business and accounting records detailing the performance of the contract. Authorized representatives or agents of the COUNTY, Palm Tran, Inc. and any other funding entity shall have access to records upon reasonable notice for purposes of review, analysis, inspection and audit.
- E. Reimburse funds to COUNTY that COUNTY deemed misused or misspent.
- F. Notwithstanding anything contained herein, AGENCY agrees that it shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex, religion, ancestry, marital status, sexual orientation, gender, identity or expression, genetic information or national origin. AGENCY shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, disability, creed, color, sex, religion, ancestry, marital status, sexual orientation, gender, identity or expression, genetic information or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- G. AGENCY agrees that no member, officer or employee of COUNTY or PALM TRAN, INC. during his tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in this Contract.
- H. Copies of the required COUNTY forms for the Transportation Disadvantaged Annual Operating Report ("TDAOR") report are included in Exhibit A and have been supplied to and received by the AGENCY.

ARTICLE 14 – ACCESS AND AUDIT REQUIREMENTS

The AGENCY shall maintain, in Palm Beach County, adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion or termination of this Contract. If an inquiry, investigation, audit, or litigation

has been initiated that has not been resolved at the time of the Contract's completion or termination, the AGENCY shall continue to maintain and preserve the records until the resolution of the inquiry, investigation, audit, or litigation. The COUNTY, Palm Tran, Inc., representatives of the Commission for the Transportation Disadvantaged and other authorized representatives of the State of Florida shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours and at the AGENCY's place of business.

ARTICLE 15 - INSPECTOR GENERAL

Palm Beach County has established the Office of the Inspector General as set forth in Palm Beach County Code, Sections 2-421 through 2-440, as they 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 AGENCY, its officers, agents, employees, and lobbyists in order to ensure compliance with contract requirements and detect corruption and fraud.

AGENCY shall cooperate with the Inspector General. Such cooperation shall include, but not be limited to, the provision of access to records regarding this Agreement. Failure to cooperate with the Inspector General, or interfering with or impeding any investigation is a violation of Palm Beach County Code, Sections 2-421 through 2-440, and punishable pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

ARTICLE 16 - CONFLICT OF INTEREST

The AGENCY represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes and the Palm Beach County Code of Ethics. The AGENCY further represents that no person having any such conflict of interest shall be employed for said performance of services.

The AGENCY shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance which may influence or appear to influence the AGENCY's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the AGENCY may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the AGENCY. The COUNTY will endeavor to notify the AGENCY of its opinion or it may direct the AGENCY to refer the matter to the Palm Beach County Commission on Ethics for advice or an opinion regarding the conflict.

ARTICLE 17 - DRUG-FREE WORKPLACE

The AGENCY shall implement and maintain a drug-free workplace program that complies with applicable federal, state and county law. The AGENCY's drug-free workplace program shall satisfy all of the requirements set forth below. In addition, all of its activities undertaken in the performance of this Contract shall conform to the following:

- A.** AGENCY's vehicles shall be operated only by safe, careful and legally qualified drivers having a proper license. All drivers will have and maintain a commercial driver's license and any other license or certification required by any law, rule or regulation relating, in any manner, to the operation of its vehicles and the provision of services. All drivers shall be selected, employed, controlled and paid by the AGENCY, and conclusively presumed to be the employees of the AGENCY. The parties agree that no liability shall inure to either the COUNTY or PALM TRAN, INC. as a result of any act or omission of AGENCY, its drivers, employees, servants or agents.
- B.** Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- C.** Inform employees about the dangers of drug abuse in the workplace, the AGENCY'S policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- D.** Give each employee engaged in providing the services under this Contract a copy of the statement specified in paragraph B of Article 17.
- E.** In accordance with the statement specified in Article 17, Paragraph B, notify the employees that, as a condition of working on the contract services, the employee will abide by the terms of the statement and will notify the AGENCY of any conviction of, or plea of guilty nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- F.** Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or so pleads.

ARTICLE 18 - AMERICANS WITH DISABILITIES (ADA)

The AGENCY shall meet all the requirements of the Americans with Disabilities Act (ADA), which shall include, but not be limited to, posting a notice informing service recipients and employees where they can file any complaints of ADA violations, which may include directly

with the Equal Employment Opportunity Commission (EEOC), One Northeast First Street, Sixth Floor, Miami, Florida 33132.

AGENCY shall insure that its vehicles, ingress and egress points and facilities are accessible to the disabled, and that they are operated, equipped, and maintained in conformity with the Americans with Disabilities Act of 1990 (ADA), as it may be amended from time to time, and all federal rules and regulations implementing the Act. AGENCY shall indemnify and hold harmless, to the fullest extent of the law, COUNTY and PALM TRAN, INC., and their respective officers, employees, agents and volunteers, from and against any and all liability which may or shall inure to COUNTY and/or PALM TRAN, INC., and their respective officers, employees, agents and volunteers, as a result of any act or acts of AGENCY or its officers, employees, servants, agents or subcontractors.

ARTICLE 19 - INDEPENDENT CONTRACTOR RELATIONSHIP

The AGENCY is, and shall be, in the performance of all work services and activities under this contract, 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 contract shall at all times, and in all places, be subject to the AGENCY's sole direction, supervision and control. The AGENCY shall exercise control over the means, method, mode and manner in which it and its employees perform the work, and in all respects the AGENCY'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 AGENCY does not have the power or authority to bind the COUNTY in any promise, agreement or representation. Further, the AGENCY 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.

ARTICLE 20 - CONTINGENT FEES

The AGENCY warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the AGENCY to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the AGENCY, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 21 - SUBCONTRACTING

The COUNTY does not allow subcontracting by the AGENCY for services under this contract.

ARTICLE 22 - PUBLIC ENTITY CRIMES AND DISCRIMINATORY VENDORS

As provided in Sections 287.132-133, F.S., by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCY 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).

AGENCY hereby certifies that it has not been placed on Florida's Department of Management Services' Discriminatory Vendor List as provided under Section 287.134, F.S.

ARTICLE 23 - EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY and without its fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes and abnormally severe and unusual weather conditions.

Upon the AGENCY's request, the COUNTY shall consider the facts and extent of any failures to perform the work and, if the AGENCY's failure to perform was without its fault or negligence, the contract schedule and/or any other affected provisions of this Contract shall be revised accordingly, subject to the COUNTY's rights to change, terminate or stop any or all of the work at any time.

ARTICLE 24 – ARREARS

The AGENCY 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. The AGENCY further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 25 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The AGENCY shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the AGENCY and will not be disclosed to any other party, directly or indirectly, without the COUNTY's prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY's expense shall be and remain the COUNTY's property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

Notwithstanding any other provision in this Contract, all documents, records, reports and any other materials produced hereunder shall be subject to disclosure, inspection and audit, by the Inspector General of Palm Beach County pursuant to Sections 2-421 through 2-440 of the Palm Beach County Code, as they may be amended.

ARTICLE 26 - TERMINATION

This Contract may be terminated by the AGENCY upon sixty (60) days prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the AGENCY. It may also be terminated, in whole or part, by the COUNTY, with or without cause, and for the convenience of the COUNTY upon five (5) business days written notice to the AGENCY. Unless the AGENCY is in breach of this Contract, the AGENCY shall be paid for services rendered to the COUNTY's satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the AGENCY shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY. Transfer pertinent client records and refer clients receiving services to another AGENCY funded by COUNTY, as approved by the COUNTY, in order to ensure continuity of care.
- D. Continue and complete all parts of the work that have not been terminated.

Submit an invoice for final payment on the terminated portion of the contract within thirty (30) days of the termination date.

ARTICLE 27 – SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, 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 Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 28 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the AGENCY of the COUNTY's notification of a contemplated change, the AGENCY shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the AGENCY's ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the AGENCY shall suspend work on that portion of the Scope of Work and services affected by a contemplated change, pending the COUNTY's decision to proceed with the change. If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the AGENCY shall not commence work on any such change until such written amendment is signed by the AGENCY and approved and executed on behalf of Palm Beach County.

ARTICLE 29 - NOTICES

All notices required under this Contract shall be sent by U. S. Mail, postage prepaid, and if sent to the COUNTY shall be mailed to:

Ivan Maldonado, Executive Director
Palm Tran, Inc.
100 N. Congress Avenue
Delray Beach, FL 33445

And, if sent to the AGENCY shall be mailed to:

Pamela Payne, President & C.E.O
The ARC of Palm Beach County, Inc.
1201 Australian Avenue
Riviera Beach, FL 33404

ARTICLE 30 -STANDARDS OF CONDUCT FOR EMPLOYEES

The AGENCY must establish safeguards to prevent employees, AGENCY, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private financial gain for themselves or others such as those with whom they have family, business, or other ties. Therefore, the AGENCY must have written policy guidelines on conflicts of interest and the avoidance thereof. These guidelines should reflect State and local laws and must cover financial interest, gifts, gratuities and favors, nepotism, and other areas such as political participation and bribery. These rules must also indicate the conditions under which outside activities, relationships, or financial interest are

proper or improper, and provide for notification of these kinds of activities, relationships, or financial interests to a responsible and objective institution official.

The rules of conduct must contain a provision for prompt notification of violations to a responsible AGENCY official and must specify the type of administrative action that may be taken against an individual for violations. Administrative actions, which would be in addition to any legal penalty(ies), may include oral admonishment, written reprimand, reassignment, demotion, suspension, or separation. Suspension or separation of a key official must be reported promptly to the COUNTY.

A copy of the rules of conduct must be given to each officer, employee, board member, and Agency of the AGENCY and the rules must be enforced to the extent permissible under State and local law or to the extent to which the AGENCY determines it has legal and practical enforcement capacity.

The rules need not be formally submitted to and approved by the COUNTY; however, they must be made available for a review upon request, for example, during a site visit.

ARTICLE 31 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the AGENCY both further agree that this Contract 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 Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

ARTICLE 32 – SCRUTINIZED COMPANIES

As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the Contractor certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies that boycott Israel List, or is engaged in a boycott of Israel, pursuant to F.S. 215.4725. Pursuant to F.S. 287.135(3)(b), if Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, this Contract may be terminated at the option of the County.

When contract value is greater than \$1 million: As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the Contractor certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473 or is engaged in business operations in Cuba or Syria.

If the County determines, using credible information available to the public, that a false

certification has been submitted by the Contractor, this Contract may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Contract shall be imposed, pursuant to F.S. 287.135. Said certification must also be submitted at the time of Contract renewal, if applicable.

ARTICLE 33 – LAW AND VENUE; REMEDIES; NO THIRD PARTY BENEFICIARIES

This Contract shall be governed by the laws of the State of Florida. Any legal action necessary to enforce the Contract will be held in a court of competent jurisdiction located in Palm Beach County, Florida.

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.

No provision of this Contract 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 Contract, including but not limited to any citizen or employees of the County and/or AGENCY.

No provision of this Contract is intended to, nor shall be construed to, create any third party beneficiary, except as to Palm Tran, Inc., or to provide any rights to any other person or entity not a party to this Agreement, including, but not limited to, any citizen or employee or volunteer of AGENCY.

ARTICLE 34 - CRIMINAL HISTORY RECORDS CHECK

Pursuant to Palm Beach County Code Sections 2-371 through 2-377, also known as the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), the COUNTY will conduct fingerprint based criminal history record checks on all persons not employed by the COUNTY who repair, deliver, or provide goods or services for, to, or on behalf of the COUNTY. A fingerprint based criminal history record check shall be conducted on all employees of contractors and subcontractors of contractors, including repair persons and delivery persons, who are unescorted when entering a facility determined to be either a critical facility ("Critical Facilities") or a criminal justice information facility ("CJI Facilities"), which are critical to the public safety and security of the COUNTY. County facilities that require this heightened level of security are identified in Resolution R- 2013-1470 and R2015-0572, as it may be amended or superseded from time to time. In October 2013, compliance with the requirements of the U.S. Federal Bureau of Investigations CJI Security Policy was added to the Ordinance, which includes a broad list of disqualifying offenses. The AGENCY is solely responsible for understanding the financial, schedule, implications, and/or staffing implications of this Ordinance.

ARTICLE 35 – E-VERIFY

The COUNTY has agreements with Florida's Department of Transportation (FDOT) which require the COUNTY to agree and assure FDOT that the U.S. Department of Homeland Security's E-Verify System (System) will be used to verify the employment eligibility of AGENCY's employees and the employees of AGENCY's subcontractors. Accordingly, AGENCY agrees that it will utilize the System to verify the employment eligibility of its employees, and that it will require any subcontractor used in the performance of the Contract to verify the employment eligibility of its employees. AGENCY shall provide evidence that it and its subcontractors have so verified the employment eligibility of all employees to COUNTY and FDOT on forms and in the manner required by the COUNTY.

AGENCY acknowledges that the COUNTY has received and will seek funds from FDOT, and that such funds may be used to pay AGENCY for the services it provides under this Contract. AGENCY further acknowledges that FDOT has advised recipients of FDOT funds that it will consider an AGENCY's employment of unauthorized aliens to be a violation of the Immigration and Nationality Act. AGENCY affirms to the COUNTY that it will not employ unauthorized aliens or take any other act, including acts related to the use of independent contractors, which may cause the COUNTY to be in violation of any law, or term or condition of any agreement between the COUNTY, FDOT and AGENCY.

ARTICLE 36 – NATIONAL TRANSIT DATABASE AND ANNUAL OPERATING REPORTS

The AGENCY is required to provide data to assist Palm Tran, Inc. in compiling and completing required monthly, quarterly and annual reports. Specific reports for which the AGENCY shall be required to provide information and assistance shall include, but are not limited to:

1. National Transit Database (NTD) report: A template will be provided and the completed report will be due by the 15th of each month for the prior month's data.
2. Transportation Disadvantaged Annual Operating Report (TDAOR): A template will be provided and the completed report will be due by the 15th of each quarter for the prior quarter's data.

ARTICLE 37 – PUBLIC RECORDS

Notwithstanding anything contained herein, as provided under Section 119.0701, F.S., if the AGENCY: (i) provides a service; and (ii) acts on behalf of the COUNTY as provided under Section 119.011 (2) F.S., the AGENCY shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time, The AGENCY is specifically required to:

- A. Keep and maintain public records required by the COUNTY to perform services as provided under this Contract.

B. Upon request from the COUNTY's Custodian of Public Records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. The AGENCY further agrees that all fees, charges and expenses shall be determined in accordance with Palm Beach County PPM CW-F-002, Fees Associated with Public Records Requests, as it may be amended or replaced from time to time.

C. Ensure that public records that are exempt, or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract and following completion of the Contract, if the AGENCY does not transfer the records to the public agency.

D. Upon completion of the Contract, the AGENCY shall transfer, at no cost to the COUNTY, all public records in possession of the AGENCY unless notified by COUNTY's representative/liaison, on behalf of the COUNTY's Custodian of Public Records, to keep and maintain public records required by the COUNTY to perform the service. If the AGENCY transfers all public records to the COUNTY upon completion of the Contract, the AGENCY shall destroy any duplicate records that are exempt, or confidential and exempt from public record disclosure requirements. If the AGENCY keeps and maintains public records upon completion of the Contract, the AGENCY shall meet all applicable requirements for retaining public records. All records stored electronically by the AGENCY must be provided to COUNTY, upon request of the COUNTY's Custodian of Public Records, in a format that is compatible with the information technology systems of COUNTY, at no cost to COUNTY.

Failure of the AGENCY to comply with the requirements of this article shall be a material breach of this Contract. COUNTY shall have the right to exercise any and all remedies available to it, including but not limited to, the right to terminate for cause. AGENCY acknowledges that it has familiarized itself with the requirements of Chapter 119, F.S., and other requirements of state law applicable to public records not specifically set forth herein.

ARTICLE 38 - NONDISCRIMINATION

The County is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Pursuant to Palm Beach County Resolution R2017-1770, as may be amended, the AGENCY warrants and represents that throughout the term of the Contract, including any renewals thereof, if applicable, 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, or genetic information. Failure to meet this requirement shall be considered default of the Contract.

As a condition of entering into this Contract, the AGENCY represents and warrants that it will comply with the County's Commercial Nondiscrimination Policy as described in Resolution 2017-1770, as amended. As part of such compliance, the AGENCY shall not discriminate on the basis of race, color, national origin, religion, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity or expression, disability, or genetic information in the solicitation, selection, hiring or commercial treatment of subcontractors, vendors, suppliers, or commercial customers, nor shall the AGENCY retaliate against any person for reporting instances of such discrimination. The AGENCY shall provide equal opportunity for subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the County's relevant marketplace in Palm Beach County. The AGENCY understands and agrees that a material violation of this clause shall be considered a material breach of this Contract and may result in termination of this Contract, disqualification or debarment of the company from participating in County contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. AGENCY shall include this language in its subcontracts.

ARTICLE 39 - AUTHORITY TO PRACTICE

The AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the County's representative upon request.

ARTICLE 40 - DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN

Pursuant to F.S. 286.101, as may be amended, by entering into this Contract or performing any work in furtherance thereof, the AGENCY certifies that it has disclosed any current or prior interest of, any contract with, or any grant or gift received from a foreign country of concern where such interest, contract, or grant or gift has a value of \$50,000 or more and such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years.

ARTICLE 41 – HUMAN TRAFFICKING AFFIDAVIT

AGENCY warrants and represents that it does not use coercion for labor or services as defined in section 787.06, Florida Statutes. AGENCY has executed Exhibit D, Nongovernmental Entity Human Trafficking Affidavit, which is attached hereto and incorporated herein by reference.

(Remainder of Page Intentionally Left Blank)

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set his/her hand the day and year above written.

ATTEST:

JOSEPH ABRUZZO
CLERK & COMPTROLLER

PALM BEACH COUNTY, FLORIDA, by its
BOARD OF COUNTY COMMISSIONERS

BY: _____
Clerk & Comptroller

BY: _____
Maria G. Marino, Mayor

WITNESS:



Signature

AGENCY:

The ARC of Palm Beach County, Inc.
AGENCY's Name

Russell Greene
Name Typed or Print

BY: 

Signature

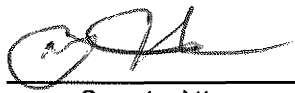
59-0883386
AGENCY's Federal ID Number

Pamela Payne
Signatory Name

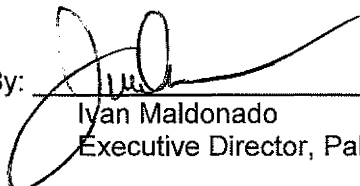
President & C.E.O.
Signatory Title

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS



County Attorney

By: 

Ivan Maldonado
Executive Director, Palm Tran, Inc.

EXHIBIT A

**SCOPE OF WORK & SERVICE UNITS
FY2025 & FY2026 FINANCIAL ASSISTANCE CONTRACT**

Agency Name: The ARC of Palm Beach County, Inc.

1201 Australian Avenue
Riviera Beach, FL 33404

Pamela Payne, President & C.E.O

Provide one-way trips for disabled and transportation-disadvantaged individuals. Trips are performed either on an individual basis or organized by group for those clients traveling to the same destination point at pre-arranged time. Service is available Monday through Friday and provided for residents and clients living in Palm Beach County. Trips are provided to medical appointments and facilities, pharmacists, meal sites, grocery stores, adult day care, senior citizen centers and other locations based on driver and vehicle availability as well as program funding.

The monthly invoice and detail forms are included as part of Exhibit A.

The Transportation Disadvantaged Annual Operating Report (TDAOR) is required to be submitted on a quarterly basis. An example of the form is included as part of Exhibit A.

The National Transit Database (NTD) report is required to be submitted on a monthly basis. An example of the form is included as part of Exhibit A.

EXHIBIT A

SAMPLE TDAOR:

Number of Passenger No-Shows														0
Complaints														0
By Service														0
By Policy														0
By Vehicle														0
By Other														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commendations														0
Vehicle Info														
Mileage														0
Vehicle														0
Revenue														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hours														0
Vehicle														0
Revenue														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Road Calls														0
Accidents-Chargeable														0
Person Only														0
Vehicle Only														0
Person and Vehicle														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accidents-Non-Chargeable														0
Person Only														0
Vehicle Only														0
Person and Vehicle														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Vehicles														0
Number of Vehicles that are:														0
WC Accessible														0
Stretcher Equipped														0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Employee Info														
Drivers														0
Full Time														0
Part Time														0
Volunteers														0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EXHIBIT A

SAMPLE TDAOR:

Driver Hours														
Full Time														0
Part Time														0
Volunteers														0
Total Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Employees														
Maintenance														0
Dispatchers														0
Schedulers														0
Call/Resrv/CSR														0
Other														0
Volunteers														0
Admin														0
Management														0
Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employees	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Sources														
Agency for Health Care Administration														
Medicaid Non-Emerg														0
Medicaid -Non-Emerg (under fixed fee service w/AHCA)														0
Medicaid Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agency for Persons with Disabilities														
Comm Care for Dis Adults														0
Developmental Services														0
Other														0
APD Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Agency for Workforce Innovation														
WAGES w/Workforce Board														0
Other														0
Workforce Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commission for the Trans.Disad														
Non-Spons Trip Program														0
Non-Spons Cap.Equip														0
Rural Capital Equip.														0
TD Other														0
CTD Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. of Children and Families														
Alcohol, Drug Abuse														0
Fam Safety & Pres														0
Other														0
Child/Fam Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0

EXHIBIT A

SAMPLE TDAOR:

Dept. of Community Affairs													
Com Svc													0
Other													0
Comm Affs Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. of Education													
Carl Perkins Voc Ed													0
Division of Blind Services													0
Day Care Programs													0
Other													0
Education Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. Of Elder Affairs													
Older Americans Act													0
Community Care													0
Other													0
Elder Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. of Health													
Childrens Med Svc													0
Office of Disability Deter.													0
County Public Health													0
Health Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. of Juvenile Justice													
Dept. of Transportation													
49 USC 5307 (9)													0
49 USC 5310 (16)													0
49 USC 5311 (18)													0
49 USC 5311f (18)													0
Block Grant													0
Svc Dev													0
Computer Asst Prg													0
Other DOT													0
DOT Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0
Local Government													
School Board Service													0
Complementary ADA Service													0
County Cash													0
County In-Kind													0
City Cash													0
City In-Kind													0

EXHIBIT A

SAMPLE TDAOR:

Other Cash														
Other In-Kind														
Local Govt Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Local Non-Government														
Farebox														
Donations/Contributions														
In-Kind Services														
Other Non-Gvt														
Local Non-Gvt Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Federal/State Programs														
Revenues														
Medicaid Subtotal														
APD Subtotal														
Workforce Subtotal														
CTD Subtotal														
Child/Fam Subtotal														
Child/Fam Subtotal														
Comm Afs Subtotal														
Education Subtotal														
Elder Subtotal														
Health Subtotal														
Juvenile Justice														
DOT Subtotal														
Local Govt Subtotal														
Local Non-Gvt Subtotal														
Other Programs														
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expense Sources														
Expenses														
Labor (501)														
Fringe Benefits (502)														
Services (503)														
Materials (504)														
Utilities (505)														
Casualty/Liab (506)														
Taxes (507)														
Purch Svc (508)														
Misc (509)														
Interest (511)														
Leases/Rentals (512)														
Depreciation (513)														
Contrib Svc (530)														
Indirect Exp														
Grand Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SAMPLE NTD:

EXHIBIT A

NTD DEMAND RESPONSE PURCHASED TRANSPORTATION MONTHLY LOG FOR FISCAL YEAR ENDING SEPTEMBER 30, 2013													
DO NOT DELETE FORMULAS. ENTER DATA ONLY FOR PURPLE SHADED TOPICS. REVIEW KEY INDICATORS (GREEN SHADING) BEFORE SUBMITTING.													
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL
EXPENSE PER PASSENGER TRIP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUE VEHICLE MAINTENANCE & ENERGY													
REVENUE VEHICLE MAINTENANCE & ENERGY													
COLLECTOR/AGENCY													
TRANSIT SAFETY AND SECURITY													
SEALTY/AVIATION - REPORTING TRIPSHOULDERS FOR SAFETY													
AND SECURITY INCIDENTS													
Number of Vehicle Stops													
Number of Passengers of Incidents													
Transit Property Damage (\$)													
Reckless Pans													
Violent or Harassment Crimes, Disturbances													
All Evacuation Due to Fire Safety Reasons													
Number of Civil Time Expanding Security Personnel													
TRANSIT AGENCY SERVICE													
Full Vehicle Operations in Movement, Service													
LA Vehicle Operations and Movement, Service													
AVERAGE MILES PER VEHICLE OPERATED IN MAX SERVICE	0	0	0	0	0	0	0	0	0	0	0	0	0
TIME SERVICE BEGINS: (IN MILITARY TIME, INC. DEADHEAD)													
Average Vehicle Mileage													
Average Vehicle Mileage													
Average Vehicle Mileage													
TIME SERVICE ENDS: (IN MILITARY TIME, INC. DEADHEAD)													
Average Vehicle Mileage													

NTD DEMAND RESPONSE PURCHASED TRANSPORTATION MONTHLY LOG FOR FISCAL YEAR ENDING SEPTEMBER 30, 2013													
DO NOT DELETE FORMULAS. ENTER DATA ONLY FOR PURPLE SHADED TOPICS. REVIEW KEY INDICATORS (GREEN SHADING) BEFORE SUBMITTING.													
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL
RATIO OF REVENUE MILES TO TOTAL MILES	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
ACTUAL VEHICLE REVENUE HOURS													
Monday Total for the Month													
Saturday Total for the Month													
Sunday Total for the Month													
MONTHLY TOTAL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AVERAGE REVENUE MILES PER REVENUE HOUR	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
RATIO OF REVENUE HOURS TO TOTAL HOURS	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
UNLINKED PASGR TRIPS (PASSENGERS BOARDED)													
Monday Total for the Month													
Saturday Total for the Month													
Sunday Total for the Month													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
UNLINKED AVERAGE WEEKDAY PASSENGER TRIPS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TRIPS PER REVENUE HOUR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PASSENGER MILES													
Monday Total for the Month													
Saturday Total for the Month													
Sunday Total for the Month													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

EXHIBIT A

SAMPLE NTD:

NTD DEMAND RESPONSE PURCHASED TRANSPORTATION MONTHLY LOG FOR FISCAL YEAR ENDING SEPTEMBER 30, 2013

DO NOT DELETE FORMULAS. ENTER DATA ONLY FOR PURPLE SHADED TOPICS. REVIEW KEY INDICATORS (GREEN SHADED) BEFORE SUBMITTING.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL
AVERAGE PASSENGER MILES PER PASSENGER TRIP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
# OF DAYS SCHEDULES OPERATED													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL VEHICLE MILES PER DAY (MERCURY)	0	0	0	0	0	0	0	0	0	0	0	0	0
Days Not Operated During Shifts													
Days Not Operated Due to Company-Initiated Emergencies													
MECHANICAL SYSTEM FAILURES (ROAD CALLS)													
MAJOR SYSTEM FAILURES													
Engine													
Transmission													
Brakes													
Electrical System													
Suspension / Wheel & Tires													
Doors													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
NON-MAJOR SYSTEMS FAILURES													
Exhaust													
Braking													
Ventilation													
Air Conditioning													
Windshield Lbs													

NTD DEMAND RESPONSE PURCHASED TRANSPORTATION MONTHLY LOG FOR FISCAL YEAR ENDING SEPTEMBER 30, 2013

DO NOT DELETE FORMULAS. ENTER DATA ONLY FOR PURPLE SHADED TOPICS. REVIEW KEY INDICATORS (GREEN SHADED) BEFORE SUBMITTING.

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD TOTAL
Chlor													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL SYSTEM FAILURES	0	0	0	0	0	0	0	0	0	0	0	0	0
FUEL CONSUMPTION (IN GALLONS)													
Diesel													
Gasoline													
MONTHLY TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

EXHIBIT B

SERVICE/PROGRAM TO BE PROVIDED FY 2025 & FY 2026

OTHER COUNTY SPONSORED CONTRACT

Agency: **The ARC of Palm Beach County, Inc.**

Program Name and Definition of Unit of Service	Unit Cost	Total Cost Of Service
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Service/Program: **Transportation**

A one-way trip for disabled, transportation disadvantaged elderly person. Trips are group trips that are scheduled by area of residence and point of destination. Service is available Monday through Friday, for those residents located in Palm Beach County. Trips are provided to medical appointments and facilities, meal sites and grocery stores, adult day care, senior centers and other locations based on driver and vehicle availability as well as program funding.

\$120,240

\$12.00

One way Trip:

Total Cost X 2 Years \$240,480.00

**FY 2025 - \$120,240
(10/1/2024 - 9/30/2025)**

**FY 2026 - \$120,240
(10/1/2025 – 09/30/2026)**

EXHIBIT C

DELIVERABLES AND REQUIREMENTS FY 2025 & FY 2026 FINANCIAL ASSISTANCE CONTRACT

1. Every three (3) months, AGENCY shall submit to Palm Tran Connection a Quarterly Year to Date Operating Report (from the Annual Operating Report) detailing demographic, vehicle inventory, operational and financial data regarding coordination activities in the designated service area. The report shall be prepared on forms provided by Palm Tran Connection. An example of the report is in Exhibit A.
2. The AGENCY shall permit Palm Tran Connection to inspect all work, materials, payrolls, records, drivers' manifests, capital equipment, and to audit the books, records and accounts pertaining to its performance of this Contract at all reasonable times including after expiration of the Contract.
3. Retain all financial records, supporting documents, statistical records, and any other documents pertinent to this Contract for a period of five (5) years after termination of this Contract at a facility located within Palm Beach County. If an audit has been initiated and audit findings have not been resolved at the end of the five (5) years, the records shall be retained until resolution of the audit findings.
4. Comply with Safety Requirements by:
 - a. Complying with Rule 14-90, F.A.C., concerning System Safety, as it may be amended from time to time.
 - b. Drug and alcohol testing for safety sensitive job positions within the coordinated system regarding pre-employment, randomization, post-accident, and reasonable suspicion.
 - c. Complying with AGENCY's System Safety Program Plan (SSPP) for designated service area.
 - d. The Americans with Disabilities Act of 1990, as it may be amended from time to time, and it's implementing regulations, as they may be amended from time to time.
 - e. Vehicles/equipment will meet or exceed and be in compliance with all Federal, State and Local requirements
 - f. And, all other laws, rules and regulations applicable to the activities of the Agency/Operator.

5. Driver Requirements: The Agency must ensure that all drivers utilized on this project meet all of the following requirements:
 - a. The driver must have a Class E or (where applicable) CDL Class B with Passenger Endorsement license to carry passengers.
 - b. All drivers must undergo a Level 2 background screening as required by Section 430.0402, F.S. and described in Section 435.04, F.S.
 - c. Each driver must undergo a commercial and personal driving record check with the Department of Highway Safety and Motor Vehicles.
 - d. Drivers must pass a pre-employment physical and drug test in accordance with requirements. Drivers and all other employees performing safety – sensitive function(s) shall satisfy the requirements of the Drug and Alcohol Testing Program.
 - e. Drivers must be physically able to perform all duties which are essential to the transportation of passengers with disabilities, including, but not limited to:
 - i. Assisting passengers in getting to, on, off and from the paratransit vehicles.
 - ii. Safely securing mobility devices within the paratransit vehicle.
 - iii. Assisting passengers with the carrying of small packages - up to thirty-five (35) pounds onto and off of the vehicle.
 - iv. Drivers are prohibited from lifting or carrying passengers or their children.
6. Prior to transporting riders under the Transportation Disadvantaged Program, drivers shall successfully complete Agency conducted training specific to the needs of the agency.
7. Any accident involving a vehicle performing work under this Contract must be reported to Palm Tran Connection. Accidents involving a fatality or fatalities must be reported not more than 24 hours after the accident occurs. Any other accident, those not involving a fatality or fatalities, with over \$1,000 in property damages, must be reported not more than 72 hours after the accident occurs.
8. Agency must have on-site and readily available their following policies: Drug/Alcohol, System Safety Program Plan, Security Program Plan, Driver Training Program, and Fleet Maintenance Program.

EXHIBIT D

NONGOVERNMENTAL ENTITY HUMAN TRAFFICKING AFFIDAVIT
Section 787.06(13), Florida Statutes

THIS AFFIDAVIT MUST BE SIGNED AND NOTARIZED

I, the undersigned, am an officer or representative of The ARC of Palm Beach County, Inc. and attest that AGENCY does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalty of perjury, I hereby declare and affirm that the above stated facts are true and correct.

Pamela Payne
(Signature of officer or representative)

PAMELA PAYNE, PRESIDENT & CEO
(Printed name and title of officer or representative)

State of Florida, County of Palm Beach

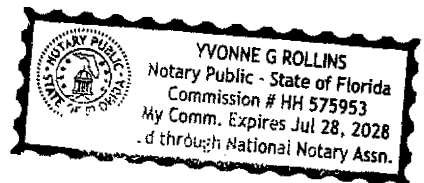
Sworn to and subscribed before me by means of physical presence or online notarization this, 22nd day of October 2024, by Pamela Payne.

Personally known OR produced identification .

Type of identification produced _____.

Yvonne Rollins
NOTARY PUBLIC
My Commission Expires: 07/28/2028
State of Florida at large

(Notary Seal)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/12/2024

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

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

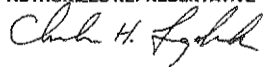
PRODUCER Foundation Risk Partners 1540 Cornerstone Blvd., Suite 200 Daytona Beach FL 32117	CONTACT NAME: Certificates PHONE (A/C, No, Ext): 386-677-4761 E-MAIL ADDRESS: certs@foundationrp.com	FAX (A/C, No): 386-673-5370
	INSURER(S) AFFORDING COVERAGE	
License#: L100460 THEARCO-02	INSURER A : Technology Insurance Company, Inc.	NAIC # 42376
INSURED The Arc of Palm Beach County, Inc. See Schedule Attached 1201 Australian Ave Riviera Beach FL 33404	INSURER B : Berkshire Hathaway Specialty Insurance Company	22276
	INSURER C : Travelers Casualty and Surety Company	19038
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 696534292 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	47SPK26491702	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			47RWS26491802	10/1/2024	10/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			47SUM26491902	10/1/2024	10/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	TWC4362038	1/31/2024	1/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Employee Theft			107530613	10/1/2024	10/1/2025	Limit 250,000
B	Professional Liability			47SPK26491702	10/1/2024	10/1/2025	Each Claim/Aggregate \$1M/\$3M
B	Sexual Abuse & Molestation			47SPK26491702	10/1/2024	10/1/2025	Each Claim/Aggregate \$1M/\$3M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Commission for the Transportation Disadvantaged, Palm Beach County Board of County Commissioners, a political subdivision of the State of Florida and Palm Tran, Inc., and their respective officers, employees, volunteers and agents, c/o Palm Tran, Inc are additional insureds with regards to the General Liability policy per written contract.

CERTIFICATE HOLDER Palm Tran Connection Attn: Chad Hockman Attn: Louis Ferri 50 S Military Trail Suite 101 West Palm Beach FL 33415 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ADDITIONAL REMARKS SCHEDULE

AGENCY Foundation Risk Partners		NAMED INSURED	
POLICY NUMBER See Acord 25		SEE SCHEDULE BELOW	
CARRIER See Acord 25	NAIC CODE	EFFECTIVE DATE: See Acord 25	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: _____ FORM TITLE: _____

NAMED INSUREDS:

The Arc of Palm Beach County, Inc; Palm Beach County Association for Retarded Citizens; Seagull Achievement Center; Seagull Industries for the Disabled, Inc. dba Seagull Services; Palm Beach Habitational Center, Inc

GENERAL LIABILITY COVERAGE FORMS

- BH-GL-FL-011 05/2015 - Human & Social Services General Liability Coverage Endorsement - Florida
 - Additional Insured – Newly Acquired Time Period
 - Additional Insured – Medical Directors and Administrators
 - Additional Insured – Managers and Supervisors (with Fellow Employee Coverage)
 - Additional Insured – Broadened Named Insured
 - Additional Insured – Funding Source
 - Additional Insured – Home Care Providers
 - Additional Insured – Managers, Landlords, or Lessors of Premises
 - Additional Insured – Lessor of Leased Equipment
 - Additional Insured – Grantor of Permits
 - Additional Insured – Vendor
 - Additional Insured – When Required by Contract
 - Additional Insured – Owners, Lessees, or Contractors
 - Additional Insured – State or Political Subdivisions
 - Waiver of Our Right to Recover From Others
- CG2026 12/2019 - Additional Insured - Designated Person or Organization

AUTO LIABILITY COVERAGE FORMS

- BH-AL 003 02/2015 Designated Insured - Designated Insured for Covered Autos Liability
- BH-AL 001 12/2021 Business Auto Enhancement Endorsement - Florida - Waiver of Our Right to Recover From Others

WORKERS COMPENSATION COVERAGE FORMS

- WC000313 0484 - Waiver of Our Right to Recover From Others

UMBRELLA LIABILITY COVERAGE FORM

- UL-UM-002-A 03/2015 - Policy is follow form over General Liability, Auto Liability, Sexual Misconduct, and Workers Compensation