

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 10, 2024 Consent Regular

Workshop Public Hearing

Department: Office of Equal Opportunity
Submitted By: Office of Equal Opportunity
Submitted For: Office of Equal Opportunity

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Amendment No. 2 to the contract for Consulting/Professional Services with the Legal Aid Society of Palm Beach County, Inc. (LAS). This amendment to the contract is for a period of 12 months, beginning January 1, 2025, for the contract price of \$145,333.

Summary: On January 10, 2023, the Board of County Commissioners (BCC) approved the contract (R2023-0038) with LAS for three (3) years at \$435,999 inclusive of two (2) one (1) year renewal options. This is the final renewal option. The contract covers the salary and benefits of the staff attorney assigned to the Wage Dispute Project, and the support, investigative, court processing services and other actual costs of the project. In 2023, 149 individuals were provided service under the contract. For the current year, the number served to date is 134 (from January 1, 2024 through October 31, 2024). Kimberly Rommel Enright, employee of the LAS, serves on the Palm Beach County HIV CARE Council (Council), which is a County Advisory Board. The Council provides no regulation, oversight, management, or policy-setting recommendations regarding the contract listed above. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443 of the Palm Beach County Code of Ethics. Countywide (DO)

Background and Justification: On December 4, 2012, the BCC adopted Resolution No. R2012-1857 establishing a policy that Palm Beach County condemns the denial of lawful wages to an employee and a procedure for victims of wage theft to recover back wages through a contractual wage recovery program administered by LAS. This renewal marks the 12th year of the contract with LAS.

Attachments:

1. Amendment No. 2 to Contract for Consulting/Professional Services
2. Contract for Consulting/Professional Services (R2023-0038)
3. Resolution (R2012-1857)
4. Letters of Support
5. 2024 Annual Report

Recommended by:  7 Nov 2024
Department Director Date

Approved by:  1.12.24
Assistant County Administrator Date

**AMENDMENT NO. 02 TO CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES
BETWEEN LEGAL AID SOCIETY OF PALM BEACH
COUNTY, INC.**

This Amendment No. 02, dated December 3, 2024, to the contract for consulting/professional services with Legal Aid Society of Palm Beach County, Inc. dated January 10, 2023 (R2023-0038) by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of County Commissioners, herein referred to as the COUNTY, and Legal Aid Society of Palm Beach County, Inc. herein 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 59-6046994.

WITNESSETH

WHEREAS, the parties hereto previously entered into a contract for consulting/professional services to residents of Palm Beach County dated January 10, 2023; and

WHEREAS, the contract expires on December 31, 2024; and

WHEREAS, the contract provided for two (2) additional one (1) year options; and

WHEREAS, the parties hereto desire to extend the contract an additional one (1) year period;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants hereinafter set forth and for such other good and valuable consideration, the receipt of which the parties hereto expressly acknowledge, the parties covenant and agree to the following terms and conditions:

1. The term of this contract as set forth is one (1) additional year through December 31, 2025.
2. The existing Exhibit "A" Scope of Work & Service 2024 Financial Assistance Contract is deleted in its entirety and Exhibit "A1" attached hereto is substituted in its stead.
3. The existing Exhibit "B" Service and 2024 Financial Assistance Contract is deleted in its entirety and Exhibit "B1" attached hereto is substituted in its stead.
4. The existing "Attachment 1" Wage Dispute Project (WDP) Procedures is deleted in its entirety and Exhibit "C1" attached hereto is substituted in its stead.
5. ARTICLE 34 – DISCLOSURE OF FOREIGN GIFTS AND CONTRACTS WITH FOREIGN COUNTRIES OF CONCERN is hereby added to read as follows:

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.

6. ARTICLE 35 – HUMAN TRAFFICKING AFFIDAVIT is hereby added to read as follows:

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 a Nongovernmental Entity Human Trafficking Affidavit, Exhibit "D", which is attached hereto and incorporated herein by reference.

7. Except, as specifically modified above, the terms and conditions of the contract dated January 10, 2023, are hereby confirmed and remain in full force and effect.

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 an authorized official of the Agency has made and executed this Contract on behalf of the Agency.

ATTEST:

CLERK AND COMPTROLLER

BY: _____
Deputy Clerk

PALM BEACH COUNTY, A
POLITICAL SUBDIVISION OF THE
STATE OF FLORIDA, BOARD OF
COUNTY COMMISSIONERS

BY: _____
Maria G. Marino, Mayor

WITNESS:

Patricia B. James
Signature
Patricia B. James
Name (type or print)

AGENCY:

Legal Aid Society of Palm Beach
County, Inc.
BY [Signature]
Signature

Robert Bertisch
AGENCY's Signatory Name
Executive Director
AGENCY's Signatory Title

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

[Signature]
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS
Office of Equal Opportunity

[Signature]
Pamela Guerrier, Director

SCOPE OF WORK & SERVICE
2025 FINANCIAL ASSISTANCE CONTRACT

Agency Name: Legal Aid Society of Palm Beach County, Inc

Program Name: The Wage Dispute Project

Overview: The Wage Dispute Project (f/k/a Wage Theft Project and hereinafter referred to as Project) will provide services through a team approach, with primary services being provided by the Project Attorney. Additional support staff will be assigned to the Project as needed. The Wage Dispute Project will also utilize attorneys from their Pro Bono Panel, in addition to other volunteers.

Service: The overall goal of the Project is to assist clients with the collection of unpaid and underpaid wages, with a focus on the timely payment of those wages.

The Project will utilize various tools in order to achieve this goal, including demand letters, pre-suit conciliation, pre- and post-suit mediation, and filing of legal actions in the Palm Beach County Courts, including the newly created Wage Dispute Division. All goals may be modified over the year due to Covid-19 concerns and issues.

- Provide wage dispute legal services to a minimum 155 individuals in accordance with the Legal Aid Society Wage Dispute Program Procedures. (Exhibit "C")
- Track data and provide interim reports to Palm Beach County in the Legal Server format.
- Provide a minimum of five (5) wage theft workshops or presentations to advise individuals of their rights to be paid for work performed, including their rights under state and federal wage and hour laws, and the remedies available to them for violations.
- Implementation of a Wage Theft/Dispute dedicated telephone hotline at the Legal Aid Society.
- Create and distribute a press release announcing the formal creating of the Legal Aid Society of Palm Beach County's Wage Dispute Project.
- Creation of Legal Aid Society of Palm Beach County Wage Theft/Dispute Brochures in English, Spanish and Creole, with distribution throughout Palm Beach County.
- Distribute Wage Theft/Dispute Brochures to community partners such as, Palm Beach County Office of Equal Opportunity, Palm Beach County Clerk's Office, Palm Beach County Office of the Department of Labor, Workforce Development, and others.
- Create a presence for the Wage Dispute Project on the Legal Aid Society's Webpage (www.legalaidpbc.org).

SERVICE AND 2025
FINANCIAL ASSISTANCE CONTRACT

Agency: Legal Aid Society of Palm Beach County, Inc.
 Service: Wage Dispute Project \$145,333.00

Month	Amount
1	12,111.08
2	12,111.08
3	12,111.08
4	12,111.08
5	12,111.08
6	12,111.08
7	12,111.08
8	12,111.08
9	12,111.08
10	12,111.08
11	12,111.08
12	12,111.12
Total	145,333.00

TOTAL CONTRACT \$145,333.00

**Legal Aid Society of Palm Beach County, Inc.
Wage Dispute Project (WDP) Procedures**

Potential Client Contacts Legal Aid Society

Potential wage dispute client contacts Legal Aid Society of Palm Beach County, Inc. (LAS) by leaving a message on the Wage Dispute Hotline, LAS online intake portal, or calling the LAS general line (bilingual operators are available). LAS staff will contact the potential wage dispute client, complete a telephone intake form with basic client information and set an appointment date if needed to complete the missing information if the potential client meets the WDP criteria within thirty (30) days. The WDP criteria are met if the potential client has no legal conflicts with LAS, meets the income and amount requirements and has a valid wage dispute. If there are legal conflicts or the claimant does not meet the income or amount requirements, LAS will attempt to refer the case to pro bono attorneys, private attorneys or lawyer referral, or as is appropriate.

LAS Intake Appointment, Investigation, and Denial of WDP Services

The potential wage dispute client will speak with a WDP staff member to complete the WDP intake form. The form may also be completed online with the LAS online intake. Once the form is completed an LAS attorney will review the intake form to evaluate whether the client is eligible for the Wage Dispute Project (i.e., whether an employee-employer relationship exists, whether the client presents valid claim for unpaid or underpaid wages, etc.).

If the initial investigation does not indicate an employer-employee relationship or a valid wage dispute exists, the claimant will not be accepted into the Wage Dispute Project. In those cases, the claimant may seek a second opinion from independent counsel or proceed pro-se and benefit from the Wage Dispute Division ("Division WD") process established by Administrative Order No. 3.907-12/12.

Acceptance, Demand Letter, Pre-Settlement and Mediation

If a valid claim does exist, a WDP staff member will investigate the claim to obtain all information needed to identify and contact the employer and to assist the client in calculating the total wages owed by the employer. A WDP staff member will draft and issue a demand letter to the employer outlining the wage dispute within thirty (30) days of determining a valid claim exists. The demand letter will offer pre-suit mediation as an option for resolving the claim. The employer will be required to confirm attendance at the mediation. Early settlement is encouraged and may be settled at any point in the process. If neither negotiation nor mediation does not resolve the dispute, LAS will file a complaint with the Clerk and Comptroller to have the dispute assigned to Division WD as soon as the court has an available date.

Pretrial Conference and Hearing

Pursuant to Administrative Order No. 3.907-12/12, a County Judge will preside over Division WD and hearings will be scheduled for the third Thursday of each month, subject to change by the presiding Judge. An LAS attorney will represent eligible claimants at the Pretrial Conference and subsequent Hearing if the matter is not resolved.

Default Judgments/Trial/Final Judgments

After a lawsuit is filed, the Plaintiff may prevail based upon a default judgment if the Defendant/Employer fails to appear at the first court hearing. At the first court hearing, the LAS attorney will motion the court for Default Judgment and will prepare the Proposed Final Default Judgment for the judge's approval.

If the Defendant appears at the first hearing and the matter is not resolved, the case will be scheduled for a trial before the WD division judge. The LAS attorney will continue to discuss settlement options and will also discuss trial procedure with the Plaintiff. If the Plaintiff prevails at trial, the LAS attorney will prepare the Proposed Final Judgment for the judge's approval.

Post-Judgment Mediation

If a Defendant Debtor comes forward after a judgment has been filed, the LAS attorney will contact the Client. If the Client is interested in mediating the issue after the judgment has been awarded, the LAS attorney will facilitate the mediation process, if able.

Post-Judgment Collection

Once the Plaintiff is awarded a Final Judgment or a Final Default Judgment, LAS will record the judgment with the Palm Beach County Clerk. This recording gives the Plaintiff a lien that is enforceable for 10 years and re-recordable after the expiration of the original lien. LAS will provide the Plaintiff Creditor with an information packet on how to collect on the judgment. LAS will also offer the contact information of Pro Bono or Low Bono Debt Collections Attorneys. LAS may assist the client with the collections process beyond recording the lien and referring the client to Pro Bono or Low Bono Attorneys, if able.

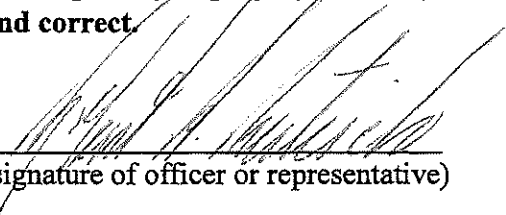
The decision about collection on judgments will be based on a variety of factors, including but not limited to, the following: the amount of the final judgment, the individual and/or entity against whom the judgment was obtained, the costs of collection, the likelihood of collection, and the interest of the client.

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 Legal Aid Palm Beach County Inc
(Consultant) and attest that Consultant 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.**


(signature of officer or representative)


Bob Bertisch, Exec. Director
(printed name and title of officer or representative)

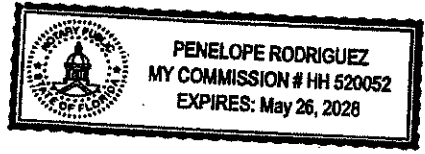
State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of physical presence or online notarization
this, 30 day of October, 2024, by _____.

Personally known OR produced identification .

Type of identification produced _____.


NOTARY PUBLIC
My Commission Expires:
State of Florida at large



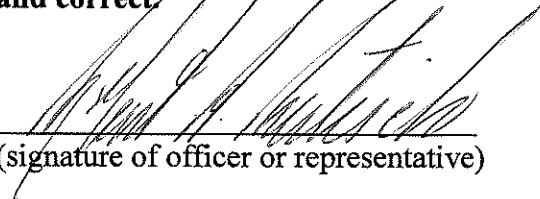
(Notary Seal)

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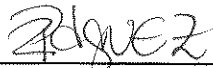
Bob Bertisch, Exec. Director
(printed name and title of officer or representative)

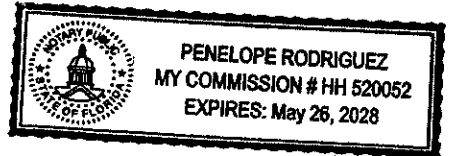
State of Florida, County of Palm Beach

Sworn to and subscribed before me by means of physical presence or online notarization
this, 30 day of October, 2024, by _____.

Personally known OR produced identification .

Type of identification produced _____.


NOTARY PUBLIC
My Commission Expires:
State of Florida at large



(Notary Seal)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/26/2024

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 John Sena Agency, Inc 6501 Congress Avenue, Suite 100 Boca Raton, FL 33487	CONTACT NAME: William Mennitt PHONE (A/C, No, Ext): (561)391-4661 E-MAIL ADDRESS: ralabrador@thesenagroup.com FAX (A/C, No): (561)338-6551
	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED LEGAL AID SOCIETY OF PALM BEACH COUNTY, INC. 423 FERN STREET, STE. 200 WEST PALM BEACH, FL 33401	INSURER A : CONTINENTAL CASUALTY CO.
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :


COVERAGES **CERTIFICATE NUMBER: 00014908-1884938** **REVISION NUMBER: 80**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		7038961608	08/28/2024	08/28/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			7038961608	08/28/2024	08/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Palm Beach County Board of County Commissioners ARE ADDITIONAL INSUREDS UNDER GENERAL LIAB. AS REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners 301 N. Olive Ave. WEST PALM BEACH, FL 33401	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  (WIM)
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/13/2024

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 Burke Bogart & Brownell 181 Crawford Blvd Boca Raton, FL 33432	CONTACT NAME: Dawn Lasky	PHONE (A/C, No, Ext):	FAX (A/C, No): (561) 750-9134
	E-MAIL ADDRESS: dlasky@bbbins.com		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURER A: Technology Insurance Company Inc.		42376	
INSURED Legal Aid Society of Palm Beach County, Inc. 423 Fern Street Suite 200 West Palm Beach, FL 33401	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
A	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 <input type="checkbox"/> N/A	TWC4462703	08/28/2024	08/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners 301 N. Olive Ave. West Palm Beach, FL 33401	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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PRODUCER: The CIMA Companies, Inc. 2750 Killarney Dr, Suite 202 Woodbridge, VA 22192-4124. CONTACT NAME: INSURER(S) AFFORDING COVERAGE: INSURER A: Fortegra and Lloyd's London NAIC #: 16823

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability.

Summary table with columns: A, Legal Profes, Management Liab, 2334171230, 2334171230, 05/01/2024, 05/01/2025, \$1,000,000/\$2,000,000, \$1,000,000/\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents are Additional Insureds with respect to the operations of the named insured. Claims made policy with no retro active date, full prior acts coverage.

CERTIFICATE HOLDER: Palm Beach County Board of County Commissioners, Office of Equal Opportunity, 301 N. Olive Avenue, West Palm Beach, FL 33401. 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: Laurie S. Calanan

R2023 0038
CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of JAN 10 2023, 20__, 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 Legal Aid Society of Palm Beach County, Inc., a authorized to do business in the State of Florida, hereinafter referred to as the AGENCY, whose Federal I.D. is 59-6046994.

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

ARTICLE 1 - SERVICES

The AGENCY'S responsibility under this Contract is to provide professional/consultation services to residents of Palm Beach County, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be Pamela Guerrier, telephone no. (561)355-4884.

The AGENCY'S representative/liaison during the performance of this Contract shall be Robert Bertisch, telephone no. (561) 655-8944.

ARTICLE 2 - SCHEDULE

The term of this Contract shall be for one (1) year, starting **January 1, 2023** and will automatically renew for two (2) one (1) year terms, unless either party notifies the other prior to the expiration of the initial term or an extended term of its intent not to renew in accordance with the time parameters stated herein. Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO AGENCY

A. The COUNTY shall pay to the AGENCY for services rendered under this contract not to exceed a total amount of **FOUR HUNDRED THIRTY FIVE THOUSAND NINE HUNDRED NINETY NINE Dollars (\$435,999) over a three year period of which ONE HUNDRED FORTY FIVE THOUSAND THREE HUNDRED THIRTY THREE DOLLARS (\$145,333) is budgeted for 2023 with an anticipated annual allocation of ONE HUNDRED FORTY FIVE THOUSAND THREE HUNDRED THIRTY THREE DOLLARS (\$145,333) in each subsequent year for the term of this contract.** The AGENCY shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The AGENCY will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "B" for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

- B. 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. All invoices must reference your unique purchase order number (KPO***) Vendor's Legal Name; Vendor's Address; request must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Approved invoices will then be processed via the Advantage Financial System for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval. Invoices received that fail to comply with the above requirements will be returned to the vendor and may result in a delay in processing payment.
- C. In order to do business with Palm Beach County, AGENCYs are required to create a Vendor Registration Account OR activate an existing Vendor Registration Account through the Purchasing Department's Vendor Self Service (VSS) system, which can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. If AGENCY intends to use sub-AGENCYs, AGENCY must also ensure that all sub-AGENCYs are registered as AGENCYs in VSS. All subcontractor agreements must include a contractual provision requiring that the sub-AGENCY register in VSS. COUNTY will not finalize a contract award until the COUNTY has verified that the AGENCY and all of its sub- AGENCYs are registered in VSS.

ARTICLE 4 - 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 AGENCYs. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - 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 in part, by the COUNTY, with cause upon five (5) business days written notice to the AGENCY or without cause upon ten (10) 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, except as otherwise directed by the COUNTY, in writing, 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 the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the

terminated work to the COUNTY.

- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The AGENCY represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required herein under shall be performed by the AGENCY or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the AGENCY'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY'S representative before said change or substitution can become effective.

The AGENCY warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the AGENCY'S personnel (and all Subcontractors), while on COUNTY premises, will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Contract. The AGENCY is encouraged to seek additional small business enterprises for participation in subcontracting opportunities. If the AGENCY uses any subcontractors on this project the following provisions of this Article shall apply:

If a subcontractor fails to perform or make progress, as required by this Contract, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the AGENCY shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

ARTICLE 8 - 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 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years are contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INSURANCE

The AGENCY shall maintain at its sole expense, in force and effect at all times during the term of this Contract, insurance coverage and limits (including endorsements) as described herein. Failure to maintain at least the required insurance shall be considered default of the Contract. 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. AGENCY agrees to notify the COUNTY at least ten (10) days prior to cancellation, non-renewal or material change to the required insurance coverage. Where the policy allows, coverage shall apply on a primary and non-contributory basis.

- A. Commercial General Liability: AGENCY shall maintain Commercial General Liability at a limit of liability not less than \$500,000 combined single limit for bodily injury and property damage each occurrence. Coverage shall not contain any endorsement(s) excluding Contractual Liability or Cross Liability.

Additional Insured Endorsement: The Commercial General Liability policy shall be endorsed to include, " Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees, and Agents" as an Additional Insured. A copy of the endorsement shall be provided to COUNTY upon request.

- B. Workers' Compensation Insurance & Employer's Liability: AGENCY shall maintain Workers' Compensation & Employer's Liability in accordance with Chapter 440 of the Florida Statutes.
- C. Professional Liability: AGENCY shall maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 each occurrence, and \$2,000,000 per aggregate. 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 AGENCY'S most recent annual report or audited financial statement. For policies written on a "claims-made" basis, AGENCY warrants the Retroactive Date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-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 term of this Contract, AGENCY shall purchase a SERP with a minimum reporting period not less than three (3) years after the expiration of the contract term. The requirement to purchase a SERP shall not relieve the AGENCY of the obligation to provide replacement coverage. 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.

- D. Waiver of Subrogation: Except where prohibited by law, AGENCY hereby waives any and all rights of Subrogation against the COUNTY, its officers, employees and agents for each required policy except Professional Liability. 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 AGENCY 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 that includes a condition to the policy specifically prohibiting such an endorsement or voids coverage should AGENCY enter into such an agreement on a pre-loss basis.
- E. Certificates of Insurance: On execution of this contract, renewal, within forty-eight (48) hours of a request by COUNTY, and upon expiration of any of the required coverage throughout the term of this Agreement, the AGENCY shall deliver to the COUNTY or COUNTY's designated representative a signed Certificate(s) of Insurance evidencing that all types and minimum limits of insurance coverage required by this Contract have been obtained and are in force and effect. Certificates shall be issued to:

Palm Beach County Board of County
Commissioners
c/o Office of Equal Opportunity
301 North Olive Avenue, 10th Floor
West Palm Beach, FL 33401

- F. 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.

ARTICLE 11 - INDEMNIFICATION

AGENCY 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 Contract or due to the acts or omissions of AGENCY.

ARTICLE 12 - 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.

ARTICLE 13 - 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 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.

ARTICLE 14 - 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 judgement 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 agrees to notify the AGENCY of its opinion by certified mail within thirty (30) days of receipt of notification by the AGENCY. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the AGENCY, the COUNTY shall so state in the notification and the AGENCY shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the AGENCY under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The AGENCY shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the AGENCY or its subcontractors and without their 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 failure to perform the work and, if the AGENCY'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision 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 16 - ARREARS

The AGENCY shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgement, 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 17 - 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, pursuant to the Palm Beach County Office of the Inspector General, Palm Beach County Code, Sections 2-421 - 2-440, as amended.

ARTICLE 18 - 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 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.

ARTICLE 19 - 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 20 - ACCESS AND AUDITS

The AGENCY shall maintain 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. The COUNTY 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, at the AGENCY'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 AGENCY, 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.

ARTICLE 21 - 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 22 - AUTHORITY TO PRACTICE

The AGENCY hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its 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 23 - 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 24 - PUBLIC ENTITY CRIMES

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

ARTICLE 25 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in 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 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 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Palm Beach County Office of Equal Opportunity
301 North Olive Avenue, 10th Floor
West Palm Beach, FL 33401

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the AGENCY, notices shall be addressed to:

Robert A. Bertisch, Esquire, Executive Director
Legal Aid Society of Palm Beach County, Inc.
423 Fern Street
West Palm Beach, FL 33401

ARTICLE 27 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the AGENCY 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 in accordance with Article 25- Modifications of Work.

ARTICLE 28 - CRIMINAL HISTORY RECORDS CHECK

The AGENCY, AGENCY'S employees, subcontractors of AGENCY and employees of subcontractors shall comply with Palm Beach County Code, Section 2-371 - 2-377, the Palm Beach County Criminal History Records Check Ordinance ("Ordinance"), for unescorted access to critical facilities ("Critical Facilities") or criminal justice information facilities ("CJI Facilities") as identified in Resolutions R2013-1470 and R2015-0572, as amended. The AGENCY is solely responsible for the financial, schedule, and/or staffing implications of this Ordinance. Further, the AGENCY acknowledges that its Contract price includes any and all direct or indirect costs associated with compliance with this Ordinance, except for the applicable FDLE/FBI fees that shall be paid by the COUNTY.

This Contract may include sites and/or buildings which have been designated as either "critical facilities" or "criminal justice information facilities" pursuant to the Ordinance and above referenced Resolutions, as amended. COUNTY staff representing the COUNTY department will contact the AGENCY(S) and provide specific instructions for meeting the requirements of this Ordinance. Individuals passing the background check will be issued a badge. The AGENCY shall make every effort to collect the badges of its employees and its subcontractors' employees upon conclusion of the contract and return them to the COUNTY. If the AGENCY or its subcontractor(s) terminates an employee who has been issued a badge, the AGENCY must notify the COUNTY within two (2) hours. At the time of termination, the AGENCY shall retrieve the badge and shall return it to the COUNTY in a timely manner.

The COUNTY reserves the right to suspend the AGENCY if the AGENCY 1) does not comply with

the requirements of County Code Section 2-371 - 2-377, as amended; 2) does not contact the COUNTY regarding a terminated AGENCY employee or subcontractor employee within the stated time; or 3) fails to make a good faith effort in attempting to comply with the badge retrieval policy.

ARTICLE 29 - REGULATIONS; LICENSING REQUIREMENTS

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

ARTICLE 30 - SCRUTINIZED COMPANIES

- A. As provided in F.S. 287.135, by entering into this Contract or performing any work in furtherance hereof, the AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCYs 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 AGENCY 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.

- B. **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 AGENCY certifies that it, its affiliates, suppliers, subcontractors and AGENCYs 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 AGENCY, 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 31 - 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 term 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 public records that are exempt, or confidential and exempt from public records 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.

IF THE AGENCY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AGENCY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT RECORDS REQUEST, PALM BEACH COUNTY PUBLIC AFFAIRS DEPARTMENT, 301 N. OLIVE AVENUE, WEST PALM BEACH, FL 33401, BY E-MAIL AT RECORDSREQUEST@PBC.GOV OR BY TELEPHONE AT 561-355-6680.

ARTICLE 32 - COUNTERPARTS

This Contract, including the exhibits referenced herein, may be executed in one or more counterparts, all of which shall constitute collectively but one and the same Contract. The COUNTY may execute the Contract through electronic or manual means. AGENCY shall execute by manual means only, unless the COUNTY provides otherwise.

ARTICLE 33 - E-VERIFY - EMPLOYMENT ELIGIBILITY

AGENCY warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and

(2) has verified that all of AGENCY's subAGENCYs performing the duties and obligations of this CONTRACT are registered with the E-Verify System, and use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

AGENCY shall obtain from each of its subAGENCYs an affidavit stating that the subAGENCY does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. AGENCY shall maintain a copy of any such affidavit from a subAGENCY for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this CONTRACT which requires a longer retention period.

COUNTY shall terminate this CONTRACT if it has a good faith belief that AGENCY has knowingly violated Section 448.09(1), Florida Statutes, as may be amended. If COUNTY has a good faith belief that AGENCY's subAGENCY has knowingly violated section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify AGENCY to terminate its contract with the subAGENCY and AGENCY shall immediately terminate its contract with the subAGENCY. If COUNTY terminates this CONTRACT pursuant to the above, AGENCY shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this CONTRACT was terminated. In the event of such contract termination, AGENCY shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

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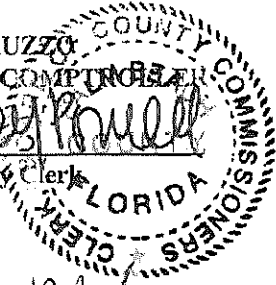
IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and AGENCY has hereunto set its hand the day and year above written.

R2023 0038

ATTEST:

JOSEPH ABRUZZO
CLERK AND COMPTROLLER

By: *Joseph Abruzzo*
Deputy Clerk



PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS:

JAN 10 2023

By: *Gregg K. Weiss*
Gregg K. Weiss, Mayor

WITNESS:

Tequisha Miles
Signature
Tequisha Miles
Name (type or print)
Noelle Smith
Signature
Noelle Smith
Name (type or print)

AGENCY:

Legal Aid Society of Palm Beach County, Inc.
Company Name
Robert A. Bertisch
Signature
Robert A. Bertisch
Typed Name
Executive Director
Title

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: *[Signature]*
County Attorney

(corp. seal)

APPROVED AS TO TERMS
AND CONDITIONS

By: *[Signature]*
Department Director

SCOPE OF WORK & SERVICE
2023 FINANCIAL ASSISTANCE CONTRACT

Agency Name: Legal Aid Society of Palm Beach County, Inc

Program Name: The Wage Dispute Project

Overview: The Wage Dispute Project (f/k/a Wage Theft Project and hereinafter referred to as Project) will provide services through a team approach, with primary services being provided by the Project Attorney. Additional support staff will be assigned to the Project as needed. The Wage Dispute Project will also utilize attorneys from their Pro Bono Panel, in addition to other volunteers.

Service: The overall goal of the Project is to assist clients with the collection of unpaid and underpaid wages, with a focus on the timely payment of those wages.

The Project will utilize various tools in order to achieve this goal, including demand letters, pre-suit conciliation, pre- and post-suit mediation, and filing of legal actions in the Palm Beach County Courts, including the newly created Wage Dispute Division. All goals may be modified over the year due to Covid-19 concerns and issues.

- Provide wage dispute legal services to a minimum 155 individuals in accordance with the Legal Aid Society Wage Dispute Program Procedures. (Attachment 1)
- Track data and provide interim reports to Palm Beach County in the Legal Server format.
- Provide a minimum of five (5) wage theft workshops or presentations to advise individuals of their rights to be paid for work performed, including their rights under state and federal wage and hour laws, and the remedies available to them for violations.
- Implementation of a Wage Theft/Dispute dedicated telephone hotline at the Legal Aid Society.
- Create and distribute a press release announcing the formal creating of the Legal Aid Society of Palm Beach County's Wage Dispute Project.
- Creation of Legal Aid Society of Palm Beach County Wage Theft/Dispute Brochures in English, Spanish and Creole, with distribution throughout Palm Beach County.
- Distribute Wage Theft/Dispute Brochures to community partners such as, Palm Beach County Office of Equal Opportunity, Palm Beach County Clerk's Office, Palm Beach County Office of the Department of Labor, Workforce Development, and others.
- Create a presence for the Wage Dispute Project on the Legal Aid Society's Webpage (www.legalaidpbc.org).

**Legal Aid Society of Palm Beach County, Inc.
Wage Dispute Project (WDP) Procedures**

Potential Client Contacts Legal Aid Society

Potential wage dispute client contacts Legal Aid Society of Palm Beach County, Inc. (LAS) by leaving a message on the Wage Dispute Hotline, LAS online intake portal, or calling the LAS general line (bilingual operators are available). LAS staff will contact the potential wage dispute client, complete a telephone intake form with basic client information and set an appointment date if needed to complete the missing information if the potential client meets the WDP criteria within thirty (30) days. The WDP criteria are met if the potential client has no legal conflicts with LAS, meets the income and amount requirements and has a valid wage dispute. If there are legal conflicts or the claimant does not meet the income or amount requirements, LAS will attempt to refer the case to pro bono attorneys, private attorneys or lawyer referral, or as is appropriate.

LAS Intake Appointment, Investigation, and
Denial of WDP Services

The potential wage dispute client will speak with a WDP staff member to complete the WDP intake form. The form may also be completed online with the LAS online intake. Once the form is completed an LAS attorney will review the intake form to evaluate whether the client is eligible for the Wage Dispute Project (i.e., whether an employer-employee relationship exists, whether the client presents valid claim for unpaid or underpaid wages, etc.).

If the initial investigation does not indicate an employer-employee relationship or a valid wage dispute exists, the claimant will not be accepted into the Wage Dispute Project. In those cases, the claimant may seek a second opinion from independent counsel or proceed pro-se and benefit from the Wage Dispute Division ("Division WD") process established by Administrative Order No. 3.907-12/12.

Acceptance, Demand Letter, Pre-
Settlement and Mediation

If a valid claim does exist, a WDP staff member will investigate the claim to obtain all information needed to identify and contact the employer and to assist the client in calculating the total wages owed by the employer. A WDP staff member will draft and issue a demand letter to the employer outlining the wage dispute within thirty (30) days of determining a valid claim exists. The demand letter will offer pre-suit mediation as an option for resolving the claim. The employer will be required to confirm attendance at the mediation. Early settlement is encouraged and may be settled at any point in the process. If neither negotiation nor mediation does not resolve the dispute, LAS will file a complaint with the Clerk and Comptroller to have the dispute assigned to Division WD as soon as the court has an available date.

Pretrial Conference and Hearing

Pursuant to Administrative Order No. 3.907-12/12, a County Judge will preside over Division WD and hearings will be scheduled for the third Thursday of each month, subject to change by the presiding Judge. An LAS attorney will represent eligible claimants at the Pretrial Conference and subsequent Hearing if the matter is not resolved.

Default Judgments/Trial/Final Judgments

After a lawsuit is filed, the Plaintiff may prevail based upon a default judgment if the Defendant/Employer fails to appear at the first court hearing. At the first court hearing, the LAS attorney will motion the court for Default Judgment and will prepare the Proposed Final Default Judgment for the judge's approval.

If the Defendant appears at the first hearing and the matter is not resolved, the case will be scheduled for a trial before the WD division judge. The LAS attorney will continue to discuss settlement options and will also discuss trial procedure with the Plaintiff. If the Plaintiff prevails at trial, the LAS attorney will prepare the Proposed Final Judgment for the judge's approval.

Post-Judgment Mediation

If a Defendant Debtor comes forward after a judgment has been filed, the LAS attorney will contact the Client. If the Client is interested in mediating the issue after the judgment has been awarded, the LAS attorney will facilitate the mediation process, if able.

Post-Judgment Collection

Once the Plaintiff is awarded a Final Judgment or a Final Default Judgment, LAS will record the judgment with the Palm Beach County Clerk. This recording gives the Plaintiff a lien that is enforceable for 10 years and re-recordable after the expiration of the original lien. LAS will provide the Plaintiff Creditor with an information packet on how to collect on the judgment. LAS will also offer the contact information of Pro Bono or Low Bono Debt Collections Attorneys. LAS may assist the client with the collections process beyond recording the lien and referring the client to Pro Bono or Low Bono Attorneys, if able.

The decision about collection on judgments will be based on a variety of factors, including but not limited to, the following: the amount of the final judgment, the individual and/or entity against whom the judgment was obtained, the costs of collection, the likelihood of collection, and the interest of the client.

SERVICE AND 2023
FINANCIAL ASSISTANCE CONTRACT

Agency: Legal Aid Society of Palm Beach County, Inc.
 Service: Wage Dispute Project \$145,333.00

Month	Amount
1	12,111.08
2	12,111.08
3	12,111.08
4	12,111.08
5	12,111.08
6	12,111.08
7	12,111.08
8	12,111.08
9	12,111.08
Total	\$108,999.72

FY2024

10	12,111.08
11	12,111.08
12	12,111.12
	\$36,333.28

SERVICE AND 2024
FINANCIAL ASSISTANCE CONTRACT

Agency: Legal Aid Society of Palm Beach County, Inc.
 Service: Wage Dispute Project \$145,333.00

Month	Amount
10	12,111.08
11	12,111.08
12	12,111.12
1	12,111.08
2	12,111.08
3	12,111.08
4	12,111.08
5	12,111.08
6	12,111.08
7	12,111.08
8	12,111.08
9	12,111.08
Total	\$145,333.00

FY2025

10	12,111.08
11	12,111.08
12	12,111.12
SERVICE AND 2025	\$36,333.28

SERVICE AND 2025
FINANCIAL ASSISTANCE CONTRACT

Agency: Legal Aid Society of Palm Beach County, Inc.
 Service: Wage Dispute Project \$145,333.00

Month	Amount
10	12,111.08
11	12,111.08
12	12,111.12
1	12,111.08
2	12,111.08
3	12,111.08
4	12,111.08
5	12,111.08
6	12,111.08
7	12,111.08
8	12,111.08
9	12,111.08
Total	\$145,333.00

FY2026

10	12,111.08
11	12,111.08
12	12,111.12
SERVICE AND 2025	\$36,333.28

TOTAL CONTRACT \$435,999.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/29/2022

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 John Sena Agency, Inc 190 Glades Road Suite C BOCA RATON, FL 33432	CONTACT NAME: William Mennitt
	PHONE (A/C, No, Ext): (561)391-4661 FAX (A/C, No): (561)338-6551
	E-MAIL ADDRESS: wmennitt@thesenagroup.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Allied P&C Ins Co
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 00014908-1493366 REVISION NUMBER: 67

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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	ACPBPOC3110265574	08/28/2022	08/28/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input 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		ACPBPOC3110265574	08/28/2022	08/28/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	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				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Palm Beach County Board of County Commissioners ARE ADDITIONAL INSUREDS UNDER GENERAL LIAB. AS REQUIRED BY WRITTEN CONTRACT.

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners 301 N. Olive Ave. WEST PALM BEACH, FL 33401	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 (WIM)
--	--



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/25/2022

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 Burke Bogart & Brownell 181 Crawford Blvd Boca Raton, FL 33432	CONTACT NAME: Dawn Lasky	
	PHONE (A/C, No., Ext.): (561) 367-4042 FAX (A/C, No.): (561) 750-9134 E-MAIL ADDRESS: dlasky@bbbins.com	
INSURED Legal Aid Society of Palm Beach County, Inc. 423 Fern Street Suite 200 West Palm Beach, FL 33401	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Technology Insurance Co	A0627
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

CERTIFICATE NUMBER:

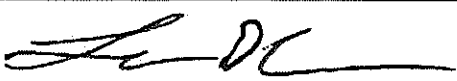
REVISION NUMBER:

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	ADD'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	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	TWC4132645	08/28/2022	08/28/2023	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Palm Beach County Board of County Commissioners 301 N. Olive Ave. West Palm Beach, FL 33401	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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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.

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PRODUCER The CIMA Companies, Inc. 2750 Killarney Dr, Suite 202 Woodbridge, VA 22192-4124	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Legal Aid Society Of Palm Beach County Inc. 423 Fern Street Suite 200 West Palm Beach, FL 33401	INSURER A:	Fortegra and Lloyd's London
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A				IWC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Legal Profes		21B01328216	05/01/2022	05/01/2023	\$1,000,000/\$1,000,000
A	Management Liab		21B01328216	05/01/2022	05/01/2023	\$1,000,000/\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Palm Beach County Board of County Commissioners, a Political Subdivision of the State of Florida, its Officers, Employees and Agents are Additional Insureds with respect to the operations of the named insured.
 Claims made policy with no retro active date, full prior acts coverage.

CERTIFICATE HOLDER Palm Beach County Board of County Commissioners Office of Equal Opportunity 301 N. Olive Avenue West Palm Beach, FL 33401	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 <i>Laurie S. Calanan</i>
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RESOLUTION NO. R-2012-1857

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY, FLORIDA, SUPPORTING A WAGE
RECOVERY PROGRAM PROVIDED THROUGH THE LEGAL AID
SOCIETY OF PALM BEACH COUNTY, TO FACILITATE WAGE
RECOVERY FOR UNDERSERVED INDIVIDUALS THROUGH THE
COURTS, AND PROVIDING FUNDING FOR THE PROGRAM.

WHEREAS, The Board of County Commissioners of Palm Beach County ("BCC"), Florida wish to state a clear policy condemning the unlawful under payment or non-payment of employees earned wages by unscrupulous employers; and

WHEREAS, a significant portion of workers affected by under payment or non-payment of earned wages are economically disadvantaged and low-income; and

WHEREAS, the BCC pledge their support to facilitate access to the courts through the Legal Aid Society of Palm Beach County ("LAS") program for the underserved, which may include certain day workers, casual laborers and the like; and

WHEREAS, the BCC sponsored and endorsed a pilot Wage Recovery Program ("WRP") administered by the LAS; and

WHEREAS, the LAS developed procedures, implemented processes and executed the pilot WRP to facilitate meaningful outcomes and conform to legal and ethical canons; and

WHEREAS, the pilot WRP has been successful; and the BCC does not wish to interfere with LAS' ability to act and react to changing laws and market conditions by limiting their ability to modify and execute the processes and procedures associated with the WRP.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1. An employee who has been denied wages when due may contact LAS for wage recovery assistance.

Section 2. In keeping with their legal and ethical obligations, LAS will determine whether the individual has a bona fide claim for unpaid wages. If the individual has a bona fide claim for unpaid wages, LAS will:

- A. Notify the employer and provide the employer with an opportunity to cure the matter of unpaid wages in the manner deemed most appropriate to each claim. The notification may take the form of a telephone call, letter, or any other means that LAS deems appropriate.
- B. Work with the employee and employer to resolve the issue informally but expeditiously. The informal resolution may include obtaining attorneys' fees and costs from the employer.

C. File court actions as appropriate and may refer unresolved claims to local pro bono or other counsel for resolution.

D. Monitor and report results to the BCC at predetermined intervals in a manner prescribed by the BCC.

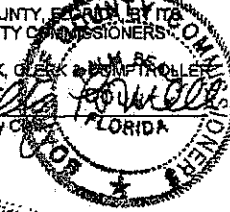
Section 3. The BCC shall provide funding to the LAS program as necessary which, at the outset, shall be \$100,000 for one (1) year, subject to review and extension at the end of that year. This funding shall cover the salary and benefits of the staff attorney assigned to the program together with the support, investigative, court processing services and other of the program's actual costs. This program shall be re-evaluated in twelve (12) months following execution of the contract pursuant to this Resolution.

The foregoing Resolution was offered by Commissioner Vana, who moved its adoption. The motion was seconded by Commissioner Taylor, and upon being put to a vote, the vote was as follows:

- Commissioner Abrams - Aye
- Commissioner Berger - Aye
- Commissioner Burdick - Nay
- Commissioner Santamaria - Nay
- Commissioner Taylor - Aye
- Commissioner Valeche - Aye
- Commissioner Vana - Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 4th day of December, 2012.

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS
 SHARON R. BOCK, CLERK & COMPTROLLER
 By: [Signature]
 Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]
County Attorney



Associated Builders and Contractors
Florida East Coast Chapter, Inc.
3730 Coconut Creek Parkway, Suite 200
Coconut Creek, Florida 33066
Phone 954.984.0075 Fax 954.984.4905
www.ABCEastFlorida.com

**Florida East Coast
Chapter**

September 20, 2024

The Honorable Maria Sachs
Board of County Commissioners
Palm Beach County
301 N. Olive Avenue
West Palm Beach, FL 33401

Dear Mayor Sachs,

On behalf of Associated Builders and Contractors-Florida East Chapter (ABC-FEC), I am writing to you regarding our continued support of The Legal Aid Society of Palm Beach County and their efforts to assist residents with their wage recovery claims.

ABC-FEC has worked with Palm Beach County from the beginning on the important issue of wage recovery, and we believe directing people to The Legal Aid Society of Palm Beach County is the best solution for all involved. We know every claim does not amount to wage theft, but we believe every claimant deserves their due diligence. The Legal Aid Society is an incredibly effective resource of attorneys working on behalf of residents to identify the proper legal resolution and offer legal support to meet claimant needs.

Our chapter believes The Legal Aid Society of Palm Beach County has clearly demonstrated their ability to assist the residents of Palm Beach County with wage recovery claims through a proven track record of success, and so, is deserving of an extension of their contract to provide services to county residents.

Warm regards,

T.J. Long
Director of Government Affairs
Associated Builders and Contractors Florida East Coast Chapter



September 18th, 2024

To whom it may concern,

PEACE is again writing in support of continued funding for Legal Aid Society's Wage Dispute Project. Since 2013, Legal Aid's program has been a successful way for over 1,500 victims of Wage Theft to recover more than \$1.5 million in owed wages – real money back in the hands of real people. We at PEACE have heard several of these stories and have seen just how successful this has been.

The amount of wages recovered, the number of victims served, and the personal stories we hear from people around the county clearly demonstrate that this is a successful program. Because of Legal Aid, hundreds of families have been able to pay their bills and good business owners have been able to flourish in a fair market, making Palm Beach County a better place for all of its residents. This is especially important given the rising cost of living in South Florida. Finally, the presence of enforcement is a deterrent to violations; its absence encourages violators.

From the beginning, PEACE wanted a way for workers to get their owed wages and this program, combined with Docket Day, successfully does that. Working with Legal Aid, victims have received their owed wages – quickly and free of charge. Therefore, PEACE wholeheartedly supports continued funding at a level necessary for this program to function at its full potential.

Sincerely,
PEACE Executive Committee

CC: Vanessa Coe, Legal Aid Society of Palm Beach County, Inc.
Gabriel Perez, Legal Aid Society of Palm Beach County, Inc.

PEACE
100 N Palmway
Lake Worth, FL 33460
207-956-1325
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Wage Dispute Project

Agency Name: Legal Aid Society of Palm Beach County, Inc.
Submitted By: Gabriel Perez, Esq.
Submitted To: Palm Beach County Office of Equal Opportunity
Reporting Period: January 1, 2024, through September 30, 2024

Hotline Calls

Total number of calls to Wage Dispute Project hotline, COVID 19 Cares Act, and Unemployment	626
Total number of online intakes	127
Number accepted by Wage Dispute Project Attorney	112
Number referred to pro bono attorney	1
Number given referral to other resource(s)	80
Number with no claim merit or did not return our call	30
Total number of individuals receiving brief service, negotiations, settlements or court decisions during reporting period	133
Total number of individuals receiving advice and counsel	0

Outreach Events

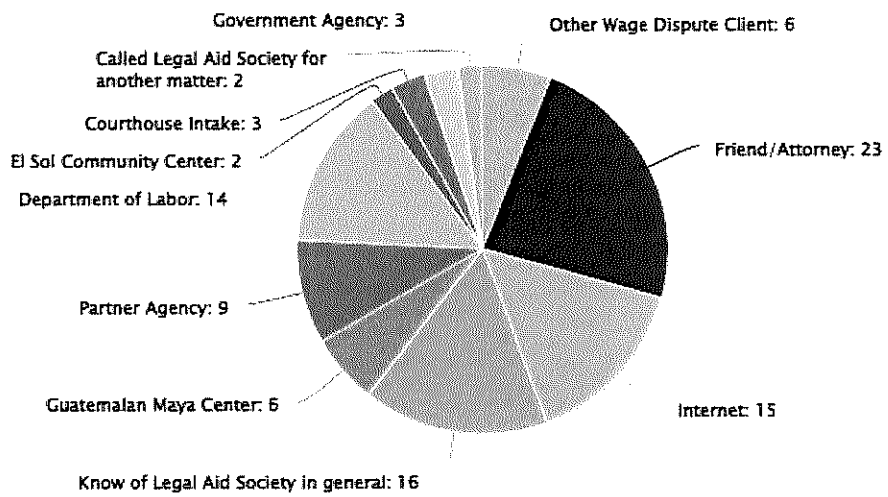
Total number of outreach events	52
Total number of individuals attending outreach events	1038

New Cases

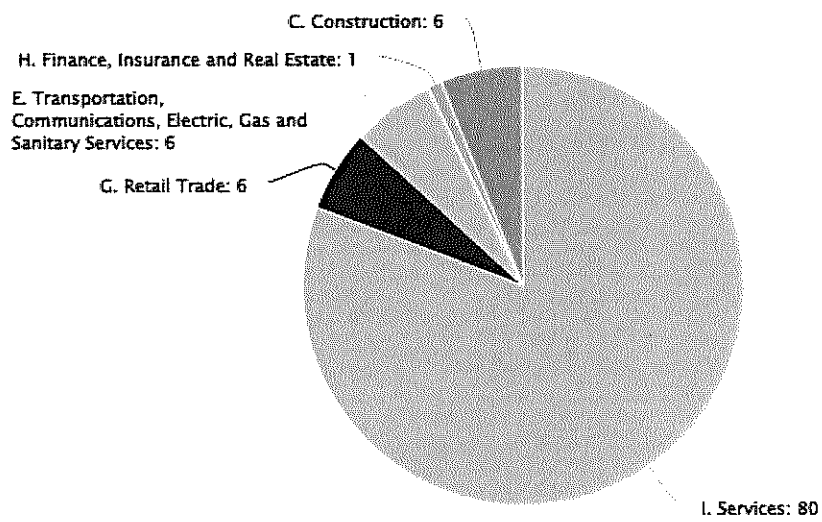
Number of cases opened in reporting period
 Total Amount Claimed to be Owed

99
\$395,773.75

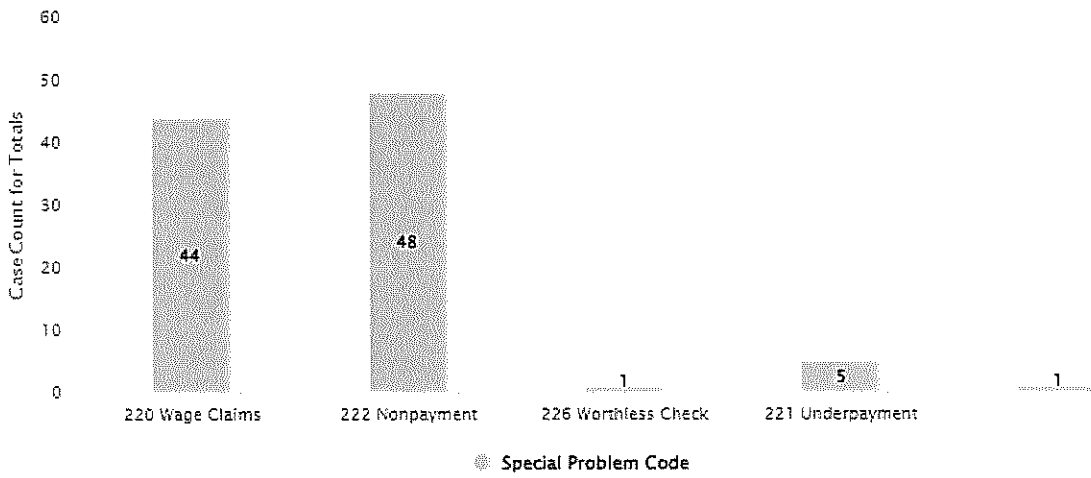
Opened Cases by Referral Source



Opened Cases by Industry



Opened Cases by Special Legal Problem Code

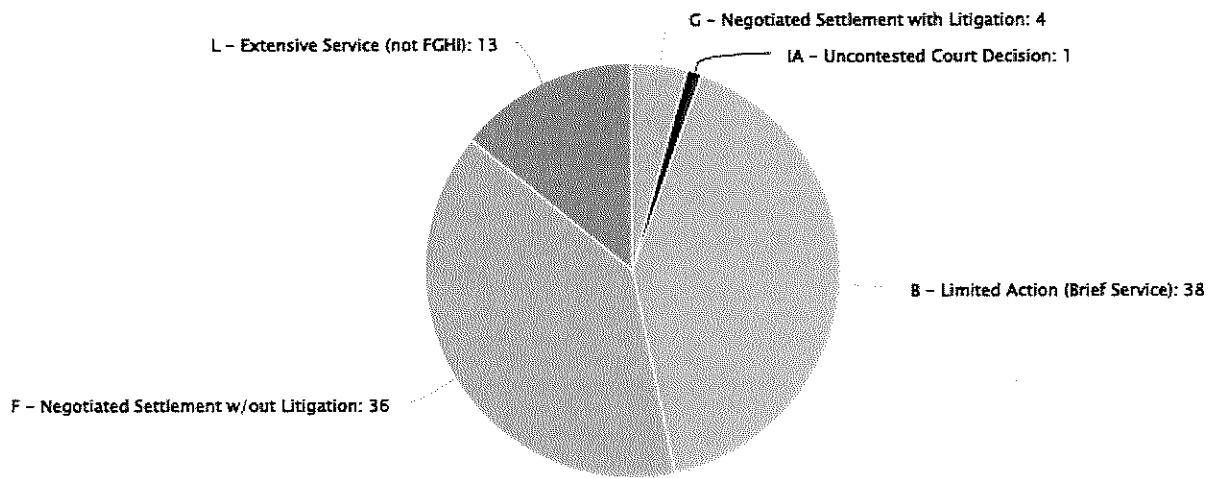


Closed Cases

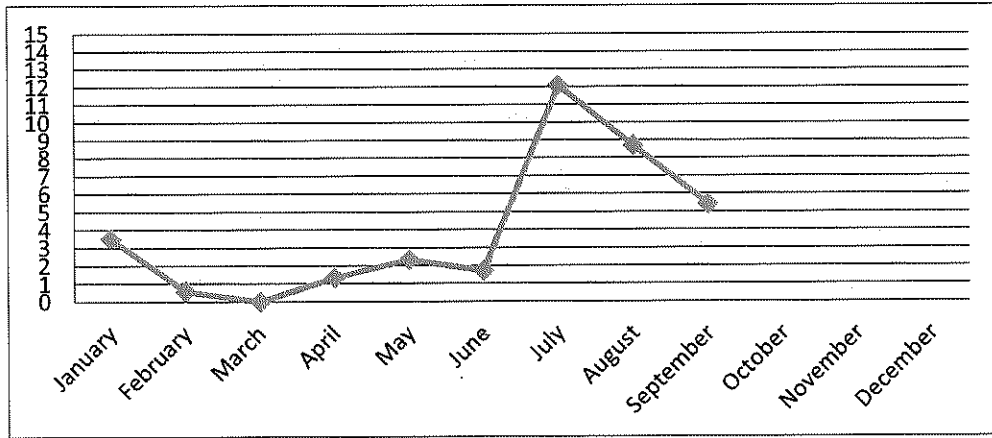
Number of cases closed in reporting period (excluding Advice and Counsel)

92

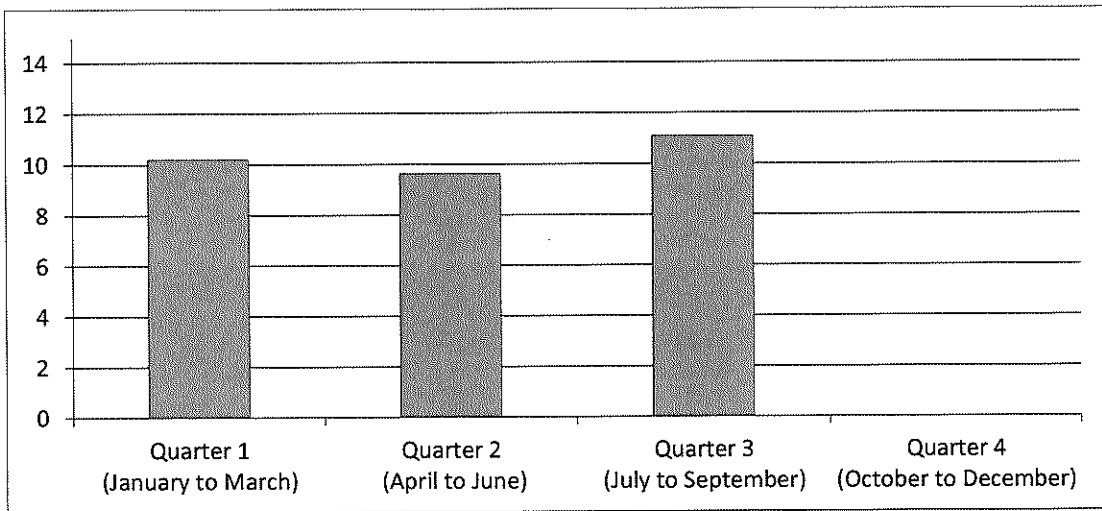
Closed Cases by Closing Code



Average number of days between case opening and meeting with an attorney



Average number of days between attorney meeting and issuance of a demand letter



Outcomes of Cases Closed in Reporting Period

	Number	Clients
Pre-Suit Mediations	0	0
Complaints Filed	15¹	15
▪ Individuals Eligible for Lawsuit	42²	42
▪ Individuals Who Declined a Lawsuit	1	1
Hearings	16	14
▪ Resulted in Judgment	2	2
▪ Resulted in Settlement	4	4
▪ No Final Result from Hearing	10	9
Trials	2	2
▪ Wins	2	2
▪ Losses	0	0

Cases with Claims Recovered

Total Amount Claimed	\$107,164.67
Total Amount Recovered (Cash, Judgment, Pro Bono)	\$72,555.05
By LAS Attorney (Cash and Judgment)	\$72,555.05
By Pro Bono Attorney (Cash and Judgment)	0
Total Clients Receiving Claims	42
Average Amount per Client	\$1,727.50

Cash-in-Hand vs. Judgments

Cash-in-Hand	\$64,593.59
▪ Cash	\$0
▪ Check	\$27,490.16
▪ EFT	\$37,103.43
Amount of Judgments	4
Amount Collected on Judgments	\$11,224.46
▪ Cash	0
▪ Check	0
▪ EFT	0

¹ Fifteen (15) complaints were filed in Quarter 3 (July through September 2024). Of those fifteen complaints: three (3) client's complaints are still ongoing cases without final resolution as of 10/17/2024, one (1) client won an uncontested Final Default Judgment, one (1) client instructed LASPBC to end our legal representation of him on his case so that he could continue Pro Se, eight (8) clients voluntarily dismissed their claims after their Defendants presented evidence at their respective court ordered pretrial conferences, one (1) client received her wages after a negotiated settlement with litigation, and one (1) client's claim resulted in a trial victory for unpaid wages.

² There were forty-two (42) clients who were eligible for a lawsuit. Of the clients who were eligible for a lawsuit, one (1) client did not want to move forward with a formal lawsuit, seven (7) clients did not return the affidavit of indigency required for filing a complaint, fourteen (14) clients returned the affidavit of indigency and were determined not to be indigent, and fifteen (15) clients had lawsuits filed.