



## PALM BEACH COUNTY OFFICE OF EQUAL BUSINESS OPPORTUNITY ORDINANCE VIOLATION COMPLAINT FORM

The purpose of this form is to provide a vendor, certified or not, with a means to file a complaint about an alleged EBO Program Ordinance violation. Complete this form in its entirety, date, and sign before submitting. If the space provided is insufficient, attach additional sheets. Submit the completed form to the Palm Beach County Office of Equal Business Opportunity, 50 S. Military Trail, Suite 202, West Palm Beach, FL 33415 or via email to [OEBO@pbc.gov](mailto:OEBO@pbc.gov). Please direct all questions to (561) 616-6840.

<b>Date</b>			
<b>Complainant Name (First and Last)</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Company Name (Complainant):</b>			
<b>Daytime Telephone</b>	<b>Fax</b>	<b>Email</b>	
<b>Company Name and Employee (subject to complaint, i.e. Respondent):</b>			

Select the appropriate ordinance reference(s) that identifies the violation:

<input type="checkbox"/>	<b>Sec. 2-80.28 (e)(2)(a)</b>	<b>Fraudulently obtain, retain or attempt to obtain, retain or aid another in fraudulently obtaining, retaining or attempting to obtain or retain Certification status as an S/M/WBE for purposes of this EBO Ordinance.</b>
<input type="checkbox"/>	<b>Sec. 2-80.28 (e)(2)(b)</b>	<b>Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of this EBO Ordinance.</b>
<input type="checkbox"/>	<b>Sec. 2-80.28 (e)(2)(c)</b>	<b>Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE.</b>
<input type="checkbox"/>	<b>Sec. 2-80.28 (e)(2)(d)</b>	<b>Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of this EBO Ordinance.</b>
<input type="checkbox"/>	<b>Sec. 2-80.28 (e)(2)(e)</b>	<b>Make false statements to any entity that any other entity is or is not certified as an S/M/WBE for purposes of this EBO Ordinance.</b>
<input type="checkbox"/>	<b>Other</b>	

**PALM BEACH COUNTY OEBO ORDINANCE VIOLATION COMPLAINT FORM**

Describe **in detail** the alleged action taken against your company that you believe is a violation of Palm Beach County EBO Ordinance 2-80.28 and why?

Specify the role of the Respondent:     Contractor                     Subcontractor                     Consultant  
    Other \_\_\_\_\_

Approximate date of the alleged violation(s): \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**Please Note:** As per Sec. 2-80.28(e)(3), any person who violates these provisions shall be subject to penalties and sanctions established by the EBO Ordinance and related policies and procedures posted in the county-wide Policies and Procedures Manual (PPM) CW-O-043, as well as to the maximum penalty provided by law.

**OEBO USE ONLY**

<b>Complaint Number</b>	<b>Date Complaint Received</b>	<b>Complaint Received by</b>
<b>Date Assigned to Manager</b>		<b>Date Sent to Legal</b>
<b>Signature</b>		<b>Date</b>