



**CITY OF OAKLAND PARK**  
**3650 NE 12<sup>th</sup> Avenue**  
**Oakland Park, FL 33334**

**AGREEMENT FOR CONSULTING SERVICES**

THIS IS AN AGREEMENT made and entered into this \_\_\_ day of \_\_\_\_\_, 2022  
by and between:

The CITY OF OAKLAND PARK, a municipal corporation of the State of Florida, hereinafter referred to as "CITY" and Salvus Consulting Corp., a Limited Liability Company authorized to conduct business in the State of Florida, hereinafter referred to as "CONSULTANT." CITY and CONSULTANT may hereinafter be collectively referred to as the "Parties".

**W I T N E S S E T H:**

WHEREAS, the CITY desires to engage the services of CONSULTANT to provide consulting services related to provide support services for administration and implementation of business licensing programs for the City of Oakland Park.

WHEREAS, the Parties hereto have agreed upon a Scope of Services for work to be performed hereunder by the CONSULTANT and attached hereto and made a part hereof as Exhibit "A";

NOW THEREFORE, in consideration of the promises, the mutual covenants, conditions, provisions and undertakings herein contained, and for other good and valuable considerations, the Parties do mutually covenant and agree with each other as follows:

## **ARTICLE I**

### **COMPENSATION**

1.1 The CITY agrees to employ the CONSULTANT for the dates and times hereinafter referred to, consistent with applicable, professional and ethical requirements imposed upon the CITY, existing Rules, or existing agreements as they may be amended from time to time.

1.2 The CITY agrees to pay and to compensate the CONSULTANT consistent with the terms, conditions and provisions set forth on Exhibit "A", attached hereto and made a specific part hereof.

1.3 The CITY shall reimburse the CONSULTANT for actual expenses incurred that are directly related to the CONSULTANT'S performance under and pursuant to this Agreement, but in no event at rates or in amounts in excess of those rates/charges set forth in Chapter 112, Florida Statutes, as amended from time to time.

1.4 All payments shall be governed by the Local Government Prompt Payment Act as set forth in Part VII, Chapter 218, Florida Statutes, as may be amended from time to time. Payment shall be made to the CONSULTANT at:

CONSULTANT  
Salvus Consulting Corp.  
Allan Hubrig  
111 SE 8 Avenue, Unit 902  
Fort Lauderdale, FL 33301

1.5 Both the CITY and the CONSULTANT agree that the CONSULTANT shall at all times act as an independent contractor in the performance of his duties under this Agreement, provided however, that he shall represent the CITY and identify himself in the performance of his duties set forth on Exhibit "A". In no event, however, shall the CONSULTANT be considered an

employee of the CITY. Accordingly, the CONSULTANT shall be responsible for the payment of all taxes arising out of his activities in accordance with this Agreement including, by way of illustration but not limitation, Federal income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as may be lawfully required of a CONSULTANT performing such services. CONSULTANT shall retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of CONSULTANT, which policies of CONSULTANT shall not conflict with CITY, State or United States policies, rules or regulations relating to the use of CONSULTANT's funds provided for herein. The CONSULTANT agrees that it is a separate and independent enterprise from the CITY, that it has full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between the CONSULTANT and the CITY and the CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

## **ARTICLE II**

### **TERM AND CANCELLATION**

2.1 This Agreement shall commence on the 17th day of February, 2022 and shall terminate on the 16th day of February, 2025. To the extent that the CONSULTANT has been directed by the CITY to perform services hereunder, prior to the execution hereof by the City Manager, then, in that event, Exhibit "A" shall reflect such total compensation as may be earned and payable to the CONSULTANT in accordance with Exhibit "A".

2.2 It is anticipated that the CONSULTANT shall fulfill its obligations under this Agreement with concentrations of time which may vary from day to day, or week to week.

2.3 Either party may cancel this Agreement on not less than ninety (90) days notice to the other party in writing, by certified mail, personal delivery or facsimile transfer. In the event of cancellation by the CITY, the CITY shall still be responsible for payment for services rendered and reasonable costs incurred to date. In the event of a cancellation by the CONSULTANT, the amount owed by CITY shall be prorated to reflect the amount of services actually received.

### **ARTICLE III**

#### **GENERAL PROVISIONS**

3.1 It is understood and agreed that this Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and that the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

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

3.3 This document may be executed in counterparts each of which shall be deemed to be a duplicate original.

3.4 This Agreement is executed and is to be performed in the State of Florida, and shall be governed by and construed in accordance with the laws of the State of Florida.

3.5 In connection with any conflict arising out of this Agreement, the Parties hereto agree to mediate the dispute prior to instituting any litigation in connection with this Agreement. The mediator shall be an individual agreed to by all parties. All costs of mediation shall be shared equally by the parties and the mediation shall be initiated within thirty (30) days of the conflict being expressed in writing by either party. In the event of litigation arising out of this Agreement, including any administration, trial level, or appellate proceedings, the prevailing party shall be entitled to recover all costs incurred, including a reasonable attorney's fee and paralegal costs.

3.6 If any clause, section or other part or application of this Agreement shall be held by any Court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the validity of the remaining portions or applications remaining in full force and effect.

3.7 Notice. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by certified United States mail, with return receipt requested, or by facsimile transmission with certification of transmission to the receiving party, addressed to the following individuals:

CITY: City of Oakland Park, Florida  
David Hebert, City Manager  
3650 NE 12<sup>th</sup> Avenue  
Oakland Park, FL 33334

COPY TO: Donald J. Doody, City Attorney  
Goren, Cherof, Doody & Ezrol, P.A.  
3099 East Commercial Boulevard, Suite 200  
Fort Lauderdale, Florida 33308  
Telephone: (954) 771-4500  
FAX: (954) 771-4923

CONSULTANT: Salvus Consulting Corp.  
Allan Hubrig  
100 Biscayne Blvd, Ste 2510  
Fort Lauderdale, FL 33301

3.8 Indemnification. The CONSULTANT agrees to indemnify and save CITY, its public officials, agents, servants and employees harmless from and against any and all claims arising out of or in any way connected with the willful misconduct or negligence of the contractor, or its employees, to protect the CITY and its interests from such actions of the CONSULTANT or its sub-contractors. CONSULTANT further agrees to reimburse CITY for any and all court costs and other expenses, including reasonable attorney's fees incurred by CITY in defending any action, at both the trial and appellate levels, including paralegal expenses associated therewith, brought

against CITY for injury or damage claimed to have been suffered as a result of or in any way connected with CONSULTANT's willful misconduct or negligence or that of its employees.

3.9 Governing Law; Venue. This Agreement is executed and is to be performed in the State of Florida and shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any legal proceeding commenced with respect to the performance of the Parties' obligations pursuant to this Agreement shall be in a court of competent jurisdiction located in Broward County, Florida.

3.10 Public Records. The CITY is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law. Specifically, the CONSULTANT shall:

- 3.10.1 Keep and maintain public records required by the CITY to perform the service;
- 3.10.2 Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat., or as otherwise provided by law;
- 3.10.3 Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and, following completion of the Agreement, CONSULTANT shall destroy all copies of such confidential and exempt records remaining in its possession after the CONSULTANT transfers the records in its possession to the CITY; and
- 3.10.4 Upon completion of the Agreement, CONSULTANT shall transfer to the CITY, at no cost to the CITY, all public records in CONSULTANT's possession. All records stored electronically by the CONSULTANT must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.
- 3.10.5 The failure of CONSULTANT to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement, for which CITY may terminate the Agreement in accordance with the terms set forth herein.

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

**RENEE M SHROUT, CMC  
CITY CLERK  
CITY OF OAKLAND PARK  
3650 NE 12 AVENUE  
OAKLAND PARK, FL 33334  
954-630-4298  
[RENEES@OAKLANDPARKFL.GOV](mailto:RENEES@OAKLANDPARKFL.GOV)**

3.11 Scrutinized Companies. CONSULTANT certifies that it and any of its affiliates are not scrutinized companies as identified in Section 287.135, F.S. In addition, CONSULTANT agrees to observe the requirements of Section 287.135, F.S. for applicable sub-agreements entered into for the performance of work under this Agreement. Pursuant to Section 287.135, F.S., the CITY may immediately terminate this Agreement for cause if the CONSULTANT, its affiliates, or its subcontractors are placed on any applicable scrutinized companies list or engaged in prohibited contracting activity during the term of this Agreement. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.

3.12 Non-Discrimination & Equal Opportunity Employment. During the performance of this Agreement, neither CONSULTANT nor its subcontractors shall discriminate against any employee or applicant for employment because of race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if qualified. CONSULTANT will take affirmative action to ensure that employees are treated during employment, without regard to their race, religion, color, gender, national origin, sex, age, marital status, political affiliation, familial status, sexual orientation, or disability if

qualified. Such actions must include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. CONSULTANT shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause. CONSULTANT further agrees that he/she/it will ensure that all subcontractors, if any, will be made aware of and will comply with this nondiscrimination clause.

3.13 Ethics and Conflict of Interest. CONSULTANT shall avoid all conflicts of interests, as well as appearances of conflicts of interests, throughout the term of this Agreement. CONSULTANT shall not at any time during the term of this Agreement represent any party seeking approvals, permits, or licenses, of any kind from the City. Nothing set forth in this Agreement shall preclude or limit CONSULTANT's ability to engage in outside work or employment which is not in conflict with the duties and responsibilities set forth herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates of each signature.

ATTEST

CITY OF OAKLAND PARK

\_\_\_\_\_  
RENEE SHROUT, CITY CLERK

\_\_\_\_\_  
DAVID HEBERT, CITY MANAGER

(SEAL)

I APPROVE THIS AGREEMENT  
AS TO FORM:

\_\_\_\_\_  
DONALD J. DOODY,  
CITY ATTORNEY



WITNESSES:

CONSULTANT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allan Hubrig

\_\_\_\_\_

EXHIBIT A  
SCOPE OF SERVICES

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- Work with Engineering and Community Development Department, Community Enhancement Division, and other City staff, as required, to administer business licensing programs and other duties as needed.
- Responsible for coordinating the Short-Term Rental Ordinance and other regulatory ordinances as directed.
- Will coordinate with other contractors and consultants, or appropriate monitoring vendor, to ensure all appropriate information, documents, and reports are garnered and reviewed as agreed upon in the vendor contract.
- Will be tasked with reviewing and coordinating the review of different business licensing applications in accordance with the respective regulatory State/ City Code.
- Document zoning violations and ensure that code cases are complete in according with City Code Procedures.
- Review applications, prepare necessary forms, complete, and review necessary reports as directed by management.
- Prepare appropriate reports in accordance with Florida State Statute 162, applicable State/ City Ordinances, give appropriate testimony to Special Magistrate and other boards, committees and regulatory bodies as directed.
- Inspections Services: The City may require inspection services generally performed between 7: 30am and 4: 30pm, Monday through Friday.
- Duties will need to be performed during normal business hours or as may be altered by mutual agreement.
- Route reports to other appropriate staff for compliance and regulatory reviews and comments.
- Maintain records of inspections and investigations on forms and in formats approved by the City.
- Provide and enter data into a software application provided and maintained by the City that processes, tracks and monitors permits, applications, and inspection activity.
- Coordinate with other City Departments as needed.
- Initiate an open line of communicate with the business owner and respective City staff. The City is unable to predict the workload that the Applicant will have to perform as the number of applications and inspection can fluctuate.
- The individuals assigned to work for the City shall be employees of firm and shall be subject to the written approval by the City.
- The successful firm shall execute a written contract with City for approval by the City Commission.
- The City will provide office space for personnel employed by the successful firm assigned to City work at the City' s municipal facilities.
- The successful firm will be responsible for providing the vehicle(s) and any expenses relative to vehicle(s) necessary for any out of office / field work that may be required in the performance of duties related to this contract.
- The proposal should include an hourly fee schedule for services,