

# CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.**

CM1523-A1

## CONTRACTOR INFORMATION

Name: Laura LaRoche

Address: 27605 Missouri Street Hilliard Florida 32046  
City State Zip

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

Tel#: 904-651-7336 Fax#: \_\_\_\_\_ Email: llaroche@ufl.edu

## CONTRACT INFORMATION

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

Brief Description: Hilliard County Building - Custodian is to insure all rental and hold harmless agreements are executed all 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  X

### If Processing an Amendment:

Contract #: CM1523-A1 Increase Amount of Existing Contract: \_\_\_\_\_ No Increase N/A

New Contract Dates: November 20, 2010 to November 20, 2011 TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

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

1. Daniel Salma 6-15-10 01193519-534103  
Department Head Signature Date Funding Source/Acct #
2. Charlotte Young 6-16-10  
Contract Management Date
3. [Signature] 6-16-10  
County Attorney (approved as to form only) Date
4. [Signature] 6/17/10  
Office of Management & Budget Date

RECEIVED  
CONTRACT MANAGEMENT  
2010 JUN 16 AM 10:34

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

### COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL

[Signature] 6/17/10  
~~Edward Sealover~~ Date  
Ted Selby - Interim County Manager

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

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

RECEIVED  
CONTRACT MANAGEMENT  
2010 JUN 18 AM 10:35

COUNTY COORDINATOR'S OFFICE  
2010 JUN 17 PM 12:36

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

THIS ADDENDUM entered into this 17th 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 **LAURA LAROCHE**, 27605 Missouri Street, Hilliard, FL, 32046, (hereinafter referred to as "Independent Contractor").

**WHEREAS**, the parties entered into an Agreement dated November 20, 2009, for Custodial Services for Hilliard 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* 6/17/10  
 TED SELBY, COUNTY MANAGER *Interim*  
 Its: Designee

INDEPENDENT CONTRACTOR

*Laura LaRoche*  
 LAURA LAROCHE

STATE OF FLORIDA  
 COUNTY OF NASSAU

Before me personally appeared,  
Laura LaRoche, who is personally known      or  
 produced N/A 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 9<sup>th</sup> day of  
June, 2010.

*Winifred Favors*  
 Notary Signature

Notary-Public-State of FLORIDA at large

My Commission expires:

