

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3377-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Facilities Maintenance Contact Person: Evelyn Burton
 Telephone: (904) 530-6125 Email: eburton@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: Kept Companies, Inc. DBA Fleetwash (formerly Fleetwash Inc.)
 Address: 26 Law Dr., Section E
 City: Fairfield State: NJ Zip Code: 07004
 Vendor's Administrator Name: Eric Schatterman Title: Director of Strategic Program
 Telephone: (813) 918-9149 Email: erics@keptcompanies.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Loraine Malarazzo
 Authorized Signatory Email: lorainem@keptcompanies.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: Contract for Kitchen Hood and Dryer Duct Cleaning Services
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Provide kitchen hood & dryer duct cleaning services on semi-annual basis at various NC locations. On-call after hours & week services included.
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
 Other: _____
 Amount of Initial Contract Term: \$9,930.00
 Amount of Renewal Options (if applicable): Year 1: \$9,930.00 Year 2: \$9,930.00
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$29,790.00 (Estimate if necessary)
 Account Number: Various accounts
 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: _____ *MP*
 Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3377 Amendment No: A1
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: _____
 Contract Amount with Previous Amendments: \$9,930.00 Amount of this Amendment: \$9,930.00
 New Contract Amount including this Amendment: \$19,860.00
 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 Podiale</u>
Department Head/Contract Manager
Date: <u>4/8/2024</u> | 3. <u>Sanaci Belmont</u>
Procurement
Date: <u>4/9/2024</u>
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u>
Office of Mgmt. & Budget
Date: <u>3/28/24</u> | 4. <u>Denise C May</u>
County Attorney
Date: <u>4/11/2024</u> |

Dec 3/27/24
aj

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] _____
 County Manager Date: 4/11/2024

DATE
3/26/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Kept Companies, Inc dba Fleetwash, Inc.
26 Law Dr.
Fairfield, NJ 07004

DEPARTMENT
Facilities Maintenance

REQUESTED BY
E. Burton/ Tony Lambardi

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCUMBER ONLY	CONTRACT NO
18491	Clean Kitchen Hood/Dryer Duct	Various			Encumber Contract	CM3377-A1
ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
1	Provide kitchen hood cleaning services on a semi-annual basis at Fire Station #71.	2.00	\$ 495.00	\$ 990.00 ✓	01073519-546000 ✓	
				\$ 0.00		
2	Provide kitchen hood cleaning services on a semi-annual basis at Ballparks (Yulee, Callahan, Hilliard, and Bryceville).	8.00	\$ 495.00	\$ 3,960.00 ✓	01075572-546000 ✓	
				\$ 0.00		
				\$ 0.00		
3	Provide kitchen hood cleaning services on a semi-annual basis at Detention Facility.	2.00	\$ 495.00	\$ 990.00 ✓	01072523-546000 ✓	
				\$ 0.00		
4	Provide dryer duct cleaning services on a semi-annual basis at Detention Facility.	2.00	\$ 495.00	\$ 990.00 ✓	01072523-546000 ✓	
				\$ 0.00		
5	On-call after hours, weekend, and holiday services	1.00	\$ 3,000.00	\$ 3,000.00 ✓	01073519-546000 ✓	
				\$ 0.00		
	Option Yr 1: (5/1/24 - 9/30/24) \$4,965.00 FY24			\$ 0.00		
	(10/1/24 - 4/30/25) \$4,965.00 FY25			\$ 0.00		
				\$ 0.00		
	(formally Fleetwash, Inc)			\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		

Shipping \$ 0.00
Total \$ 9,930.00

ORIGINAL - FINANCE
COPY - DEPARTMENT

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 4/8/2024

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 4/8/2024

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.

Antonia Belmonte 4/9/2024

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: 4/11/2024

CM3377-A1

**FIRST AMENDMENT TO CONTRACT FOR KITCHEN HOOD AND DRYER DUCT
CLEANING SERVICES**

THIS FIRST AMENDMENT TO THE CONTRACT FOR KITCHEN HOOD AND DRYER DUCT 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 **Kept Companies, Inc. doing business as (d/b/a) Fleetwash (formally Fleetwash, Inc.)**, a business having its primary business location at 26 Law Drive, Fairfield, New Jersey, 07004 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for kitchen hood and dryer duct cleaning dated May 5, 2023 (hereinafter “Contract”); and

WHEREAS, on or about March 29, 2024, the County received notification of the Vendor’s name change to Kept Companies, Inc. d/b/a Fleetwash; 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 above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

SECTION 2. Section 20. of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year. The Contract shall now terminate on May 4, 2025.

SECTION 3. Section 4 of the Contract is hereby amended to increase the compensation amount for the goods/services by Nine Thousand, Nine Hundred Thirty Dollars and 00/100 (\$9,930.00). The County shall compensate the Vendor in an amount not to exceed Nineteen Thousand, Eight Hundred Sixty Dollars and 00/100 (\$19,860.00)

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.]

CM3377-A1

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

NASSAU COUNTY

Signature:  _____

Print Name: TACO E. POPE, AICP

Title: Designee

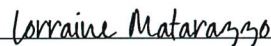
Date: 4/11/2024

REVIEWED FOR LEGAL FORM AND CONTENT:



DENISE C. MAY, County Attorney

**KEPT COMPANIES, INC.
D/B/A FLEETWASH**

Signature:  _____

By: LORRAINE MATARAZZO

Title: CAO

Date: 4/9/2024

Certificate Of Completion

Envelope Id: 272D0DBD38844E4CAB3D4CF39DDD4766 Status: Completed
Subject: Contract No.: CM3377-A1; Kept Companies dba Fleetwash; \$9930.00; Kitchen Hood & Dryer Duct Cleaning
Source Envelope:
Document Pages: 4 Signatures: 11 Envelope Originator:
Certificate Pages: 6 Initials: 5 Evelyn Burton
AutoNav: Enabled eburton@nassaucountyfl.com
Envelopeld Stamping: Enabled IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original Holder: Evelyn Burton Location: DocuSign
4/8/2024 9:40:00 AM eburton@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: 4/8/2024 10:17:47 AM
Viewed: 4/8/2024 10:59:35 AM
Signed: 4/8/2024 10:59:51 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: 4/8/2024 10:59:52 AM
Viewed: 4/8/2024 11:12:22 AM
Signed: 4/8/2024 11:13:52 AM







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: 4/8/2024 11:13:54 AM
Viewed: 4/8/2024 12:00:01 PM
Signed: 4/8/2024 12:00:55 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: 4/8/2024 12:00:58 PM
Viewed: 4/8/2024 1:45:24 PM
Signed: 4/8/2024 1:45:29 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/8/2024 1:45:31 PM Viewed: 4/9/2024 12:11:48 PM Signed: 4/9/2024 12:12:25 PM
Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/9/2024 1:26:50 PM ID: 9a622fdc-f362-4060-b9dc-7c9ff4ae9773	 Signature Adoption: Pre-selected Style Using IP Address: 73.215.160.17	Sent: 4/9/2024 12:12:28 PM Viewed: 4/9/2024 1:26:50 PM Signed: 4/9/2024 1:27:17 PM
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/9/2024 1:27:19 PM Viewed: 4/11/2024 7:59:46 AM Signed: 4/11/2024 7:59:51 AM
Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/11/2024 7:59:53 AM Viewed: 4/11/2024 8:06:54 AM Signed: 4/11/2024 8:07:28 AM
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 4/11/2024 8:07:30 AM Viewed: 4/11/2024 8:24:47 AM Signed: 4/11/2024 8:24:57 AM
Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 4/11/2024 8:24:59 AM Viewed: 4/11/2024 10:36:35 AM Signed: 4/11/2024 10:36:46 AM

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
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/11/2024 10:36:48 AM Viewed: 4/11/2024 10:39:27 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/11/2024 10:36:49 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 4/11/2024 10:36:50 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/8/2024 10:17:47 AM
Certified Delivered	Security Checked	4/11/2024 10:36:35 AM
Signing Complete	Security Checked	4/11/2024 10:36:46 AM
Completed	Security Checked	4/11/2024 10:36:50 AM
Payment Events	Status	Timestamps
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

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 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 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 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.