

**CITY OF CORAL GABLES**

**OFFICE OF THE CITY ATTORNEY**

**- MEMORANDUM -**

**TO:**

**INTERIM**

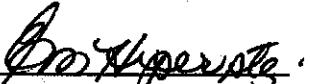
**DATE:**

**January 23, 2009**

**CITY MANAGER**

**CITY CLERK**

**FROM:**

  
Elizabeth M Hernandez  
City Attorney

**SUBJECT:**

**MEDICAL DIRECTOR  
FIRE DEPARTMENT  
PROFESSIONAL SERVICE  
AGREEMENT**

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Attached please find an original of the Medical Director Fire Department Professional Service Agreement which has been approved as to form.

Please execute and attest by the City Clerk, who will keep the fully executed original in file in his office. Please certify a copy to anyone else that might need one.

EMH/zo

2009 JAN 26 PM 4:00

RECEIVED BY THE  
OFFICE OF THE CITY CLERK  
CITY OF CORAL GABLES

**CITY OF CORAL GABLES**  
**OFFICE OF THE CITY ATTORNEY**

**-MEMORANDUM-**

**TO:** **ELIZABETH M. HERNANDEZ**  
**CITY ATTORNEY**

**DATE:** **January 21, 2009**

**FROM:** **Lourdes Alfonsin Ruiz**  
**Assistant City Attorney**

**SUBJECT:** **Medical Director Fire Dept**  
**PSA**

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Attached hereto is an executed copy of the above-referenced agreement for your review and approval. As you will note it has been approved by Chief Reed, Don Nelson and Michael Sparber (see attached insurance documents with approval). I have also initialed next to your approval line as I have worked on the contract with the Trust and the other City departments.

Attachment.

**FIRE DEPARTMENT, MEDICAL DIRECTOR**  
**PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT, is made as of this 28<sup>th</sup> day of January, 2009, between the City of Coral Gables (hereinafter called the "CITY"), and Public Health Trust of Miami-Dade County d/b/a Jackson Health Systems (hereinafter called the "PROFESSIONAL").

**RECITALS**

**WHEREAS**, pursuant to the City of Coral Gables' Resolution No.: 2008-129, the City Commission awarded a three (3) year contract with an option to renew, at the City's discretion, for an additional two (2) year period to PROFESSIONAL and further authorized the City Manager to enter into an agreement pursuant to the terms and conditions of the Request for Proposal, 2008-06-19, or the provisions contained therein (the Request for Proposal is attached hereto as Exhibit "A"); and

**WHEREAS**, the PROFESSIONAL, through Marc Grossman, M.D., shall perform the services as specifically stated herein and in the Scope of Work, which is attached hereto as Exhibit "B", and as may specifically designated and authorized by the City; and

**WHEREAS**, the PROFESSIONAL agrees to accept this Agreement upon the terms and conditions hereinafter set forth; and

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants herein contained, the CITY agrees to retain the PROFESSIONAL for a three (3) year period. However, this period may be extended, at the sole discretion of the CITY, for one (1) additional two (2) year period. The PROFESSIONAL, through Marc Grossman, M.D., agrees to perform all Medical Director services to the City of Coral Gables' Fire Department's Emergency Medical Services as described herein.

**I. GENERAL PROVISIONS**

**1.1 Engagement.** The CITY agrees to engage the PROFESSIONAL for a period specified in paragraph 1.2, and the PROFESSIONAL agrees to accept such engagement and to perform such services for the CITY upon the terms, and subject to the conditions forth herein.

**1.2 Agreement Period.** The terms of the Agreement (the "Professional Period") shall commence upon execution of the Agreement herein and shall continue thereafter for a period of three (3) years or until terminated by the CITY upon 30 days written notice to the PROFESSIONAL, in accordance with the notice requirements contained in Section XII.

**1.3 Priority of Interpretation.** This document without exhibits is referred to as the "Base Agreement". In the event of any conflict of inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, service, or other work, or otherwise, between the Base Agreement and the exhibits, or between exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Base Agreement and the exhibits, or between exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the body of this Agreement, and then to the exhibits according to the following priority:

- a) CITY Resolution and applicable Code provisions;
- b) CITY Request for Proposal;
- c) PROFESSIONAL'S (Contractor's) Response to Request for Proposal;
- d) Performance and Payment Bonds;
- e) Insurance Certificates, and related documents;

f) PROFESSIONAL'S Exceptions to Terms and Conditions.

1.4 **Background Investigation.** The PROFESSIONAL agrees that all employees may be subject to an annual background investigation.

1.5 **Polygraph Examination.** The PROFESSIONAL, through Marc Grossman, M.D., agrees to submit to polygraph examinations at the request of the Chief of Fire or designee.

1.6 **Medical, Drug Screening and Check-ups.** All PROFESSIONALS, contractors, their employees, agents and subcontractors must satisfactorily complete the CITY'S pre-placement medical and drug screening examinations and be certified as drug free as well as abide by the CITY'S Drug Free Work Place Policy at PROFESSIONAL'S expense. The CITY may require that the PROFESSIONAL, contractor and/or their employees, agents and subcontractors performing services for the CITY submit to yearly medical examinations at PROFESSIONAL'S expense. The PROFESSIONAL, contractor and/or their employees, agents and subcontractors agree to submit to unannounced drug testing at the request of the Director or designee.

1.7 **Driver's License.** At CITY'S option, the PROFESSIONAL, through Marc Grossman, M.D., must provide a valid Florida Driver's License or appropriate commercial driver's license for each employee, agent or subcontractor and be willing and able to operate any required vehicles as authorized by the CITY. Evidence of compliance with the Defensive Driving Course must be submitted to the CITY prior to operating a CITY vehicle or any vehicle where patrons or their children are passengers. Individuals must be approved by the Risk Management Division of the CITY prior to the operation of a CITY owned vehicle and/or privately owned vehicles while conducting CITY business. The CITY reserves the right to request the employee/agent's driving record from the State of Florida, at PROFESSIONAL'S expense.

1.8 **Confidential Information.** The PROFESSIONAL agrees that any information received by the PROFESSIONAL for the CITY and in providing services in accordance with this Agreement which is not publicly available, shall not be revealed to any other persons, firm or organizations.

1.9 **Most Favored Public Entity.** PROFESSIONAL represents that the prices charged to CITY in this Agreement do not exceed existing prices to other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions. If PROFESSIONAL'S prices decline, or should PROFESSIONAL, at any time during the term of this Agreement, provide the same goods or services to any other customer at prices below those set forth herein, then such lower prices shall be immediately extended to the CITY.

## II. PROFESSIONAL SERVICES

2.1 **Basic Services.** During the Professional Period, the PROFESSIONAL will serve as a PROFESSIONAL to the CITY and shall assist the CITY by providing Marc Grossman, M.D. as the Medical Director to the City of Coral Gables' Fire Department's Emergency Medical Services, and shall perform and oversee those tasks outlined, including, but not limited to:

a) Legal:

- Certify that each Coral Gables Fire Department Emergency Medical Technician is qualified to administer Basic Life Support to sick or injured persons in a pre-



Fire Department/Medical Director  
Professional Services Agreement  
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- hospital environment according to the written Basic Life Support Service protocols approved by the Medical Director.
- Certify that each Coral Gables Fire Department Paramedic is qualified to administer Basic and Advance Life Support to sick or injured persons in a pre-hospital environment according to the written Basic and Advance Life Support Service protocols approved by the Medical Director.
- Supervise and accept direct responsibility for the medical performance of the City of Coral Gables paramedics' emergency medical technicians (EMT's), as required under Chapter 401, Florida Statutes.
- Develop and sign medically correct standing orders (treatment protocols) for ALS and BLS care, and medically related policies and procedures, and subsequently review such policies or procedures to ensure correctness at least every two (2) years.
- Be available (or designate an alternate physician for periods of unavailability) 24 hours a day, 365 days a year, to answer system questions of an emergent or immediate nature.
- Provide prescriptions and authorization for all medications and medical equipment, including controlled substances needed to provide Advanced Life Support and Basic Life Support Services by the City of Coral Gables Fire Department.
- Obtain a Drug Enforcement Agency (DEA) license for the City of Coral Gables' Fire Department, location(s) to be identified at a later date.
- Develop and revise, when necessary, Trauma Transport Protocols to comply with the State of Florida requirements.
- Evaluate and approve continuing education hours for re-certification of paramedics, EMT's, and Emergency Medical Dispatchers (EMD's).
- Certify City-wide Automatic External Defibrillators (AED) Program.

b) Quality Assurance:

- Coordinate, design, implement, and participate in a quality control program of patient care provided by the Emergency Technicians and Paramedics of the Basic and Advanced Life Support Services. The Medical Director shall be available to conduct regular sessions with the EMT's and Paramedics in regard to the medical management of patients on assigned rescue incidents to provide on-site evaluation of their professional performance and management of patients.
- Implement a system of review of Emergency Medical Rescue Incident Reports. Arrange for special training and education of the rescue personnel who have deviated from protocol or exceptional cases in which the Paramedics and EMT's are involved.
- Direct and participate as a member of the City of Coral Gables' Fire Department's Quality Medical Management Program (QMMP). Such participation may require attendance at a minimum of 24 meetings a year (average duration is 2 hours).
- Participate as a member of the Coral Gables' Medical Priority Dispatch System's (MPDS) Steering Committee and attend its meetings. MDPS Committee may have as many as 4-6 meetings per year, each with an average duration of 2-3 hours.

- Direct or provide the MDPS to participate in the City of Coral Gables Quality Assurance Program (QAP) which monitors the dispatching of EMS units.
- Participate in the Infection Control Program and aid in the development of the program's policies and procedures.

c) Training:

- Consult in coordination of training for Coral Gables' Fire Department Paramedics and EMT's, including testing and certification procedures in conformance with the laws and regulations promulgated by the State of Florida, Miami-Dade County, and the City of Coral Gables.
- Provide, consult and participate in the delivery of all educational requirements for the recertification process of the State of Florida.
- Be available to provide training on a regular basis for regular sessions in Advanced Life Support protocols.
- Ride the ALS vehicle for on-site supervision and training, for a minimum of 12 times annually.
- Participate in an ongoing program of Protocol Testing for all Coral Gables Fire Department's EMT's and paramedics.

d) Consultation:

- Consult in planning for Advanced Life Support Services provided by the Coral Gables Fire Department, including provisions of vehicles, equipment, supplies, emergency Paramedic and EMT training and utilization of medical facilities.
- Consult with Department on medically-related issues for the EMS personnel (e.g. policy development on issues such as, but not limited to: dive team or hazardous materials team medical evaluations), on an as-needed basis.

e) Communications:

- Coordinate the provision of and monitor communications between the area hospital's emergency department base station and other network hospitals and the individual Coral Gables Fire Department emergency medical rescue unit for the purpose of medical supervision of on-site emergency medical care by the paramedics and EMT's.
- Participate in the planning and coordination of a Medical Priority Dispatch System, including the review, approval, and certification of dispatch protocols and establishment of Quality Improvement/Accuracy parameters.
- Attend and actively participate in a majority of the State of Florida's Quarterly EMS meetings, particularly those meetings regarding the development of state policies and procedures, legislation and proposed legislation review, etc. Issue a report to the City of Coral Gables' Fire Department on issues relevant to the services provided.

f) Liaison:

- Provide liaison services between the Coral Gables Fire Department and the various community hospitals and trauma centers utilized by the Coral

Gables' Fire Department's Basic and Advanced Life Support service. In addition, provide liaison for the Coral Gables Fire Department to any agency or institution affecting the education of paramedics and EMT's or community policies regarding the provision of Basic and Advanced Life Support Service.

- Provide liaison between the Emergency Room staff of the area hospitals and the Coral Gables Advanced Life Support personnel.
- Provide liaison between the area learning institutions, Miami-Dade Community College, the University of Miami's School of Medicine, and other related emergency medical professional organizations.

The minimum qualifications for the Medical Director are as follows:

- Florida licensed Medical Doctor, Board certified or Board qualified in Emergency Medicine preferred, or Board certified or Board qualified in Internal Medicine or Family Practice with a minimum of 2 years experience as a physician in an Emergency Department.
- Advanced Cardiac Life Support (ACLS) and Advanced Trauma Life Support (ATLS), with instructor certification in at least one of them.
- Previous experience in EMS education.
- Minimum of 5 years experience as a Fire Service/EMS Medical Director or Associate Director in the State of Florida.
- DEA licensed for schedule II, IV, and V controlled substances.
- Ability to facilitate and serve as a liaison with neighboring Fire Department Medical Directors.

The PROFESSIONAL shall perform the services as specifically stated in the Scope of Services, which is attached hereto and incorporated herein as Exhibit B, and as may be specifically designated and authorized by the CITY.

**2.2 Reporting.** The PROFESSIONAL shall provide the necessary reporting requirements as outlined by the Chief or designee for review. In addition, the PROFESSIONAL shall submit a monthly report to the Chief, which shall include detailed information regarding the activities of the PROFESSIONAL during the previous month.

**2.3 Availability of Professional.** The PROFESSIONAL shall make all documents available 24 hours a day, 7 days a week, 365 days a year, in order to satisfy the CITY'S emergency demands for continued, non-interrupted service.

### III. COMPENSATION

**3.1 Basic Compensation.** In full consideration of the services of the PROFESSIONAL hereunder, the PROFESSIONAL shall be paid at the following rates:

2008-2009	\$139,065.00
2009-2010	\$143,237.00
2010-2011	\$147,535.00

The CITY shall make monthly payments beginning thirty (30) days following commencement of services. Should the CITY, at its sole discretion, extend the agreement for one (1) additional two (2) year period, there shall be a three (3) percent increase for each of the following two (2) years.

The CITY reserves the right to contract with the PROFESSIONAL for additional services. Any increase in the agreed upon amount shall be approved by the City Manager or designee, and shall be in accordance with applicable City and State regulations.

**3.2 Expenses.** As part of, and in addition to the basic compensation described in this Agreement, the CITY shall provide the PROFESSIONAL with no additional compensation for any services performed in fulfilling the requirements of this Agreement. All additional requested expenses must be pre-approved through the Chief of Fire or designee.

#### **IV. INDEPENDENT CONTRACTOR AND PROFESSIONAL HOLD HARMLESS PROVISIONS**

**4.1 Independent Contractor and Professional.** The PROFESSIONAL acknowledges entering into this Agreement as an independent Contractor and Professional, and that the PROFESSIONAL shall therefore be responsible for the deposit and payment of any Federal Income Taxes, FICA, Unemployment Taxes or any similar fees or taxes that become due, and shall be responsible for the collection and payment of all withholdings, contributions and payroll taxes relating to PROFESSIONAL'S services, or those of employees of the PROFESSIONAL. The CITY shall not withhold from sums payable to the Professional, any amount whatsoever for Federal Income Taxes, FICA, Unemployment Insurance Taxes or any similar fees or taxes. The PROFESSIONAL, their employees or agents, will not be considered an employee of the CITY or entitled to participate in plans, distributions, arrangements or other benefits extended to the CITY employees.

**4.1.1 Agency/Third Party Beneficiary.** The PROFESSIONAL is an independent contractor. This Agreement does not create a joint venture, partnership, or other business enterprise between the parties. Nothing herein shall imply or shall be deemed to imply an agency relationship between the CITY and PROFESSIONAL. The PROFESSIONAL has no authority to bind the CITY to any promise, debt, default, or undertaking of the PROFESSIONAL. The PROFESSIONAL and the CITY agree that it is not intended that any provision of the Agreement establish a third party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

**4.3 Indemnification and Hold Harmless.** To the fullest extent permitted by Laws and Regulations and/or Florida Statutes Section 768.28, the PROFESSIONAL shall indemnify and hold harmless the CITY and its consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury and (b) is caused in whole or in part by any willful, negligent, reckless or intentional act or omission of PROFESSIONAL, any subconsultant, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

4.3.1 For any and all claims against the CITY or any of its consultants, agents, or employees by any employee of PROFESSIONAL, and subconsultant, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for PROFESSIONAL or any such subconsultant or other person or organization under workers' or workman's compensation acts, disability benefit acts, or other employee benefit acts.

4.3.2 The indemnification and hold harmless provision shall include, but not be limited to, all of the following:

- a. Damages awarded to any person or party.
- b. Attorney's fees and costs incurred in defending such claims. The CITY may use the attorney or law firm of its choice in which event PROFESSIONAL will pay such firm the fees it charges the CITY, provided such fees are reasonable in light of the prevailing market rate for similar legal services. Such fees shall be deemed reasonable if they are no greater than the fees that CITY pays other counsel for representation in similar cases. If the City Attorney's Office provides the defense, PROFESSIONAL will reimburse the CITY at the prevailing market rate for similar legal services.
- c. Attorney's fees and cost of any party that a court orders the CITY to pay.
- d. Lost time that results from the CITY or its officials or employees responding to discovery or testifying by deposition or in court. In this regard, for any time the CITY spends in responding to document requests or public records requests relating to such claims whether from PROFESSIONAL or any other party, PROFESSIONAL will reimburse CITY \$50.00 for each employee work hour spent reviewing or responding to such requests. For any time spent testifying in court or in depositions, or preparing for such testimony, PROFESSIONAL will reimburse CITY on a per hour basis as follows:

• For the Mayor or City Commissioner:	\$300.00 per hour
• For the City Manager:	\$250.00 per hour
• For an Assistant City Manager or Department Director:	\$250.00 per hour
• For an Assistant Department Director:	\$100.00 per hour
• For City Attorney:	Prevailing market rates
• For other employees:	\$ 50.00 per hour

- e. The expenses incurred by CITY in complying with any administrative or court order that may arise from such claims.
- f. Miscellaneous expenses relating to such claims including expenses of hotels and transportation in trips relating to such claims; and
- g. Any other direct or indirect expense that CITY would not have incurred but for a claim that arises out of this agreement.

4.3.3 It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06 (Chapter 725), Florida Statutes.

## V. INSURANCE

5.1 Without limiting PROFESSIONAL'S indemnification of the CITY, and during the term of this Agreement, PROFESSIONAL shall provide and maintain at its own expense the below described programs of insurance or the insurance required pursuant to the Request for Proposal. Such programs and evidence of insurance shall be satisfactory to the CITY and shall be primary to and not contributing with any other insurance or self-insurance program maintained by the CITY. Certificates or other evidence of coverage shall be delivered to:

City of Coral Gables  
Risk Management Division  
2801 Salzedo Street, 2<sup>nd</sup> Floor  
Coral Gables, Florida 33134

Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Agreement, and shall specifically identify this Agreement, and shall contain the express condition that the CITY is to be given written notice, by receipted deliver, at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.

5.2 The PROFESSIONAL shall maintain during the terms, except as noted, of this Agreement, the insurance required under the Request for Proposal or as follows:

a. **Professional Liability Insurance** with a limit of liability no less than \$1,000,000.00 per occurrence with a deductible per claim, if any, not to exceed 5% of the limit of liability providing for all sums which the PROFESSIONAL shall become legally obligated to pay as damages for claims arising out of the services performed by the PROFESSIONAL or any person employed in connection with this Agreement. This insurance shall be maintained for three (3) years after any WORK covered by this Agreement.

b. **Comprehensive General Liability Insurance** with broad form endorsement or equivalent, including automobile liability, completed operations and products liability, contractual liability, severability of interests with cross liability provision, and personal injury and property damage liability with limits no less than \$1,000,000.00 per occurrence for bodily injury and property damage, and \$2,000,000.00 in the aggregate. Said policy or policies shall name the CITY as an additional insured on a primary and non-contributory basis and shall reflect the hold harmless provision contained herein.

c. **Worker's Compensation Insurance** for all employees of PROFESSIONAL as required by Florida Statutes Section 440, and employer's liability insurance with limits not less than, \$1,000,000.00.

d. **Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of the work in an amount not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.



1611 N.W. 12<sup>th</sup> Avenue  
Miami, Florida 33136-1096

December 16, 2008

**City of Coral Gables  
Risk Management Division  
2801 Salzedo Street, 2<sup>nd</sup> Floor  
Coral Gables, Florida 33134**

**Certificate of Insurance**

The Public Health Trust d/b/a Jackson Memorial Hospital for itself and for its agents and subdivisions are considered to be a Public Body Corporate in Politic and an agency and instrumentality of Metropolitan Miami-Dade County.

Serving in this capacity, Public Health Trust d/b/a Jackson Memorial Hospital and its agencies and subdivision enjoy the benefits of the "Waiver of Sovereign Immunity" as set-forth in Florida Statute 768.28 and, as such, its liability in Tort shall not exceed the sum of \$100,000.00 per claim or \$200,000.00 in aggregate.

The Public Health Trust also maintains workers' compensation coverage for its employees in accordance to 440 Florida Statutes.

For purposes of the contract between the Coral Gables Fire Department and Jackson Health System s, this document supersedes Section V of the agreement replacing the commercial insurance requirements with the benefits listed under Florida Statute 768.

Steven A. Bard, LHCRA  
Risk Management  
Jackson Health System

e. **Other (or increased amounts of) Insurance** which CITY shall from time to time deem advisable or appropriate. Such new or additional insurance to be effective as of the sooner of ninety (90) days after notice thereof or the next annual renewal of any policy being increased (as applicable).

f. All policies shall contain waiver of subrogation against CITY where applicable, and shall expressly provide that such policy or policies are primary over any other collective insurance the CITY may have.

g. All of the above insurance is to be placed with insurance companies with an A.M. Best Key Rating Guide, latest edition, or equivalent rating of "A-", "VI" or better, qualified to do business under laws of the State of Florida. The PROFESSIONAL shall maintain coverage with equal or better rating as identified herein for the term of the contract.

h. The CITY shall be named as an additional insured on a primary and non-contributory basis under such policies. Said policies shall contain a "severability of interest or "cross liability" clause without obligation for premium payment of the CITY. The CITY reserves the right to request a copy of required policies for review.

i. All insurance policies shall provide for thirty (30) days [ten (10) days for non-payment of premium] advance written notice to CITY prior to cancellation, non-renewal or material change.

j. The PROFESSIONAL shall furnish Certificates of Insurance to the Risk Management Division of the Human Resources Department, for review and approval, prior to the commencement of operations or policy termination, which certificates shall clearly indicate that the CITY is named as an additional insured on a primary and non-contributory basis and that the PROFESSIONAL has obtained insurance in the type, amount and classification required for strict compliance with this Section and that no material change, cancellation or non-renewal of this insurance shall be effective without thirty (30) days [ten (10) days for non-payment of premium] advance written notice to the CITY.

k. The PROFESSIONAL shall furnish copies of insurance policies pertaining to this Agreement to the Risk Management Division of the Human Resources Department within ten (10) days of written request.

5.3 **Breach.** Failure on the part of the PROFESSIONAL to obtain and maintain all required insurance coverage is a material breach upon which the CITY may, in its sole discretion, immediately suspend PROFESSIONAL'S performance or terminate this Agreement (Termination for Default 13.1).

## VI. STANDARD OF CARE

6.1 **Degree of Care.** The PROFESSIONAL shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a comparable professional under similar circumstances and the PROFESSIONAL shall, at no additional cost to the CITY, re-perform services which fail to satisfy the foregoing standard of care.

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

## VII. FEDERAL/STATE/LOCAL LAWS

7.1 **EEO and ADA.** The PROFESSIONAL must be and remain in compliance with all local, state and federal Equal Employment Opportunity (EEO) and American Disabilities Act (ADA) requirements.

7.2 **Discrimination.** It is understood that the PROFESSIONAL shall not discriminate against any employee in the performance or the contract with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment because of age, marital status, race, color, religion, national origin, sex, or disability.

7.3 **CITY Policy Regarding Conduct.** The PROFESSIONAL, their employees, agents and subcontractors must abide by the CITY policies regarding conduct, at a minimum. Should the PROFESSIONAL'S standards exceed those of the CITY, the stricter standards shall be followed by the PROFESSIONAL. Discrimination, harassment, and/or violations of CITY policies will not be tolerated and are grounds for termination of the contract without harm to the CITY or its employees.

7.4 **Aliens.** PROFESSIONAL warrants that it fully complies with all Federal statutes and regulations regarding the employment of aliens and others and that all employees performing work under this Agreement meet the citizenship or alien status requirements set forth in Federal statutes and regulations. PROFESSIONAL shall indemnify, defend, and hold harmless CITY, its officers and employees from and against any sanctions and any other liability which may be assessed against PROFESSIONAL or CITY in connection with any alleged violation of any Federal statutes or regulations pertaining to the eligibility for employment of any persons performing work hereunder.

## VIII. CONFLICT OF INTEREST

8.1 Any potential or actual conflict between private interests and PROFESSIONAL'S responsibilities under this Agreement shall be immediately disclosed to the CITY. PROFESSIONAL covenants that no person employed by the PROFESSIONAL which exercises any functions or responsibilities in connection with this Agreement has any personal financial interests direct or indirect with the CITY. PROFESSIONAL further covenants that, in the performance of this Agreement, no person having a conflicting interest shall be employed. Any such interests on the part of PROFESSIONAL or its employees must be disclosed in writing to CITY.

8.1.1 PROFESSIONAL is aware of the conflict of interest code of the City of Coral Gables, the Conflict of Interest and Code of Ethics of Miami-Dade County, Florida, Section 2-11.1 et seq., and the Ethics Laws of the State of Florida, and agrees that it shall fully comply in all respects with the terms of said laws.

## IX. CONFIDENTIALITY

9.1 No reports, information, computer programs, documentation, and/or data given to or prepared or assembled by the PROFESSIONAL under this Agreement shall be made available to any individual or organization by the PROFESSIONAL without prior written notification to the CITY and pursuant to Florida Statutes, Public Records Act.

## X. OWNERSHIP OF DOCUMENTS

10.1 All right, title, and interest in and to all work performed under this Agreement, including without limitations all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by the PROFESSIONAL or subconsultants, shall become the property of the CITY for its use and/or distribution as may be deemed appropriate by the CITY; provided that any materials used by the PROFESSIONAL and any subconsultants for which a patent or copyright protection has previously been secured by them shall remain the property of the PROFESSIONAL or subconsultants. The PROFESSIONAL and the CITY shall comply with all the requirements of Florida Statutes, Public Records Act.

10.2 To the extent allowed by law, the PROFESSIONAL shall not divulge, furnish or make available to any third person, firm or organization, without the CITY's prior written consent, or unless incident to the proper performance of the PROFESSIONAL's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public concerning the services to be rendered by the PROFESSIONAL hereunder, and PROFESSIONAL shall require all of its employees, agents, subconsultants, and subcontractors to comply with the provisions of this paragraph.

#### **XI. TRUTH-IN-NEGOTIATION CERTIFICATE**

11.1 Execution of this Agreement by the PROFESSIONAL shall act as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

11.2 The said rates and costs shall be adjusted to exclude any significant sums should the CITY determine that the rates and costs were increased due to inaccurate, incomplete, or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The CITY shall exercise its rights under this "Certificate" within one (1) year following payment.

#### **XII. NOTICE**

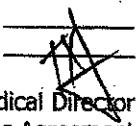
12.1 Any notice, request, instruction or other document required or permitted to be given hereunder by either party hereto to the other shall be in writing, and delivered personally, or sent by certified or registered mail, postage prepaid, return receipt requested, to the address set forth for such party at the bottom of this Agreement. Any notice so given shall be deemed received when personally delivered or three (3) calendar days after mailing. Any party may change the address to which notices are to be sent by giving notice of such change of address to the other party in the manner herein provided for giving notice. Notice as the City of Coral Gables shall be to:

City Manager  
City of Coral Gables  
405 Biltmore Way  
Coral Gables, FL 33134

cc: City Attorney

Notice as to Professional shall be to:

Director of Operations  
Emergency Services

  
Fire Department/Medical Director  
Professional Services Agreement  
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1611 N.W. 12<sup>th</sup> Avenue  
Miami, FL 33136

### XIII. TERMINATION

13.1 **Termination by City for default.** CITY may, by written notice to PROFESSIONAL, terminate the whole or any part of this Agreement if, in the judgment of the City Manager:

- a) PROFESSIONAL has materially breached any portion of this Agreement;
- b) PROFESSIONAL fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required under this Agreement;
- c) PROFESSIONAL has assigned or delegated the duties of Marc Grossman, M.D. or subcontracted any performance of this Agreement however, if Marc Grossman, M.D. is temporarily incapacitated for whatever reason, a designee who has the equivalent experience, qualifications, certification, and expertise may be assigned, with the written consent of the CITY;
- d) Marc Grossman, M.D. has terminated his employment with the PROFESSIONAL, unless the CITY has provided its written consent to allow the assignment of Dr. Grossman's functions to one who has the equivalent experience, qualifications, certification, and expertise;
- e) Insolvency of PROFESSIONAL. PROFESSIONAL shall be deemed insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not PROFESSIONAL is insolvent within the meaning of such laws;
- f) There has been a filing of a voluntary or involuntary petition regarding PROFESSIONAL under the Federal Bankruptcy Code;
- g) There has been the appointment of a Receiver or Trustee for PROFESSIONAL;
- h) There has been an execution by PROFESSIONAL of a general assignment for the benefit of creditors;
- i) PROFESSIONAL fails to obtain or maintain insurance or bonding herein required.

13.1.1 **Return of Payments.** Upon the occurrence of a default hereunder, all payments, advances, or other compensation paid by the CITY to the PROFESSIONAL while the PROFESSIONAL was in default shall be immediately returned to the CITY.

13.1.2 **Obligations to City.** The PROFESSIONAL agrees that termination of this Agreement under this section shall not release the PROFESSIONAL from any obligation accruing prior to the effective date of termination.

13.1.3 **No default.** If, after CITY has given notice of termination under the provisions hereunder, it is determined by CITY that PROFESSIONAL was not in default under these provisions, or that the default was excusable under these provisions, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Paragraph 13.2 (Termination for Convenience).

13.1.4 **Non-exclusive.** The rights and remedies of CITY provided in this Paragraph 13.1 are non-exclusive and cumulative.

13.2 **Termination for Convenience.** This Agreement may be terminated when such action is deemed by CITY to be in its best interest. Termination shall be effected by delivery to PROFESSIONAL of a notice of termination specifying the extent to which performance of Agreement is terminated and the date upon which such termination becomes effective, which shall be no less than ten (10) days after the notice is sent.

13.3 **Termination with or without cause.** This Agreement may be terminated by the CITY, with or without cause. Termination shall be effected by delivery to PROFESSIONAL of a thirty (30) day written notice of termination specifying the extent to which performance of the Agreement is terminated and the date upon which such termination becomes effective.

13.4 **Professional's responsibilities.** After receipt of a Termination Notice, and except as otherwise directed by the CITY, the PROFESSIONAL shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the CITY.
- D. Continue to complete all parts of the work that have not been terminated.

13.5 **Payments for work performed.** After receipt of a notice of termination, PROFESSIONAL shall submit its termination claim and invoice to CITY, in the form and with any certifications as may be prescribed by CITY. Such claim and invoice shall be submitted promptly, but not later than three (3) months from the effective date of termination. Upon failure by PROFESSIONAL to submit its termination claim and invoice within the time allowed, CITY may determine on the basis of the information available to the CITY, the amount, if any, due to PROFESSIONAL in respect to the termination, and such determination shall be final. When such determination is made, CITY shall pay PROFESSIONAL the amount so determined. The PROFESSIONAL shall have no recourse or remedy from a termination made by the CITY except to retain the fees earned for the services that were performed in complete compliance with this Agreement as full and final settlement of any claim, action, demand, cost, or charge.

13.6 **Termination by Professional.** This Agreement may be terminated by the PROFESSIONAL upon sixty (60) days prior written notice to the CITY in the event of substantial failure by the CITY to perform in accordance with the terms of the Agreement through no fault of the PROFESSIONAL. The PROFESSIONAL may terminate this Agreement without cause upon ninety (90) days prior written notice to the CITY. If the CITY is unable to enter into an Agreement with a new Medical Director within the ninety (90) day notice period, the PROFESSIONAL shall provide the CITY with a Medical Director on a month-to-month basis until a new Medical Director is awarded an Agreement.

13.7 **Professional's warranty.** The PROFESSIONAL warrants that it has not employed or retained any company or person, other than a bone fide employee working solely for the PROFESSIONAL to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bone fide employee working solely for the PROFESSIONAL, any fee, commission, percentage, gift, or other compensation contingent upon or resulting from the award or making of this Agreement.

13.8 **Documents.** Upon termination of this Agreement, all schematics, designs, plans, specifications, documents, records, disks, or other information (including electronic copies) produced or developed by the PROFESSIONAL or subconsultants, whether finished or not, shall become CITY property. Failure to timely deliver the documentation shall be cause to withhold any payments due without recourse by the PROFESSIONAL until all documentation is delivered to the CITY.

#### XIV. UNCONTROLLABLE FORCES

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

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

#### XV. AUDITS

15.1 **Financial records.** The PROFESSIONAL shall maintain accurate and complete financial records of its activities and operations relating to this Agreement in accordance with generally accepted accounting principles. PROFESSIONAL shall maintain adequate records to justify all charges and costs incurred in performing the services for at least three (3) years after completion of this Agreement. PROFESSIONAL shall also maintain accurate and complete employment and other records relating to its performance of this Agreement. PROFESSIONAL agrees that CITY, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or records relating to this Agreement. All financial records, timecards and other employment records, and proprietary data and information shall be kept and maintained by PROFESSIONAL and made available to the CITY during the terms of this Agreement and for a period of three (3) years thereafter unless CITY'S written permission is given to dispose of any such material prior to such time. All such materials shall be maintained by PROFESSIONAL at a location in Miami-Dade County, Florida, provided that if any such material is located outside Miami-Dade County, then, at CITY'S option PROFESSIONAL shall pay CITY for travel, per diem, and other costs incurred by CITY to examine, audit, excerpt, copy or transcribe such material at such other location. The CITY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal working business hours at the PROFESSIONAL'S place of business.

15.2 **Copies of audits.** In the event that an audit is conducted by PROFESSIONAL specifically regarding this Agreement by any Federal or State auditor, or by any auditor or accountant employed by PROFESSIONAL, then PROFESSIONAL shall file a copy of the audit report with the CITY'S Auditor within thirty (30) days of PROFESSIONAL'S receipt thereof, unless otherwise

provided by applicable Federal or State law. CITY shall make a reasonable effort to maintain the confidentiality of such audit report(s).

**15.3 Breach.** Failure on the part of PROFESSIONAL to comply with the provisions of this Paragraph 15.1 shall constitute a material breach upon which the CITY may terminate or suspend this Agreement.

**15.4 City Audit Settlements.** If, at any time during or after the term of this Agreement, representatives of the CITY conduct an audit of PROFESSIONAL regarding the work performed under this Agreement, and if such audit finds that CITY'S dollar liability for any such work is less than payments made by CITY to PROFESSIONAL, then the difference shall be either repaid by PROFESSIONAL to CITY by cash payment upon demand or, at the sole option of CITY, deducted from any amounts due to PROFESSIONAL from CITY. If such audit finds that CITY'S dollar liability for such work is more than the payments made by CITY to PROFESSIONAL, then the difference shall be paid to PROFESSIONAL by cash payment.

## XVI. MISCELLANEOUS

**16.1 Modification.** This agreement may not be amended or modified unless in writing and signed by both parties.

**16.2 Assignment and subcontracting.** This Agreement and the rights of the PROFESSIONAL and obligations hereunder may not be transferred, pledged, sold, assigned, or delegated by the PROFESSIONAL without the express prior written consent of the CITY via executed amendment. It is understood that a sale of the majority of the stock or partnership shares of the PROFESSIONAL, a merger or bulk sale, an assignment for the benefit of creditors shall each be deemed transactions that would constitute an assignment or sale hereunder requiring prior to CITY approval.

**16.2.1** Any transfer, pledge, sale, assignment, or delegation without such express prior written consent shall be null and void and shall constitute a material breach of this Agreement, upon which the CITY may immediately terminate the Agreement in accordance with the provisions of paragraph 13.1 (Termination by Default). The CITY may assign its rights, together with its obligations hereunder.

**16.3 Availability of funds.** The obligations of the CITY under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the City Commission.

**16.4 Compliance with laws.** In performance of the services, the PROFESSIONAL will comply with applicable regulatory requirements, including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria, and standards. It shall be the responsibility of the PROFESSIONAL to obtain and maintain, at no cost to the CITY, any and all license and permits required to complete the services provided pursuant to this Agreement.

**16.5 Federal and State taxes.** The CITY is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the CITY will provide an exemption certificate to the PROFESSIONAL. The Professional shall not be exempted from paying sales tax to its suppliers for materials to fulfill the contractual obligations with the CITY, nor shall the PROFESSIONAL be authorized to use the CITY'S Tax Exemption Number in securing such materials.

16.6 **Entirety of agreement.** The CITY and the PROFESSIONAL agree that this Agreement, as amended from time to time, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters, or other communications, written or oral, between the CITY and the PROFESSIONAL pertaining to the services. None of the provisions, terms, and conditions contained in this Agreement may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

16.6.1 The following documents are made an integral part of this Agreement:

- A. Request for Proposal;
- B. Performance and Payment Bonds, if applicable;
- C. Insurance Certificates and related documents;
- D. Response to Request for Proposal of PROFESSIONAL.

16.7 **Counterparts.** This Agreement may be executed simultaneously in several counterparts, each of which will be an original, but all of which together will constitute one and the same instrument.

16.8 **Waiver.** A waiver by either the CITY or the PROFESSIONAL of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

16.9 **Severability, survival.** If any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provision had been severed and deleted.

16.10 **Governing law and venue.** This Agreement shall be governed and construed in accordance with the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Miami-Dade County, and the Agreement will be interpreted according to the laws of Florida.

16.11 **Priority of provisions.** The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way effect the validity or enforceability of any other portion or provision of the Agreement. Any void provision shall be deemed severed from the Agreement, and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void. The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

16.11.1 The provisions of this section shall not prevent the entire Agreement from being void should a provision, which is of the essence of the Agreement, be determined to be void.

**16.12 Joint preparation.** Preparation of this Agreement has been a joint effort of the CITY and the PROFESSIONAL and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

**16.13 Headings.** The headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**Approved as to Insurance:**

**AS TO CITY:**

Print Name: \_\_\_\_\_  
Risk Management Division

David L. Brown, M.D.R.A. OVERSEER JAMESVILLE  
City Manager, *ref: 0001*

Approved by:  
Department Director or head of  
Negotiations team as to  
the negotiated business terms

Print Name: Warren Reed  
Department: Fire Department

ATTEST

Walter J. Foeman  
City Clerk

On 1/16/2009

APPROVED AS TO FORM:

~~Elizabeth M. Hernandez  
City Attorney~~

**ATTEST:**

**AS TO PROFESSIONAL**

**Rosy Cancela**  
Trust Secretar

*Frank J. Banta for Marvin O'Quinn*  
Marvin O'Quinn  
Chief Executive Officer  
Public Health Trust

(SEAL)

*Steve G. Gable* 12/23/08  
Approved for Sufficiency as to Insurance and  
Liability by Risk Management at  
Jackson Memorial Hospital

Approved as to Form and Legal  
Sufficiency by the Miami-Dade County  
Attorney's Office

(OR)

**PREPARED BY:**

City of Coral Gables  
Revised ~ August 2008

**Fire Department/Medical Director  
Professional Services Agreement**

WITNESSES (2):

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_



ELIZABETH M. HERNANDEZ  
CITY ATTORNEY  
405 BILTMORE WAY  
CORAL GABLES, FL 33134

## ATTACHMENT "B"

### INSURANCE REQUIREMENTS

APPROVED

REVIEWED

by Michael S. Sparber, CIC CRM CAIP at 4:39 pm, 1/12/09



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Page: 1 of 3

Risk Management Division



1611 N.W. 12<sup>th</sup> Avenue  
Miami, Florida 33136-1096

July 11, 2008

City of Coral Gables  
Risk Management Division  
2800 S.W. 72<sup>nd</sup> Avenue  
Miami, FL 33155

### Certificate of Insurance

The Public Health Trust d/b/a Jackson Memorial Hospital for itself and for its agents and subdivisions are considered to be a Public Body Corporate in Politic and an agency and instrumentality of Metropolitan Dade County.

Serving in this capacity, Public Health Trust d/b/a Jackson Memorial Hospital and its agencies and subdivision enjoy the benefits of the "Waiver of Sovereign Immunity" as set-forth in Florida Statute 768.28 and, as such, its liability in Tort shall not exceed the sum of \$100,000.00 per claim or \$200,000.00 in aggregate.

The Public Health Trust also maintains workers' compensation coverage for its employees in accordance to 440 Florida Statutes.

Steven A. Bard, LHGRM  
Management  
Health System

APPROVED

REVIEWED

By Michael S. Spangler, CIC, CRM (Call # 3970) 7/12/08

Page: 3 of 3

Risk Management Division



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An Equal Opportunity Employer