

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1596

CONTRACTOR INFORMATION

Name: Neptune Fire Protection Engineering, LLC

Address: 60 Ocean Boulevard, Suite 15, Atlantic Beach, Florida 32233
City State Zip

Contractor's Administrator Name: Steve Kowkabany, P.E. Title: Fire Protection Engineer

Tel#: 904-652-4200 Fax#: 904-212-0868 Email: steve@neptunefpe.com

CONTRACT INFORMATION

Contract Name: Fire Protection Engineering Services Contract Value: ~~\$2,300.00~~ **\$ 2,350.00** *(w/ 5-17-10)*

Brief Description: Fire protection engineering services for the addition to the existing O'Neal Fire Station #70 in Nassau County, Florida. Preparation of fire protection engineering documents as required to obtain a master permit for a sprinklered building.

*(*50 NTE for expenses)*

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. [Signature] 5/12/10 04223522-562303
Department Head Signature Date Funding Source/Acct #
2. Charlotte Young 5/17/10
Contract Management Date
3. [Signature] 5/20/10
County Attorney (approved as to form only) Date
4. [Signature] 5/24/10
Office of Management & Budget Date

RECEIVED
 COUNTY COORDINATORS
 OFFICE
 10 MAY 21 PM 2:38

Comments: _____

INTERIM COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 5/24/10
Ted Selby Date

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

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

RECEIVED
 CONTRACT MANAGEMENT
 MAY 10 11:33 AM '10



May 13, 2010

Mr. Sam Young, Chief
Nassau County Fire & Rescue
96135 Nassau Place, Suite 1
Yulee, Florida 32097

Dear Sam,

Please find below a proposal for fire protection engineering services for the addition to the existing O'Neal Fire Station #4061 in Nassau County, Florida.

SCOPE OF WORK

The scope of work shall include the preparation of fire protection engineering documents satisfying all requirements of Florida Administrative Code section 61G15, as required to obtain a master permit for a sprinklered building. This shall include conducting a site visit, obtaining a flow test, classifying the hazard levels of all building areas, determining whether a fire pump is necessary (and sizing it if required), evaluation of the risk of MIC, specification of sprinkler types and pipe materials, and all other requirements listed in 61G15. The drawing will also be reviewed with the Fire Marshal's office prior to its submittal to insure any potential problems are addressed early in the process.

Additionally this will include coordinating the design of the underground fire main with the civil engineer, adding any architectural specifications that are requested onto the drawing, providing recommendations to the architect on ways to reduce construction costs associated with the sprinkler system, and a review of contractor shop drawing submittals.

FEE

The fee for these services will be **Two Thousand Three Hundred Dollars (\$2,300)**.

Invoicing will be on a monthly basis. Payment will be due within 50 days of receipt of



invoice for completed services. Any unpaid balance will be assessed a service fee of 1.5% per month.

REIMBURSEMENT OF EXPENSES

Direct expenses incurred by Neptune due to out of town travel, mailing fees, and bulk reproductions shall be considered reimbursable expenses and invoiced on the basis of actual cost plus ten percent (10%). The maximum amount of these expenses will be **Fifty Dollars (\$50)**.

Thank you for the opportunity to submit this proposal.

Sincerely,

A handwritten signature in black ink that reads "Stephen Kowkabany". The signature is written over a horizontal line.

Steve Kowkabany, P.E.
Fire Protection Engineer
Neptune Fire Protection Engineering LLC

Accepted this 27th day of May, 2010.

By: 
For: Nassau County

