



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASING DEPARTMENT

**Amendment to Consultant/Service Provider
Memorandum of Agreement**

Amendment Number 1

Date of Amendment 12/08/2004

Consultant/Service Provider Glass Productions, Inc.

This Amendment Agreement by and between a duly authorized representative of The School District of Palm Beach County, Florida, (hereinafter referred to as the District) and the above named Consultant/Service Provider (hereinafter referred to as the Consultant/Service Provider) stipulates the changes to the original Consultant/Service Provider Memorandum of Agreement.

CHANGES MADE TO THE AGREEMENT ARE AS FOLLOWS

This is a request to amend the current contract (PO 503807) between The School District of Palm Beach County and Glass Productions, Inc., from \$21,000.00 to \$56,000.00, an increase of \$35,000.00. The reason for this request is that additional middle schools have scheduled activities throughout the school year.

Funding: The Palm Beach County Parks and Recreation Department through the Department of Safe Schools.

Examples of some of the most popular activities include innovative sports, physical activity games, mental gymnastics, interactive game shows, dances, strategy games, and drama activities including performances. Students continually ask to have additional activities from this vendor.

In witness whereof, this amendment has been executed on this day and year first above written.

CONSULTANT/SERVICE PROVIDER INFORMATION

Glass Productions, Inc., Arnee Glass, President

NAME (type or print)

65-1102195

SOCIAL SECURITY NUMBER / EMPLOYEE ID NUMBER

P.O. Box 18288

MAILING ADDRESS

West Palm Beach

FL 33416

CITY / STATE / ZIP CODE

(561) 707 - 3005

TELEPHONE NUMBER / EXTENSION

PBSD 1843 (NEW 9/8/2000)

SIGNATURES

Arnee Glass President 10/26/04
SIGNATURE OF CONSULTANT / SERVICE PROVIDER TITLE DATE

Alison Adler
SIGNATURE OF AUTHORIZED SCHOOL / DEPARTMENT ADMINISTRATOR DATE
Alison Adler, Chief, Safety & Learning Environment 11/8/04

Ann Killets
SIGNATURE OF AREA / ASSISTANT SUPERINTENDENT DATE
Ann Killets, Chief Academic Officer

SIGNATURE OF SUPERINTENDENT / DESIGNEE DATE

SIGNATURE OF SCHOOL BOARD CHAIRMAN (if over \$10,000) DATE

"Reviewed & Approved As To
Legitimacy and Sufficiency"

Kimberly 11/2/04

Glass Productions - First Semester Only - FY05

Bak Middle	\$900
Bear Lakes	\$2200
Boca Raton	\$1750
Carver	\$900
Christa McAuliffe	\$300
Crestwood	\$2200
Don Estridge	\$4025
Eagles Landing	\$2100
Gold Coast	\$900
Independence	\$2200
John F. Kennedy	\$3000
Jupiter	\$6300
Lantana Middle	\$2000
Odyssey	\$1600
Okeeheelee	\$2800
Omni	\$4000
Pahokee	\$2300
Polo Park	\$500
Watson B. Duncan	\$6000
Wellington Landings	\$1100
Western Pines	\$1500
Total:	\$48,575

Contract # 1 \$9900

Contract # 2 \$21,000

Amendment Number 1 - adds \$35,000

Total: \$65,900.00

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASE ORDER

PURCHASE ORDER

NUMBER

B-503807

PLEASE READ VENDOR INSTRUCTIONS ON REVERSE SIDE

SHIP TO: SAFE & LEARNING ENVIRONMENT
1790 N.W. SPANISH RIVER BLVD

561-981-9600

This number MUST appear on ALL
invoices, packing slips, shipping notices,
and correspondence concerning this order.

BOCA RATON

FL 33431

TO: GLASS PRODUCTIONS INC
PO BOX 18288

WEST PALM BEACH

FL 33416

BILL TO:

ACCOUNTING SERVICES/ACCOUNTS PAYABLE
THE SCHOOL DISTRICT OF PALM BEACH CTY
3354 FOREST HILL BOULEVARD
WEST PALM BEACH, FL. 33406-5870

TELEPHONE: (561) 434-8694

DATE 09/30/04

VENDOR NO.

C651102195

SHIP - FOB DESTINATION:

LOC:

PAGE NO. 1

NOTE: Unless otherwise specified, entire shipment must be completed within 30 days. NO PAYMENT will be made on partial shipments.
Ship all materials prepaid. Make, model, and serial number MUST be listed on invoice.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	1	CONSULTANT WILL INTRODUCE STUDENTS TO CONFIDENCE BUILDING ACTIVITIES INCLUDING JUGGLING BALLOON-O-RAMA, CLOWNING, DRAMA SPECIAL EVENTS, RELAY EVENTS, GAME SHOWS AND SPECIAL PERFORMANCES 9/23/04 THRU 5/27/05 IN ALL MIDDLE SCHOOLS IN THEIR MIDDLE SCHOOL AFTER-SCHOOL PROGRAMS. RATE SCHEDULE: FUN EVENTS: UP TO 20 STUDENTS \$300 UP TO 40 STUDENTS \$400 UP TO 60 STUDENTS \$500 UP TO 80 STUDENTS \$600 UP TO 100 STUDENTS \$700 CONFIDENCE BUILDERS UP TO 10 STUDENTS \$100 UP TO 20 STUDENTS \$175 UP TO 30 STUDENTS \$225	21,000.00	21,000.00
	BID NUMBER: 13B409224	BID DESCRIPTION: GLASS PRODUCTIONS, INC.		

FUND: 0100 FUNCTION: 9110 OBJECT: 3936 SCHOOL NO. 9010 PROJ. NO. 9313 REQ. NO. 90100029

REFER ALL INQUIRIES TO PURCHASING

ERICA PEACE

561/963-3804

PGRM. NO.

DATE

PURCHASING AGENT

PHONE NUMBER

SHARON SWAN, C.P.M.

E-MAIL: PEACE@PALMBEACH.K12.FL.US

DIRECTOR OF PURCHASING

Florida State Sales Tax Exempt (X Government Educational Unit) Certificate No. 60-22-113-432-53C. Federal Excise Tax Exemption Certificate Number 59-74-0257F (Form 637 US Treasury Department).

The Nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex, or national origin, and implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY
PURCHASE ORDER**

PURCHASE ORDER

NUMBER

B-503807

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BOCA RATON

FL 33431

TO: GLASS PRODUCTIONS INC
PO BOX 18288

WEST PALM BEACH

FL 33416

BILL TO:

ACCOUNTING SERVICES/ACCOUNTS PAYABLE
THE SCHOOL DISTRICT OF PALM BEACH CTY
3354 FOREST HILL BOULEVARD
WEST PALM BEACH, FL. 33406-5870

TELEPHONE: (561) 434-8694

DATE 09/30/04

VENDOR NO.

C651102195

SHIP - FOB DESTINATION:

LOC:

PAGE NO.

2

NOTE: Unless otherwise specified, entire shipment must be completed within 30 days. NO PAYMENT will be made on partial shipments.
Ship all materials prepaid. Make, model, and serial number MUST be listed on invoice.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
		MAIN EVENTS		
		UP TO 40 STUDENTS	\$500	
		UP TO 60 STUDENTS	\$600	
		UP TO 80 STUDENTS	\$700	
		UP TO 100 STUDENTS	\$800	
		SPECIAL EVENTS		
		UP TO 50 STUDENTS	\$300	
		UP TO 100 STUDENTS	\$450	
		BOARD APPROVED		
		SEPTEMBER 22, 2004	#13B-4	
		GRAND TOTAL		21,000.00
	BID NUMBER: 13B409224	BID DESCRIPTION: GLASS PRODUCTIONS, INC.		

FUND: 0100 FUNCTION: 9110 OBJECT: 3936 SCHOOL NO. 9010 PROJ. NO. 9313 REQ. NO. 90100029

REFER ALL INQUIRIES TO PURCHASING

ERICA PEACE

561/963-3804

DATE

PURCHASING AGENT

PHONE NUMBER

PGRM. NO.

SHARON SWAN, C.P.M.

E-MAIL: PEACE@PALMBEACH.K12.FL.US

DIRECTOR OF PURCHASING

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Tax Exemption Certificate Number 59-74-0257F (Form 637 US Treasury Department).

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9010/0029



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Agreement between the School Board of Palm Beach County and Glass Productions, Inc.

AGENDA ITEM NUMBER 13B-4	BOARD MEETING DATE September 22, 2004
CONTACT Alison Adler	PX 50929
SCHOOL / DEPARTMENT Department of Safe Schools	

THIS AGREEMENT is entered into this 23 day of September 2004 by and between the SCHOOL BOARD OF PALM BEACH COUNTY, hereinafter referred to as "Board" and Glass Productions, Inc., hereinafter referred to as "Consultant".

WHEREAS, the Board desires to enter into this Agreement with the Consultant, providing, among other things, for the Consultant's services to the Board; and

WHEREAS, the Consultant desires to enter into this Agreement with respect to his/her (hereinafter his) services to the Board, upon the terms and conditions hereinafter set forth.

WHEREAS, the Consultant is specially trained and possesses the necessary skills, experience, education and competency, and licenses or credentials to perform the required services.

NOW, THEREFORE, the Board and the Consultant agree as follows:

1. TERM

The term of this Agreement shall commence on September 23, 2004 and shall end on May 27, 2005.

2. RESPONSIBILITIES OF CONSULTANT

A. The Consultant shall perform the following services:

This program will introduce students to "Confidence Building" interactive activities including: juggling, balloon-o-rama, clowning and drama along with Special Events including relay events, game shows and special performances.

B. Time, date, and location of services:

September 23, 2004, through May 27, 2005, at various times in the Middle School After-School Programs.

All middle schools in the Palm Beach County School District including Pahokee Middle/Senior High and Gold Coast Community. This program is funded entirely by the Palm Beach County Parks & Recreation Department.

This consultant provides the most popular recreation modules in middle school after schools.

3. CONSULTANT BACKGROUND INFORMATION

Education Bachelor of Arts Degree - Union University, Jackson, Tennessee

Position and Address Consultant - P.O. Box 18288, West Palm Beach, FL 33416

Target Group/School/Department Middle School After-School Programs in all middle schools

Approximate Number to be Served 15 to 100 students per session

4. EVALUATION/FOLLOW-UP METHOD

Evaluation of the Consultant shall be provided by Alison Adler, Chief, Safety and Learning Environment
TITLE OF THE CONSULTANT SUPERVISOR
 of the District at regular intervals and in accordance with the attached evaluation tool, Exhibit "A".

FINANCIAL IMPACT

The financial impact is \$21,000.00

Palm Beach County Parks & Recreation funding through
 The source of funds is Dept. of Safe Schools, Middle School After-School

IA	FUND	FUNCTION	OBJECT	LOCATION	PROJECT	PROGRAM	GL
	100	9110	3936	9010	9313		

5. COMPLIANCE WITH POLICIES AND LAWS

The Consultant shall comply with all current School Board of Palm Beach County's Policies. The School Board's policies are located at <http://www.palmbeach.k12.fl.us/> or www.schoolboardpolicies.com and are incorporated herein. It shall be the Consultant's responsibility to comply with all School Board Policies as they may be modified from time to time during the term of this Agreement. The Consultant shall abide by all applicable federal, state and local laws.

6. COMPENSATION

RATE VARIES ACCORDING TO ACTIVITY. RATE SCHEDULE IS ATTACHED.

A. The School Board shall pay the Consultant the maximum sum of (write out amount)

twenty-one thousand dollars

(\$ 21,000.00), for a maximum of N/A hours which is based upon the following rate schedule.

Daily Rate: N/A Half Day Rate: N/A Hourly Rate: N/A Flat Rate: N/A

I grant permission for any or all parts of this presentation to be videotaped. ☐ Yes ☒ No

B. No payment shall be made unless and until the Board verifies that all services for which payment is requested have been fully and satisfactorily performed. The Consultant shall submit to the Board any documentation necessary to substantiate the full and satisfactory performance of the services for which payment is requested. The administrator who will verify the services have been performed and approve the invoice is:
Alison Adler, Chief, Safety and Learning Environment

7. CONFIDENTIALITY OF STUDENT RECORDS

The Consultant is subject to all School District obligations relating to compliance with student records confidentiality laws. By signing this Agreement, the Consultant acknowledges and agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and all State and Federal Laws relating to the confidentiality of student records.

8. BACKGROUND CHECKS/FINGERPRINTING

The School District shall screen applicants and shall be governed by Fl. Stat. § 1012.32(2)(a) [§ 231.02(2)(a)]. The Consultant agrees to submit to a background check and fingerprinting by the School District's Police Department at the sole cost of the Consultant. The Consultant shall not begin providing services contemplated by this Agreement until clearance by the School District. The School Board shall not be liable for rejection of the Consultant on the basis of these compliance obligations. The Consultant agrees that neither the Consultant, nor any employee, agent or representative of the Consultant who has been convicted or who is currently under investigation for a crime against children in accordance with § 435.04, Florida Statutes will enter onto any school site.

9. INDEPENDENT CONTRACTOR

The Consultant is, for all purposes arising under this Agreement, an independent contractor. The Consultant and its officers, agents or employees may not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the Board. No officer, agent or employee of the Consultant or Board shall be deemed an officer, agent or employee of the other party. Neither the Consultant nor Board, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

10. OWNERSHIP

- A. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and other materials produced by the Consultant under this Agreement shall be the sole and exclusive property of Board. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by the Consultant in the United States or in any other country without the express written consent of Board.
- B. Board shall have unrestricted authority to publish, disclose, distribute and otherwise use, copyright or patent any such materials produced by the Consultant under this Agreement.

11. INDEMNIFICATION/HOLD HARMLESS

The Consultant shall, in addition to any other obligation to indemnify the Palm Beach County School Board and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School District, their agents, officers, elected officials and employees from and against all claims, actions, liabilities, losses (including economic losses), costs arising out of any actual or alleged bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the Consultant, or anyone directly or indirectly employed by them, or of anyone for whose acts any of them may be liable in the performance of the work; or violation of law, statute, ordinance, governmental administration order, rule or regulation in the performance of the work; claims or actions made by the Consultant or other party performing the work. The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for Consultant under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any cost or expenses, including attorney's fees, incurred by the

Palm Beach County School District to enforce this agreement shall be borne by the Consultant. The Consultant recognizes the broad nature of this indemnification and hold harmless article, and voluntarily makes this covenant for good and valuable consideration provided by the School Board in support of this indemnification in accordance with the laws of the State of Florida. This article will survive the termination of this Agreement.

12. TRAVEL

Travel ☐ is ☒ is not allowable for this contract. Estimated travel expense is not to exceed N/A for the term of the contract. The Consultant agrees to submit all necessary documentation and proof of expenses in accordance with F. S. § 112.061 and School Board Policy #6.01. The Consultant further agrees that reimbursement for travel must be submitted on travel reimbursement forms with the rates determined by F.S. § 112.061 and School Board Policy 6.01 and must be authorized by the appropriate administrator(s).

13. AMENDMENT

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the School Board.

14. ASSIGNMENT

Neither the Consultant nor the Board may assign or transfer any interest in this Agreement without the prior written consent of the other party.

15. GOVERNING LAW AND VENUE

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this Agreement is subject to the laws of Florida, venue in Palm Beach County, Florida. The prevailing party shall be entitled to attorney's fees and costs incurred as a result of any action or proceeding under this agreement.

16. TERMINATION

The Board reserves the right to terminate this contract at any time and for any reason, upon giving thirty (30) days notice to the other party. If said contract should be terminated for convenience as provided herein, the Board will be relieved of all obligations under said contract and the Board will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits. In the event School Board determines that the Consultant's services are not being performed as agreed upon, the Consultant shall be deemed to be in default and the School Board reserves the right to cancel this contract with five (5) days notice and to withhold all monies due the Consultant until such time as the Board, in its sole discretion shall determine whether to have the contract services completed by others or to cease obtaining the services. In the event that the Board determines to have the contract completed by others, the Consultant shall be liable for any costs of completion in excess of that called for in this contract. In the event that the Board determines not to have the contract completed by others, the Consultant shall be paid for the services that it satisfactorily performed prior to the termination but, in no event, shall the Consultant be paid for any work not actually performed or for lost profits.

In the event that it is determined that a termination for cause was unjustified, the termination shall be deemed a termination for convenience and the Consultant shall be entitled to payment only for work actually performed prior to the termination and to any additional sums.

17. MINORITY STATUS

The School District strongly encourages active minority/women business enterprise participation with all professional services. The Consultant certifies that:

This business is minority owned and operated (minimum 51%) ☒ Yes ☐ No

If a consultant not representing a firm, I am a minority. ☐ Yes ☐ No

If either statement above was checked yes, please indicate minority group.

☐ Black or African American ☐ Asian ☐ Native Hawaiian or Other Pacific Islander ☐ Hispanic or Latino
☐ American Indian or Alaskan Native ☐ Disabled ☒ White Female ☐ Other

18. LEGAL REVIEW

The parties hereto represent that they have reviewed the Agreement and have sought legal advice concerning the legal significance and ramifications of the provisions contained herein.

19. NOTICES

Any notice *permitted or required* under this Agreement shall be in writing and signed by the party giving or serving the same, and shall be served either by personal delivery or *certified mail to the* following persons and at the following addresses:

Consultant: (Add Consultant's address)

Glass Productions, Inc., Arinee Glass, President
P.O. Box 18288
West Palm Beach, FL 33416

SCHOOL BOARD OF PALM BEACH
COUNTY, FLORIDA
Purchasing Department
3300 Forest Hill Boulevard, Suite A 323
West Palm Beach, Florida 33406

20. **MANDATORY CONTRACT DOCUMENTS**

This Agreement includes the terms and conditions set forth in this document, and set forth in the following additional documents attached hereto and incorporate herein: (approval will not be granted without these **mandatory** attachments)

"Exhibit A" - Provide consultant evaluation

"Exhibit B" - Beneficial Interest and Disclosure of Ownership Affidavit (PBSD 1997)

NOW, THEREFORE, the parties hereto have affixed their signatures on the day and year first above written.

This contract was recommended for approval by:

 8-11-04
SIGNATURE OF LEGAL SERVICES DESIGNEE DATE


Kimberly Hall
PRINT NAME


SIGNATURE OF CHIEF OFFICER DATE

Alison Adler, Chief, Safety and Learning Environment
PRINT NAME

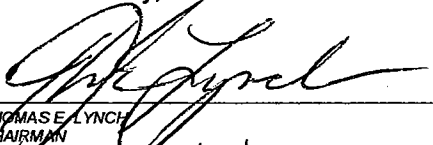
SIGNATURE OF PRINCIPAL / DIRECTOR DATE

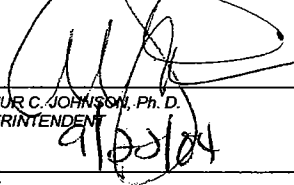
PRINT NAME


SIGNATURE OF APPROPRIATE ASSOCIATE / AREA / ASSISTANT SUPERINTENDENT DATE

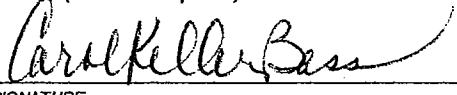
Ann Killels, Chief Academic Officer
PRINT NAME

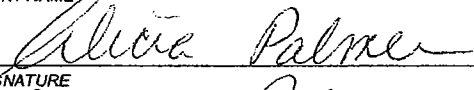
The School Board of
Palm Beach County, Florida

By: 
THOMAS E. LYNCH
CHAIRMAN
9/22/04
DATE

Attest:
By: 
ARTHUR C. JOHNSON, Ph. D.
SUPERINTENDENT
9/22/04
DATE

Witnesses: (Two are required)



SIGNATURE
CAROL KELLER BASS
PRINT NAME


SIGNATURE
Alicia Palmer
PRINT NAME

Consultant

Arinee Glass, President, Glass Productions

PRINT CONSULTANT NAME

By: 
SIGNATURE

DATE

PRINT NAME

Witnesses: (Two are required)

SIGNATURE

PRINT NAME

SIGNATURE

PRINT NAME



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Consultant Evaluation

PO NUMBER

School/Department Department of Safe Schools

Name of Consultant Glass Productions, Inc.

Contract Period From 9/23/2004 To 5/27/2005

Rating: 5 - Superior 4 - Satisfactory Plus 3 - Satisfactory 2 - Satisfactory Minus 1 - Unsatisfactory

JOB KNOWLEDGE AND SKILL

5 4 3 2 1

1. Technical and procedural know-how to complete the project					
2. Knowledge of his/her specialty area					
3. Ingenuity, creativity, and innovation					
4. General quality of the work performed					

PRODUCTIVITY

1. Services provided matched the specifications of the contract					
2. Results produced					
3. Ability to meet goals as scheduled					
4. Success of the project					

COMMUNICATION

1. Listening skills					
2. Returned phone calls, follow-up information, etc. in a timely manner					
3. Overall communication skills					
4. Overall accessibility/availability					

INTERACTION

1. Working relationships with teachers and/or students					
2. Ability to work as part of a team					
3. Status updates and information received as the project progressed					

Rating: A - Agree D - Disagree N/A - Not Applicable

A D N/A

1. Demonstrates dependability			
2. Demonstrates ingenuity/creativity/innovation			
3. Performs well under pressure			
4. Effective when presenting ideas orally			
5. Expresses ideas clearly and uses correct grammar in written communication			
6. Listens effectively			
7. Provides feedback in a constructive and timely manner			
8. Is self-reliant and requires little or no supervision			
9. Treats staff and/or students with fairness, respect and integrity.			

I would hire this consultant again. ☐ Yes ☐ No

SIGNATURE OF EVALUATOR

DATE

Alison Adler, Chief Safety and Learning Environment

PRINT NAME OF EVALUATOR