

CS-13-67

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CONTRACT APPROVAL FORM

CONTRACT MANAGEMENT

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1208-A1

2013 NOV -5 AM 11:47

CONTRACTOR INFORMATION

Name: Florida Fish and Wildlife Conservation Commission

Address: 620 S. Meridian Street Tallahassee, Florida 32399-1600
City State Zip

Contractor's Administrator Name: Mark Kiser Title: Birding & Wildlife Trail Coordinator

Tel#: 850-922-0664 Fax: _____ Email: Mark.Kiser@MyFWC.com

CONTRACT INFORMATION

Contract Name: Great Florida Birding Trail Sign Maintenance Agreement Contract Value: No monetary value

Brief Description: Maintain the Great Florida Birding Trail Sign (signs), installed along Lake Hampton Road within Nassau County, Florida

Contract Dates : From: 08/13/01 to (No end date) Status: New Renew Amend# WA/Task Order


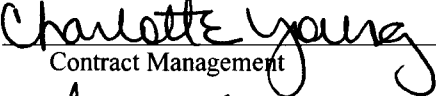
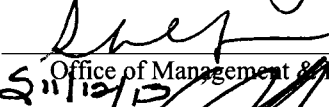
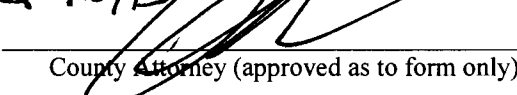
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other _____

If Processing an Amendment:

Contract #: CM1208 Increase Amount of Existing Contract: _____ No Increase

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: No monetary value

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|---|-----------------|-----------------------|
| 1. |  | <u>10/31/13</u> | <u>N/A</u> |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. |  | <u>11-4-13</u> | |
| | Contract Management | Date | |
| 3. |  | <u>11-13-13</u> | |
| | Office of Management & Budget | Date | |
| 4. |  | | |
| | County Attorney (approved as to form only) | Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

 11/19/13
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

2013 NOV 14 AM 10:51

CONTRACT MANAGEMENT

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COUNTY MANAGERS
OFFICE
13 NOV 15 AM 10:50

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COUNTY MANAGERS
OFFICE
13 NOV -4 PM 3:35

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COUNTY MANAGERS
OFFICE
13 NOV 12 PM 3:27

MODIFICATION NO. 1

CONTRACTOR

Nassau County Board of County Commissioners, 96135 Nassau Place, Suite 1, Yulee, Florida 32097

This Contract, as entered into between the Florida Fish and Wildlife Conservation Commission and the Contractor on the 13th day of August, 2001, is hereby modified as follows:

Page 2, paragraph no. 1 is hereby revised to change the FWC's Contract Manager to Mark Kiser, telephone number (850) 488-9478.

All other terms and conditions of the Contract shall remain unchanged.

NASSAU COUNTY

Dalby
County Manager

Date: 11/19/13

APPROVED

Terrie Ludwig
FWC Division Budget Director

Date: 12/12/13

FLORIDA FISH AND WILDLIFE
CONSERVATION COMMISSION

Mark Kiser
Contract Manager

Date: 12-5-2013

APPROVED

Steve Potlock
Contract Administrator

Date: 12/9/2013

Financial Management Completed Date

Memorandum

To: Randy Chapman
Office of Purchasing, Contracts Section

From: Mark Kiser
Office of Public Access and Wildlife Viewing Services



Re: Birding Trail sign maintenance agreements

Date: October 2, 2012

Beginning in 2001, the FWC's Office of Public Access and Wildlife Viewing Services (formerly the Office of Information Services and the Office of Recreation Services) entered into agreements to have our Great Florida Birding Trail (GFBT) road signs maintained. This was required by the Florida Department of Transportation (FDOT), who administered the federal grant funding for this project. The Birding Trail program sought cooperation from various entities (whose roads were under their jurisdiction) to maintain the road signs for the FWC.

At present, there are approximately 75 to 80 sign maintenance agreements between the FWC, individual counties and other entities/municipalities. The agreements generally have no monetary value, and therefore it was unclear that these types of agreements needed outside review. However, at this time, copies of all current sign maintenance agreements are now being forwarded to the Contracts Section for archiving.

It is understood that each of these agreements will be archived with an identification number pertaining to 2012, and it is further understood that all future agreements will need to be routed through the appropriate channels for review.

Thank you for your assistance.

Mark

Charlotte Young

From: Kiser, Mark [Mark.Kiser@MyFWC.com]
Sent: Wednesday, October 30, 2013 11:42 AM
To: Charlotte Young
Subject: RE: Birding Trail sign maintenance agreement

Hi Charlotte,

Our agency has a simple modification form for name and address changes.

Please see attached.

If this looks good to you as is, just fill in the title which is blank, sign, and email a scanned copy back to me and I will sign and submit to our contracts mgr.

We'll send a copy for your files.

Thanks,

Mark

Mark Kiser
Birding and Wildlife Trail Coordinator
Florida Fish and Wildlife Conservation Commission
850.488.9478; 850.488.3940 FAX
620 S. Meridian St.
Tallahassee, FL 32399
mark.kiser@myfwc.com
www.floridabirdingtrail.com

Find the GFBWT on Facebook and Twitter at MyGFBT

From: Charlotte Young [mailto:cyoung@nassaucountyfl.com]
Sent: Tuesday, October 29, 2013 1:23 PM
To: Kiser, Mark
Cc: Dawn Krass
Subject: RE: Birding Trail sign maintenance agreement

It can just be amended. Do you want Nassau County to draw up the draft amendment for your review or do you have a template for the County's review?

From: Kiser, Mark [mailto:Mark.Kiser@MyFWC.com]
Sent: Tuesday, October 29, 2013 1:21 PM
To: Charlotte Young
Cc: Jenniffer Hartley
Subject: Birding Trail sign maintenance agreement

Hi Charlotte,

Regarding the sign maintenance agreement between the FWC and Nassau County for the Great Florida Birding Trail road signs, please advise if a new agreement needs to be drawn up, or if it can be amended with my contact information, which I have provided below.

10/30/2013

Mark Kiser, Coordinator
Great Florida Birding and Wildlife Trail
Florida Fish and Wildlife Conservation Commission
620 S. Meridian St.
Tallahassee, Florida 32399-1600
(850) 488-9478

The 850-922-0664 number remains valid, it is for our Wildlife Viewing Section Leader.

Would it simplify matters to designate the "Birding and Wildlife Trail Coordinator" as the contact, and not name a specific individual within our agency, which changes from time to time?

The name of our project has since changed to the Great Florida Birding and Wildlife Trail, however the road signs will still bear the wording/designation of our original name, the Great Florida Birding Trail.

Thanks,

Mark

Mark Kiser
Birding and Wildlife Trail Coordinator
Florida Fish and Wildlife Conservation Commission
850.488.9478; 850.488.3940 FAX
620 S. Meridian St.
Tallahassee, FL 32399
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Find the GFBWT on Facebook and Twitter at MyGFBT