

C520-199

### CONTRACT APPROVAL FORM

(Contract Management Use only)  
**CONTRACT TRACKING NO.  
CM2980-A1**

#### CONTRACTOR INFORMATION

Name: James Moore & Co., P.L.  
Address: 121 Executive Circle, Daytona Beach, Florida 32114  
City State Zip  
Contractor's Administrator Name: Zach Chalifour Title: Engagement Lead Partner  
Tel#: (386) 589-4043 Fax: \_\_\_\_\_ Email: Zach.Chalifour@jmco.com

#### CONTRACT INFORMATION

Contract Name: Prof. Service Agrmt. for Procurement Policy Revisions Contract Value: \$30,000.00  
Brief Description: Revise 2009 Purchasing Policy, provide forms, training materials, etc. and assist with rollout  
Contract Dates : From: 3/17/2021 to: 5/16/2021 Status:  New  Renew  Amend#  WA/Task Order  
How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

#### If Processing an Amendment:

Contract #: CM2980 Increase Amount of Existing Contract: No Change  
New Contract Dates: 05/17/2021 to 06/16/2021 TOTAL OR AMENDMENT AMOUNT: \$30,000.00

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

- |                                     |                 |                        |
|-------------------------------------|-----------------|------------------------|
| 1. <u>Megan Diehl</u>               | <u>5/7/2021</u> | <u>Procurement</u>     |
| Department Head Signature           | Date            | Submitting Department  |
| 2. <u>[Signature]</u>               | <u>5/7/2021</u> | <u>01135513-531000</u> |
| Procurement                         | Date            | Funding Source/Acct #  |
| 3. <u>Megan Diehl</u>               | <u>5/7/2021</u> |                        |
| Office of Management & Budget       | Date            |                        |
| 4. <u>Michael S. Mullin</u>         | <u>5/7/2021</u> |                        |
| County Attorney/Contract Management | Date            |                        |

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

#### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Pope AICP 5/7/2021  
Taco Pope Date

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

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

**AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT**  
**FOR PROCUREMENT POLICY MANUAL REVISIONS FOR NASSAU**  
**COUNTY, FLORIDA**

THIS AMENDMENT entered into this 7<sup>th</sup> day of May \_\_\_\_\_, 2021 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 **JAMES MOORE & CO., P.L.**, a Florida Profit Corporation, whose principle office address is located at 121 Executive Circle, Daytona Beach, Florida 32114-1180 hereinafter referred to as "Consultant".

**WHEREAS**, on March 17, 2021, the County and the Consultant entered into the *Professional Services Agreement for Procurement Policy Manual Revisions for Nassau County, Florida*; and

**WHEREAS**, the Agreement provided for an initial performance period of sixty (60) calendar days, beginning March 17, 2021 and ending May 16, 2021, with an option to extend upon mutual written agreement between the Consultant and the County; and

**WHEREAS**, the parties desire to amend the Agreement extending the performance period for an additional thirty (30) day period, beginning May 17, 2021 and ending June 16, 2021.

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

1. In accordance with Article 4 of the Agreement dated March 17, 2021, the performance period is hereby extended for an additional thirty (30) days, beginning May 17, 2021 and ending June 16, 2021.
2. All other provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

**BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA**

Taco E. Pope, AICP  
Taco E. Pope, AICP, County Manager  
Its: Designee  
Date: 5/7/2021

**James Moore & Co., P.L.**

Zach Chalifour, CPA  
By: Zach Chalifour, CPA  
Its: Partner  
Date: 5/7/2021