

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.  
CM1520-A1

## CONTRACTOR INFORMATION

Name: Sharleene Carter

Address: 75668 Johnson Lake Road Yulee Florida 32097  
City State Zip

Contractor's Administrator Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tel#: 904-468-0338 Fax#: \_\_\_\_\_ Email: sharleeneec@hotmail.com

RECEIVED  
 COUNTY COORDINATOR'S  
 OFFICE  
 10 JUN 14 PM 1:52

## CONTRACT INFORMATION

Contract Name: Custodial Service Contract Value: \$50.00 each rental

Brief Description: Yulee County Building - Custodian is to insure all rental and hold harmless agreements are executed deposit and rental fees are collected. Maintain the building in a clean manner as described in the contract agreement.

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

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

### If Processing an Amendment:

Contract #: CM1520-A1 Increase Amount of Existing Contract: \_\_\_\_\_ No Increase \_\_\_ NO \_\_\_

New Contract Dates: Nov 20, 2010 to Nov 20, 2011 TOTAL OR AMENDMENT AMOUNT: \$50.00 each rental

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

1. Daniel Salmer 6-8-10 01193519-534103  
Department Head Signature Date Funding Source/Acct #
2. Charlotte Young 6-11-10  
Contract Management Date
3. David Hall 6-13-10  
County Attorney (approved as to form only) Date
4. Ted Selby 6/15/10  
Office of Management & Budget Date

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 CONTRACT MANAGEMENT  
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Comments: \_\_\_\_\_

### COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL

Ted Selby 6/15/10  
 \_\_\_\_\_ Date  
 TED SELBY, Interim County Manager

### 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

**AMENDMENT NUMBER 1 / FIRST EXTENSION TO THE  
CUSTODIAL SERVICES AGREEMENT**

THIS ADDENDUM entered into this 15<sup>th</sup> day of June, 2010 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **SHARLEENE CARTER**, 75668 Johnson Lake Road, Yulee, FL, 32097, (hereinafter referred to as "Independent Contractor").

**WHEREAS**, the parties entered into an Agreement dated November 20, 2009, for Custodial Services for Yulee County Building; and

**WHEREAS**, the original agreement provided for an initial term of November 20, 2009 through November 19, 2010 and provided for one year renewals upon mutual agreement of the parties; and

**WHEREAS**, the parties desire to extend said Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. In accordance with Section 3 of the Agreement dated November 20, 2009, the performance period is hereby extended for an additional one (1) year beginning November 20, 2010 and ending November 19, 2011.

- 2. All other provisions of said Agreement not in conflict with this Addendum shall remain in full force and effect.
- 3. Time is of the essence.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
 \_\_\_\_\_  
 TED SELBY, COUNTY MANAGER  
 Its: Designee

INDEPENDENT CONTRACTOR

  
 \_\_\_\_\_  
 SHARLEENE CARTER

STATE OF Florida  
 COUNTY OF Nassau

Before me personally appeared,  
Sharleene Carter, who is personally known  or  
 produced Fla. DL as identification, known  
 to be the person described in and who executed the foregoing  
 instrument, and acknowledged to and before me that he/she  
 executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 1 day of  
June, 2010.

  
 \_\_\_\_\_  
 Notary Signature

Notary-Public-State of Florida at large  
 My Commission expires: 9/3/2012

