

REVISED REQUISITION

DATE  
**2/5/2024**

Requisition Form

**CS-23-227**

NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1  
Yulee, FL 32097

VENDOR NAME/ADDRESS  
Sea Bandit Constructon, LLC  
85143 Derrick Road  
Yulee, FL 32097

DEPARTMENT  
FMD / Parks

REQUESTED BY  
J Robertson / E Burton

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Bch Facility Restroom Cleaning	See below			Encumber Contract	CM2798-A3
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
	Amendment 3 -Final contract amendment to extend performance period for one (1) year ending 2/28/25	1.00	\$ 69,015.00	\$ 69,015.00	*Funding Source TDC Funds:	
	On Season - 3/1/24 - 9/30/24			\$ 0.00	37525539-534102 ONBCH 37525539-534102 OFBCH	
	Funding Source 37525539-534102 ONBCH			\$ 0.00		
	Off Season - 10/1/24 - 2/28/25			\$ 0.00		
	Funding Source - 37525539-534102 OFBCH			\$ 0.00		
	(Unincorporated County Bch Restroom Cleaning)			\$ 0.00		
	(City of Fernandina Beach Restroom Cleaning)			\$ 0.00		
				\$ 0.00		
	Note: Fiscal Year breakdown:			\$ 0.00		
	FY 23/24 - \$40,258.75			\$ 0.00		
	FY 24/25 - \$28,756.25			\$ 0.00		
	(includes end of term 7% escalation cost)			\$ 0.00		
	CM2798-A3 Period of Performance			\$ 0.00		
	Mar 1, 2024 - Feb 28, 2025			\$ 0.00		
	(auto encumber)			\$ 0.00		
	Ref: Solicitation NC19-018			\$ 0.00		
				\$ 0.00		

ORIGINAL - FINANCE  
COPY - DEPARTMENT

Shipping \$ 0.00  
Total \$ 69,015.00

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 2/5/2024

Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)

I attest that, to the best of my knowledge, funds are available for payment.  
Chris Lacambra 2/6/2024

Procurement Director (signature required if greater than \$5,000.00)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.  
Janice Helmore 2/6/2024

County Manager (signature required if greater than \$100,000.00)

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.

Clerk: UPB  
Date: 2/7/2024

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM2798-A3

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: FMD / Parks & Rec Contact Person: E. Burton / D. Podiak / J. Robertson  
 Telephone: (904) 530-6125 Email: eburton@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: Sea Bandit Construction, LLC  
 Address: 85143 Derrick Road  
 City: Yulee State: Florida Zip Code: 32097  
 Vendor's Administrator Name: Colby Bradberry Title: Owner  
 Telephone: (904) 548-7514 Email: seabandits@yahoo.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Colby Bradberry  
 Authorized Signatory Email: seabandits@yahoo.com  
**(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)**

**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: Beach Facility Restroom Cleaning Services  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: Amendment #3 and final extension of annual Beach Facility Restroom Cleaning Services per original contract.  
**(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)**  
 Procured Method:  Quotes  ITB  RFP  RFQ  Piggyback  Exemption  Sole Source  
 Single Source  Other \_\_\_\_\_  
 Total Amount of Contract: \$315,015.00 (as of the execution of the 2nd Amendment) (Estimate if necessary)  
 Account Number: ~~XXXXXXXXXXXX~~ 37525539-534102 ONBCH / 37525539-534102 OFBCH  
 Source of Funds:  County  State  Federal  Other: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
**(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)**

**SECTION 5 - INSURANCE**  
 Insurance Category:  Category L  Category M  Category H  Other: \_\_\_\_\_  
**Risk Manager Initials: \_\_\_\_\_**

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM2798 Amendment No: A3 (includes 7% end of contract term escalation cost per original contract)  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Increased Amount to Existing Contract: \$ 69,015.00 (if any) Total with Amended Amount: \$ 384,030.00  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
**(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)**

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

- |   |   |
|---|---|
| 1. <u>Doug Podiak</u> <u>1/31/2024</u><br>Department Head/Contract Manager Date | 3. <u>Lanarr Helms</u> <u>2/6/2024</u><br>Procurement Date<br><i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>2/6/2024</u><br>Office of Mgmt. & Budget Date       | 4. <u>Denise C. May</u> <u>2/1/2024</u><br>County Attorney Date   |

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**

Taco E. Popey AICP 2/1/2024  
County Manager Date

**THIRD AMENDMENT TO CONTRACT FOR  
BEACH FACILITY RESTROOM CLEANING SERVICES**

**THIS THIRD AMENDMENT TO THE CONTRACT FOR BEACH FACILITY RESTROOM CLEANING 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 Sea Bandit Construction, LLC, a business having its primary business location at 85143 Derrick Road, Yulee, Florida 32097 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Beach Facility Restroom Cleaning Services dated February 10, 2020 (hereinafter “Contract”); which was amended on July 11, 2022 to add additional restrooms and amended again on February 27, 2023 to remove the additional restrooms, increase the overall contract amount and extend the performance period of the original contract through February 29, 2024; and

**WHEREAS**, the Parties now desire to further 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.** Section 20. of the Contract is hereby amended to extend the performance period of the Contract for an additional one (1) year and the Contract shall now terminate on February 28, 2025.

**SECTION 2.** Section 5. of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract by Sixty-Nine Thousand, Fifteen Dollars and 00/100 (\$69,015.00) to account for the final extension of the performance period, and the County shall now compensate the Vendor in an amount not to exceed Three Hundred Eighty-Four Thousand, Thirty Dollars and 00/100 (\$384,030.00).

**SECTION 3.** 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.

[The remainder of this page left intentionally blank.]

CM2798-A3

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

**THE COUNTY**

Signature: Taco E. Popey AICP

Print Name: TACO E. POPE

Title: Designee

Date: 2/1/2024

**REVIEWED FOR LEGAL FORM AND CONTENT:**

Denise C. May  
**DENISE C. MAY, County Attorney**

**SEA BANDIT CONSTRUCTION, LLC**

Signature: CB

By: COLBY BRADBERRY

Title: Owner

Date: 1/31/2024


**Certificate Of Completion**

Envelope Id: 34193E109AE845598B6D5F1B1200D66A	Status: Completed
Subject: CM2798-A3; Sea Bandit; Revised Requisition & CAF; \$69,015.00	
Source Envelope:	
Document Pages: 4	Signatures: 5
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Evelyn Burton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	eburton@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Evelyn Burton	Location: DocuSign
2/5/2024 1:53:00 PM	eburton@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/5/2024 2:05:25 PM Viewed: 2/5/2024 3:04:38 PM Signed: 2/5/2024 3:04:46 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

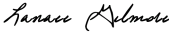
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/5/2024 3:04:48 PM Viewed: 2/5/2024 3:16:50 PM Signed: 2/5/2024 3:17:17 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**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)		Sent: 2/5/2024 3:17:19 PM Viewed: 2/6/2024 11:48:07 AM Signed: 2/6/2024 11:49:22 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**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)		Sent: 2/6/2024 11:49:24 AM Viewed: 2/6/2024 5:36:31 PM Signed: 2/6/2024 5:36:44 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

Signer Events	Signature	Timestamp
Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	<i>UPB</i>  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 2/6/2024 5:36:46 PM Viewed: 2/7/2024 11:12:51 AM Signed: 2/7/2024 11:13:00 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/4/2021 9:59:11 AM  
ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Clerk Admin boccllegal@nassauclerk.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/7/2024 11:13:02 AM Viewed: 2/7/2024 11:14:10 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/7/2024 11:13:02 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/7/2024 11:13:03 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9		

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	2/5/2024 2:05:25 PM
Certified Delivered	Security Checked	2/7/2024 11:12:51 AM
Signing Complete	Security Checked	2/7/2024 11:13:00 AM
Completed	Security Checked	2/7/2024 11:13:03 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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.

### **Getting paper copies**

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.

### **Withdrawing your consent**

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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **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.

### **To withdraw your consent with County of Nassau**

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.