

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 10-06-2017

Contract/Lease Control #: C18-2640-AP

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CITY OF DESTIN

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2017

Expiration Date: 09/30/2018

Description of Contract/Lease: WATERFRONT ACCESS MAINT AND CAPITAL IMPROVEMENTS

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-609-3897

Monitor's FAX # or E-mail: JADAMS@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office

PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: _____ Tracking Number: 2452-17

Procurement/Contractor/Lessee Name: City of Destin Grant Funded: YES ___ NO ___

Purpose: Interlocal Agreement for Waterfront Access Maintenance and Capital Improvements

Date/Term: 10/1/17 - 9/30/18

Amount: NTE \$436,770.00 for annual maintenance and capital outlay costs

Department: TDD

Dept. Monitor Name: Dunworth

1. GREATER THAN \$50,000
2. GREATER THAN \$25,000
3. \$25,000 OR LESS

Purchasing Review

Procurement requirements are met:


Purchasing Director or designee

Greg Kisela, DeRita Mason, Matthew Young

Date: 8/18/17

2CFR Compliance Review (if required)

Approved as written:

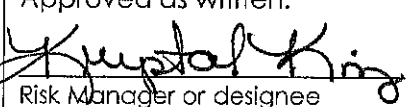

Grants Coordinator

Renee Biby

Date: 8/29/17

Risk Management Review

Approved as written:


Risk Manager or designee

Laura Porter or Krystal King

Date: 8-22-17

County Attorney Review

Approved as written:

See approval sheet
County Attorney

Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons for Designee

Date: 8/24/17

Following Okaloosa County approval:

Contracts & Grants

Document has been received:

Contracts & Grants Manager

Marcella Eubanks, Mindy Kovalsky, Ashley Endris

Date: _____



CA #33

**BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

DATE: October 3, 2017
TO: Honorable Chairman and Distinguished Members of the Board
FROM: Jennifer Adams
SUBJECT: FY18 City of Destin Funding Agreement
DEPARTMENT: Tourist Development Department
BCC DISTRICT: 5

STATEMENT OF ISSUE: Request approval for an interlocal agreement with the City of Destin for FY 2017-2018 funding in the amount of \$436,770 for waterfront access maintenance and capital improvements.

BACKGROUND: During the budget process, the Council and Board approved the City of Destin's funding request for waterfront access maintenance and capital improvements. The attached agreement memorializes the terms of the funding provided for FY 2017-2018.

The Tourist Development Council will consider this interlocal agreement at its September 28 meeting.

FUNDING SOURCE, (If Applicable): \$436,770 1175-581702 City of Destin

OPTIONS: Approve or Deny

RECOMMENDATION: Approve an interlocal agreement with the City of Destin for FY 2017-2018 funding in the amount of \$436,770 for waterfront access maintenance and capital improvements, contingent upon favorable recommendation from the TDC.

Jennifer Adams
Jennifer Adams, Tourist Development Department Director 9/26/2017

RECOMMENDED BY:
APPROVED BY:

Matthew Young

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Thursday, August 24, 2017 3:58 PM
To: Matthew Young
Subject: RE: FY18 Funding Agmt - Destin Parks

This is approved for legal purposes.

From: Matthew Young [mailto:myoung@co.okaloosa.fl.us]
Sent: Thursday, August 24, 2017 4:54 PM
To: Parsons, Kerry
Subject: FW: FY18 Funding Agmt - Destin Parks

Respectfully,



Matthew Young
Contracts & Lease Coordinator
Okaloosa County Purchasing Department

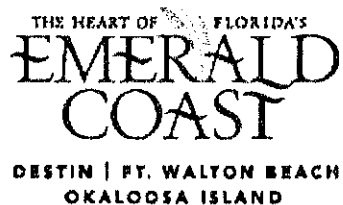
Tel: (850) 689-5960 | Fax: (850) 689-5970
myoung@co.okaloosa.fl.us | www.co.okaloosa.fl.us
5479 Old Bethel Rd, Suite A | Crestview, FL 32536

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: Charlotte Dunworth
Sent: Friday, August 18, 2017 7:03 AM
To: Matthew Young <myoung@co.okaloosa.fl.us>
Subject: FY18 Funding Agmt - Destin Parks

Matthew – please being contract coordination. Thanks!

Sunny Regards,
Charlotte Dunworth
Finance, Administration, & Compliance Manager
850.609.5385 phone
cdunworth@co.okaloosa.fl.us



Emerald Coast Convention & Visitors Bureau
1540 Miracle Strip Parkway SE
Fort Walton Beach, FL 32548

EmeraldCoastFL.com

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CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**TOURIST DEVELOPMENT DEPARTMENT
CONTRACT APPROVAL FORM**

CONTRACTOR NAME: CITY OF DESTIN

PURPOSE: Interlocal Agreement for Waterfront Access
Maintenance and Capital Improvements

TERM: 10/1/17 – 9/30/18

AMOUNT: NOT TO EXCEED \$436,770 for annual maintenance
and capital outlay costs

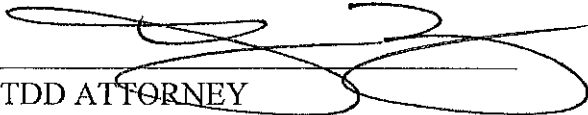
I have reviewed the above-referenced Contract and find it to be in compliance with the Tourist Development Department Operations & Procedures Manual, the Okaloosa County Purchasing Manual and applicable local, state and federal laws, rules and regulations.

(Initial applicable authorization)

 LH This approval authorizes the contract to be entered into by the County and executed by the appropriate authorizing official in accordance with the Okaloosa County Purchasing Manual.

_____ This approval authorizes the payment under the Contract to be processed for payment.

APPROVED AS TO FORM AND LEGALITY:



TDD ATTORNEY

LYNN HOSHIHARA

AUGUST 15, 2017

**INTERLOCAL AGREEMENT FOR
WATERFRONT ACCESS MAINTENANCE AND CAPITAL IMPROVEMENTS**

THIS INTERLOCAL AGREEMENT (the "Agreement") is made and entered into on the effective date below by and between OKALOOSA COUNTY, FLORIDA, a political subdivision of the State of Florida (hereinafter referred to as "the County") and CITY OF DESTIN, a Florida municipal corporation (hereinafter referred to as "the City").

WHEREAS, the County finds that maintaining and enhancing its waterfront and beach accesses is an essential component of promoting the sub-county taxing district as a tourist destination; and

WHEREAS, the City provides gulf front parks, beach accessways, and a harbor boardwalk frequented by tourists; and

WHEREAS, the County determines it would be in the best interest of its visitors to support the City for the purposes set forth herein.

NOW, THEREFORE, acting pursuant to their statutory authority and in consideration of the mutual covenants and agreements of the parties, the County and the City agree as follows:

Section 1. Recitals. The above recitals are true and accurate and are incorporated herein as essential terms of the Agreement.

Section 2. City's Responsibilities. The City shall provide and maintain three (3) gulf front parks, eight (8) beach accessways, and a harbor boardwalk as more fully described in the scope of services as set forth in EXHIBIT A attached hereto and incorporated by reference.

The City shall provide a point-of-contact for the services provided under this Agreement. The point of contact shall be available to the County at all times as necessary for the proper performance of this Agreement by the City.

The City shall place the Okaloosa County tourist development logo ("Logo") as appropriate at locations provided for under this Agreement. Additionally, the City agrees to work with the County to enhance marketing efforts of the sub-county taxing district. Such marketing efforts may include, but not be limited to, social media development and interaction, public relations and publicity initiatives, webpage links and landing pages, and photograph and video.

Section 3. County's Responsibilities. The County agrees to pay the City FOUR HUNDRED THIRTY SIX THOUSAND SEVEN HUNDRED SEVENTY SEVEN DOLLARS (\$436,770.00) for annual maintenance and capital outlay costs for the fiscal year October 1, 2017 to September 30, 2018 as set forth in EXHIBIT A. Payment shall be made on a reimbursement basis upon receipt of an invoice.

Invoicing detail shall be in sufficient detail for pre- and post-audit review to insure the services were performed and that the correct amount has been invoiced. Invoices shall include backup documentation detailing expenditure transactions, including but not limited to transaction date, vendor name, and purpose of transaction. Invoices shall be itemized such that the description of services performed is consistent with the description of expenses as set forth in

EXHIBIT A. The City is authorized to shift expenses between line items so long as the total annual amount is not exceeded.

Payment may be reduced as necessary in the event of a storm or other occurrence that results in decreased visitation and consequently a significant decrease in tourist development tax revenue.

In the event a portion of an invoice submitted to the County for payment to the City, as specified above, is disputed, payment for the disputed amount may be withheld pending resolution of the dispute, and the remainder of the invoice will be processed for payment without regard to that portion which is in dispute.

If County funds are provided for reimbursement of the purchase of a capital item – "capital item" means property of a non-consumable nature with a value of \$1,000 or more and normal expected life of one (1) year or more – then the proceeds from subsequent disposal of such capital item (e.g. sale, trade-in, auction) shall be refunded to the County.

Section 4. Use of County Funds. The funds set forth in Section 3 above shall be used to pay for costs and expenses as set forth in EXHIBIT A. The parties acknowledge that these services are being funded exclusively through proceeds of the Tourist Development Taxes levied by the Okaloosa County Board of County Commissioners. In the event that it is legally determined that such Tax proceeds may not be used for these purposes, then this Agreement shall terminate immediately with services previously rendered by the City being payable as described under Section 5 below.

Section 5. Non-Appropriation of Funds. The City hereby acknowledges that this Agreement is completely dependent on the appropriation of legally available funds by the County and agrees that in the event such funds are not appropriated for any reason this Agreement shall terminate and be considered as void. If the Agreement is terminated by the County as provided herein, the City will be paid the prorated amount for services actually performed up to the date of termination.

Section 6. Effective Date and Term of Agreement. This Agreement shall be effective on October 1, 2017 and terminate on September 30, 2018, unless terminated earlier in accordance with the provision contained in this Agreement.

Section 7. Termination. Either party may terminate this Agreement by giving thirty (30) days' written notice to the other party of its intent to terminate this Agreement.

Section 8. Records & Audit. For the services performed under this Agreement, the City shall maintain books, records, documents, and other evidence according to generally accepted governmental accounting principles, procedures, and practices which sufficiently and properly reflect all costs and expenditures of any nature, incurred by the City in connection with the services performed under this Agreement.

IF THE CITY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CITY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL

ROAD CRESTVIEW, FL 32536 PHONE: (850) 689-5977
riskinfo@co.okaloosa.fl.us

The City must comply with the public records laws, Chapter 119, F.S., specifically the City must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the City does not transfer the records to the County.
- d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the City or keep and maintain public records required by the County to perform the service. If the City transfers all public records to the public agency upon completion of the contract, the City shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the City keeps and maintains public records upon completion of the contract, the City shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

The County shall have the right from time to time at its sole expense to audit the compliance by the City with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement. However, notwithstanding the above, no books, records, documents, or other evidence reflecting all costs and expenditures incurred under this Agreement shall be destroyed until proper authorization for the disposal has been received pursuant to Florida law.

Section 9. Disclaimer of Third Party Beneficiaries. This Agreement is solely for the benefit of the parties and no right or cause of action shall accrue to or for the benefit of any third party that is not a formal party hereto. Nothing in this Agreement, express or implied, is intended or shall be construed to confer upon or give any person or corporation other than the parties any right, remedy, or claim under or by reason of this Agreement or any provisions or conditions of it; and all of the provisions, covenants, and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties.

Section 10. Authority. Each party represents and warrants that it, through its elected board, has the right, power, and authority to execute and deliver this Agreement and to perform all of the obligations stated herein.

Section 11. Notice. If written notice to a party is required under this Agreement, such notice shall be given by hand delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested.

As to the County as follows:

County Administrator
Okaloosa County
1250 Eglin Pkwy N
Suite 102
Shalimar, FL 32579

As to the City as follows:

City Manager
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

Section 12. Entire Agreement. This Agreement represents the entire understanding between the parties with respect to the undertakings covered hereunder and there are no oral or collateral agreements with respect thereto between the parties.

Section 13. Governing Law and Venue. The validity, construction and performance of this Agreement shall be governed by the laws of the State of Florida. Venue for any action arising out of this Agreement shall be in Okaloosa County, Florida.

Section 14. Construction. The parties acknowledge and agree that this Agreement has been drafted jointly by the parties and that no uncertainty or ambiguity as to the proper application or interpretation of the Agreement or any term herein is to be construed against either party as the drafter of the Agreement.

Section 15. Assignment. This Agreement shall not be assigned except by consent of the parties.

Section 16. Indemnification. Subject to the limitations provided in section 768.28, Florida Statutes, and without otherwise waiving sovereign immunity, both parties shall indemnify and hold harmless the other from and against any and all third party claims, demands, damages, losses, and expenses, including attorney's fees and costs, arising out of this Agreement, except for those claims, demands, damages, losses, and expenses arising out of the other party's negligence, malfeasance, nonfeasance, or misfeasance.

Section 17. Severability. If any portion of the Agreement, the deletion of which would not adversely affect the receipt of any material benefit by either party, is for any reason held or declared to be invalid or unenforceable, such determination shall not affect the remaining portions of this Agreement. If this Agreement or any portion of this Agreement is held or declared to be inapplicable to any person, property or circumstance, such determination shall not affect its applicability to any other person, property or circumstance.

Section 18. Federal Requirements. During the performance of this Agreement, the parties shall comply with the Federal Regulations as set forth in Exhibit "B". Exhibit "B" is expressly incorporated herein as part of the contract.

IN WITNESS WHEREOF, the parties hereto, by and through the undersigned, have entered into this Agreement.

CITY OF DESTIN

By: Scott Fischer
Scott Fischer, Mayor

Dated: 9/18/17

ATTEST:

By: [Signature]
Rey Bailey, City Clerk

BOARD OF COUNTY COMMISSIONERS OF
OKALOOSA COUNTY, FLORIDA

By: Carolyn Ketchel
Carolyn N. Ketchel, Chairman

Dated: 10/4/17

ATTEST:

By: J.D. Peacock II
J.D. Peacock II, Clerk of Circuit Court

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT A



Okaloosa County Tourist Development Department
Operational & Capital Funding Request (Annual Deadline: May 1)

This form is to be used for all operational and capital requests for tourist development tax funding to facilitate the review and approval process. This form must be completed in its entirety in order for the funding request to be presented to the Tourist Development Council for consideration. Supplemental information may be provided, but summary information must be provided in each section of this form.

ORGANIZATION INFORMATION:

Name: City of Destin
Tax I.D.: 85-8012735959-6
Contact Person: Carisse LeJeune Title: City Manager
Phone: (850) 837-4242 Email: clejeune@cityofdestin.com
Street Address: 4200 Indian Bayou Trail City/ST/Zip: Destin, FL 32541
Briefly describe the organization: Municipality

CATEGORY OF FUNDING REQUESTED:

- Beaches & Parks (1st penny)** *Authorized uses include:*
To provide and improve beach park facilities or beach improvements including access;
To provide and improve tourist destination facilities within the subdistrict for which there is public access, including the beaches located within the city limits of Destin.
- Tourism Administration (2nd penny)** *Authorized uses include:*
Tourism Services, including visitor services, brochure distribution, communication and research;
Lifeguard services and protection.
- Convention Center (3rd penny)** *Authorized uses include:*
To provide for the operations and maintenance of the Convention Center, the Visitor Welcome or Information Centers, and other Tourist Destination Facilities, including aquariums and museums;
To provide for the promotion of the use of the Convention Center and other Tourist Destination Facilities.
- Tourism Promotion (5th penny)** *Authorized uses include:*
Tourism promotion.

FUNDING REQUEST INFORMATION:

Describe the funding request in detail. Attach pictures or any other supporting documentation.

Requesting continued support to operate, maintain and improve beach park facilities owned by the City of Destin that primarily serve
as tourist destinations. Facilities include: June White Decker Park, the Shores at Crystal Beach Park, Norriego Point Park, eight (8)
additional beach access points and the Harbor Boardwalk.

Describe how the funding request promotes tourism within the sub-county taxing district.

Most tourists choosing to vacation on the Emerald Coast do so to enjoy our pristine beaches along the Gulf of Mexico. The City's Gulf front facilities provide these tourists with access to their final destination, the beaches of the Emerald Coast. Destin's Harbor Boardwalk provides visitors with easy access to more than 150 charter and recreational boats, great restaurants, shopping and a multitude of water activities. The Destin Harbor Boardwalk is home to the world famous Destin Fishing Fleet.

Describe other funding methods pursued and why Tourist Development Tax funding is necessary.

Dates during which expenses will be incurred: Start Month/Year: OCT/2017 End Month/Year: SEPT/2018

Itemize expenses requested for reimbursement. Denote what portion of the expense, if any, is funded by another source. Attach quotes or any other supporting documentation.

Description	Amount funded by tourist development tax	Amount funded by other sources	
See Exhibit 1 for detail			
Personnel Services	\$ 223,529		
Operating	\$ 185,861		
Capital	\$ 27,380		
TOTAL	\$ 436,770	\$ 0	\$ 436,770

Note: Item(s) may be disqualified individually without impacting other items listed.

Upon completing this funding request in its entirety, please read the following statement and affix your signature.

I am submitting this funding request on behalf of my organization and am aware that this request will be reviewed for final approval. I have completed this funding request fully and accurately, understand that all information submitted will be used to determine funding eligibility, and have not misrepresented any information contained herein.

I understand that if the funding request is approved, payment will be made on a reimbursement basis based on actual expenses incurred. While actual expenses may vary from the amounts noted on this funding request, the total dollar amount reimbursed will not exceed the total dollar amount approved. Copies of vendor invoices, proof of payment, and an invoice from my organization to the County will be required for payment.

Carisse Lejeune, CITY MANAGER 4/26/17
 Signature of Applicant Date

CARISSE LEJEUNE
 Printed Name of Applicant

OFFICIAL USE ONLY	
Allowable use of County development tax funds per IS 1250003	Yes No
Allowable use of County development tax funds per Ordinance 4405	Yes No
Fiscal Year to which funds will be disbursed	13
Funding Source	1 2 3 4
Funding Source	Contingency Budget Budget Reallocation Process Amendment
Approved By	Total Funding Approved: \$
Date	For

PERSONNEL SERVICES	
512000 REGULAR SALARY	3,120,000
514000 OVERTIME	150,000
521000 T.C.A.	2,000
523000 RETIREMENT	37,485
524000 UNEMPLOYMENT	49,284
TOTAL PERSONNEL SERVICES	3,658,769
OPERATING EXPENSES	
CONTRACTED SERVICES	
534000 CONTRACT SERVICES	2,100
June White Decker Park	2,100
Shores at Crystal Beach Park	2,100
Unimproved Beach Access (U)	17,165
Northgate Point Park	3,000
Harbor Boatwalk	14,500
TOTAL CONTRACT SERVICES	21,500
543000 UTILITIES	2,500
June White Decker Park	2,500
Shores at Crystal Beach Park	2,500
Unimproved Beach Access (U)	6,000
Northgate Point Park	3,000
Harbor Boatwalk	4,000
TOTAL UTILITIES	18,500
544000 RENTS AND LEASES	900
TOTAL RENTS AND LEASES	900
546000 REPAIRS AND MAINTENANCE	2,000
June White Decker Park	2,000
Shores at Crystal Beach Park	2,000
Unimproved Beach Access (U)	20,785
Northgate Point Park	6,000
Harbor Boatwalk	27,800
TOTAL REPAIRS AND MAINTENANCE	58,585
547000 PRINTING AND BINDING	1,000
June White Decker Park	1,000
Shores at Crystal Beach Park	1,000
Unimproved Beach Access (U)	1,000
Northgate Point Park	1,000
Harbor Boatwalk	1,000
TOTAL PRINTING AND BINDING	5,000
552000 OPERATING SUPPLIES	1,345
June White Decker Park	13,500
Shores at Crystal Beach Park	13,500
Unimproved Beach Access (U)	28,500
Northgate Point Park	13,500
Harbor Boatwalk	13,500
TOTAL OPERATING SUPPLIES	61,500
553000 ROAD MATERIALS & SUPPLIES	2,000
Beach Access	2,000
TOTAL ROAD MATERIALS & SUPPLIES	2,000
545000 INSURANCE PREMIUMS	1,000
June White Decker Park	1,000
Shores at Crystal Beach Park	1,000

Three FTE's plus percentage of support staff attributable to tourist district facilities
 Three FTE's plus percentage of support staff attributable to tourist district facilities
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Contracted maintenance including pest control, janitorial, groundskeeping, electrical, plumbing, painting, etc.
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 Contracted maintenance including pest control, janitorial, groundskeeping, electrical, plumbing, painting, etc.

Electricity and water
 Water facilities available for use at beach facilities, i.e. drinking machines, showers.

Decking, railing, wood siding, building or exterior repair, shower repair, painting, electrical, plumbing, etc.
 Decking, railing, wood siding, building or exterior repair, shower repair, painting, electrical, plumbing, etc.
 Decking, railing, wood siding, building or exterior repair, shower repair, painting, electrical, plumbing, etc.

Book permits, informational flyers, balloons, educational campaign, temporary signage, special event signage.

Materials supplies, paper towels, toilet paper, printer paper, copy paper, chemicals, furniture, office supplies, maintenance supplies, etc.
 Higher maintenance and informational signage at beach/beachside facilities @ \$2,500 per location, beach street signs.

Emergency & maintenance vehicle accessories, beach, parking lot surfacing gravel.

Actuals per 2017-18 financial report.

2017-18 Actuals per 2017-18 financial report.

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2017-18 Actuals per 2017-18 financial report.

2017-18 Actuals per 2017-18 financial report.

PAGE 2	Harbor Boardwalk	\$ 2,275
TOTAL INSURANCE PREMIUMS		\$ 13,041
TOTAL OPERATING EXPENSES		\$ 182,441
TOTAL OPERATING & PERSONNEL EXPENSES		\$ 409,399

CAPITAL OUTLAY		
56,000	REPAIR/STRUCTURE	
	Jose Ybanez Docker Park	\$ 1,408
	Shores at Crystal Beach Park	\$ 2,084
	Unimproved Beach Access (6)	\$ 3,392
	Harbor Boardwalk	\$ 3,392
	Starwood Point Park	\$ 12,000
	TOTAL CAPITAL OUTLAY	\$ 37,280

GRAND TOTAL	\$ 486,770
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Replete commercial parking area located/Boardwalk @ 2199 av. NWZ, SC2, UB44, 188, and utility vehicle for maintenance of beach/Boardwalk.

Exhibit B

Title VI Clauses for Compliance with Nondiscrimination Requirements

Compliance with Nondiscrimination Requirements

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);

Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [*contractor* | *consultant*] has full responsibility to monitor compliance to the referenced statute or regulation. The [*contractor* | *consultant*] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

E-VERIFY

Enrollment and verification requirements.

(1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-

- a. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;

- b. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,
 - c. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of
- a. All new employees.
 - i. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - b. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
 - ii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 2018 (after November 27,

2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of-

- i. Enrollment in the E-Verify program; or
- ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)

(5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.

ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

- (a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph € (appropriately modified for identification of the parties in each subcontract that-

- (1) Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or
(ii) Construction;
- (2) Has a value of more than \$3,500; and
- (3) Includes work performed in the United States.

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