

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1595

## CONTRACTOR INFORMATION

Name: Zona & Associates, P.A.

Address: 107 East Bay Street, Jacksonville Florida 32202  
City State Zip

Contractor's Administrator Name: John Zona, III, AIA Title: President

Tel#: 904-371-2790 Fax#: 904-358-6415 Email: jz3@zona-associates.com

## CONTRACT INFORMATION

Contract Name: Tri-Party Agreement Evans' Rendezvous Rehabilitation Contract Value: \$23,000

Brief Description: This agreement is for architectural and engineering services between Zona & Associates, P.D., the American Beach Property Owners Association (ABPOA) and the Board of County Commissioners of Nassau County for the Evans' Rendezvous Rehabilitation.

Contract Dates : From \_\_\_\_\_ to \_\_\_\_\_ Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other Professional Services

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_ No Increase

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. Daniel Salmer 6-9-10 AMPOA - MOU for Funding (CM1527)  
Department Head Signature Date Funding Source/Acct #
2. Charlotte Young 6-10-10  
Contract Management Date
3. [Signature] 6/15/10  
County Attorney (approved as to form only) Date
4. [Signature] 6/15/10  
Office of Management & Budget Date

Comments: \_\_\_\_\_

### INTERIM COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 6/15/10  
Ted Selby Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: 81 JUN 18 2010  
 Copy:  Clerk's Services; Contractor (original or certified copy)  
 Department  
 Office of Management & Budget  
 Contract Management  
 Clerk Finance

RECEIVED  
 CONTRACT MANAGEMENT  
 10 JUN 17 PM 12:36  
 2010 JUN 10 AM 10:42

RECEIVED  
 COUNTY COMM. CLERK'S  
 OFFICE

**TRI-PARTY AGREEMENT  
EVANS' RENDEZVOUS REHABILITATION**

THIS AGREEMENT is by and between the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, a political subdivision of the State of Florida (hereinafter referred to as "County"), ZONA & ASSOCIATES, P.A., a Florida corporation (hereinafter referred to as "Consultant"), and the AMERICAN BEACH PROPERTY OWNERS ASSOCIATION (hereinafter referred to as "ABPOA").

WITNESSETH

**WHEREAS**, the County entered into a Memorandum of Understanding (MOU) on December 14, 2009 with the ABPOA for Funding to Rehabilitate the Evans' Rendezvous, located off of Gregg Street in American Beach, Florida; and

**WHEREAS**, the ABPOA secured a grant for the purpose of making repairs to the Evans' Rendezvous; and

**WHEREAS**, the MOU provides that the County shall select a consultant/contractor to perform the work required in accordance with the County's purchasing policy for the rehabilitation of the Evans' Rendezvous; and

**WHEREAS**, the MOU provides that the ABPOA shall pay the Consultant for the scope of services to be performed, which is attached hereto as Exhibit "A"; and

**WHEREAS**, it is the purpose of this Agreement to set forth clearly the understanding and agreement of the parties with respect to the foregoing matter.

**NOW, THEREFORE**, in consideration of the premises hereof and the covenants contained hereafter, the parties do agree as follows:

**Section 1. Scope of Work.** The Consultant shall perform the work described in the Scope of Services attached hereto as Attachment "A" and made a part hereof, for the

Evans' Rendezvous, located on County owned property. The ABPOA shall ensure the goods and services billed in a particular invoice have been received and accepted by the County. All parties to this Tri-Party Agreement agree and fully understand that the Consultant shall look only to the ABPOA for payment and the County is in no manner responsible for or liable for payment.

**Section 2. Indemnification.** The Consultant shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant, in the performance of the contract. The Consultant shall not indemnify or hold harmless the County for any negligence on the part of the County, its employees, officers, directors, or agents.

**Section 3. Insurance.** The Consultant shall purchase and maintain such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance as is appropriate for the services being performed hereunder by Consultant, its employees or agents. The amounts and types of insurance shall conform to the following minimum requirements.

**Comprehensive General Liability:** Coverage must include:

- a. \$1,000,000.00 combined limit per occurrence for bodily injury, personal injury and property damage; \$2,000,000 general aggregate.
- b. Contractual coverage applicable to this specific contract, including any hold harmless and/or indemnification agreement.
- c. Additional Insured. County is to be specifically included as an additional insured.

- d. Notice of Cancellation and/or Restriction. The policy must be endorsed to provide County with ten (10) days' written notice of cancellation and/or restriction.

Certificates of Insurance evidencing the insurance coverage specified in this Section shall be filed with the County. The Certificates of Insurance shall be filed with County before this Agreement is deemed approved by the County. The required Certificates of Insurance not only shall name types of policies provided, but also shall refer specifically to this Agreement. All the policies of insurance so required of Consultant except workers compensation and professional liability insurance shall be endorsed to include as additional insured the County, its officers, employees, and agents to the extent of the County's interest arising from any contract agreement between County and Consultant. If the initial insurance expires prior to completion of the work, renewal Certificates of Insurance shall be furnished thirty (30) days prior to the date of their expiration.

Insurance coverage shall be placed with insurers or self-insurance funds, satisfactory to the County, licensed to do business in the State of Florida and with a resident agent designated for the service of process. All insurers shall have an "A" policyholder's rating and a financial rating of at least Class IX in accordance with the most current Best's rating. Consultant shall provide the County with financial information concerning any self insurance fund insuring Consultant. At the County's option, a Best's rating or Self-Insurance Fund financial information may be waived.

**Section 4. Dispute Resolution.** The parties agree that any dispute arising under this Contract shall be addressed by the representatives of the County and the Consultant as set forth herein. Disputes shall be set forth in writing to the County Manager with a copy to the Department Head or Consultant, depending on which party initiates the dispute,

and provided by overnight mail, UPS, FedEx, or certified mail. A response shall be provided in the same manner prior to the initial meeting with the County Manager, the Department Head (or their designee), and a representative of the Consultant. This initial meeting shall take place no more than thirty (30) days from the written notification of the dispute addressed to the County Manager.

If the dispute is not settled at the initial meeting, the County Manager shall immediately notify the County Attorney. The Department Head (or his/her designee), the County Attorney and the County Manager shall meet with the Consultant's representative(s) within thirty (30) days of the County Manager's notification to the County Attorney of the continued dispute.

If there is no satisfactory resolution, the claims, disputes, or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof, shall be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. If either party initiates a Court proceeding, and the Court orders, or the parties agree to, mediation, the cost of mediation shall be borne by the Consultant. Consultant shall not stop work during the pendency of mediation or dispute resolution. No litigation shall be initiated unless and until the procedures set forth herein are followed.

**Section 5. Notices.** Any notices required to be given or documents required to be delivered by the terms of this Tri-Party Agreement shall be deemed properly given or delivered if hand delivered, or if mailed to the proper party or parties by United States Mail, return receipt requested, at the following addresses:

Zona and Associates, P.A.

Mr. John Zona, III, AIA  
President  
107 East Bay Street  
Jacksonville, FL 32202

American Beach Property Owners Association:

Mr. Carlton Jones, President  
Post Office Box 6123  
Fernandina Beach, FL 32035

Nassau County, Florida

Nassau County, Florida  
Ted Selby  
Interim County Manager  
96135 Nassau Place, Suite 1  
Yulee, Florida 32097

**Section 6. Litigation.** Any and all litigation arising under this Tri-Party Agreement shall be brought in Nassau County, Florida.

**Section 7. Assignment.** This Agreement shall not be assigned without prior written consent in writing by all parties.

**Section 8. Binding Effect.** This Agreement will be binding upon the parties hereto and shall inure to the benefit of their respective heirs, administrators, successors, agents, principals, employees, shareholders, officers, representatives and assigns of the parties hereto. It is further understood that this Agreement is for the benefit of the parties hereto and shall not create any right in any person or entity not a party hereto or increase the obligation of any party hereto to any third person or entity.

**Section 9. Termination.** The parties agree that this Agreement may be terminated by either party with or without cause upon not less than seven (7) days written notice. The Consultant will be paid pro rata fees up to date of written notice of termination.

**Section 10. Time is of Essence.** Time is of the essence in the performance of any of the obligations or covenants as herein contained.

IN WITNESS WHEREOF, the parties have duly executed this Tri-Party Agreement this the 15th day of June, 2010.

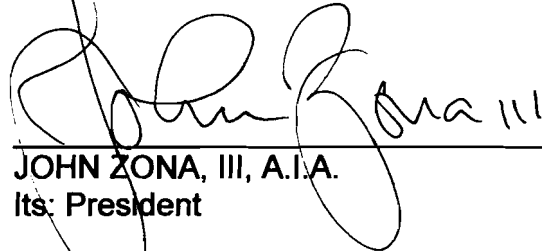
BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
\_\_\_\_\_  
TED SELBY  
Its: Interim County Manager, Designee

ATTEST:

  
\_\_\_\_\_  
Print Name: MICHAEL BLAKE

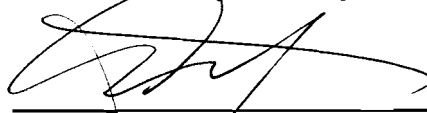
ZONA AND ASSOCIATES, P.A.

  
\_\_\_\_\_  
JOHN ZONA, III, A.I.A.  
Its: President

ATTEST:

  
\_\_\_\_\_  
Print Name: MICHAEL BLAKE

AMERICAN BEACH  
PROPERTY OWNER'S ASSOCIATION,  
A Florida non-profit corporation.

  
\_\_\_\_\_  
CARLTON D. JONES  
Its: President

**ZONA**

ASSOCIATES, P.A.  
*Distinctive Architecture, Planning and Interior Design*

EXHIBIT "A"

**CONTRACT**

**FOR**

**ARCHITECTURAL & ENGINEERING SERVICES**

**RENDEZVOUS CLUB  
RENOVATIONS**

**American Beach, Florida**

**June 14, 2010**

This Agreement is for Architectural and Engineering services between **Zona & Associates, P.A.**, and **The Nassau County Board of Commissioners Daniel Salmon-**Project Administrator, 45195 Musselwhite Road - Callahan, Florida 32011. The project can generally be described as a one story building comprising about 6500 SF of air-conditioned area with additional outdoor terraces and porches. The facility is in good structural condition considering its age and location. The objective of this engagement is to create a set of bid documents for constructing a new permanent roof structure, replace exterior doors and windows and complete other tasks outlined in this agreement, all of which would be consistent with the conceptual design prepared by this office for the Trust for Public Land last year.

**List of Contract Articles**

- I. Site Description**
- II. Project Description**
- III. Basic Services Description (Parts A and B)**
- IV. Additional Services Description**
- V. Project Quality and Budget Expectations**
- VI. Project Schedule**
- VII. Owner Responsibilities**
- VIII. Architect/Engineering Liabilities**
- IX. Deliverables**
- X. Fees & Payment Options**
- XI. Reimbursable Expenses**
- XII. Termination**
- XIII. Interpretation**



**I. Site Description**

The site is approximately 1.45 Acres with frontage on Greeg Street and the Atlantic Ocean in American Beach, Florida. There are two buildings currently located on the site but the southerly building is scheduled for demolition in the immediate future. A new building may be considered to replace the demolished one providing it keeps the same basic footprint.

**II. Project Description**

The project consists generally of the selective demolition of the existing roof structure(s), doors, windows, east porch and misc other items that may be compromising the envelop integrity of the existing structure. We will then create construction documents describing the replacement of all of these elements while bring the building up to applicable codes for this scope of work. We will assist in the bid evaluations and provide Construction Administration Services necessary to complete the scope of work summarized below:

**SCOPE OF SERVICES OUTLINE:**

- 1. Selective Demolition Work**
- 2. Accurate As-Builts**
- 3. New Exterior Door and Window Specs and Details**
- 4. New Structural and Architectural Design for Roof Systems**
- 5. New Oceanfront Porch Roof Design**
- 6. Code Analysis of Existing Structure**
- 7. Water Intrusion Source Analysis Other Than Doors and Windows**
- 8. Removal of Existing A/C and/or Plumbing Penetrations**
- 9. Any Other Misc. Items Relative to the Above**
- 10. Creation of Permit, Bid Documents and C.A. Services for this Scope of Work**

**III. Basic Services Description**

1. Based on Approved Schematics prepared for the Trust for Public Lands, prepare Selective Demolition Documents to describe the extent to which the existing building will need to be demolished to accomplish the objective of creating a new building envelope that will be water tight and structurally sound.
2. Prepare As-Builts of the Existing building in preparation of creating accurate CAD floor plans and elevations that will be used as base sheets for developing the rest of the construction documents required to accomplish the project's objectives.
3. Prepare Window and Door Schedules along with the necessary installation details to create a sound building envelope whose design is consistent with the results of the previous study completed recently by this office.

5. Based on Approved Design Schematics, prepare Design Development and Construction Documents for the roof replacement structure for the main building. The base scope of work for the roof replacement component will be to remove the existing roofing and sheathing, assess the structural condition of the existing roof structure and supplement it as necessary in preparation for a new roofing system. We acknowledge that it is desirable to expose the structure if feasible and affordable. As an alternate to this base bid, we will include the creation of a new truss system that would replace the entire existing structure and will include the truss conceptual design but will defer the shop drawings from the successful Building Contractor until after the award and vendor selection is complete and after the most economic system is determined.
6. Based on Approved Design Schematics, prepare Design Development and Construction Documents for the roof replacement structure for the East Veranda. This will include the design of the conventionally framed roof, column and foundation system to integrate visually with the new main roof structure.
7. Prepare closure details for all other intrusive penetrations (other than doors and windows), into the building so as to ensure that the resulting envelope is protected from the pressures of the environment.
8. Remove any and all HVAC, plumbing and kitchen equipment penetrations and repair openings so as to ensure that the resulting envelope is protected from the pressures of the environment.
9. Develop the preliminary drawings for the Pavilion building into Contract Documents including enclosing the space that was originally conceived as open space.
10. Discuss final construction strategies and timetable for completion with the successful General Contractor and work with the clients to establish an acceptable path to follow for the project.
11. Be available to answer questions and make clarifications to the Contract Documents and assist in the review of construction progress on site, adding supplemental sketch drawings as required. Special meetings required by the county are considered normal for this type of project and are included in the basic services provisions of the agreement.

**IV. Additional Services Description**

The basic services outlined above will be an all-inclusive package to cover everything from conceptual design through final Contract Documents for permitting and Contract Administration of the project. The architect will obtain the owner's prior written approval before commencing any services that are not included in basic services. Additional scope of work changes for extra ordinary items may be requested and provided for hourly rates or fixed fees based on the new scope definition. These services will be offered and described in a Fee and Services Proposal which could include, but not be limited to, such additional services as follows:

- A. Professional rendering of the finished product (beyond Z&A work).
- B. Interior design services required for selection, procurement and/or installation of furniture and furnishings.
- C. Surveys, soil boring, botanists, and landscape design.
- D. Any rezoning documentation and presentations involving special reviews and/or Public Hearings beyond the two that are included as basic services. (available at hourly rates to be billed at \$125.00 per hour to a maximum of \$5,000.00)

**V. Project Quality and Budget Expectations**

The quality level of this project can be best described as "consistent with the current marketplace" and those reflected in projects of similar quality and scope in the area. For the purposes of fee determination, we have estimated the construction budget at approximately \$215,000 (Including these proposed A/E fees).

**VI. Project Schedule**

Work can begin immediately upon acceptance of this Agreement and will require approximately 2 months to complete up to the bidding process. We further expect the construction administration process to take about 6 months after award of the construction contract.

**VII. Owner Responsibilities**

The Owner will be responsible to deliver to the Architect accurate surveys, topographical data and test boring analyses and recommendations. The Owner will also obtain any necessary DEP and/or DOT permits for which the Architect will assist in preparing the documentation required to submit to state agencies.

Owner will be prompt in his review of design materials and responsive to timely decisions required of the design process in order that schedule objectives may be met.

The Owner will pay invoices within ten (10) days and will clarify requests for additional services in time for the Architect to respond within 7 days with written contract supplements for these specific scopes of work. If payment is not received within 10 days, work on the project will be suspended until such time that the payment is received.

**VIII. Architect/Engineering Liabilities**

The Architect, will engage any engineers necessary to complete the project documentation. The Architect and Engineers must hold required current licenses to practice their respective professions in the State of Florida and stamp the drawings and specifications accordingly if required.

**IX. Deliverables**

Periodic copies of progress work will be provided to the Client for review and comments throughout the evolution of the design process. In addition, Design Development, 50% Contract Documents and Permit Issue Documents will be issued as defined Herein.

All necessary Engineering Services will be incorporated into the Contract Documents and be co-coordinated with the other Contract Documents. Technical specifications will be prepared jointly by the Architect and Engineering Consultants and will be incorporated into the Construction Documents as notes and Drawing Sheets. It is the Contractor's responsibility to obtain all necessary building permits for the project.

Provide on-site reviews and review monthly progress reports including Request for Payment verification documents. This service is available as outlined in the fee and payment schedule below.

**X. Fee and Payment Schedule**

The fee will be a lump sum amount of \$23,000 to be paid in accordance with the following payment schedule: All parties to this Tri-Party Agreement agree and fully understand that the Consultant shall look only to the ABPOA for payment and the County is in no manner responsible for or liable for payment.

Retainer (Due upon acceptance of Contract)	\$ 3,500
Design Development of the Approved Schematic Design	2,500
Contract Documents (50% completion)	6,500
Contract Documents 100% completion)	6,500
Bidding Administration	\$1,000
Contract Administration (6 months @ \$500 per Mo.)	<u>3,000</u>

***Total Contract Amount*** **\$ 23,000**

**XI. Reimbursable Expenses**

Normal reimbursable expenses such as, but not necessarily limited, to the following: courier delivery when requested by the client; prints other than in-house progress prints, large scale reproductions, etc., will be billed to the client without a markup. The Architect will obtain prior written approval for any reimbursable expenses exceeding \$500.00.

**XII. Termination**

This Agreement may be terminated by either party with or without cause upon not less than seven (7) days written notice. The Architect will be paid pro rata fees up to date of written notice of termination, in accordance with the Fee Schedule and work actually completed to date.

**XIII. Interpretation**

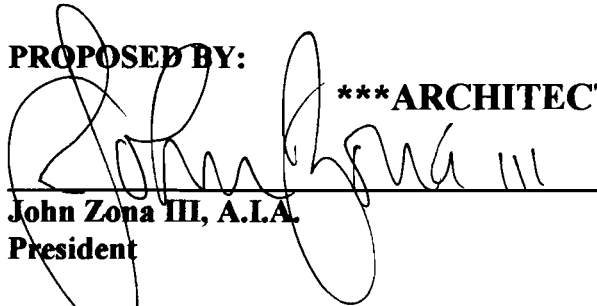
Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions so rendered in good faith.

The Architect shall render initial decisions on claims, disputes or other matters in question between the Owner and Contractor as provided in the Contract Documents. However, the Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

The Architect's decisions on claims, disputes or other matters in question between the Owner and Contractor, except for those relating to aesthetic effect as provided above, shall be subject to mediation and arbitration as provided in this Agreement and in the Contract Documents.

**PROPOSED BY:**

**\*\*\*ARCHITECT\*\*\***

  
\_\_\_\_\_  
John Zona III, A.I.A.  
President

**Date June 14, 2010**

**ACCEPTED BY:**

**\*\*\*CLIENT / OWNER\*\*\***

  
\_\_\_\_\_  
Client/Owners

**Date 6/17/10**

**Authorized Agent for the Nassau County Board of Commissioners**

<b>Agency</b>		<b>Insured</b>	
Cecil W. Powell & Co. P.O. Drawer 41490 219 Newnan St. Jacksonville, FL 32203-1490  09-09260		Zona & Associates PA 107 E Bay Street Jacksonville, FL 32202	
<b>Company</b>		<b>Policy Number</b>	<b>Policy Period</b>
WESTFIELD INSURANCE CO Westfield Ins Co P O Box 5001 Westfield Center, OH 44251-5001		CWP4920906	08/13/2009 08/13/2010
<b>Regarding</b>	<i>First Request</i>	A: AI Nassau Cty	
<b>Effective</b>	05/27/2010	A: AI - Nassau Cty	

**Comments**

General Liability -

Additional Other Interests

001) Add Additional insured - Nassau County

Address: 96135 Nassau Place Suite 6, Yulee, FL 32097

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/27/2010

PRODUCER 904.353.3181 FAX 904.353.5722  
Cecil W. Powell & Co.  
P.O. Drawer 41490  
219 Newnan St.  
Jacksonville, FL 32203-1490

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED Zona & Associates PA  
107 E Bay Street  
Jacksonville, FL 32202

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Westfield Ins Co	24112
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	CWP4920906	08/13/2009	08/13/2010	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 150,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 10,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY	\$ 1,000,000
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$ 2,000,000
		AUTOMOBILE LIABILITY				PRODUCTS - COMP/OP AGG	\$ 2,000,000
		<input type="checkbox"/> ANY AUTO				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
Certificate holder is additional insured & waiver of subrogation in favor of the same as respects general liability when required by written contract.

## CERTIFICATE HOLDER

Nassau County Board of County Commissioners  
96135 Nassau Place Suite 6  
Yulee, FL 32097

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Faye G. Coleman CIC/TLC

*Faye G. Coleman*

## **IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



