

CS-23-263

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3336-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: FIRE RESCUE Contact Person: SCOTT TITTLE  
 Telephone: 530-6606 Email: TTITTLE@NASSAUCOUNTYFL.COM

**SECTION 2 - VENDOR INFORMATION**  
 Name: FireFlow Services, Inc.  
 Address: 500 CAMPUS DRIVE SUITE C  
 City: MOUNT HOLLY State: NJ Zip Code: 08060  
 Vendor's Administrator Name: MARK LAGRECO Title: PRESIDENT  
 Telephone: (609) 667-7222 Email: m.lagreco@fireflowservices.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Mark LaGreco  
 Authorized Signatory Email: m.lagreco@fireflowservices.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: Fire pump, ground Ladder, aerial ladder testing  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: Testing on fire pumps, ground ladders, and aerial ladders  
 (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: \$17,150.00 (Estimate if necessary)  
 Account Number: 04223522-546000  
 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: MP

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM3336 Amendment No: CM3336-A1  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Increased Amount to Existing Contract: \$ 19,060.00 (if any) Total with Amended Amount: \$ 36,210.00  
 Account Code Change From: 04223522-546000 To: 04223522-546000  
 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>[Signature]</u> Department Head/Contract Manager	<u>3/6/2024</u> Date	3. <u>[Signature]</u> Procurement (Signature required only if procurement related)	<u>3/11/2024</u> Date
2. <u>[Signature]</u> Office of Mgmt. & Budget	<u>2.9.24</u> Date	4. <u>[Signature]</u> County Attorney	<u>3/12/2024</u> Date

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 3/12/2024  
County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR ANNUAL FIRE PUMP AND GROUND  
LADDER TESTING SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR ANNUAL FIRE PUMP AND GROUND LADDER TESTING 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 **FireFlow Services Inc.**, formally known as FireFlow Services, LLC, a New Jersey Corporation having its primary business location at 500 CAMPUS DRIVE SUITE C MOUNT HOLLY, NJ 08060 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the County previously entered into a Contract with FireFlow Services, LLC, now operating as FireFlow Services, Inc., for annual testing of fire pumps and ground ladders dated February 27, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Parties have continued to perform their contractual duties and responsibilities under the Contract and 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.** Section 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 February 26, 2025.

**SECTION 2.** Since the execution of the Contract, there has been an increase in the number of testing units. The Vendor was made aware of the increase and has provided a revised Exhibit “A” to reflect the additional testing units, a copy of which is attached hereto as Exhibit “A” which shall replace Exhibit “A” of the Contract in its entirety.

**SECTION 3.** Section 5.1 of the Contract is hereby amended to increase the compensation amount to account for the increase in the number of testing units and an increase in the Fuel Surcharge. The County shall compensate the Vendor an annual compensation amount not to exceed Nineteen Thousand, Sixty Dollars and Zero Cents (\$19,060.00) for the services outlined in the attached Exhibit “A”, increasing the total compensation amount to Thirty-Six Thousand, Two Hundred Ten Dollars and Zero Cent (\$36,210.00).


**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.

[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**

**NASSAU COUNTY**

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

Print Name: Taco Pope \_\_\_\_\_

Title: County Manager \_\_\_\_\_

Date: 3/12/2024 \_\_\_\_\_

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**FireFlow Services Inc.**

Signature: Mark LeGreco \_\_\_\_\_

By: Mark LeGreco \_\_\_\_\_

Title: President \_\_\_\_\_

Date: 3/11/2024 \_\_\_\_\_

EXHIBIT "A"

**FireFlow Services Inc.**  
 500 Campus Drive Suite C  
 Mount Holly, NJ 08060  
 +1 6092888486  
 www.fireflowservices.com



**ADDRESS**

Nassau County Fire Rescue  
 96160 Nassau Place  
 Yulee, FL 32097

**QUOTE # 4773**

**DATE 01/18/2024**

**EXPIRATION DATE 12/31/2024**

<b>Fire Pump Testing</b>	20	550.00	11,000.00
Annually Fire Pump Testing Perform on site pump testing per NFPA 1911			
<b>Ground Ladder Testing</b>	64	85.00	5,440.00
Annually Ground Testing per Perform NFPA 1932 Ground Ladder Test-Price is PER LADDER			
<b>Special Note</b>	1	0.00	0.00
*** IF NEED TO BE REPLACE *** PRICE: \$ 3.00 per sticker Heat sensor stickers for Ground Ladder per NFPA Required: * 4 Heat Sensor stickers for Main Section and Fly Section.			
<b>Fuel Surcharge - Bundle</b>	2,000	1.31	2,620.00
Fuel Surcharge for all three services Hose, Ground ladders and Pump testing Price on Round trip x 2 Services.			

If you need an Aerial Test please contact our Sub-Contractor Aerial  
 Testing Company to receive FireFlow customer pricing.  
 ATC - (800) 237-1197

**TOTAL**

**\$19,060.00**

Accepted By

Accepted Date




**Certificate Of Completion**

Envelope Id: 5448543128DB43868AD2B611F8F7D19B	Status: Completed
Subject: Contract No.: CM3336-A1 Vendor Name: FIREFLOW SERVICES, INC. \$19,060.00. PUMP AND LADDER TESING	
Source Envelope:	
Document Pages: 5	Signatures: 8
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator: Scott Tittle ttittle@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


**Record Tracking**

Status: Original 3/11/2024 10:04:31 AM	Holder: Scott Tittle ttittle@nassaucountyfl.com	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/11/2024 10:11:19 AM Viewed: 3/11/2024 10:18:57 AM Signed: 3/11/2024 10:19:04 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


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

Mark Lagreco m.lagreco@fireflowservices.com President Fireflow Services Security Level: Email, Account Authentication (None)		Sent: 3/11/2024 10:19:09 AM Viewed: 3/11/2024 3:31:30 PM Signed: 3/11/2024 3:31:41 PM
	Signature Adoption: Pre-selected Style Using IP Address: 174.57.4.226	


**Electronic Record and Signature Disclosure:**  
Accepted: 3/11/2024 3:31:30 PM  
ID: 7bb4f87d-3e7a-47fb-8923-fb2ad711a91d

Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)		Sent: 3/11/2024 3:31:43 PM Viewed: 3/12/2024 3:54:35 PM Signed: 3/12/2024 3:55:11 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


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

Denise C May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/12/2024 3:55:13 PM Viewed: 3/12/2024 4:00:43 PM Signed: 3/12/2024 4:01:16 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
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 3/12/2024 4:01:18 PM Viewed: 3/12/2024 4:07:20 PM Signed: 3/12/2024 4:07:26 PM

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

Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 3/12/2024 4:07:28 PM Viewed: 3/13/2024 11:23:26 AM Signed: 3/13/2024 11:23:32 AM
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**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 Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;">COPIED</div>	Sent: 3/12/2024 4:07:28 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Constance Holmes cholmes@nassaucountyfl.com Fire Administration Nassau County Fire-Rescue Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;">COPIED</div>	Sent: 3/13/2024 11:23:35 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;">COPIED</div>	Sent: 3/13/2024 11:23:35 AM
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**Electronic Record and Signature Disclosure:**  
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	3/11/2024 10:11:19 AM
Certified Delivered	Security Checked	3/13/2024 11:23:26 AM
Signing Complete	Security Checked	3/13/2024 11:23:32 AM
Completed	Security Checked	3/13/2024 11:23:35 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**



## **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.