

**FIRST AMENDMENT TO CONTRACT FOR GRAPHIC DESIGN SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR GRAPHIC DESIGN SERVICES** (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and My Agency Savannah, LLC, a business having its primary business location at 1 Southern Oaks Court, Suite100, Savannah GA 31405 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Graphic Design services dated February 3, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

**SECTION 1.** The 2022-23 My Agency Estimate Savannah, LLC attached as Exhibit “A” to the original Contract shall be rescinded and replaced with the Amelia Island Scope of Work FY 2024 attached as Exhibit “A” hereto.

**SECTION 2.** Article 4 of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on September 30, 2024.

**SECTION 3** Article 5 of the Contract is hereby amended to increase the compensation amount by Forty-Three Thousand, Six Hundred and 00/100 dollars (\$43,600.00). The Vendor’s pricing is included in the Amelia Island Scope of Work FY 2024 attached hereto as Exhibit “A” for the goods/services to be provided under the Contract, and the County shall now compensate the Vendor in an amount not to exceed Ninety-Three Thousand, Four Hundred and 00/100 dollars (\$93,400.00).

**SECTION 4.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

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IN WITNESS WHEREOF, the Parties have caused this First Amendment to be executed by its duly authorized representatives, effective as of the last date below.

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

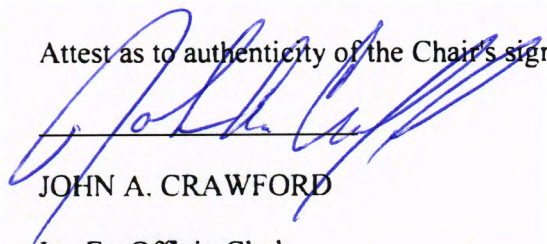
Signature:  \_\_\_\_\_

Print Name: Klynt Farmer

Title: Chairman

Date: 9-25-23 

Attest as to authenticity of the Chair's signature:



JOHN A. CRAWFORD

Its: Ex-Officio Clerk

**REVIEWED FOR LEGAL FORM AND CONTENT:**

*Denise C. May*

\_\_\_\_\_  
**DENISE C. MAY, County Attorney**

**My Agency Savannah, LLC**

Signature: Melissa Yao

By: Melissa Yao

Title: owner

Date: 9/12/2023

# EXHIBIT A



## Amelia Island

### Scope of Work for FY 2024

#### **My Agency**

This scope reflects an estimated program of work and budget as a general outline for FY24.

The scope of work shall not exceed the total estimated budget, but the work shall be flexible to adjust to evolving market conditions to meet the overall intent of the business.

#### Year-in-Review \$2,500

Create a Year-in-Review collateral piece to include items such as the following:

- Graphic Design
- Infographics
- Page Layouts
- Chart Designs
- Proofreading
- Document Layout
- Client Services
- Printer Management

#### Value of Visitors Book \$4,500

Create a Value of Visitors Book collateral piece to include items such as the following:

- Graphic Design
- Infographics
- Page Layouts
- Chart Designs
- Proofreading
- Document Layout
- Client Services
- Printer Management
- Creative Design
- Account Management

Marketing Plan \$4,500

Create a Marketing Plan collateral piece to include items such as the following:

- Graphic Design
- Infographics
- Page Layouts
- Chart Designs
- Proofreading
- Document Layout
- Client Services
- Printer Management
- Creative Design
- Account Management

Nature Brochure: \$6,500

Create a new nature brochure for visitors to learn more about the nature offerings around Amelia Island. This brochure will follow the Amelia Island branding and include tasks such as:

- Integrate branding
- Help message copy from AI
- Map coding/design
- Work with printer for quotes - final files to them
- Creative Design
- Account Management

Dining Guide : \$4,500

Create an updated Dining Guide brochure for visitors on island to explore dining options around Amelia Island. This brochure will follow the Amelia Island branding and include tasks such as:

- Integrate branding
- Help message copy from AI
- Map coding/design
- Work with printer for quotes - final files to them
- Creative Design
- Account Management

Art Passport Brochure \$2,800

Design and layout the Art Passport Brochure.

- Follow Amelia Island branding for design
- Copy to be submitted by client with minor proofreading and editing

- Get quotes from printers
- Create print ready files for printers.

Sustainability/other market initiative                      \$2,800

Design and layout of an Initiative Brochure.

- Follow Amelia Island branding for design
- Copy to be submitted by client with minor proofreading and editing
- Get quotes from printers
- Create print ready files for printers.

Seasonal Events

Design and create collateral and digital materials for seasonal events to include poster, rack card, ads for print and digital

- |   |         |
|---|---------|
| • Dickens on Centre                       | \$4,000 |
| • Restaurant Week                         | \$4,000 |
| • Shrimp Challenge                        | \$4,000 |
| • Weddings or other Initiative support    | \$4,000 |
| • Holiday event incremental support:      |         |
| o Collateral                              | \$1,000 |
| o Dickens – Event Program                 | \$1,500 |
| o Restaurant Week Custom Menus+Menu books | \$1,000 |

Total Investment: not to exceed \$43,600