

CS-23-250

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3093-A2

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Parks and Recreation Contact Person: Idalia Gutierrez/Jay Robertson  
 Telephone: (904) 530-6131 Email: igutierrez@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: Prosser, Inc.  
 Address: 13901 Sutton Park Drive S Ste 200A  
 City: Jacksonville State: FL Zip Code: 32224  
 Vendor's Administrator Name: Shawn Bliss Title: VP/Director  
 Telephone: (904) 739-3655 Email: sbliss@prosserinc.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Shawn Bliss, VP/Director  
 Authorized Signatory Email: sbliss@prosserinc.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: Amendment #2 to Contract for Professional Design Services  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: Extension of contract term for one (1) additional year.  
 (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: NTE \$744,790.00 (Estimate if necessary)  
 Account Number: 68075572-563365  
 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: w/Professional  
 Risk Manager Initials: MP

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM3093 Amendment No: 2  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other:  
 Increased Amount to Existing Contract: \$ 0.00 (if any) Total with Amended Amount: \$ 0.00  
 Account Code Change From: N/A To: N/A  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

UPB

2/23/2024

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- |  |  |
|--|--|
| 1. <u>Doug Podiak</u> <u>2/13/2024</u><br>Department Head/Contract Manager Date      | 3. <u>Kanace Belmont</u> <u>2/15/2024</u><br>Procurement Date<br><i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>2/13/2024</u> <i>AP</i><br>Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> <u>2/22/2024</u> <i>RFJ</i><br>County Attorney Date  |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL  
Taco E. Popey AICP 2/22/2024  
 County Manager Date

**SECOND AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES FOR  
WESTSIDE REGIONAL PARK IN NASSAU COUNTY, FLORIDA**

**THIS SECOND AMENDMENT TO THE CONTRACT FOR PROFESSIONAL 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 **Prosser, Inc.**, a business having its primary business location at 13901 Sutton Park Drive South Suite 200, Jacksonville, Florida, 32254 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Professional Services for the Westside Regional Park in Nassau County, Florida, dated December 13, 2021 (hereinafter “Contract”) which was subsequently amended by way of the First Amendment to Contract for Professional Services for Westside Regional Park in Nassau County, Florida on or about June 21, 2023; and

**WHEREAS**, the Contract provided for an initial term of twenty-four (24) months beginning December 13, 2021 and terminating December 12, 2023; and

**WHEREAS**, the Contract was not formally amended to extend the performance period, but nonetheless the Parties have continued to perform their contractual duties and responsibilities under the Contract; and

**WHEREAS**, the Parties agree by this performance that there was an implied extension of the performance period of the 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.** Article 1. 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 December 12, 2024.

**SECTION 2.** 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.]

**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. Pope, AICP

Print Name: Taco E. Pope, AICP

Title: Designee

Date: 2/22/2024

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**PROSSER, INC.**

Signature: Shawn Bliss

By: Shawn Bliss

Title: VP/Director

Date: 2/20/2024

**Certificate Of Completion**

Envelope Id: 8FE6BD1B35B04672A677A01867E288A3

Status: Completed

Subject: Complete with DocuSign: Amendment to Agreement: Prosser, Inc. - Time Extension Only

Source Envelope:

Document Pages: 3

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 4

Idalia Gutierrez

AutoNav: Enabled

igutierrez@nassaucountyfl.com

Enveloped Stamping: Enabled

IP Address: 50.238.237.26

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

**Record Tracking**

Status: Original

Holder: Idalia Gutierrez

Location: DocuSign

2/13/2024 3:52:13 PM

igutierrez@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: 2/13/2024 3:53:13 PM

Viewed: 2/13/2024 3:53:48 PM

Signed: 2/13/2024 3:53:54 PM

**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: 2/13/2024 3:53:57 PM

Viewed: 2/13/2024 4:33:48 PM

Signed: 2/13/2024 4:34:41 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: 2/13/2024 4:34:44 PM

Viewed: 2/13/2024 4:56:59 PM

Signed: 2/13/2024 4:57:08 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

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

Sent: 2/13/2024 4:57:11 PM

Viewed: 2/13/2024 4:57:52 PM

Signed: 2/13/2024 4:58:18 PM

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director 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>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 2/13/2024 4:58:22 PM Viewed: 2/15/2024 11:58:44 AM Signed: 2/15/2024 11:58:53 AM</p>
<p>Shawn Bliss sbliss@prosserinc.com Vice President Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/20/2024 7:51:06 AM ID: 5345fa80-07d5-455f-a791-b73b449a9fe6</p>	<p><i>Shawn Bliss</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 4.38.32.2</p>	<p>Sent: 2/15/2024 11:58:55 AM Viewed: 2/20/2024 7:51:06 AM Signed: 2/20/2024 7:51:41 AM</p>
<p>Abigail F. 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>AFJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 2/20/2024 7:51:43 AM Viewed: 2/22/2024 8:29:46 AM Signed: 2/22/2024 8:29:56 AM</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: 2/22/2024 8:29:57 AM Viewed: 2/22/2024 8:58:38 AM Signed: 2/22/2024 8:58:48 AM</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: 2/22/2024 8:58:50 AM Viewed: 2/22/2024 10:39:35 AM Signed: 2/22/2024 10:39:41 AM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 2/22/2024 10:39:46 AM Viewed: 2/23/2024 10:26:34 AM Signed: 2/23/2024 10:26:42 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 1/24/2022 11:47:51 AM ID: c578204b-138e-4b31-a24f-82d040e40d69	<b>COPIED</b>	Sent: 2/22/2024 10:39:44 AM Viewed: 2/22/2024 10:40:13 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 2/22/2024 10:39:45 AM
Idalia Gutierrez igutierrez@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 2/23/2024 10:26:43 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	<b>COPIED</b>	Sent: 2/23/2024 10:26:44 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	2/13/2024 3:53:13 PM
Certified Delivered	Security Checked	2/23/2024 10:26:34 AM
Signing Complete	Security Checked	2/23/2024 10:26:42 AM
Completed	Security Checked	2/23/2024 10:26:44 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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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.

### **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..

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### **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.

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- 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.