

CS-22-0910  
CONTRACT TRACKING NO.  
CM3286

# BOCC CONTRACT APPROVAL FORM

(Request for Contract Preparation)

## GENERAL INFORMATION

Requesting Department: Facilities Maintenance

Contact Person: Evelyn Burton / Tony Lombardi

Telephone: 904-530-6125 Fax: (904) 879-3751 Email: eburton@nassaucountyfl.com

## CONTRACTOR INFORMATION

Name: The Lenape Group dba Vigneaux Corporation

Address: 5863 West Beaver Street Jacksonville FL 32254  
City State Zip

Contractor's Administrator Name: Russel Keen Title: Manager

Telephone: 904-646-8823 Fax: ( ) Email: rkeen@vigneaux.com

### IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: Brian T. Davis

Authorized Signatory Email: bdavis@vigneaux.com

## CONTRACT INFORMATION

Contract Name: Garage Door Preventative Maintenance

Description: Garage Door Preventative maintenance, Inspection and Repair Services for multiple County locations  
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$13,860 per year for initial term of 3 years = \$41,580 (invoiced quarterly; with 2 - one(1) year renewal options at the same price (\$13,860 x 2 = \$27,720) - Total contract \$69,300  
APPROXIMATE IF NECESSARY

Source of Funds:  County  State  Federal  Other \_\_\_\_\_ Account: 01073519-546020; 01076521-546020  
01072523-546020; 01074712-546020  
01362534-546020 - (FY22/23)

Authorized Signatory: Klynt Farmer

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: 9/30/25 Termination/Cancellation: 30 days

Status:  New  Renew  Amend#  WA/Task Order  Supplemental Agreement

How Procured:  Exemption  Sole Source  Single Source  ITB  RFP  RFQ  Coop  
 Piggyback  Quotes  Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increased Amount to Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ Total or Amended Amount: \_\_\_\_\_

Continued on next page

<b>CHECKLIST</b>		
<i>Review/Complete before sending contract for final signature</i>		
<b>Requirement</b>	<b>Description</b>	<b>Complete By</b>
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract.	Dept LG
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept LG
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept LG
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	Dept LG Cnty Atty
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	Cnty Atty
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	Cnty Atty
Term of Contract	Start and end dates of contract are included. Any renewals are included.	Cnty Atty
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	Cnty Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	Dept LG
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	Cnty Atty
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	Cnty Atty
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	Router

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Doug Podiak 12/2/2022  
Department Head/Contract Manager Date
2. Sanasa Belmonte 12/5/2022  
Procurement Date
3. Chris Lacambra 12/3/2022 <sup>JP</sup> 12/2/2022  
Office of Mgmt & Budget Date
4. Denise C. May 12/8/2022  
County Attorney Date

2/6/2022

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Taco E. Popey AICP 12/8/2022  
County Manager Date

**CONTRACT FOR GARAGE DOOR PREVENTATIVE MAINTENANCE SERVICES**

THIS CONTRACT entered into on January 9, 2023, by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida**, hereinafter referred to as the “County”, and **The Lenape Group dba Vigneaux Corporation**, located at 5863 West Beaver Street, Jacksonville, FL 32254, hereinafter referred to as the “Vendor”.

**WHEREAS**, the County received bids for garage door preventative maintenance services, on August 3, 2022 at 10:00am; and

**WHEREAS**, the Director of Public Works has determined that the Vendor was the lowest, most responsive and responsible bidder. A copy of the Vendor’s Response Price Sheet is attached hereto as Attachment “A” and made a part hereof; and

**NOW, THEREFORE**, in consideration of the terms and conditions herein set forth, the County and the Vendor agree as follows:

**SECTION 1. Description of Services and/or Materials to be Provided**

The County does hereby retain the Vendor to provide the services and/or materials further described in the *Technical Specifications/Scope of Work*, a copy of which is attached hereto and incorporated herein as Attachment “B”. This Contract standing alone does not authorize the performance of any work or require the County to place any orders for work. The Vendor shall commence the work in accordance with the issuance of a written Notice to Proceed for services and/or materials issued by the County.

**SECTION 2. Receiving/Payment/Invoicing**

**No payment will be made for services and/or materials without proper County authorization and approval.** The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice by the Director of Public Works, pursuant to and in accordance with the promulgations set forth by the State of Florida’s Prompt Payment Act. (Florida Statutes Section 218.70). The Vendor shall also submit a copy of all invoices submitted to Public Works for payment to [invoices@nassaucountyfl.com](mailto:invoices@nassaucountyfl.com) and [jkirkland@nassaucountyfl.com](mailto:jkirkland@nassaucountyfl.com) Payment shall not be made until services and/or materials have been received, inspected and accepted by the County in the quantity and/or quality ordered. Payment will be accomplished by

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submission of an invoice, with the contract number referenced thereon. Payment in advance of receipt of services and/or materials by the County cannot be made.

The invoice submitted shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the awarded bid.

**SECTION 3. Acceptance of Services and/or Materials**

Receipt of services and/or materials shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the services and/or materials meet bid specifications and conditions. Should the quantity and/or quality differ in any respect from specifications, payment will be withheld until such time as the Vendor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, the County Manager’s Office may authorize the recipient to refuse final acceptance of the quantity and/or quality received. Should a representative of the County agree to accept the services and/or materials on condition that the Vendor will correct their performance within a stipulated time period, then payment will be withheld until said corrections are made.

**SECTION 4. Firm Prices**

Prices for services and/or materials covered in the specifications of this Contract shall remain firm for the period of this Contract pursuant to pricing as reflected in Attachment “A”; net delivered to the ordering agency, **F.O.B. DESTINATION**. No additional fees or charges shall be accepted.

**SECTION 5. Fund Availability**

This Contract is deemed effective only to the extent that appropriations are available. Pursuant to Florida Statutes all appropriations lapse at the end of the Fiscal Year. Multi-year awards may be adequately funded but the County reserves the right not to appropriate for an ongoing procurement if it is deemed in its best interest.

**SECTION 6. Expenses**

Vendor shall be responsible for all expenses incurred while performing the services under this Contract. This includes, without limitation, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to Vendor’s agents, if any, hired by Vendor to complete the work under this Contract.

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**SECTION 7. Taxes**

The County is tax exempt. As such, the County will not pay any Federal Excise or State of Florida Sales Tax. The Vendor will refrain from including taxes in any billing.

**SECTION 8. Laws Governing this Contract**

This Contract shall be consistent with, and be governed by, the Ordinances of Nassau County, the whole laws and rules of the State of Florida, both procedural and substantive, and applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

**SECTION 9. Changes**

The County reserves the right to order, in writing, changes in the work within the scope of the Contract, such as change in quantity or delivery schedule. The Vendor has the right to request an equitable price adjustment in cases where changes to the Contract under the authority of this clause result in increased costs to the Vendor.

**SECTION 10. Modifications**

In addition to modifications made under the changes clause, this Contract may be modified within the scope of the Contract upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

**SECTION 11. Assignment & Subcontracting**

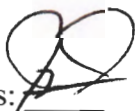
The Vendor will not be permitted to assign its Contract with the County, or to subcontract any of the work requirements to be performed without obtaining prior written approval by the County.

**SECTION 12. Severability**

If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 13. Termination for Default**

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The performance of the Contract may be terminated by the County in accordance with this clause, in whole or in part, in writing, whenever the County shall determine that the Vendor has failed to meet the requirements as outlined in this Contract.

**SECTION 14. Termination for Convenience**

The County reserves the right to terminate the Contract in whole or part by giving the Vendor written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Vendor shall only provide those services and/or materials specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Vendor for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Vendor.

**SECTION 15. Force Majeure**

Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restriction, strikes and freight embargoes. In all cases, the failure to perform must be totally beyond the control and without any fault or negligence of the party.

**SECTION 16. Access and Audits**

The Vendor shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of this Contract. The County and the Clerk of Courts shall have access to such books, records, and documents as required in this Section for the purpose of inspection or audit during normal business hours, at the County's or the Clerk's cost, upon five (5) days' written notice.

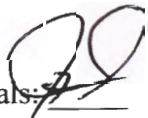
**SECTION 17. Vendor Responsibilities**

The Vendor will provide the services and materials agreed upon in a timely and professional manner in accordance with specifications referenced herein and in accordance with the *Technical Specifications/Scope of Work*.

**SECTION 18. Public Emergencies**

The Vendor shall agree before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of nature that the County shall require a "First Priority" for services and

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materials. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. The Vendor agrees to sell all materials to and perform all services for the County or governmental entities on a "First Priority" basis. The County expects to pay a fair and reasonable price for all services and materials rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of nature.

**SECTION 19. Period of Contract/Option to Extend or Renew**

The performance period of this Contract shall begin upon full execution by the last party to execute this Contract and terminate on September 30, 2025. The County may extend the performance period of this Contract in one (1) year increments for up to two (2) additional years maximum with no change in terms or conditions. Any extensions shall be signed and approved by both parties. Any Contract or amendment to the Contract shall be subject to fund availability and mutual written agreement between the County and the Vendor.

In the event that the Contract is continued beyond the term provided, by mutual consent, the Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

**SECTION 20. Probationary Period**

The first ninety (90) days of this Contract are to be considered a "probationary" period. At the County's election, this Contract may be terminated, based on the performance of the Vendor, and a new award be granted without another formal bid.

**SECTION 21. Independent Vendor Status**

Vendor and County agree that: (a) Vendor has the right to perform services for others during the term of this Contract; (b) Vendor has the sole right to control and direct the means, manner and method by which the services required by this Contract will be performed; (c) Vendor has the right to perform the services required by this Contract at any location or time; (d) Vendor has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

**SECTION 22. Indemnification and Insurance**

Vendor shall indemnify and hold harmless County and its agents and employees from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to

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the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Vendor and any persons employed or utilized by Vendor, in the performance of the Contract.

Vendor shall maintain such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance as is detailed in Exhibit "1" and as is appropriate for the goods or services being performed hereunder by Vendor, its employees or agents.

**SECTION 23. Dispute Resolution**

The County may utilize this section, at their discretion, as to disputes regarding Contract interpretation. The County may send a written communication to the Vendor by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth the County's interpretation of the Contract. A response shall be provided in the same manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to the Vendor. The Vendor should have a representative, at the meeting that can render a decision on behalf of the Vendor.

If there is no satisfactory resolution as to the interpretation of the contract, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Vendor. The Vendor shall not stop work during the pendency of mediation or dispute resolution.

**SECTION 24. E-Verify System**

Vendor must comply with F.S. 448.095 and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by Vendor during the term of this Agreement to work in Florida. Additionally, if Vendor uses subcontractors to perform any portion of the Work (under this Agreement), Vendor must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the Work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify).

**SECTION 25. Public Records**

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The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, [RECORDS@NASSAUCOUNTYFL.COM](mailto:RECORDS@NASSAUCOUNTYFL.COM), 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this agreement, to the extent that the Vendor is providing services to the County, and pursuant to section 119.0701, Florida Statutes, the Vendor shall:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Vendor does not transfer the records to the public agency.
- d. Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of the Vendor or keep and maintain public records required by the public agency to perform the service. If the Vendor transfers all public records to the public agency upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**SECTION 26. Request for Records; Noncompliance**

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A request to inspect or copy public records relating to a public agency’s contract for materials must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Vendor of the request, and the Vendor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a Vendor does not comply with the public agency’s request for records, the public agency shall enforce the Contract provisions in accordance with the Contract.

A Vendor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under §119.10, Florida Statutes.

**SECTION 27. Civil Action**

If a civil action is filed against the Vendor to compel production of public records relating to the Contract, the Court shall assess and award against the Vendor the reasonable costs of enforcement, including reasonable attorney fees if:

- (a) The Court determines that the Vendor unlawfully refused to comply with the public records request within a reasonable time; and
- (b) At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Vendor has not complied with the request, the public agency and to the Vendor.

A notice complies with subparagraph (b), if it is sent to the public agency’s custodian of public records and to the Vendor at the Vendor’s address listed on its Contract with the public agency or to the Vendor’s registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Vendor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

**SECTION 28. Disclosure of Litigation, Investigations, Arbitration or Administrative Decisions**

The Vendor, during the term of this Contract, or any extension, has a continual duty to properly disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Vendor. If the

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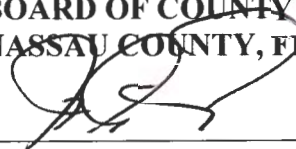
existence of the proceeding causes the County concerns that the Vendor's ability or willingness to perform this contract is jeopardized, the Vendor may be required to provide the County with reasonable written assurance to demonstrate the Vendor can perform the terms and conditions of the Contract.

**SECTION 29. Entire Agreement**

The written terms and provisions of this Contract shall supersede all prior verbal statements of any official or other representative of the County. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or Contract Documents.

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on this day and year first above written.

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

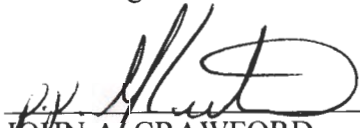


By: KLYNT FARMER

Its: Chairman

Date: January 9, 2023

Attest as to authenticity of the  
Chair's signature:

  
JOHN A. CRAWFORD  
Its: Ex-Officio Clerk

Approved as to form and legality by the  
Nassau County Attorney

Denise C. May  
DENISE C. MAY

Initials: BTD

  
Initials:

Contract No.: CM3286

**VIGNEAUX CORPORATION**


Brian T. Davis

By: Brian T. Davis

Its: President

Date: 12/8/2022

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Initials: 

## ATTACHMENT "A"



# INVITATION TO BID

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

<b>Solicitation Title:</b> Garage Door Preventative Maintenance, Inspection, and Repair Services	
<b>Solicitation Number:</b> NC22-028 ITB	<b>Project/Contract Duration:</b> Three (3) years after Contract Execution
<b>Requesting Department:</b> Facilities Maintenance Department	<b>Procurement Contact:</b> Thomas O'Brien tobrien@nassaucountyfl.com
<b>Contact Address:</b> 96135 Nassau Place, Suite 2 Yulee, Florida 32097	<b>Contact Information:</b> procurement@nassaucountyfl.com
<b>Response Due Date and Opening Date/Time:</b> Wednesday July 13 <sup>th</sup> , 2022 @ 10:00 AM EST	
<b>Pre-Bid Date/Time:</b> N/A	<b>Deadline for Questions:</b> Monday June 27, 2022 @ 4:00 PM EST
<b>Location of Response Opening:</b> Robert M. Foster Justice Center, 76347 Veterans Way, Second Floor, Yulee, Florida 32097	

In accordance with the intent and content of this solicitation, we the undersigned do hereby offer to perform as stipulated in this response. Failure to do so may result in the forfeiting of bid security, removal from the County's vendor list, or other remedies available to the County under the laws of the State of Florida.

<b>Legal Name of Respondent:</b> Russel S. Keen		
<b>Business Address:</b> 5863 W. Beaver St., Jacksonville, FL 32254		
<b>Phone Number:</b> 904-646-8823	<b>Email:</b> RKeen@vignaux.com	<b>FL License Number:</b> 13327
<b>Authorized Signature:</b> 		<b>Date:</b> 08-02-2022
<b>Printed Name of Signer:</b> Russel S. Keen		<b>Title:</b> Manager

### General Instructions/Declarations

1. Bid results will be available pursuant to Florida Statute 119.071(b).
2. Bids must be submitted on the forms furnished by the County within this solicitation, unless otherwise specified below.
3. This page must be completed and returned as the top sheet of any Bid submitted.
4. It is the intent and purpose of Nassau County that this solicitation promotes competitive bidding. It shall be the Bidder's responsibility to advise the Procurement Department via the County's electronic bidding platform if, in the Bidder's opinion, any language, requirements, etc. inadvertently restricts or limits competition. Such notification must be submitted via the County's electronic bidding platform and must be received by the Procurement Department no later than the Deadline for Questions date and time stated above.

**(THIS PAGE MUST BE RETURNED WITH YOUR RESPONSE)**

ATTACHMENT "A"

PRICE RESPONSE SHEET

**Quarterly Preventive Maintenance -**

will include the following: -

- Checking all safety switches and devices, lubrication of all moving parts, to include rollers on tracks, visual inspection of all electrical wires and terminals, to ensure there are no burnt or damaged wires. Additionally, visual inspection of boards, contactors, and relays to ensure they are in good condition and check for proper operation of doors.

TOTAL \$ 3465<sup>00</sup>/<sub>100</sub>

**On-Call Service: -**

as needed

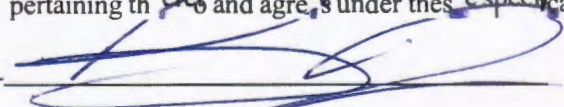
- Contractor will offer after hours and weekend On-Call Emergency Service. Although this service is not anticipated, vendors should provide a price for these services. Contractor will provide the contact information in the event of an emergency.

Monday thru Friday after hours \$ 157<sup>00</sup>/<sub>100</sub>

Saturday thru Sunday \$ 157<sup>00</sup>/<sub>100</sub>

Holiday \$ 157<sup>00</sup>/<sub>100</sub>

The undersigned declares that they have examined the Notice to Bidders, Instructions to Bidders, and Technical Specifications/Scope of Work and is informed fully with regard to all terms and conditions pertaining thereto and agrees under these specifications at the prices set forth above.

By: 

(Signature)

Brian J. Davis

(Above name printed or typed)

Company: Vignaux Corporation

Address: 5863 W. Beach

City, State, Zip: Jacksonville, FL

Phone #: 904-783-1600

E-mail: SERVICE@VIGNAUX.COM



8/2/2022

Nassau County BOC

Solicitation Number: NC22-028 ITB

Please see the breakdown by location and quarterly total amounts.

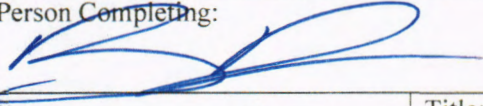
<u>Location</u>	<u>Grand total</u>
Amelia Utilities	\$ 35.00
FS #20	\$ 280.00
FS #70	\$ 70.00
FS Headquarters	\$ 70.00
Pirates Woods VFD	\$ 70.00
FS #71	\$ 210.00
Gov Complex	\$ 105.00
Miner Road Fire Station	\$ 140.00
Yulee Road Department	\$ 210.00
FS #30	\$ 70.00
Sheriff's Office	\$ 840.00
Detention Facility	\$ 70.00
Justice Center	\$ 140.00
Records Building	\$ 35.00
Multi-Use Bldg.	\$ 35.00
Facilities Maintenance	\$ 105.00
Solid Waste	\$ 70.00
Gray Cables	\$ 175.00
VFS	\$ 140.00
FS #60	\$ 210.00
FS #40	\$ 210.00
Hilliard Road Dept.	\$ 175.00
	\$ 3,465.00

Russel S. Keen, Manger

Date

www.vigneaux.com

**ADDENDA ACKNOWLEDGMENT**

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # <u>1</u> through # <u>1</u>
<b>SOLICITATION NUMBER:</b> NC22-028-ITB	Date: <u>8/02/2022</u>
Signature of Person Completing: 	
Printed Name: <u>Brian Davis</u>	Title: <u>President</u>

>>> Failure to submit this form may disqualify your bid. <<<



## ATTACHMENT "B"

**NASSAU COUNTY  
FACILITIES MAINTENANCE DEPARTMENT**

Office Address: 45195 Musselwhite Road - Callahan, FL 32011

**RE: GARAGE DOOR PREVENTATIVE MAINTENANCE, INSPECTION & REPAIR SERVICE****SCOPE OF WORK**Summary:

The Nassau County Board of County Commissioners (BOCC) is seeking bids from qualified vendors for Garage Door Preventive Maintenance, Inspection and Repair Services. Services shall be made on a quarterly basis. On-Call after hours and weekend services may also be required.

Bidder will be required to perform preventative maintenance inspection services on a quarterly basis. Preventative maintenance should include checking all safety switches and devices, lubrication of all moving parts, to include rollers on tracks, visual inspection of all electrical wires and terminals, to ensure there are no burnt or damaged wires. Additionally, visual inspection of boards, contactors, and relays to ensure they are in good condition and check for proper operation of doors.

During the inspection, if the contractor identifies deficiencies that need repair, the contractor will advise the designated Facilities Maintenance staff person and provide a written quote for repairs and wait for approval from Facilities Maintenance, before making repair.

Any parts or repairs needed are to be submitted by quote the day of Preventative Maintenance (PM) and will be scheduled or ordered only after a Purchase Order has been obtained. Any parts ordered before authorized by the County will be at the expense of the contractor.

Quarterly Preventive Maintenance Inspection will include the following:

- Checking all safety switches and devices, lubrication of all moving parts, to include rollers on tracks, visual inspection of all electrical wires and terminals, to ensure there are no burnt or damaged wires. Additionally, visual inspection of boards, contactors, and relays to ensure they are in good condition and check for proper operation of doors.

Emergency On-Call Service:

- Contractor will offer after hours and weekend On-Call Emergency Service. Although this service is not anticipated, vendors should provide a price for these services. Contractor will provide the contact information in the event of an emergency.

Term of Contract:

The initial contract prices resulting from this solicitation shall prevail for a three (3) year period from the contract's initial effective date.

Option to Renew for two (2) additional one year periods (Maintain Same Prices)

Prior to, or upon completion, of the initial term, the County shall have the option to renew this contract for two 1-year additional periods. The vendor shall maintain, for the entirety of the stated additional period(s) the same prices, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative may be exercised only when such continuation is clearly in the best interest of the County.

**LIST OF GARAGE DOORS TO BE INSPECTED BY BUILDING LOCATION**

- 1- 12x10 manual door, Nassau Amelia Utilities 5390 1<sup>st</sup> Coast HWY FB 32034
- 2- 14x12, 2- 11x10, 2- 11x12, 2- 12x12 doors motorized, Fire St. 20 5518 1<sup>st</sup> Coast HWY FB 32034
- 2- 12x12 motorized doors, Fire St 70 96031 Pine Grove Rd FB32034
- 2- 12x12 manual door, Fire Rescue HQ 96160 Nassau Place Yulee 32097
- 2- 12x12 manual doors, Pirates Woods VFD 97047 Pirates Way FB 32034
- 6-14x14 motorized doors, Fire St 71 96262 Chester Rd Yulee 32097
- 1- 12x12 motorized, 1- 12x12, 1- 8x8 manual doors, James Page Gov Complex 96161 Nassau Place Yulee 32097
- 4- 14x12 manual doors, Miner Rd Fire St 85230 Miner Rd Yulee 32097
- 6- 15x14 motorized doors, Yulee Road Department 86200 Gene Lasserre Rd Yulee 32097
- 2- 12x12 motorized doors, Fire St 30 86026 Pages Dairy Rd Yulee 32097
- 2- 8x10, 1-8x6, 7- 10x14, 14- 14x14 motorized doors, Sheriff's Office 77151 Citizens Circle Yulee 32097
- 2- 10x14 motorized doors, Detention Facility 76212 Nicholas Cuthina Rd Yulee 32097
- 1- 8x20, 1- 8x8, 2- 9x10 motorized doors, Justice Center 76347 Veterans Way Yulee 32097
- 1- 8x6 manual door, Justice Center Records Bldg. 76449 Veterans Way Yulee 32097
- 1- 13x12 manual door, Multi-Use Bldg. 543350 US HWY 1 Callahan 32011
- 1- 7' 4"x 10 manual door, 2- 10x12 motorized doors, Facilities Maintenance Office 45195 Musselwhite Rd Callahan 32011
- 1- 16x16, 1- 12x12 motorized doors, Solid Waste 46026 Landfill Rd Callahan 32011
- 5- 12x12 manual doors, Grey Gables Lem Turner Rd Callahan 32011
- 3- 10x12, 1- 10x10, VFS corner of SR119 & SR121 Bryceville
- 6- 14x14 motorized doors, Fire St 60 8348 US HWY 301 Bryceville
- 6- 14x14 motorized doors, Fire St 40 37230 Pea Farm Rd Hilliard 32046
- 5- 12x15 manual doors, Hilliard Road Department 37359 Pea Farm Rd Hilliard 32046

NOTE: The County reserves the right to add additional locations.

ATTACHMENT "D"  
CONFLICT OF INTEREST STATEMENT

STATE OF FL ) COUNTY OF  
DUVAL )

Before me the undersigned authority personally appeared Brian T. Davis, who was duly sworn, deposes and states:

- A. I am the Pres. dent of Vigwave with a local office in Jacksonville and principal office in Jacksonville.
- B. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon his full knowledge.
- C. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a bid for the work contemplated hereby.
- D. Neither the AFFIANT nor the above-named entity has directly or indirectly entered into any Contract, participated in any collusion or collusion activity, or otherwise taken any action which in any way restrict or restraint the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
- E. Neither the entity nor its affiliates nor anyone associated with them is presently suspended or otherwise prohibited from participation in this solicitation or any contracting to follow thereafter by any government.
- F. Neither the entity nor its affiliates nor anyone associated with them have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- G. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Division, Department or Office.
- H. I certify that no member of the entity's ownership or management is presently applying, actively seeking or has been selected for an elected position within Nassau County government.
- I. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

Dated this 1 day of August, 2022

AFFIANT [Signature]  
Brian T. Davis  
Typed Name of AFFIANT

State of: Florida  
County of: Duval

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 1st day of August, 2022 by Brian T. Davis who is  personally known to me or  produced [Signature] as identification.



16 Sherril L. Williams  
Notary Public

My commission expires: 01-09-2024

>>> Failure to submit this form may disqualify your bid. <<<

ATTACHMENT "E"  
PUBLIC ENTITY CRIMES

SWORN STATEMENT  
UNDER FLORIDA STATUTE 287.133(3)(a)

THIS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted with Response or Contract for Nassau County
2. This sworn statement is submitted by Vignacave Corporation (entity submitting sworn statement), whose business address is 5862 W. Beaver St Jacksonville, FL and its Federal Employee Identification Number (FEIN) is \_\_\_\_\_. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: 20-852364)
3. My name is BRIAN DAVIS (please print name of individual signing), and my relationship to the entity named above is OWNER.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any leases for real property, or any contract for the construction or repair of a public building or public work, to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction or a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
  - a) A predecessor or successor of a person convicted of a public entity crime; or
  - b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not to fair market value under an arm's length agreement, shall be prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
  - c)
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

BD Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one of more of the officers, directors, executives, partners,

shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

31 The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date 8/01/2022

State of: Florida  
County of: Duval

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 1st day of August, 2022 by Brian T. Davis who is  personally known to me or  produced \_\_\_\_\_ as identification.



\_\_\_\_\_  
Notary Public  
My commission expires: 01-09-2024

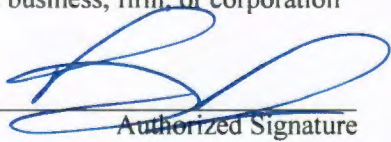
**ATTACHMENT "G"  
DRUG FREE WORKPLACE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that \_\_\_\_\_

Vigoreaux Corporation (print or type name of firm):

1. Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace named above and specifying actions that will be taken against violations of such prohibition.
2. Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
3. Gives each employee engaged in providing commodities or contractual services that are under bid or bid, a copy of the statement specified above.
4. Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
5. Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Makes a good faith effort to continue to maintain a drug free workplace through the implementation of a drug free workplace program.

"As a person authorized to sign a statement, I certify that the above-named business, firm, or corporation complies fully with the requirements set forth herein."

  
\_\_\_\_\_  
Authorized Signature

8/1/2022  
\_\_\_\_\_  
Date Signed

State of: Florida

County of: Duval

The preceding was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 1st day of August, 2022 by Brian T. Davis who is  personally known to me or  produced \_\_\_\_\_ as identification.



Sherril Williams  
Notary Public

My commission expires: 01-09-2024



ATTACHMENT "I"  
EXPERIENCE OF BIDDER

The following questionnaire shall be answered by the bidder for use in evaluating the bid to determine the lowest, responsive, and responsible bidder, meeting the required specifications.

1. FIRM NAME: Vigneaux Corporation  
Address: 5863 W. Beaver St.  
City/State/Zip: Jacksonville, FL 32254  
Phone: 904-783-1600 Email: service@vigneaux.com  
Name of primary contact responsible for work performance: Russel S. Keen  
Phone: 904-783-1600 Cell Phone: 904-646-8823  
Email: r.Keen@vigneaux.com

2. INSURANCE:  
Surety Company: HUB International  
Agent Company: HUB International  
Agent Contact: Joanie Newton  
Total Bonding Capacity: \$ 1 million Value of Work Presently Bonded: \$ 0

3. EXPERIENCE:  
Years in business: 15  
Years in business under this name: 15  
Years performing this type of work: 15  
Value of work now under contract: 500,000  
Value of work in place last year: 5 million  
Percentage (%) of work usually self-performed: 95%  
Name of sub vendors you may use: Cook Electric  
Has your firm: Failed to complete a contract: \_\_\_ Yes  No  
Been involved in bankruptcy or reorganization: \_\_\_ Yes  No  
Pending judgment claims or suits against firm: \_\_\_ Yes  No

4. PERSONNEL  
How many employees does your company employ:  
Management 22 Full time \_\_\_ Part time

Site/Crew Supervisors Full time Part time Workers/Laborers 13 Full time 0 Part time Clerical 5 Full time  
 Part time Clerical  
 Other 5 Full time 0 Part time

**5. WORK EXPERIENCE:**

List your three (3) most significant commercial accounts where the contract was similar in scope and size to this bid.

Reference #1:

Company/Agency Name: City of Jacksonville - Fire & Rescue  
 Address: 515 N. Julia St. Jacksonville, FL 32202  
 Contact Person: Gary Daly  
 Phone: 904-334-9967 Email: GDaly@coj.net  
 Project Description: Service and preventative maintenance  
 Contract \$ Amount: 150,000  
 Date Completed: on going

Reference #2:

Company/Agency Name: ASM, Veterans Arena + Baseball Grounds  
 Address: 300 + 301 A. Phillip Randolph Blvd., Jacksonville, FL 32202  
 Contact Person: Travis Trusty  
 Phone: 904-485-6184 Email: TTrusty@asmjax.com  
 Project Description: Preventative maintenance  
 Contract \$ Amount: 8,415.00  
 Date Completed: on going

Reference #3:

Company/Agency Name: City of Jacksonville Public Works Public Building  
 Address: 214 Hogan St. Jacksonville, FL 32202  
 Contact Person: David Smith  
 Phone: 904-255-4342 Email: BelmontS@coj.net  
 Project Description: Service and preventative maintenance  
 Contract \$ Amount: 100,000  
 Date Completed: on going



**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
 96135 Nassau Place, Suite 6  
 Yulee, Florida 32097

John Martin  
 Aaron C. Bell  
 Jeff Gray  
 Thomas R. Ford  
 Klynt Farmer

Dist. No. 1 Fernandina Beach  
 Dist. No. 2 Amelia Island  
 Dist. No. 3 Yulee  
 Dist. No. 4 Bryceville/Hilliard  
 Dist. No. 5 Callahan/West Yulee

JOHN A. CRAWFORD  
 Ex-Officio Clerk

MICHAEL S. MULLIN  
 County Attorney

TACO E. POPE, AICP  
 County Manager

## E-VERIFY FORM UNDER SECTION 448.095, FLORIDA STATUTES

Project Name: Garage Door Preservo Maintenance

Bid No./Contract No.: NC 22-028-1TB

### DEFINITIONS:

“Contractor” means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration. “Contractor” includes, but is not limited to, a vendor or consultant.

“Subcontractor” means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.


“E-Verify System” means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

**Effective January 1, 2021, Contractors, shall register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. Contractor shall register for and utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of:**

- a) All persons employed by a Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Contractor to perform work pursuant to the contract with Nassau County. The Contractor acknowledges and agrees that registration and use of the U.S. Department of Homeland Security’s E-Verify System during the term of the contract is a condition of the contract with Nassau County; and

(904) 530-6100

**An Affirmative Action / Equal Opportunity Employer**

 An official website of the United States government  
[Here's how you know](#)



Menu ☰

## My Company Account

# My Company Profile

## Company Information

### Company Name

The Lenape Group, LLC

### Doing Business As (DBA)

Vigneaux Corporation

### Company ID

434813

### Enrollment Date

07/26/2011

### Employer ID Number

208523648

### DUNS Number

827671632

### Total Number of Employees

10 to 19

### NAICS Code

236

### Sector

Construction

**Subsector**

Construction of Buildings

[Edit Company Information](#)

## Employer Category

**Employer Category**

None of these categories apply

[Edit Employer Category](#)

## Company Locations

**Physical Address**

5863 W. Beaver Street  
Jacksonville, FL 32254

**Mailing Address**

Same as Physical Address

[Edit Company Locations](#)

## Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

## Number of Sites

1

[Edit Hiring Sites](#)

# Company Access and MOU

## My Company is Configured to:

Verify Its Own Employees

## Memorandum of Understanding

[View Current MOU](#)

[U.S. Department of Homeland Security](#)

[U.S. Citizenship and Immigration Services](#)

[Accessibility](#)

[Plug-ins](#)





**Requisition Form**  
**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1  
 Yulee, FL 32097

<b>VENDOR NAME/ADDRESS</b>
The Lenape Group dba Vigneaux Corporation 5863 W Beaver Street Jacksonville, FL 32254

<b>ENT</b>
Facilities Maintenance

<b>REQUESTED BY</b>
Evelyn Burton / Torry Lombardi

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Garage Door PM Service	(various-see below)		Encumber Contract	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	Garage Door Preventative Maintenance, Inspection			\$ 0.00	
	and Repair Service for multiple County locations			\$ 0.00	
	on a quarterly basis			\$ 0.00	
01073519-546020	Facilities Maint. - (OCB) Garage Doors (approx)	4.00	\$ 2,310.00	\$ 9,240.00	
01076521-546000	Sheriff's Office - Garage Doors (approx)	4.00	\$ 840.00	\$ 3,360.00	
01072523-546020	Detention Center Garage Doors (approx)	4.00	\$ 70.00	\$ 280.00	
01074712-546020	JC / JC Records Bldg Garage Doors (approx)	4.00	\$ 175.00	\$ 700.00	
01362534-546020	Solid Waste Garage Doors (approx)	4.00	\$ 70.00	\$ 280.00	
				\$ 0.00	
	Total quarterly amount = \$3465.00			\$ 0.00	
	Total annual amount = \$13,860			\$ 0.00	
	Contract Term: 3-year term with 2- one (1) year			\$ 0.00	
	renewal options			\$ 0.00	
	Initial Term: Execution - 9/30/2023			\$ 0.00	
	Auto encumber through contract term			\$ 0.00	
				\$ 0.00	
	Purchasing Policy 3.4			\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE  
 COPY - DEPARTMENT

Shipping \$ 0.00  
 Total \$ 13,860.00

**Department Head**

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Doug Podiak 12/2/2022

**Office of Management and Budget**

I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 12/3/2022 JP  
 12/2/2022

**Procurement Director**

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

Sanasa Adams 12/5/2022

**County Manager**

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Taco E. Pope, AICP 12/8/2022

Clerk: \_\_\_\_\_  
 Date: \_\_\_\_\_



**Certificate Of Completion**

Envelope Id: EBB2454C765C496BAC69B9C29DE6067C

Status: Completed

Subject: Please DocuSign: CM3286 - Vigneaux - Garage Door Preventative Maintenance - \$69300.00

Source Envelope:

Document Pages: 32

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 13

Evelyn Burton

AutoNav: Enabled

eburton@nassaucountyfl.com

Envelope Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Evelyn Burton

Location: DocuSign

12/2/2022 9:27:36 AM

eburton@nassaucountyfl.com

Status: Original

Holder: Marshall Eyeran

Location: DocuSign

12/8/2022 3:16:37 PM

MEyeran@nassaucountyfl.com

**Signer Events****Signature****Timestamp**

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 12/2/2022 9:43:07 AM

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Signed: 12/2/2022 9:51:45 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 12/2/2022 9:51:51 AM

Viewed: 12/2/2022 12:10:07 PM

Signed: 12/2/2022 12:12:05 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 12/2/2022 12:12:12 PM

Viewed: 12/3/2022 11:32:44 AM

Signed: 12/3/2022 11:33:05 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 12/3/2022 11:33:10 AM

Viewed: 12/5/2022 5:35:09 PM

Signed: 12/5/2022 5:35:18 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Abigail Jorandby                      ajorandby@nassaucountyfl.com                      Assistant County Attorney                      Nassau BOCC                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style                      Using IP Address: 50.238.237.26</p>	<p>Sent: 12/5/2022 5:35:23 PM                      Viewed: 12/6/2022 5:25:25 PM                      Signed: 12/6/2022 5:25:29 PM</p>
<p>Brian T. Davis                      bdavis@vigneaux.com                      President                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Accepted: 12/6/2022 5:31:24 PM                      ID: 8fa22db1-1989-4062-9d5e-a258a02eb392</p>	<p><i>Brian T. Davis</i></p> <p>Signature Adoption: Pre-selected Style                      Using IP Address: 173.165.195.46</p>	<p>Sent: 12/6/2022 5:25:36 PM                      Viewed: 12/6/2022 5:31:24 PM                      Signed: 12/8/2022 2:19:26 PM</p>
<p>Denise C. May                      dmay@nassaucountyfl.com                      Assistant County Attorney                      Nassau County BOCC                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style                      Using IP Address: 50.238.237.26</p>	<p>Sent: 12/8/2022 2:19:32 PM                      Viewed: 12/8/2022 3:00:36 PM                      Signed: 12/8/2022 3:01:08 PM</p>
<p>Taco E. Pope, AICP                      tpope@nassaucountyfl.com                      County Manager                      Nassau County BOCC                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style                      Using IP Address: 50.238.237.26</p>	<p>Sent: 12/8/2022 3:01:14 PM                      Viewed: 12/8/2022 3:16:06 PM                      Signed: 12/8/2022 3:16:14 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

<p>Evelyn Burton                      eburton@nassaucountyfl.com                      Procurement                      Nassau County BOCC                      Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>                      Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>COPIED</b></p> </div>	<p>Sent: 12/8/2022 3:16:37 PM                      Viewed: 12/8/2022 3:16:37 PM                      Signed: 12/8/2022 3:16:37 PM</p>
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Carbon Copy Events	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/8/2022 3:16:22 PM
Procurement Staff BOCCProcurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/8/2022 3:16:25 PM
Jennifer Kirkland jkirkland@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/8/2022 3:16:28 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	12/2/2022 9:43:07 AM
Certified Delivered	Security Checked	12/8/2022 3:16:06 PM
Signing Complete	Security Checked	12/8/2022 3:16:14 PM
Completed	Security Checked	12/8/2022 3:16:28 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

**To advise County of Nassau of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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**To request paper copies from County of Nassau**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.

## Nassau County Garage Door PM Contract Data

Location	Address	Qty	Manual/Motorized	Size
Nassau Amelia Utilities	5390 1st Coast HWY Fernandina Beach, FL	1	Manual	12x10
Fire Station #20	5518 1st Coast HWY Fernandina Beach, FL	2	Motorized	14x12
Fire Station #20	5519 1st Coast HWY Fernandina Beach, FL	2	Motorized	11x10
Fire Station #20	5520 1st Coast HWY Fernandina Beach, FL	2	Motorized	11x12
Fire Station #20	5521 1st Coast HWY Fernandina Beach, FL	2	Motorized	12x12
Fire Station #70	96031 Pine Groove Rd Fernandina Beach, FL	2	Motorized	12x12
Fire Rescue HQ	96160 Nassau Place Yulee, FL 32097	2	Manual	12x12
Pirates Woods VFD	97047 Pirates Way Fernandina Beach, FL 32034	2	Manual	12x12
Fire Station #71	96262 Chester Rd Yulee Fl 32097	6	Motorized	14x14
James Page Governmental	96161 Nassau Place Yulee, FL 32097	1	Motorized	12x12
James Page Governmental	96161 Nassau Place Yulee, FL 32097	1	Manual	12x12
James Page Governmental	96161 Nassau Place Yulee, FL 32097	1	Manual	8x8
Miner Rd Fire Station	85230 Miner Rd Yulee, FL 32097	4	Manual	14x12
Yulee Road Department	86200 Gene Lasserre Rd Yulee, FL 32097	6	Motorized	15x14
Fire Station #30	86026 Pages Dairy Rd Yulee, FL 32097	2	Motorized	12x12
Sheriffs Office	77151 Citizens Circle Yulee, FL 32097	2	Motorized	8x10
Sheriffs Office	77151 Citizens Circle Yulee, FL 32097	1	Motorized	8x6
Sheriffs Office	77151 Citizens Circle Yulee, FL 32097	7	Motorized	10x14
Sheriffs Office	77151 Citizens Circle Yulee, FL 32097	14	Motorized	14x14
Detention Facility	76212 Nicholas Cuthina Rd yulee, FL32097	2	Motorized	10x14
Justice Center	76347 Veterans Way Yulee, FL 32097	1	Motorized	8x20
Justice Center	76347 Veterans Way Yulee, FL 32097	1	Motorized	8x8
Justice Center	76347 Veterans Way Yulee, FL 32097	2	Motorized	9x10
Justice Center Records Bldg	76449 Veterans Way Yulee, FL 32097	1	Manual	8x6
Multi-Use Bldg	543350 US HWY 1 Callahan, FL 32011	1	Manual	13x12
Facilities Maintenance Office	45195 Musselwhite Rd Callahan, FL 32011	1	Manual	7' 4"x10
Facilities Maintenance Office	45195 Musselwhite Rd Callahan, FL 32011	2	Motorized	10x12
Solid Waste	46026 Landfill Rd Callahan, FL 32011	1	Motorized	16x16
Solid Waste	46026 Landfill Rd Callahan, FL 32011	1	Motorized	12x12
Grey Gables	Lem Turner Rd Callahan, FL 32011	5	Manual	12x12
VFS (Volunteer Fire Station)	Corner of SR119 & SR121 Bryceville, FL 32009	3		10x12
VFS (Volunteer Fire Station)	Corner of SR119 & SR121 Bryceville, FL 32009	1		10x10
Fire Station #60	8348 US HWY 301 Bryceville, FL 32009	6	Motorized	14x14
Fire Station #40	37230 Pea Farm Rd Hilliard, FL 32046	6	Motorized	14x14
Hilliard Road Department	37359 Pea Farm Rd Hilliard, FL 32046	5	Manual	12x15

YULEE, FLORIDA  
August 3 2022

Pursuant to the advertisement, Invitation to Bid (ITB) was received for "**Nassau County Garage Door Preventative Maintenance, Inspection, and Repair Services**" - Bid No. **NC22-028.**" Proof of publication was present. The Invitation to Bid (ITB) was due and opened at 10:00 a.m. on August 3 2022, by Thomas O'Brian, Procurement Specialist, and Heather Nazworth, Deputy Clerk, at the Robert M. Foster Justice Center, 76347 Veteran's Way, Yulee, Florida.

**The Lenape Group, LLC**

5863 West Beaver Street  
Jacksonville, FL 32254

Bid Received: 08/03/2022 at 08:50 A.M. via Planet Bid

**Total Base Bid: \$ 3,465**

**C&D Industrial Maintenance**

2208 58<sup>th</sup> Avenue East  
Bradenton, Florida 34203

Bid received: 07/28/2022 at 05:30 P.M. via Planet Bid

**Total Base Bid: \$29,200**