

CS16-169

(Contract Management Use only)

# CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.

**CM2428**

## CONTRACTOR INFORMATION

Name: Charlotte J. Young

Address: 36369 Clyatt Circle, Hilliard, FL 32046  
City State Zip

Contractor's Administrator Name: Charlotte J. Young Title: Independent Contractor

Tel#: 904-845-4591 Fax: \_\_\_\_\_ Email: charlotteyoung816@yahoo.com

## CONTRACT INFORMATION

Contract Name: Part-Time Contract Work Contract Value: \$35 per hour

Brief Description: Perform duties pursuant to existing Board policies and procedures related to Contract Management

Contract Dates : From: 04/17/17 to 07/15/17 Status:  New  Renew  Amend#  WA/Task Order

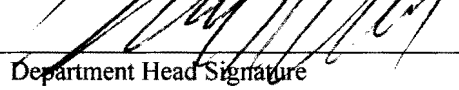
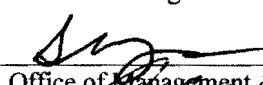
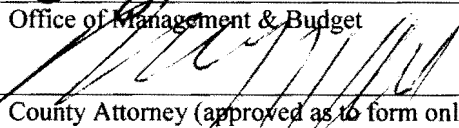
How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

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

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

- |    |   |               |                        |
|----|---|---------------|------------------------|
| 1. |  | <u>5-8-17</u> | County Attorney        |
|    | Department Head Signature   | Date          | Submitting Department  |
| 2. |   |               | <u>01250515-534000</u> |
|    | Contract Management   | Date          | Funding Source/Acct #  |
| 3. |  | <u>5-8-17</u> |                        |
|    | Office of Management & Budget   | Date          |                        |
| 4. |  | <u>5-8-17</u> |                        |
|    | County Attorney (approved as to form only)  | Date          |                        |

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

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

 \_\_\_\_\_ 5-8-17  
 Shanea D. Jones 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

**AGREEMENT FOR PART-TIME CONTRACT WORK**

**THIS AGREEMENT FOR PART-TIME CONTRACT WORK** made this 17th day of April, 2017 by and between the Board of County Commissioners ("Board"), and Charlotte J. Young, hereinafter referred to as ("Young").

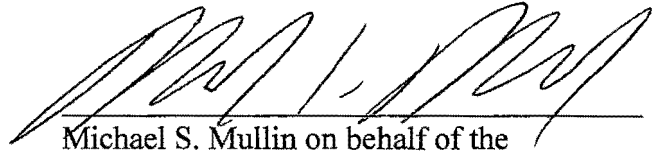
**NOW, THEREFORE**, for good and valuable consideration in hand received and acknowledged both as to receipt and sufficiency, and the Parties, Board and Young, do hereby agree as follows:

1. Young shall perform duties pursuant to existing Board policies and procedures related to Contract Management or duly authorized amendment thereto. Young shall report directly to the County Attorney.
2. Young's compensation shall be \$35.00 per hour on an as needed basis, which shall be paid by the Nassau County Contract Management Department.
3. Young shall receive no other employment benefits including FRS contributions from Nassau County except that she will be covered by Nassau County liability and workers compensation insurance.
4. Young shall be responsible for maintaining a record of hours worked per week and turning the record over to the County Attorney on a weekly basis.
5. Young will have the use of an office located in the County Attorney's Office.
6. Young understands and agrees that there is no property or liberty interest pursuant to the Part-Time Contract.
7. Young, by execution of this Agreement, acknowledges that she has been given sufficient time to read and understand the terms and does not require additional time to consult with anyone.
8. The term of this contract is ninety (90) days and may be extended for ninety (90) day periods upon execution of extension, by both parties. Young understands, however, as stated in Paragraph 9 of this Agreement, that the Agreement may be terminated by either party immediately and that Young's appointment is at-will.

9. The contract employee may be terminated immediately by and effective upon oral or written notification by either party to the other.

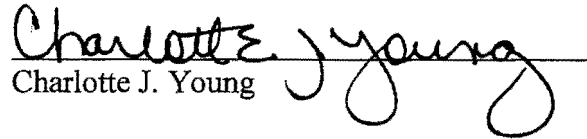
**IN WITNESS WHEREOF**, the Parties have executed this Agreement for Part-Time Contract Work of the date first above written.

NASSAU COUNTY, FLORIDA



Michael S. Mullin on behalf of the  
Board of County Commissioners

CHARLOTTE J. YOUNG



Charlotte J. Young