



**FIRST AMENDMENT TO AGREEMENT
BETWEEN THE CITY OF PEMBROKE PINES AND
CERTIPORT®**

THIS AGREEMENT ("Agreement"), dated this ____ day of _____, 2019, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation organized and operating under the laws of the State of Florida, with an address of 601 City Center Way, Pembroke Pines, FL 33025, hereinafter referred to as "CITY",

and

CERTIPORT®, a service mark of NCS PEARSON, INC., a foreign, for profit corporation authorized to do business in the State of Florida, with a business address of 5601 Green Valley Drive Bloomington, MN 55437, hereinafter referred to as "CONTRACTOR". "CITY" and "CONTRACTOR" may hereafter be collectively referred to as the "Parties".

WHEREAS, on **October 3, 2018**, the CITY and CONTRACTOR entered into the Original Agreement ("Original Agreement") for an initial **one (1) year period**, commencing on **October 3, 2018** and expiring on **October 2, 2019**; and,

WHEREAS, Section 3.2 of the Original Agreement authorized the renewal of the Agreement at the expiration of the initial term, for two (2) additional one (1) year terms evidenced by a written amendment to the Original Agreement; and,

WHEREAS, to date the Parties have been satisfied with the performance and execution of the Agreement and desire to amend the Original Agreement and renew the terms of their contractual relationship as set forth herein; and,

WHEREAS, the Parties desire to amend the Original Agreement to increase the compensation amount in accordance with the updated Quote Sheet provided by the CONTRACTOR for the services performed and materials provided; and,

WHEREAS, the Parties also desire to amend the Original Agreement to include certain provisions required by statutory amendments imposed since the Parties entered into the Original Agreement; and,

WHEREAS, the Parties further desire to execute the first **one (1) year renewal** option and amend the Original Agreement, in accordance with the terms and conditions set forth herein.

W I T N E S S E T H



NOW, THEREFORE, for and in consideration of the sum of the mutual covenants and other good and valuable consideration, the receipt of which are hereby acknowledged, the Parties hereto agree as follows:

SECTION 1. The recitations set forth in the above "WHEREAS" clauses are true and correct and incorporated herein by this reference.

SECTION 2. Exhibit C of the Original Agreement is hereby repealed and replaced with the updated Exhibit C-2 attached hereto and by this reference made a part hereof, which reflects the updated pricing.

SECTION 3. Section 4.4 of Article 4 entitled "Compensation and Method of Payment" is hereby amended as follows:

4.4 All payments shall be governed by the Local Government Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

SECTION 4. The address of the CITY as it appears in Article 19 entitled "Public Records" is hereby amended, as follows:

**CITY CLERK
601 CITY CENTER WAY, 4th FLOOR
PEMBROKE PINES, FL 33025**

SECTION 5. Article 20 entitled "Miscellaneous" is hereby amended, by the addition of Section 20.19, as follows:

20.19 Scrutinized Companies. CONTRACTOR, its principals or owners, certify that they are not listed on the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or is engaged in business operations with Syria. In accordance with Section 287.135, Florida Statutes, as amended, a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with any agency or local governmental entity for goods or services if:

20.19.1 Any amount of, at the time bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel; or

20.19.2 One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

20.19.2.1 Is on the Scrutinized Companies with Activities
Page 2 of 4



in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; or

20.19.2.2 Is engaged in business operations in Syria.

SECTION 6. The Original Agreement, is hereby renewed for the first **one (1) year** renewal period commencing on **October 3, 2019** and terminating on **October 2, 2020**.

SECTION 7. In the event of any conflict or ambiguity by and between the terms and provisions of this First Amendment, and the Original Agreement, as amended, the terms and provisions of this First Amendment shall control to the extent of any such conflict or ambiguity.

SECTION 8. The Parties agree that in all other respects the Original Agreement, as amended by this First Amendment, shall remain in full force and effect, except as specifically modified herein.

SECTION 9. Each Exhibit referred to in the Original Agreement, except as repealed herein, forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

**THE REMAINDER OF THIS PAGE
HAS BEEN INTENTIONALLY LEFT BLANK**



IN WITNESS OF THE FOREGOING, the Parties have set their hands and seals the day and year first written above.

ATTEST:

CITY:

CITY OF PEMBROKE PINES

MARLENE D. GRAHAM,
CITY CLERK

BY: CHARLES F. DODGE
CITY MANAGER

APPROVED AS TO FORM

OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

WITNESSES

CERTIPORT®

Barbara Miller
Barbara Miller
Print Name

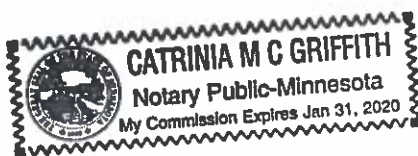
BY: Ray Murray
Print Name: Ray Murray
Title: VP & GM

Print Name

STATE OF HENNEPIN)
) ss:
COUNTY OF MINNESOTA)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Ray Murray as VP & GM of CERTIPORT® a service mark of NCS PEARSON, INC., a foreign, for profit corporation authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of CERTIPORT®, for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 23rd day of September, 2019.



Catrinia M.C. Griffith
NOTARY PUBLIC
Catrinia M.C. Griffith
(Name of Notary Typed, Printed or Stamped)

CERTIPORT, INC.
1276 South 820 East
Suite 200
American Fork, Utah 84003

Exhibit "C-2"

QUOTE SHEET

NO: 02212019 MOS program
DATE: May 15, 2019

TO:

Giselle Rodruquez
City of Pembroke Pines Charter
West Campus

Contact Phone 954-322-3330
Main Phone:
Email: grodriguez@pinescharter.net

REPRESENTATIVE	P.O. NUMBER	SHIP DATE	CERTIPORT ID	TERMS
Mindy Howa				

QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	<p>***Per school site pricing***</p> <p>MOS Exam and Practice License Bundle. Versions available 2010, 2013, 2016</p> <ul style="list-style-type: none"> Exams: up to 500 exams per school site. Word, PowerPoint, Excel, SharePoint, Access, and Outlook. SKU# 1101634 Unlimited Gmetrix Practice Tests per school site. SKU# 1102735 <p><i>Note: above price reflect price increase effective 1/1/2019</i></p>	\$5,980.00	\$5,980.00
1	<p><u>Jasperactive Curriculum for MOS- School Site License</u></p> <ul style="list-style-type: none"> Jasperactive Online Learning for Microsoft applications. Provides self-paced video education and training solutions for Microsoft programs Video tutorials with lesson files, includes workbooks, and pre/post assessments, and reporting. Aligns to the MOS Certification <p>**All Certification exams and licenses expire one year from purchase date and no extensions, no refunds, or exchanges. **</p>	\$2,052.00	\$2,052.00
SUBTOTAL			\$8,032.00
TOTAL DUE			\$8,032.00

CERTIPORT, INC.
1276 South 820 East
Suite 200
American Fork, Utah 84003

QUOTE SHEET

NO: 02212019 MOS program
DATE: May 15, 2019

TO: Giselle Rodruquez
City of Pembroke Pines Charter
Central Campus

Contact Phone 954-322-3330
Main Phone:
Email: grodriguez@pinescharter.net

REPRESENTATIVE	P.O. NUMBER	SHIP DATE	CERTIPORT ID	TERMS
Mindy Howa			90077209	

QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	<p>***Per school site pricing***</p> <p>MOS Exam and Practice License Bundle. Versions available 2010, 2013, 2016</p> <ul style="list-style-type: none"> Exams: up to 500 exams per school site. Word, PowerPoint, Excel, SharePoint, Access, and Outlook. SKU# 1101634 Unlimited Gmetrix Practice Tests per school site. SKU# 1102735 <p><i>Note: above price reflect price increase effective 1/1/2019</i></p>	\$5,980.00	\$5,980.00
1	<p><u>Jasperactive Curriculum for MOS- School Site License</u></p> <ul style="list-style-type: none"> Online Learning for Microsoft applications. Provides blended learning education and training solutions for Microsoft programs Video tutorials with lesson files, includes workbooks, and pre/post assessments, and reporting. Aligns to the MOS Certification <p>**All Certification exams and licenses expire one year from purchase date and no extensions, no refunds, or exchanges. **</p>	\$2,250.00	\$2,250.00
SUBTOTAL			\$8,032.00
TOTAL DUE			\$8,032.00

CERTIPORT, INC.
1276 South 820 East
Suite 200
American Fork, Utah 84003

QUOTE SHEET

NO: 02212019 MOS program

DATE: May 15, 2019

TO:

Giselle Rodruquez
City of Pembroke Pines Charter
Academic Village Campus

Contact Phone 954-322-3330

Main Phone:

Email: grodriguez@pinescharter.net

REPRESENTATIVE	P.O. NUMBER	SHIP DATE	CERTIPORT ID	TERMS
Mindy Howa			90037293	

QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	<p>***Per school site pricing***</p> <p>MOS Exam and Practice License Bundle. Versions available 2010, 2013, 2016</p> <ul style="list-style-type: none"> Exams: up to 500 exams per school site. Word, PowerPoint, Excel, SharePoint, Access, and Outlook. <p>SKU# 1101634</p> <ul style="list-style-type: none"> Unlimited Gmetrix Practice Tests per school site. <p>SKU# 1102735</p> <p><i>Note: above price reflect price increase effective 1/1/2019</i></p>	\$5,980.00	\$5,980.00
1	<p><u>Jasperactive Curriculum for MOS- School Site License</u></p> <ul style="list-style-type: none"> Online Learning for Microsoft applications. Provides self-paced video education and training solutions for Microsoft programs Video tutorials with lesson files, and pre/post assessments, and reporting. Aligns to the MOS Certification <p>**All Certification exams and licenses expire one year from purchase date and no extensions, no refunds, or exchanges. **</p>	\$2,052.00	\$2,250.00
SUBTOTAL			\$8,032.00
TOTAL DUE			\$8,032.00

CERTIPORT, INC.
 1276 South 820 East
 Suite 200
 American Fork, Utah 84003
 Federal Tax ID Number: 41-0850527

QUOTE SHEET

NO: 02212019ACA Program
 DATE: May 15, 2019

TO: City of Pembroke Pines Charter
 Academic Village Campus
 Att: Giselle Rodriguez

Contact Phone: 954-322-3330
 Main Phone:
 Email:
grodriguez@pinescharter.net

REPRESENTATIVE	P.O. NUMBER	SHIP DATE	CERTIPORT ID	TERMS
Mindy Howa			90037293	Net 30 Days

QUANTITY	DESCRIPTION	UNIT	AMOUNT
	<u>**per school site pricing**</u>		
1	<u>ACA Campus License with Gmetrix Practice Tests-</u> Can test in more than one classroom per school site – Up to *1000 exams and unlimited Gmetrix Practice – unlimited user/seat per school site. <ul style="list-style-type: none"> Full Suite Bundle: CS5, CS6, CC Photoshop, Dreamweaver, Flash, Premiere Pro. Also CC Illustrator, and InDesign <i>Note: above price reflect price increase effective 1/1/2019</i>	\$5,928.00	\$5,928.00
1	<u>LearnKey- Online Learning Gmetrix Platform- per school pricing- online learning courseware</u> <ul style="list-style-type: none"> Video tutorials with lesson files, includes workbooks and pre/post assessments, reporting Same platform as GMetrix; uses the same admin panel and familiar navigation. This means one single sign on with Gmetrix practice exams and LearnKey curriculum! Aligns 100% to ACA Certification 	\$2,250.00	\$2,250.00
	<i>**All Certification exams and licenses expire one year from purchase date and no extensions, no refunds, or exchanges. **</i>		
SUBTOTAL			\$8,178.00
SALES TAX			N/A
SHIPPING & HANDLING			N/A
TOTAL DUE			\$8,178.00



February 26, 2019

To Whom It May Concern:

Certiport is the sole provider of the exam delivery system for the following industry certification programs:

- Microsoft® Office Specialist (MOS) Program
- Microsoft® Technology Associate (MTA) Program
- Microsoft® TCE Certified Educator (MCE) Program
- Adobe® Certified Association (ACA) Program
- Autodesk® Certified User (ACU) Program
- Autodesk® Certified Professional
- Intuit® QuickBooks Certified User (QBCU) Program
- EC-Council® Associate
- Apple® App Development with Swift Certification Level 1
- Unity® Certified User
- Certiport® Entrepreneurship and Small Business (ESB) program
- Certiport® Internet and Computing Core Fundamentals (IC3) Programs
- Certiport® IC3 Spark

Certiport is also the exclusive distributor of CCI Learning Solutions' ebooks and courseware (including Jasperactive™), GMetrix Practice Tests, and MeasureUp® Practice Tests for all the above programs in North America.

Certiport complies with the highest industry standards in assessing and certifying basic computing, information technology, and office application skills. Certiport offers certification assessment and testing services in more than 150 countries and 25 languages worldwide. Certiport delivers its certification tests through a network of over 12,000 Certiport Authorized Testing Centers worldwide.

Certiport is dedicated to providing every Certiport Authorized Testing Center and every testing customer with excellent service and support during their entire certification testing experience. Certiport is pleased to provide any additional information on its programs as needed. Please direct questions or comments to customerservices@certiport.com.

Thank you for your interest in our programs.

Sincerely,

Ray Murray
Vice President and General Manager
Certiport, a Pearson VUE Business

State of Minnesota
County of Hennepin



Signed or attested before me on February 26, 2019 by Raymond Murray (name(s) of person(s)).

Susan Kay Rue
(Signature of Notary Public or other Official)

Susan Kay Rue
(Printed Name)

1-31-2020
My Commission Expires



CONTRACTUAL SERVICES AGREEMENT

THIS IS AN AGREEMENT, dated the 3rd day of October, 2018, by and between:

THE CITY OF PEMBROKE PINES, a municipal corporation of the State of Florida with a business address of **601 City Center Way, Pembroke Pines, Florida 33025** (hereinafter referred to as the "CITY")

and

Certiport®, a business of NCS Pearson, Inc., a corporation organized under the laws of the State of Minnesota, United States of America, having its principal offices at 5601 Green Valley Drive, Bloomington, Minnesota, 55437 ("Certiport"), authorized to do business in the State of Florida, hereinafter referred to as the "CONTRACTOR"). CITY and CONTRACTOR may hereinafter be referred to collectively as the "Parties."

WITNESSETH:

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONTRACTOR agree as follows:

ARTICLE 1
PREAMBLE

In order to establish the background, context and form of reference for this Agreement, and to generally express the objectives and intentions of the respective parties herein, the following statements, representations, and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow, and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

1.1 On _____, the CITY advertised its Intent to Sole Source the CITY's desire to hire a firm to provide **Microsoft Training and Certification** as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, for the said bid entitled:

«Solicitation_Type_Abbreviation» # «Solicitation_Number»
"«Solicitation_Title»"

1.2 The City did not receive any responses to its Intent to Sole Source the services referenced in Section 1.1 of the Agreement.



ARTICLE 2

SERVICES AND RESPONSIBILITIES

2.1 CONTRACTOR hereby agrees to appoint CITY as the **CERTIPOINT AUTHORIZED TEST CENTER**, as more particularly described in **Exhibit "A"** attached hereto and by this reference made a part hereof, in accordance with the Scope of Services outlined in the specifications, , attached hereto and made a part hereof as **Exhibit "A."** CONTRACTOR and CITY agree to do everything required by this Agreement, Addenda to this Agreement, and Commission award complete with proposal form.

2.2 CONTRACTOR and CITY shall furnish all services, labor, equipment, and materials necessary and as may be required in the performance of this Agreement, except as otherwise specifically provided for herein, and all work performed under this Agreement shall be done in a professional manner.

2.3 CITY owns and operates a testing center with facilities that meet CONTRACTOR's testing center technical requirements, as well as the CATC TM Guidelines, Policies, and Procedures described in Exhibit A and desires to have its facility recognized and appointed by Certipoint as a "CATC TM" in the Territory and/or Sector(s) as described in Exhibit B

2.4 CONTRACTOR hereby represents to CITY, with full knowledge that CITY is relying upon these representations when entering into this Agreement with CONTRACTOR, that CONTRACTOR has the professional expertise, experience and manpower to perform the services to be provided by CONTRACTOR pursuant to the terms of this Agreement.

2.5 CONTRACTOR hereby represents to CITY that CONTRACTOR is properly licensed by the applicable federal, state, and local agencies to provide the services under this Agreement. Furthermore, CONTRACTOR agrees to maintain such licenses during the term of this Agreement. If CONTRACTOR's license is revoked, suspended, or terminated for any reason by any governmental agency, CONTRACTOR shall notify the CITY immediately.

2.6 CONTRACTOR shall comply with any and all Federal, State, and local laws and regulations now in effect, or hereinafter enacted during the term of this Agreement, which are applicable to CONTRACTOR, its employees, agents or subcontractors, if any, with respect to the work and services described herein. A violation of any federal, state, or local law or regulation may be cause for breach, allowing the CITY to terminate this Agreement.

ARTICLE 3

TERM AND TERMINATION

3.1 CONTRACTOR and CITY shall perform the services associated with as identified in **Exhibit "A"** attached hereto and made part hereof, for a one (1) year period, commencing on **the date this Agreement is executed. .**



3.2 This Agreement may be renewed for two (2) additional one (1) year periods upon mutual consent of the parties, evidenced by a written Amendment to this Agreement extending the term thereof.

3.3 *Post Contractual Obligations:* In the event that the term of this agreement expires, the CONTRACTOR agrees to continue providing services, at the current rates, on a month to month basis until the CITY establishes a new contract for services.

3.4 *Termination for Convenience:* This Agreement may be terminated by either party for convenience, upon **thirty (30) days** written notice by the terminating party to the other party for such termination in which event CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that CONTRACTOR abandons this Agreement or causes it to be terminated, CONTRACTOR shall indemnify CITY against loss pertaining to this termination.

3.5 *Default by CONTRACTOR:* In addition to all other remedies available to CITY, this Agreement shall be subject to cancellation by CITY for cause, should CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure.

ARTICLE 4 **COMPENSATION AND METHOD OF PAYMENT**

4.1 The CITY hereby agrees to compensate CONTRACTOR for all services performed and materials provided by CONTRACTOR pursuant to the provisions set forth in Quote Sheet, attached hereto as Exhibit "C," and incorporated herein.

4.2 RESERVED

4.3 The CITY shall within thirty (30) days, from the date the City's Public Service Director approves the Application for Payment, pay the CONTRACTOR the amount approved by the City Public Services Director or his or her assignees.

4.4 All payments shall be governed by the Florida Prompt Payment Act, as set forth in Part VII, Chapter 218, Florida Statutes.

ARTICLE 5 **CHANGES IN SCOPE OF WORK**

5.1 CITY or CONTRACTOR may request changes that would increase, decrease, or otherwise modify the Scope of Services, as described in **Exhibit "A,"** to be provided under this Agreement as described in Article 2 of this Agreement. These changes will affect the monthly compensation accordingly. Such changes or additional services must be in accordance with the provisions of the Code of Ordinances of the CITY, and must be contained in a written amendment, executed by the



parties hereto, with the same formality, equality and dignity herewith prior to any deviation from the terms of this Agreement, including the initiation of any additional or extra work.

5.2 In no event will the CONTRACTOR be compensated for any work which has not been described in a separate written agreement executed by the parties hereto.

ARTICLE 6 RESERVED

ARTICLE 7 INDEMNIFICATION

7.1 The CONTRACTOR shall indemnify and hold harmless the CITY, its trustees, elected and appointed officers, agents, servants, assigns and employees, from and against any and all claims, demands, or causes of action whatsoever, and the resulting losses, costs, expenses, reasonable attorneys' fees, including paralegal expenses, liabilities, damages, orders, judgments, or decrees, sustained by the CITY or any third party arising out of, by reason of, or resulting from the CONTRACTOR's negligent acts, errors, or omissions, except to the extent that such losses result from, in whole the gross negligence or unlawful acts of the City or the failure of the CONTRACTOR to take out and maintain insurance as required under this Agreement.

7.2 Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive indefinitely.

7.3 CITY reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of CITY. Notwithstanding the above, the defense and/or settlement of a claim by the CITY without such opportunity to the CONTRACTOR shall relieve the CONTRACTOR of any further obligation to indemnify the CITY with regard to such claim.

7.4 Nothing contained herein is intended nor shall be construed to waive City's rights and immunities under the common law or §768.28, Florida Statutes, as may be amended from time to time.

ARTICLE 8 INSURANCE

8.1 The CONTRACTOR shall indemnify and hold harmless the CITY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the CITY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the CONTRACTOR or its employees, agents, servants, partners principals or subcontractors, excluding CITY should CITY be deemed a subcontractor to the extent that is a



Certiport Authorized Testing Center The CONTRACTOR shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the CITY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The CONTRACTOR expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by the CONTRACTOR shall in no way limit the responsibility to indemnify, keep and save harmless and defend the CITY or its officers, employees, agents and instrumentalities as herein provided.

8.2 CONTRACTOR shall not commence work under this Agreement until it has obtained all insurance required under this paragraph nor shall the CONTRACTOR allow any subcontractor to commence work on his subcontract until all similar such insurance required of the subcontractor has been obtained and similarly approved.

8.3 Certificates of Insurance, reflecting evidence of the required insurance, shall be filed with the City's Risk Manager prior to the commencement of this Agreement. Policies shall be issued by companies authorized to do business under the laws of the State of Florida. The insurance company shall be rated no less than "A" as to management, and no less than "Class VI" as to financial strength according to the latest edition of Best's Insurance Guide published by A.M. Best Company.

8.4 RESERVED

8.5 Insurance shall be in force until all obligations required to be fulfilled under the terms of the Agreement. In the event the insurance certificate provided indicates that the insurance shall terminate and lapse during the period of this Agreement, then in that event, the CONTRACTOR shall furnish, a renewed certificate of insurance as proof that equal and like coverage for the balance of the period of the Agreement and extension thereunder is in effect. The CONTRACTOR shall not commence nor continue to provide any services pursuant to this Agreement unless all required insurance remains in full force and effect. CONTRACTOR shall be liable to CITY for any lapses in service resulting from a gap in insurance coverage.

8.6 REQUIRED INSURANCE

8.6.1 Commercial General Liability Insurance written on an occurrence basis including, but not limited to: coverage for bodily injury and property damage, personal & advertising injury, products & completed operations, and contractual liability. Coverage must be written on an occurrence basis, with limits of liability no less than:

1. Each Occurrence Limit - \$1,000,000
2. Fire Damage Limit (Damage to rented premises) - \$100,000
3. Personal & Advertising Injury Limit - \$1,000,000
4. General Aggregate Limit - \$2,000,000
5. Products & Completed Operations Aggregate Limit - \$2,000,000



Products & Completed Operations Coverage shall be maintained for two (2) years after the final payment under this contract.

The City of Pembroke Pines must be shown as an additional insured with respect to this coverage.

8.6.2 Worker's Compensation and Employers Liability Insurance covering all employees, and/or volunteers of the CONTRACTOR engaged in the performance of the scope of work associated with this Agreement. In the case any work is sublet, the CONTRACTOR shall require the subcontractors similarly to provide Workers Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. Coverage for the CONTRACTOR and his subcontractors shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation Insurance with limits of liability no less than:

1. Workers' Compensation: Coverage A – Statutory
2. Employers Liability: Coverage B \$500,000 Each Accident
\$500,000 Disease – Policy Limit
\$500,000 Disease – Each Employee

If CONTRACTOR claims to be exempt from this requirement, CONTRACTOR shall provide CITY proof of such exemption along with a written request for CITY to exempt CONTRACTOR, written on CONTRACTOR letterhead.

8.6.3 Commercial Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Agreement, with a combined single limit of liability for bodily injury and property damage no less than:

1. Any Auto (Symbol 1)
Combined Single Limit (Each Accident) - \$1,000,000
2. Hired Autos (Symbol 8)
Combined Single Limit (Each Accident) - \$1,000,000
3. Non-Owned Autos (Symbol 9)
Combined Single Limit (Each Accident) - \$1,000,000

8.6.4 Professional Liability/Errors & Omissions Insurance, when applicable, with a limit of liability no less than \$1,000,000 per wrongful act. This coverage shall be maintained for a period of no less than two (2) years after final payment of the contract.

8.6.5 Sexual Abuse may not be excluded from any policy.

8.7 REQUIRED ENDORSEMENTS



- 8.7.1 The City of Pembroke Pines shall be included as an Additional Insured on each of the General Liability policies required herein
- 8.7.2 Waiver of all Rights of Subrogation against the CITY
- 8.7.3 30 Day Notice of Cancellation or Non-Renewal to the CITY
- 8.7.4 CONTRACTORS' policies shall be Primary & Non-Contributory
- 8.7.5 All policies shall contain a "severability of interest" or "cross liability" liability clause without obligation for premium payment of the CITY
- 8.7.6 The City of Pembroke Pines shall be named as a Loss Payee on all Property and/or Inland Marine Policies as their interest may appear.

8.8 CONTRACTOR shall include the CITY, as an additional insured on each of the General Liability policies required herein and shall hold the CITY, its agents, officers and employees harmless on account of claims for damages to persons, property or premises arising out of the services provided hereunder.

8.9 Any insurance required of the CONTRACTOR pursuant to this Agreement must also be required by any subcontractor in the same limits and with all requirements as provided herein, including naming the CITY as an additional insured, in any work that is subcontracted unless such subcontractor is covered by the protection afforded by the CONTRACTOR and provided proof of such coverage is provided to CITY. The CONTRACTOR and any subcontractors shall maintain such policies during the term of this Agreement.

8.10 The City reserves the right to require any other additional types of insurance coverage and/or higher limits of liability it deems necessary based on the nature of work being performed under this Contract.

ARTICLE 9

NON-DISCRIMINATION & EQUAL OPPORTUNITY EMPLOYMENT

9.1 During the performance of the Agreement, neither CONTRACTOR nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONTRACTOR will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. Such actions must include, but not be limited to, the following: employment, promotion; demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONTRACTOR shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONTRACTOR further agrees that he/she/it will ensure that subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

ARTICLE 10

INDEPENDENT CONTRACTOR



10.1 This Agreement does not create an employee/employer relationship between the parties. It is the intent of the parties that the CONTRACTOR is an independent contractor under this Agreement and not the CITY's employee for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Workers' Compensation Act, and the State unemployment insurance law. The CONTRACTOR shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONTRACTOR's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONTRACTOR, which policies of CONTRACTOR shall not conflict with CITY, State, H.U.D., or United States policies, rules or regulations relating to the use of CONTRACTOR's Funds provided for herein. The CONTRACTOR agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONTRACTOR and the CITY and the CITY will not be liable for any obligation incurred by CONTRACTOR, including but not limited to unpaid minimum wages and/or overtime premiums.

ARTICLE 11

UNCONTROLLABLE FORCES

11.1 Neither CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

11.2 Neither party shall, however, be excused from performance if nonperformance is due to forces, which are preventable, removable, or remediable, and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 12

AGREEMENT SUBJECT TO FUNDING

12.1 This agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City Commission of the City of Pembroke Pines in the annual budget for each fiscal year of this Agreement, and is subject to termination based on lack of funding.



ARTICLE 13
VENUE

13.1 This Agreement shall be governed by the laws of the State of Florida as now and hereafter in force. The venue for actions arising out of this agreement shall be in Broward County, Florida.

ARTICLE 14
SIGNATORY AUTHORITY

14.1 CONTRACTOR shall provide CITY with a certified letter evidencing that the signator for CONTRACTOR has the authority to enter into this Agreement.

ARTICLE 15
MERGER; AMENDMENT

15.1 This Agreement constitutes the entire Agreement between CONTRACTOR and CITY, and negotiations and oral understandings between the parties are merged herein. This Agreement can be supplemented or amended only by a written document executed by both CONTRACTOR and CITY with the same formality and equal dignity herewith.

ARTICLE 16
DEFAULT OF CONTRACT & REMEDIES

16.2 **Default of Contract.** The occurrence of any one or more of the following events shall constitute a default and breach of this Agreement by CONTRACTOR:

16.2.1. The abandonment of the Property by CONTRACTOR for a period of more than seven (7) business days.

16.2.2 The abandonment, unnecessary delay, refusal of, or failure to comply with any of the terms of this Agreement.

16.2.4. The assignment and/or transfer of this Agreement or execution or attachment thereon by CONTRACTOR or any other party in a manner not expressly permitted hereunder.

16.2.5. The making by CONTRACTOR of any general assignment or general arrangement for the benefit of creditors, or the filing by or against CONTRACTOR of a petition to have CONTRACTOR adjudged a bankruptcy, or a petition for reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against CONTRACTOR, the same is dismissed within sixty (60) days); or the appointment of a trustee or a receiver to take possession of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where possession is not restored to CONTRACTOR within thirty (30) days; for attachment, execution



or other judicial seizure of substantially all of CONTRACTOR's assets, or for CONTRACTOR's interest in this Agreement, where such seizure is not discharged within thirty (30) days.

16.3 Remedies in Default. In case of default by CONTRACTOR, CITY shall notify CONTRACTOR, in writing, of such abandonment, delay, refusal, failure, neglect, or default and direct him to comply with all provisions of the Agreement. If the abandonment, delay, refusal, failure, neglect or default is not cured within seven (7) days of when notice was sent by CITY, CITY may declare a default of the Agreement and notify CONTRACTOR of such declaration of default and terminate the Agreement. .

16.3.1. Upon such declaration of default, all payments remaining due CONTRACTOR at the time of default, less all sums due CITY for damages suffered, or expenses incurred by reason of default, shall be due and payable to CONTRACTOR. .

ARTICLE 17 **BANKRUPTCY**

17.1 It is agreed that if CONTRACTOR is adjudged bankrupt, either voluntarily or involuntarily, then this Agreement shall terminate effective on the date and at the time the bankruptcy petition is filed.

ARTICLE 18 **DISPUTE RESOLUTION**

18.1 **Arbitration.** In addition to any other remedy provided hereunder, either Party, at its option, may use arbitration to resolve any controversy or claim arising out of or relating to this Agreement. Any controversy or claim arising out of or relating to this Agreement, or breach thereof, may be settled by arbitration in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrators may be entered into by any court having jurisdiction thereof. In the event arbitration is elected by a party, such controversy or claim shall be submitted to three arbitrators selected from the National Panel of The American Arbitration Association, with one arbitrator selected by the CITY, one arbitrator selected by the CONTRACTOR, and one arbitrator mutually agreed upon by the parties.

18.2 Operations During Dispute.

18.2.1 In the event that a dispute, if any, arises between CITY and CONTRACTOR relating to compensation hereunder, CONTRACTOR shall continue to render service in full compliance with all terms and conditions of this Agreement regardless of such dispute.



ARTICLE 19
PUBLIC RECORDS

19.1 The City of Pembroke Pines is public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

19.1.1 Keep and maintain public records required by the CITY to perform the service;

19.1.2 Upon request from the CITY's custodian of public records, provide the CITY 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, Fla. Stat., or as otherwise provided by law;

19.1.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and, following completion of the contract, CONTRACTOR shall destroy all copies of such confidential and exempt records remaining in its possession after the CONTRACTOR transfers the records in its possession to the CITY; and

19.1.4 Upon completion of the contract, CONTRACTOR shall transfer to the CITY, at no cost to the CITY, all public records in CONTRACTOR's possession. All records stored electronically by the CONTRACTOR must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

19.2 The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the CITY shall enforce the Default in accordance with the provisions set forth in **Article 16**.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

CITY CLERK
601 CITY CENTER WAY, 4th FLOOR
PEMBROKE PINES, FL 33026
(954) 450-1050
mgraham@ppines.com



ARTICLE 20 MISCELLANEOUS

20.1 **Ownership of Documents.** Reports, surveys, studies, and other data provided in connection with this Agreement are and shall remain the property of CITY, whether or not the project for which they are made is completed. Notwithstanding the prior sentence, Personal Data or Examinee Personal Data shall not be considered the property of CITY as set forth in the Parental Consent form.

20.2 **Legal Representation.** It is acknowledged that each party to this agreement had the opportunity to be represented by counsel in the preparation of this Agreement, and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same shall not apply herein due to the joint contributions of both parties.

20.3 **Records.** RESERVED

20.4 **Assignments; Amendments.** This Agreement, and any interests herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances, by CONTRACTOR without the prior written consent of CITY. For purposes of this Agreement, any change of ownership of CONTRACTOR shall constitute an assignment which requires CITY approval. However, this Agreement shall run to the benefit of CITY and its successors and assigns.

It is further agreed that no modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

20.5 **No Contingent Fees.** CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement, 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 CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, CITY shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

20.6 **Notice.** Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, CONTRACTOR and CITY designate the following as the respective places for giving of notice:

CITY	Charles F. Dodge, City Manager
	City of Pembroke Pines
	601 City Center Way
	Pembroke Pines, Florida 33025



Telephone No. (954) 450-1040

Copy To: Samuel S. Goren, City Attorney
Goren, Cherof, Doody & Ezrol, P.A.
3099 East Commercial Boulevard, Suite 200
Fort Lauderdale, Florida 33308
Telephone No. (954) 771-4500
Facsimile No. (954) 771-4923

Contractor: Certiport, a business of NCS Pearson, Inc.
Attention: VP Channel Operations
1276 South 820 East Suite 200
American Fork, Utah 84003
Telephone No. (801) 847-3100
Facsimile No. (801) 492-4118

Copy To: Certiport, a business of NCS Pearson, Inc.
Attention: Legal
5601 Green Valley Drive Bloomington,
Minnesota 55437
Telephone No. (952) 681-3406
Telephone No. (952) 681-3140

20.7 **Binding Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

20.8 **Headings.** Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

20.9 **Exhibits.** Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits if not physically attached should be treated as part of this Agreement and are incorporated herein by reference.

20.10 **Severability.** If any provision of this Agreement or application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

20.11 **Entire Agreement and Conflicts:** This Agreement is intended by the parties hereto to be final expression of this Agreement, and it constitutes the full and entire understanding between the



parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

20.12 **Waiver.** Failure of either party to insist upon strict performance of any provision or condition of this Agreement, or to execute any right contained herein, shall not be constructed as a waiver or relinquishment for the future of any such provision, condition, or right, but the same shall remain in full force and effect.

20.13 **Disputes.** Any claim, objection, or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit Court in and for Broward County.

20.14 **Attorney's Fees.** In the event that either party brings suit for enforcement of this Agreement, each party shall bear its own attorney's fees and court costs, except as otherwise provided under the indemnification provisions set forth herein above.

20.15 **Protection of City Property.** At all times during the performance of this Agreement, CONTRACTOR shall protect CITY's property from all damage whatsoever on account of the work being carried on under this Agreement.

20.16 **Counterparts and Execution.** This Agreement may be executed in multiple originals or counterparts, each of which shall be deemed to be an original and together shall constitute one and the same agreement. Execution and delivery of this Agreement by the Parties shall be legally binding, valid and effective upon delivery of the executed documents to the other party through facsimile transmission, email, or other electronic delivery.

20.17 **Compliance with Statutes.** It shall be the Contractor's responsibility to be aware of and comply with all statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies as applicable; **specifically the Jessica Lunsford Act – Chapter 1012, Florida Statutes, which provides for the screening of individuals who are vendors or contractors with a Florida public school or district.**

20.18 **Additional Background Screening Requirements.** In addition, to any other background screening requirements that may be required in this Agreement and/or by statutes, ordinances, rules, orders, regulations and requirements of all local, City, state, and federal agencies, the CONTRACTOR shall ensure that all employees that are providing services to the CITY, shall complete and pass a **Level II background check.**

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IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

CITY:

CITY OF PEMBROKE PINES, FLORIDA

ATTEST:

10/3/18 By: Charles F. Dodge
MARLENE D. GRAHAM, CITY CLERK CHARLES F. DODGE, CITY MANAGER

APPROVED AS TO FORM:

[Signature]
OFFICE OF THE CITY ATTORNEY

CONTRACTOR:

Certiport, a business of NCS Pearson, Inc.

By: [Signature]
Name: Ray Murray
Title: VP & GM

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Ray Murray as VP & GM of **Certiport, a business of NCS Pearson, Inc.**, a company authorized to conduct business in the State of Florida, and acknowledged execution of the foregoing Agreement as the proper official of **Certiport, a business of NCS Pearson, Inc.** for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 20th day of September, 2018.



Susan Kay Rue
NOTARY PUBLIC
Susan Kay Rue
(Name of Notary Typed, Printed or Stamped)