# Lee County Board of County Commissioners Agenda Item Summary

Blue Sheet No. 20051595-UTL

County Manager /

## 1. Action Requested/Purpose:

Authorize Chairperson, on behalf of the BOCC, to approve and execute the State of Florida Department of Health Standard Contract (#COUJ), and Request for Advance Payment Letter, for the fluoridation system installation and upgrade, through the Public Health Dental Program. Also, approve a Budget Amendment Resolution for \$150,000 and amend FY 05/06-09/10 CIP accordingly.

## 2. What Action Accomplishes:

Provides advance funding in the amount of \$150,000.00 from the Florida Fluoridation Grant (CFDA #93-991) administered by the Department of Health which will allow purchase, installation, maintenance and upgrades of the fluoridation system.

3.	Mana	agement	Recommendation:
	1	1	

Approval.  4. Depart	mental Category:	10 - Utili	ties C/C	08	5. Meetir	g Date: - 15 - 20	005
6. Agenda	ı:	7. Requ	uirement/Purpo	se (specify)	8. Reque	st Initiated:	
X Co	X Consent		Statute		Commissioner Department Public Works		
Ad	ministrative	Ordinance					
	peals		Admin. Code		Division	/ ) /  Ut	ilities
	blic	X	Other	Approval	By:	White & Speloa	
Wa	ılk-On					For Rick Diaz, P	.E., Director
	e Olga Water Treatm						
Attachments	s: Request for Adv Memorandums of	ance Paym of Negotiat	ent Letter (2 origi ion Forms (2 origi ture on pages 4 &	nals) inals)			
	w for Scheduling						

Director	Contracts	Resources		Attorney		ay	5M 11/3/05		P.W. Director
				- 1 A	Analyst	Risk	Grants	Mgr.	_
Lavender Date:	-Date:	N/A Date:	Date:	S. Coovert Date:	P. 19/05	38 (1/3	11/108	11305	January J.Lavender Date: 11:2.05
11. Co	11. Commission Action:								
	Approve	d			_	ŀ	Rec. by CoAtty	y	
	Deferred		RECE	VED BY	7	ľ	Dates	7	
	Denied		COUN	TY ADMIN:	-{		12192	j	
	Other			<u> </u>	- ;		Time:		
			COLIN	YTY ADMIN	1	17	Forwarded To:	7	
L.			FORV	WARDED TO:	4	T.	recharged to:	1	

RACT-FDÖH-FLUORIDATION B

**Budget Services** 

County

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Human

Other

Department

# RESOLUTION#

Amending the Budget of Capital Improvements Construction-Fund 48730 to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2005-2006.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend the Capital Improvements Construction-Fund 48730 budget for \$150,000 of the unanticipated revenue from the FL Dept of Health and an appropriation of a like amount for construction costs and;

WHEREAS, the Capital Improvements Construction-Fund 48730 budget shall be amended to include the following amounts which were previously not included.

	ESTIMATED REVENUES	8
Prior Total: Additions		\$40,636,701
22706248730.334310.9001	Fluoridation State Grant	150,000
Amended Total Estimated Reve	enues	\$40,786,701
	<b>APPROPRIATIONS</b>	
Prior Total: Additions		\$40,636,701
22706248730.506540	Improvements Construction	150,000
Amended Total Appropriations		\$40,786,701
day of	Chambers at a regular Public Hearing by t	he Board of County Commissioners on this  BOARD OF COUNTY COMMISSIONERS
CHARLIE GREEN, EX-OFFICIO CLERK		Lee County, Florida
BY: DEPUTY CLERK		Chairman
		APPROVED AS TO FORM
		OFFICE OF COUNTY ATTORNEY
DOC TYPE YA		
LEDGER TYPE BA		
LEDUER I ITE DA		

# FORWARD WITH AGREEMENT AND BLUE SHEET

ALL INFORMATION IS REQUIRED - DO NOT LEAVE ANY BLANKS - USE N/A WHEN NOT APPLICABLE

# **GRANT AT A GLANCE**

GRANT AWARD INFORMATION

1. County Grant ID (project #):	N/A							
. Title of Grant: FLORIDA FLUORIDATION GRANT								
3. Amount of Award:	\$150,000	\$150,000						
4. Amount of Match Required:	\$N/A							
5. Type of Match: (cash, in-kind etc)								
6. SOURCE OF GRANT FUND	S & CATALOG	NUMBER:						
FEDERAL CFDA #93.991		STATE	CSFA#					
7. Agency Contract Number: C	OHUJ							
8. Contract Period:	Begin Date: U	pon Ex	End Date: 09/29/06					
9. Name of Subrecipient(s)	N/A							
10. Business Unit(s):	227062487	30.506310						
12. Has this Grant been Funded 13. Is Grant Funding Anticipate			f YES When?					
14. If Grant Funding Ends Will If YES What is the Lee C			County Expense?					
1st Year	2 <sup>nd</sup> Year	apact.	3 <sup>rd</sup> Year					
4 <sup>th</sup> Year	5 <sup>th</sup> Year							
Check Box if Additional is provided in <i>Comment</i> ADMINISTERING DEPAR  1. Department: Lee Coun  2. Contacts:	Section on page 2	2 📋	idget Impact					
Program Mgr. Rick Diaz		Phone	#: 479-8779					
Fiscal Mgr. Orlando Figue			#:479-8147					
	Page 1 of	f 2						

	RANTOR AGENCY IN The agency you signed this		
1.	. Grantor Agency:	Florida Department of Health	
2.	. Program Title/Divi	sion: Division of Family Health Services	
3.	. Agency Contact:	Sean Isaac	
4.	. Phone Number:	850-245-4333	
5.	. Mailing Address:	4052 Bald Cypress Way Bin #A-14 Tallahassee Florida 32399-1724	
sou	RCE OF FUNDS		
1.	. Original Funding Source: (name of agency where fundi	US Department of Health & Human Services ng originated from)	
2.	. Pass Through Agen	cy: Florida Dept of Health	
	(middleman if any? Exampl of FL DOT is the pass-throug	e: federal \$\$ from US DOT given to STATE of FL DOTthen from STATE DOT to Lee County DOT STA	TE
3	. Additional Informa	tion for Other Agencies Involved:	
	a. Is the County a Gr or Subrecipient in #3 a		
REP	ORTING REQUIRE	MENTS	
	oes this grant require uple: you need to return inte	<u>-</u>	
Pleas	se Explain:		
(If YE	funding received in a ES, please indicate condition or Agency Information)	dvance? YES NO nons for returning residual proceeds, or interest and the address to return it to, if different from	the
COM	MENTSINSTRUC	TIONS:	



October 19, 2005

Mr. Rick Diaz, Utilities Director Lee County 1500 Monroe St. Fort Myers, Florida 33901-0390

Dear Mr. Diaz:

Enclosed are two original contracts (COHUJ) pertaining to the fluoridation of Lee County communities. Mr. Douglas St. Cerny, who serves as the Lee County Administrator, needs to sign and date both contracts on pages 4, and 16. A sample letter to request advance payment is enclosed. This letter should be put on the County's letterhead, and Mr. St. Cerny should sign two originals. Finally, also enclosed are two Memorandums of Negotiation forms. These forms require your signature.

Please return the two signed contracts, the requests for advance payment and the two memorandums of negotiation forms to us as quickly as possible. We will process the contracts for departmental signature and return an original signed contract to the County. Please note that time is of the essence to process the contract for payment since we are close to the end of the fiscal year.

Please let me know if you have any questions.

Sean Isaac

Sincerely

Fluoridation Project Coordinator Public Health Dental Program

**Enclosures** 

OCT 20 2005



#### **BOARD OF COUNTY COMMISSIONERS**

(239) 335-2227 Writer's Direct Dial Number:

Contract No. COUJ

Amount: \$150,000.00

Bob Janes District One November 15, 2005

Douglas R. St. Cerny District Two

Dr. Harry W. Davis, D.D.S. Department of Health Dental Executive Director Public Health Dental Program

Ray Judah District Three

Tammy Hall District Four 4052 Bald Cypress Way

John E. Albion District Five

Bin #a-14

Donald D. Stilweil County Manager

Tallahassee, FL 32399-1724

David M. Owen

SUBJECT: FLORIDA FLUORIDATION GRANT

County Attorney

Dear Dr. Davis:

Diana M. Parker County Hearing Examiner

In reference to this contract, Lee County requests advance funding in the amount of \$150,000.00 from the Florida Fluoridation Grant administered by the Department of Health. These funds will be used to fluoridate our community water supply. Advance funding is needed since our budget does not have funds available for these one-time, non-recurring costs.

We agree to comply with the conditions of the State of Florida, the Department of Health, and any other Governmental Agencies on this contract.

We are aware that the grant program is based upon the availability of funds under this or any duly authorized successor grant; and, that the department's Public Health Dental Program has no funding obligation if the grant ends without a successor grant.

Sincerely,

Douglas St. Cerny Chairperson of the Lee County **Board of County Commissioners** 

596000702

Federal I.D. Number

Rick Diaz, P.E., Lee County Utilities cc:

Scott Coovert, Esq., Lee County Attorney's Office

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# Memorandum of Negotiation

## Contract # COHUJ

On 9/16/05, a meeting was held with: Name: Position: Rick Diaz Lee County Utilities Director Representing: Lee County Utilities , and: Name: Position: Sean Isaac Florida Fluordiation Coordinator representing the Department of Health, for the purpose of negotiating a contract for the following services: The purchase and installation of a fluoridation system. Contract terms and conditions were reviewed:  $\bowtie$ Outcome measures were reviewed:  $\boxtimes$ Provider Representative **Department Representative** Rick Diaz

CFDA No	93-991	Client □Non-Client ⊠
CSFA No.		Multi-County □
		STATE OF FLORIDA
		DEPARTMENT OF HEALTH
		STANDARD CONTRACT
THIS CONTR	ACT is entered into between the State of Florida,	, Department of Health, hereinafter referred to as the department, and
	Lee County Board of Coun	hereinafter referred to as the provider.
THE PARTIES	AGREE:	

I. THE PROVIDER AGREES:

A. To provide services in accordance with the conditions specified in Attachment I.

#### B. Requirements of §287.058, Florida Statutes (FS)

To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. Where applicable, to submit bills for any travel expenses in accordance with §112.061, FS. The department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, FS. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, FS, made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

#### C. To the Following Governing Law

1. State of Florida Law

This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.

2 Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
- b. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the department.
- c. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment <u>IV</u>. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.
- d. Not to employ unauthorized aliens. The department shall consider employment of unauthorized aliens a violation of §§274A(e) of the Immigration and Naturalization Act. Such violation shall be cause for unilateral cancellation of this contract by the department.
- e. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- f. HIPAA: Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).

#### D. Audits, Records, and Records Retention

- 1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the department under this contract.
- 2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- Upon completion or termination of the contract and at the request of the department, the provider will cooperate with the department to facilitate the
  duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph D.2. above.
- 4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the department.
- 5. Persons duly authorized by the department and Federal auditors, pursuant to 45 CFR, Part 92.36(i)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- 6. To provide a financial and compliance audit to the department as specified in Attachment II and to ensure that all related party transactions are disclosed

to the auditor.

To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

#### E. Monitoring by the Department

To permit persons duly authorized by the department to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the department of satisfactory performance of the terms and conditions of this contract. Following such evaluation the department will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the department within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the department, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the department; and (3) the termination of this contract for cause.

## F. Indemnification

- NOTE: Paragraph I.F.1. and I.F.2. are not applicable to contracts executed between state agencies or subdivisions, as defined in §768.28, FS.
- 1. The provider shall be liable for and shall indemnify, defend, and hold harmless the department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, actions, neglect, or omissions by the provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
- 2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after

such notice by the department is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the department. The department's failure to notify the provider of a claim shall not release the provider of the above duty to defend.

#### G. Insurance

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined by §768.28, FS, the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. Upon the execution of this contract, the provider shall furnish the department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The department reserves the right to require additional insurance as specified in Attachment I where appropriate.

#### H. Safeguarding Information

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or his responsible parent or guardian when authorized by law.

#### Assignments and Subcontracts

- 1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the department, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.
- 2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the department permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the department against such claims.
- 3. The State of Florida shall at all times be entitled to assign or transfer its rights, duties, or obligations under this contract to another governmental agency in the State of Florida, upon giving prior written notice to the provider. In the event the State of Florida approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of the State of Florida.
- 4. The contractor shall provide a monthly Minority Business Enterprise report summarizing the participation of certified and non-certified minority subcontractors/material suppliers for the current month, and project to date. The report shall include the names, addresses, and dollar amount of each certified and non-certified MBE participant, and a copy must be forwarded to the Contract Manager of the Department of Health. The Office of Supplier Diversity (850-487-0915) will assist in fumishing names of qualified minorities. The Department of Health, Minority Coordinator (850-245-4199) will assist with questions and answers.
- 5. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the department in accordance with §§287.0585, FS. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

#### J. Return of Funds

To return to the department any overpayments due to uneamed funds or funds disallowed pursuant to the terms of this contract that were disbursed to the provider by the department. In the event that the provider or its independent auditor discovers that overpayment has been made, the provider shall repay said overpayment within 40 calendar days without prior notification from the department. In the event that the department first discovers an overpayment has been made, the department will notify the provider by letter of such a finding. Should repayment not be made in a timely manner, the department will charge interest of one (1) percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

#### K. Incident Reporting

Abuse, Neglect, and Exploitation Reporting

In compliance with Chapter 415, FS, an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).

#### L. Transportation Disadvantaged

If clients are to be transported under this contract, the provider will comply with the provisions of Chapter 427, FS, and Rule Chapter 41-2, FAC. The provider shall submit to the department the reports required pursuant to Volume 10, Chapter 27, DOH Accounting Procedures Manual.

#### M. Purchasing

#### 1. PRIDE

It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, FS, in the same manner and under the procedures set forth in §§946.515(2) and (4), FS. For purposes of this contract, the provider shall be deemed to be substituted for the department insofar as dealings with PRIDE. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, (850) 487-3774.

#### 2. Procurement of Materials with Recycled Content

It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this contract shall be procured in accordance with the provisions of §403.7065, and §287.045, FS.

## 3. MyFloridaMarketPlace Vendor Registration

Each vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in the MyFloridaMarketPlace system, unless exempted under Florida Administrative Code Rule 60A-1.030(3) (F.A.C.).

## 4. MyFlondaMarketPlace Transaction Fee

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Provider shall pay to the State. For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee. The Provider shall receive a credit for any Transaction Fee paid by the Provider for the purchase of any item(s) if such item(s) are returned to the Provider through no fault,

act, or omission of the Provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering reprocurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.

## N. Civil Rights Requirements

Civil Rights Certification: The provider will comply with applicable provisions of DOH publication, "Methods of Administration, Equal Opportunity in Service Delivery."

## O. Independent Capacity of the Contractor

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the department.

- Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the department unless specifically authorized to do so.
- 3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.
- 4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.
- 5. Unless justified by the provider and agreed to by the department in Attachment I, the department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
- 6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

#### P. Sponsorship

As required by §286.25, FS, if the provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: Sponsored by (provider's name) and the State of Florida, Department of Health. If the sponsorship reference is in written material, the words State of Florida, Department of Health shall appear in the same size letters or type as the name of the organization.

#### Q. Final Invoice

To submit the final invoice for payment to the department no more than <u>45</u> days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the department.

#### R. Use of Funds for Lobbying Prohibited

To comply with the provisions of §216.347, FS, which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

## S. Public Entity Crime and Discriminatory Vendor

- 1. Pursuant to §287.133, FS, the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the department: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted yendor list.
- 2. Pursuant to §287.134, FS, the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the department: When a person or affiliate has been placed on the discriminatory vendor list following a conviction for discrimination, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, FS, for CATEGORY TWO for a period of 36 months from the date of being placed on the discriminatory vendor list.

#### T. Patents, Copyrights, and Royalties

- If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in anyway connected herewith, the
  provider shall refer the discovery or invention to the department to be referred to the Department of State to determine whether patent protection will be sought in the
  name of the State of Flonda. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Flonda.
- 2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the Department of State. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to the State of Florida.
- 3. The provider, without exception, shall indemnify and save harmless the State of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. The provider has no liability when such claim is solely and exclusively due to the Department of State's alteration of the article. The State of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### U. Construction or Renovation of Facilities Using State Funds

Any state funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, the provider agrees that, if it disposes of the property before the department's interest is vacated, the provider will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

#### V. Electronic Fund Transfer

The provider agrees to enroll in Electronic Fund Transfer, offered by the State Comptroller's Office. Copies of Authorization form and sample bank letter are available from the Department. Questions should be directed to the EFT Section at (850) 410-9466. The previous sentence is for notice purposes only.

## W. Information Security

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, sections 384.29, 381.004, 392.65, and 456.057, Florida Statutes. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

#### II. THE DEPARTMENT AGREES:

#### A. Contract Amount

To pay for contracted services according to the conditions of Attachment I in an amount not to exceed \$150,000.00 subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

## **B.** Contract Payment

Pursuant to §215.422, FS, the department has five (5) working days to inspect and approve goods and services, unless the bid specifications, Purchase Order, or this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to §55.03, FS, will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the fiscal office/contract administrator. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, at the daily interest rate of 0.03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the department.

3

## C. Vendor Ombudsman

PROVIDER FISCAL YEAR ENDING DATE:

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 410-9724 or (800) 848-3792, the State of Florida Chief Financial Officer's Hotline.

This contract shall begin on	9/30/05	or on the date on w	ich the	contract has been signed by both parties, whichever is later.
It shall end on	9/29/06 .			
B. Termination				
1. Termination at Will	:	han thirt (20) and and an archite		ing to the other party without appear upleas a lessor time is mutually
				ing to the other party, without cause, unless a lesser time is mutually ested, or in person with proof of delivery.
2. Termination Because of	f Lack of Funds			
provider. Said notice shall be delive availability and adequacy of funds. rermination.	ered by certified mail, return	receipt requested, or in person with	proof (	ct upon no less than twenty-four (24) hours notice in writing to the of delivery. The department shall be the final authority as to the nsated for any work satisfactorily completed prior to notification of
3. Termination for Breach			(0.4) 5	the department
may employ the default provisions	in Chapter 60A-1.006 (3), FA	AC. Waiver of breach of any provis	ions of	ours notice in writing to the provider. If applicable, the department this contract shall not be deemed to be a waiver of any other breach limit the department's right to remedies at law or in equity.
	to Satisfactorily Perform Pric	•		
terminated as a provider under this	provision, the provider mus	t have: (1) previously failed to satis	factorily	department will be a sufficient cause for termination. To be y perform in a contract with the department, been notified by the satisfaction of the department; or (2) had a contract terminated by
the department for cause.  C. Renegotiation or Modification	n			
Modifications of provisions of this omay be adjusted retroactively to resubsequently identified in the depa	ontract shall only be valid whilect price level increases an rtment's operating budget.	d changes in the rate of payment v		d duly signed by both parties. The rate of payment and dollar amount ese have been established through the appropriations process and
<ul> <li>Official Payee and Repre</li> <li>The name (provider name as address of the official payee to who</li> </ul>	shown on page 1 of this cont	, .		name, address, and telephone number of the contract manager for the
	y Board of County Commission			Sean Isaac
Eee Count	P.O. Box 398	ners		4052 Bald Cypress Way Bin # A-14
Foot				Tallahassee, FL 32399-1724
ron	Myers, Florida 33902-0390			(850) 245-43333 or SC 205-4333
The name of the contact personand administrative records are mail		financial 4.	The n	name, address, and telephone number of the provider's representativ
Orlas	ndo Figueroa, Fiscal Manager			onsible for administration of the program under this contract is:
	1500 Monroe St.			Rick Diaz, Utilities Director
Fo	t Myers, Florida 33901-0390			1500 Monroe St.
	(239) 479-8147			Fort Myers, Florida 33901-0390
<ol> <li>Upon change of representative attached to originals of this cor</li> <li>All Terms and Conditions Inc</li> </ol>	itract.	none numbers) by either party, not	ice shal	Il be provided in writing to the other party and said notification
This contract and its attachments a	-	chment I, II, III, and IV		
shall supersede all previous comm	unications, representations,		tten bet	<ul> <li>or obligations other than those contained herein, and this contract tween the parties. If any term or provision of the contract is found to m or provision shall be stricken.</li> </ul>
I have read the above contract and				
IN WITNESS THEREOF, the parties h	ereto have caused this 16 p	page contract to be executed by their	unders	igned officials as duly authorized.
ROVIDER Lee County Board of C	County Commissioners	STAT	E OF FI	LORIDA, DEPARTMENT OF HEALTH
IGNED BY:		SIGNE	о <b>В</b> У: _	
AME:D	OUGLAS ST.CERNY	NAME	:	ANNETTE PHELPS, A.R.N.P., M.S.N.
ITLE:	CHAIRMAN,	TITLE		DIRECTOR, DIVISION OF FAMILY HEALTH SERVICES,
LEE COUNTY BO.	ARD OF COUNTY COMMISSIO	NERS		FLORIDA DEPARTMENT OF HEALTH
DATE:		DATE:		
STATE AGENCY 29-DIGIT FLAIR C	ODE:			

# FLUORIDATION SYSTEM INSTALLATION/UPGRADE PUBLIC HEALTH DENTAL PROGRAM

## A. Services to be Provided - General Description.

#### 1. General Statement.

The provider will use the funds from the contract to purchase, install, and maintain a fluoridation system for Lee County communities that are served by the following two water systems: Green Meadows Water Treatment Plant and Water Way Estates Water Treatment Plant. The provider also will use the funds from this contract to purchase, install, and maintain equipment to upgrade two water systems for Lee County communities that are served by: Olga Water Treatment Plant and Corkscrew Water Treatment Plant. The provider will monitor the level of fluoride to ensure it is in the optimal range as specified in the Florida Administrative Code, Chapter 62-555. The provider agrees to use the equipment for fluoridation purposes only, and to continue to fluoridate after contract funds are expended.

## 2. Authority.

Section 381.0011 Florida Statutes, and Specific Appropriation 470 FY 2005-2006.

#### 3. Services.

The provider agrees to purchase, install, operate and maintain the fluoridation equipment in the proper order, and use the equipment for fluoridation purposes only.

## 4. Major Program Goals.

The major Fluoridation Program Goal is to increase the percentage of the Florida population on community water systems being served by optimally fluoridated water to 85% by 2010. Additionally, the program has a goal to effectively monitor the fluoride levels, and provide technical assistance to all fluoridating community water systems in Florida maintaining at least 95% compliance with optimal levels.

## B. Manner of Service Provision

## 1. Deliverables.

a. **Fluoridation System**. Funds will be used only and specifically to install two fully operational fluoridation systems, and to upgrade two existing Lee County fluoridation systems by September 29, 2006.

## b. Reports.

- i. Quarterly Progress Reports After the funds have been received, Lee County will provide to the Florida Department of Health Dental Program three Quarterly Reports. The Quarterly Progress Report is due 15 days after the end of each quarter. These reports must detail progress or delays in accordance with the goals and timeline set by the provider. These reports will include all receipts and invoices that were generated as a result of the use of funds provided by this contract.
- ii. Final Expenditure Report The Final Expenditure Report will be provided to the Florida Department of Health Dental Program at the end of the contract. The report will detail the progress made on the installation of fluoridation equipment. This report will verify that the provider has completed the necessary work so that fluoridation of the water systems can begin. The report will include

#### 3/18/05

## Attachment <u>I</u>

all of the receipts and invoices that were generated as a result of the use of funds provided by this contract.

- **iii. Fluoridation Initiation Report** The Florida Department of Health Public Health Dental Program must be notified in writing within ten (10) working days.
- iv. Fluoridation Monthly Operation Reports Daily and split sample results on the Fluoridation Monthly Operation Reports form will be submitted to the Department's Public Health Dental Program on a monthly basis for monitoring purposes within 15 days after the end of the month (as required by the Florida Administrative Code, Chapter 62-555).

## C. Method of Payment.

- 1. This is an advance payment, fixed—price, fixed fee contract. The department shall make a one-time advance payment of \$ 150,000.00 subject to the availability of funds.
- 2. A letter of request for payment for the total contract amount of \$150,000.00 will be submitted to the department and shall be received and approved by the contract manager prior to payment. All funds paid to the provider according to the terms of this contract must be spent for fluoridation to purchase allowable items, as indicated on cost estimate.
- 3. The provider must maintain on file backup documentation needed for specific charges incurred under this contract. Allowable expenditures under this contract are limited to the following items: all or a portion of the designing engineer's fee (up to 15% of the cost of the system), cost of purchase and installation of fluoridation equipment, cost of safety and testing equipment and cost of one year fluoride chemical supply.

## D. Special Provisions.

- 1. If contract funds are temporarily invested in an interest bearing account, any and all interest earned on these funds shall be used for fluoridation to purchase allowable items, as indicated on the cost estimate. Documentation of interest earned and expenditures will be submitted with the final expenditure report to the department no more than 45 days after the contract ends. If funds are not invested in an interest bearing account, a statement to that effect will be provided with the final reconciliation report referred to above.
- 2. The Department's Public Health Dental Program will make a compliance visit to the provider's water facility within 90 days after the system begins fluoridating.
- 3. The approximate amount of federal funds contained in the total contract amount is \$150,000.00. The Catalogue of Federal Domestic Assistance (CFDA) Number is 93.991
- 4. Any costs needed to complete the fluoridation system, which are outside of the allowable expenditures of this contract, will be provided by the Lee County Board of County Commissioners.

End of Text

09/04 Attachment II

## FINANCIAL AND COMPLIANCE AUDIT

This attachment is applicable if the provider is any state or local government entity, nonprofit organization, or for profit organization. An audit performed by the Auditor General shall satisfy the requirements of this attachment. If the provider does not meet any of the requirements below, no audit is required by the attachment. The administration of funds awarded by the Department of Health to the provider may be subject to audits and monitoring by the department, as described in this section.

## **MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits as defined by OMB Circular A-133, as revised, and other procedures. By entering into this contract, the provider agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the department. In the event the department determines that a limited scope audit of the provider is appropriate, the provider agrees to comply with any additional instructions provided by the department regarding such audit. The provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the departments Inspector General, Chief Financial Officer or Auditor General of the State of Florida.

## **AUDITS**

#### PART I: FEDERALLY FUNDED

This part is applicable if the provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

- 1. In the event that the provider expends \$500,000 or more in Federal awards in aggregate during its fiscal year, the provider must have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this attachment indicates Federal funds awarded through the department by this contract. In determining the Federal awards expended in its fiscal year, the provider shall consider all sources of Federal awards, including Federal funds from the department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the provider conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
- 2. In connection with the audit requirements addressed in Part I, paragraph 1., the provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised. This includes, but is not limited to, preparation of financial statements, a schedule of expenditures of Federal awards, a summary schedule of prior audit findings, and a corrective action plan.
- 3. Such audits shall cover the entire organization for the organization's fiscal year. Compliance findings related to contracts with the department shall be based on the contract requirements, including any rules, regulations, or statutes referenced in the contract. The financial statements shall disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due to the department shall be fully disclosed in the audit report with reference to the department contract involved
- 4. If not otherwise disclosed as required by Section .310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by contract number for each contract with the department in effect during the audit period.
- 5. If the provider expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the provider expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit

09/04 Attachment <u>II</u>

conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds (i.e., the cost of such audit must be paid from the provider funds obtained from other than Federal entities.)

#### **PART II: STATE FUNDED**

This part is applicable if the provider is a nonstate entity as defined by Section 215.97(2)(I), Florida Statutes.

- 1. In the event that the recipient expends a total amount of State awards (i.e., State financial assistance provided to the provider to carry out a State project) equal to or in excess of \$500,000 in any fiscal year of such provider, the provider must have a State single audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Chief Financial Officer, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT I to this attachment indicates State funds awarded through the department. In determining the State awards expended in its fiscal year, the provider shall consider all sources of State awards, including State funds received from the Department of Health except that State awards received by a nonstate entity for Federal program matching requirements shall be excluded from consideration.
- 2. In connection with the audit requirements addressed in Part II, paragraph 1, the provider shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapter 10.600, Rules of the Auditor General.
- 3. If the provider expends less than \$500,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the provider expends less than \$500,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from non-State funds (i.e., the cost of such an audit must be paid from provider funds obtained from other than State entities).

## PART III: REPORT SUBMISSION

- 1. Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this contract shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the provider directly to:
  - A. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse Bureau of the Census 1201 East 10<sup>th</sup> Street Jeffersonville, IN 47132

- B. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
- 2. Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this attachment (in correspondence accompanying the audit report, indicate the date that the provider received the audit report); copies of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letters issued by the auditor; copies of reports required by Part II of this attachment must be sent to the department at each of the following addresses:

- A. Contract Administration 4052 Bald Cypress Way, BIN B01 (HAFAC) Tallahassee, Florida 32399-1729
- B. The contract manager for this contract listed in the Standard Contract.
- 3. Additionally, copies of reports and management letters required by Part II of this attachment must be sent to the following address:
  - A. State of Florida Auditor General
    Claude Pepper Building, Room 401
    111 West Madison Street
    Tallahassee. Florida 32302-1450
- 4. Any reports, management letter, attestations, or other information are required to be submitted within 45 days after delivery of the audit report but no later than 12 months of the provider's fiscal year end (or as otherwise allowed by Florida Statutes) for Local Governmental Entities or whichever occurs first. Non-Profit and For-Profit Organizations are required to be submitted within 45 days after delivery of the audit report but no later than 9 months of the provider's fiscal year end (or as otherwise allowed by Florida Statues days. Other submissions should be timely in accordance with OMB Circular A-133 or Florida Statutes, as applicable.

## PART IV: RECORD RETENTION

The provider shall retain sufficient records demonstrating its compliance with the terms of this contract for a period of six years from the date the audit report is issued or until resolution of audit findings or litigation related to the terms and conditions of the this contract and shall allow the Department of Health or its designee, access to such records upon request. The provider shall ensure that audit working papers are made available to the department upon request for a period of six years from the date the audit report is issued, unless extending in writing by the department.

## **End of Text**

## **EXHIBIT - 1**

1. FEDERAL FUNDS AWARDED TO FOLLOWING:	THE PROVIDER P	URSUANT TO T	HIS CONTRACT	CONSIST OF T	HE
Federal Program 1 Centers for Disease Cor CFDA# 93-991 Title Flu			ealth and Health	Services Block	Grant
Federal Program 2	CFDA#	Title		\$	
TOTAL FEDERAL AWARDS				\$ 150,000.00	
COMPLIANCE REQUIREMENTS APPLICATION ARE AS FOLLOWS:	3LE TO THE FEDE	RAL FUNDS AV	VARDED PURSI	JANT TO THIS C	ONTRACT
2. STATE FUNDS AWARDED TO THE	E PROVIDER PUR	SUANT TO THIS	CONTRACT CO	ONSIST OF THE	FOLLOWING
Matching funds for federal program(s)	C	:FDA#	_Title	\$	-0
State funds subject to Section 215.97, Florida	Statutes: CSFA#_	Title		\$	0-
TOTAL STATE FUNDS AWARDED PURSUA	NT TO SECTION :	215.97, F.S.	\$ <u>-</u> -	)	
COMPLIANCE REQUIREMENTS APPLICATE FOLLOWS:	3LE TO STATE FU	NDS AWARDED	) PURSUANT TO	) THIS CONTRA	CT ARE AS

# **Fluoridation Project Cost Estimate**

COST OF NEW FLUORIDATION SYSTEMS

Green Meadows Water Treatment Plant Water Way Estates Water Treatment Plant \$71,811.00 \$47,799.00

Subtotal

\$119,610.00

COST OF UPGRADES TO CURRENT FLUORIDATION SYSTEMS (allowable portions which will be covered by Fluoridation Contract)

Corkscrew Water Treatment Plant
Olga Water Treatment Plant

\$16,715.00 \$13,675.00

Subtotal

\$30,390.00

Total Amount of Fluoridation Grant provided to Lee County by Florida Public Health Dental Program Total

\$150,000.00

COST OF UPGRADES TO CURRENT FLUORIDATION SYSTEMS (portions not covered by Fluoridation Grant because of fund limitation)

Corkscrew Water Treatment Plant Olga Water Treatment Plant \$7,285.00

\$6,325.00 Subtotal

\$13,610.00

**Project Total** 

\$163,610.00