

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.  
CM3720

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Strategic Advancement Contact Person: Brandy Carvalho  
 Telephone: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: ALL TOGETHER, LLC  
 Address: 2625 PARK PL.  
 City: EVANSTON State: IL Zip Code: 60621  
 Vendor's Administrator Name: Marisa Schulz Title: Principal  
 Telephone: (847) 261-4047 Email: mschulz@alltogetherstudio.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Marisa Schulz Title: Principal  
 Authorized Signatory Email: mschulz@alltogetherstudio.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: Nassau County: Creative Services  
 Short Description of Product(s)/Service(s) Being Requested: Creative services for Nassau County  
 (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: \$40,000  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \$40,000 (Estimate if necessary)  
 Account Number: 01551559-531000  
 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: \_\_\_\_\_ Amendment No: \_\_\_\_\_  
 Type of Amendment:  Renewal  Time Extension with Increase  Time Only Extension  Additional Scope  
 Supplemental Agreement  Other: \_\_\_\_\_  
 Contract Amount with Previous Amendments: \_\_\_\_\_ Amount of this Amendment: \_\_\_\_\_  
 New Contract Amount including this Amendment: \_\_\_\_\_  
 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>Brandy Carvalho</u> <u>7/3/2024</u><br>Department Head/Contract Manager Date | 3. <u>Denise C. May, Esq.</u> <u>7/8/2024</u><br>Procurement Date<br><i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>7/5/2024</u><br>Office of Mgmt. & Budget Date          | 4. <u>Denise C. May, Esq.</u> <u>7/9/2024</u><br>County Attorney Date  |

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**

[Signature] 7/9/2024  
County Manager Date



Requisition Form (Exempt/Sole Source/Single Source) CM3720  
Required for Purchases Greater than \$10,000

Date: 6/11/24  
Vendor Name: All Together LLC  
Address: 2625 Park Pl. Evanston, IL  
Phone: 847-261-4047  
Contact Name: Marisa Schultz

Project: Nassau County Creative Services  
FY Cost: 40,000  
Total Cost: 40,000  
Account: 01551559-53100

Description of Goods and/or Services:  
Creative Services for Nassau County

Source of Funds:  County  State  Federal  Other \_\_\_\_\_

Check one (1) of the following choices:

- Exempt purchase:
  - Artistic Services FS 287.057 (3)(e)1. as defined under FS 287.012
  - Communications including Internet Service and Newspaper Ads (5.2 – Nassau County Purchasing Policy)
  - Publications (5.3 – Nassau County Purchasing Policy Exemption)
  - Real Property- purchase, lease, or rental (5.4 – Nassau County Purchasing Policy)
  - Lodging and Transportation (5.5 – Nassau County Purchasing Policy)
  - Other Professional Services not defined by F.S. 287.055 (5.8 – Nassau County Purchasing Policy)
- Single Source: The goods or services can be purchased from multiple sources, but in order to meet certain functional or performance requirements, there is only one economically feasible source for this purchase.
- Sole Source: The goods or services can be legally purchased from only one source. Were alternatives evaluated?

If Sole or Single Source: Why are the requested goods or services the only goods or services that can satisfy your requirements? Indicate the unique features of the product or qualifications that are not available in any other product or service. Provide what steps have been undertaken to make this determination.

Department Head/Managing Agent -I certify that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for, and follows the Nassau County Purchasing Policy.  
Brandy Carvalho 7/3/2024

Office of Management and Budget Director - I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy.  
Chris Lacambra 7/5/2024

Procurement Director -I certify that I have reviewed this request and concur that it is an Exempt, Sole or Single Source and is consistent with the Nassau County Purchasing Policy.  
Nassau Belmont 7/8/2024

County Manager -I certify that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.  
7/9/2024

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**CONTRACT FOR PROFESSIONAL SERVICES**

**THIS CONTRACT** is entered into by and between the **Board of County Commissioners of Nassau County**, a political subdivision of the State of Florida, hereinafter referred to as the “County”, and All Together, LLC, located at 2625 Park Pl., Evanston, IL 60621, hereinafter referred to as the “Consultant” on the day and year last written below (hereinafter “Effective Date”).

**WHEREAS**, the County desires to obtain professional services for certain creative and artistic services. Said services are more fully described in the Proposal attached hereto and incorporated herein as Exhibit “A”; and

**WHEREAS**, the Consultant desires to render certain professional services as described in Exhibit “A”, and has the qualifications, experience, staff and resources to perform those professional services; and

**WHEREAS**, the County has determined that the professional services required are exempt as artistic services pursuant to Florida Statutes; and

**WHEREAS**, the County, in accordance with the requirements of law and County policy and based upon the Consultant’s assurance that it has the qualifications, experience, staff and resources, the County has determined that it would be in the best interest of Nassau County to award a contract to the Consultant for the rendering of those services described in Exhibit “A”.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

**SECTION 1. Recitals.**

**1.1** The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

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**SECTION 2. Exhibits.**

2.1 The Exhibits listed below are incorporated into and made part of this Contract:

**Exhibit A** CONSULTANT’S PROPOSAL

**Exhibit B** CONSULTANT’S RATE SHEET

**Exhibit C** INSURANCE REQUIREMENTS

**SECTION 3. Employment of the Consultant.**

3.1 The County hereby agrees to engage the Consultant, and the Consultant hereby agrees to perform the professional services set forth in Exhibit “B”.

**SECTION 4. Scope of Services.**

4.1 The Consultant shall provide those professional services identified in Exhibit “B”.

4.2 Services requested by the County or the County’s representative that are not set forth in Exhibit “B” shall be considered additional services. Any request for additional services and additional fees shall be mutually agreed upon by the parties in writing.

**SECTION 5. The County’s Responsibility.**

5.1 The County shall provide the Consultant with all required data, information, and services regarding the requirements and objectives for the services under this Contract. The Consultant shall rely upon the accuracy and completeness of any information, reports, data supplied by the County or the County’s representative.

5.2 The County hereby designates the Director of Strategic Advancement, or designee, to act on the County’s behalf under this Contract. The Director of Strategic Advancement, or designee, under the supervision of the County Manager, shall have complete authority to transmit instructions, receive information, interpret and define the County’s policies and

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decisions with respect to materials, elements and systems pertinent to the provision of the Consultant's services.

**SECTION 6. Term of Contract and Option to Extend or Renew.**

6.1 The term of this Contract shall begin upon the execution of this Contract by all parties and shall terminate on July 1, 2025. The term of this Contract may be extended in one (1) year increments, with no changes in terms or conditions, upon mutual written agreement between the Consultant and the County. The County Manager is hereby authorized to execute any Contract renewal, amendment and/or modification upon approval by the County Attorney's Office. Any extension or amendment to this Contract shall be subject to availability of funds of the County as set forth in Section 11 hereinbelow.

6.2. In the event that this Contract is continued beyond the term provided above by mutual consent of the parties and not reduced to writing, this Contract shall be carried out on a month-to-month basis and shall not constitute an implied renewal of the Contract. Said month-to-month extension shall be upon the same terms of the Contract and at the compensation and payment provided herein.

**SECTION 7. Compensation.**

7.1 The Consultant shall be compensated in an amount not to exceed Forty Thousand Dollars (\$40,000) using the hourly rates identified in Exhibit "B".

7.2 The Consultant shall prepare and submit to the Director of Strategic Advancement at [bcarvalho@nassaucountyfl.com](mailto:bcarvalho@nassaucountyfl.com), for approval, an invoice for the services rendered, with a copy provided to [invoices@nassaucountyfl.com](mailto:invoices@nassaucountyfl.com). Invoices for services shall be paid in accordance with the Florida Prompt Payment Act found at Section 218.70, Florida Statutes. All invoices shall be accompanied by a report or statement identifying the nature of the work

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performed, the hours required and compensation for the work performed. The report or statement shall show a summary of fees. The County reserves the right to withhold payment to the Consultant for failure to perform the work in accordance with the provisions of this Contract, and the County shall promptly notify the Consultant in writing if any invoice or report is found to be unacceptable and will specify the reasons therefor. The Consultant shall have thirty (30) days to cure any failure upon written notice. Consultant shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract.

7.3 All representation, indemnifications, warranties and guaranties made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in this Contract, will survive final payment and termination or completion of this Contract.

7.4 Final Invoice: Consultant shall submit to County Consultant's final/last billing to County clearly marked as "Final Invoice." Submittal of the Final Invoice by Consultant to County shall indicate that all services have been performed by Consultant and that all charges and costs have been invoiced by the Consultant to County and that there is no further work to be performed and no further invoices to be submitted under this Contract.

#### **SECTION 8. Standard of Care.**

8.1 The Consultant shall exercise the same degree of care, skill, and diligence in the performance of the services as is ordinarily provided by a professional under similar circumstances, at the same time, and in the same locality. In the County's sole discretion, upon request by the County, the Consultant shall, at no additional cost to the County, re-perform services which in the sole discretion of the County do not meet the foregoing standard of care.

#### **SECTION 9. Equal Opportunity Employment.**

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9.1 In connection with the work to be performed under this Contract, the Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity statutes and regulations.

**SECTION 10. Access to Premises.**

10.1 The County shall be responsible for providing access to all project sites (if required), and for providing project site specific information.

**SECTION 11. Funding.**

11.1 The County's performance and obligation under this Contract is contingent upon an annual appropriation by the Board of County Commissioners for subsequent fiscal years and is subject to termination based on lack of funding.

**SECTION 12. Expenses.**

12.1 The Consultant shall be responsible for all expenses incurred while performing the services under this Contract including, but not limited to, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses and other compensation paid to the Consultant's agents, if any, hired by the Consultant to complete the work under this Contract.

**SECTION 13. Taxes, Liens, Licenses and Permits.**

13.1 The Consultant recognizes that the County, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this Contract. As such, the Consultant shall refrain from including taxes in any billing. The Consultant is placed on notice that this exemption generally does not apply to nongovernmental entities, contractors, or subcontractors. Any questions regarding this tax exemption shall be addressed to the County Manager.



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13.2 The Consultant shall secure and maintain all licenses and permits required to perform the services under this Contract and to pay any and all applicable sales or use tax, or any other tax or assessment which shall be imposed or assessed by any and all governmental authorities, required under this Contract, and to meet all federal, state, county and municipal laws, ordinances, policies and rules.

13.3 The Consultant acknowledges that property being improved that is titled to the County, shall not be subject to a lien of any kind for any reason. The Consultant shall include notice of such exemptions in any subcontracts and purchase orders issued under this Contract.

**SECTION 14. Governing Law, Venue and Compliance with Laws.**

14.1 This Contract shall be deemed to have been executed and entered into within the State of Florida and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida, the Ordinances of Nassau County, and any applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida, and any trial shall be non-jury. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

14.2 The Consultant shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, codes, orders, criteria and standards.

**SECTION 15. Modifications.**

15.1 The terms of this Contract may be modified only upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

**SECTION 16. Assignment and Subcontracting.**

16.1 The Consultant shall not assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the County.

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**16.2** In order to assign this Contract, or to subcontract any of the work requirements to be performed, the Consultant shall ensure and provide assurances to the County, that any subcontractor selected for work under this Contract has the necessary qualifications and abilities to perform in accordance with the terms and conditions of this Contract. The Consultant shall provide the County with the names of any subcontractor considered for work under this Contract; the County reserves the right to reject any subcontractor whose qualifications or performance, in the County's sole discretion, are insufficient. The Consultant shall be responsible for all work performed and all expenses incurred with the project. Any subcontract arrangements shall be evidenced by a written document available to the County upon request. The Consultant further agrees that the County shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract. The Consultant, at its expense, shall defend the County against such claims.

**16.3** The Consultant shall make payments to any of its subcontractors within seven (7) working days after receipt of full or partial payments from the County in accordance with Section 287.0585, Florida Statutes, unless otherwise stated in the contracts between the Consultant and subcontractors. The Consultant's failure to pay its subcontractor(s) within seven (7) working days shall result in a penalty charged against the Consultant and paid to the subcontractors in the amount of one-half of one percent (0.50%) of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to the actual payments owed and shall not exceed fifteen percent (15%) of the outstanding balance due.

**SECTION 17. Severability.**

**17.1** If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent

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Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

**SECTION 18. Termination for Default.**

18.1 If the Consultant fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than fifteen (15) days after notice thereof was given in writing by the County to the Consultant, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

18.2 Upon termination of this Contract, the Consultant shall immediately (1) stop work on the date specified; (2) terminate and settle all orders and subcontracts relating to the performance of the terminated work; (3) transfer all work in process, completed work, and other materials related to the terminated work to the County; (4) render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

**SECTION 19. Termination for Convenience.**

19.1 The County reserves the right to terminate this Contract in whole or part by giving the Consultant written notice at least thirty (30) days prior to the effective date of the termination. Upon receipt of written notice of termination from the County, the Consultant shall only provide those services and/or materials specifically approved or directed by the County. All other rights and duties of the parties under the Contract shall continue during such notice period, and the County shall continue to be responsible to the Consultant for the payment of any obligations to the extent such responsibility has not been excused by breach or default of the Consultant. The Consultant shall promptly contact the County to make arrangements to render to the County all property belonging to the County, including but not limited to, equipment, books, and records.

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**SECTION 20. Nondisclosure of Proprietary Information.**

20.1 The Consultant shall consider all information provided by the County and all reports, studies, calculations, and other documentation resulting from the Consultant's performance of the services to be proprietary unless such information is available from public sources. The Consultant shall not publish or disclose proprietary information for any purpose other than the performance of the services without the prior written authorization of the County or in response to legal process.

**SECTION 21. Contingent Fees.**

21.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Contract.

**SECTION 22. Ownership of Documents.**

22.1 The Consultant shall be required to work in harmony with other County consultants relative to providing information requested in a timely manner and in the specified form. All documents, records, disks, original drawings, or other information shall become the property of the County upon completion for its use and distribution as may be deemed appropriate by the County.

**SECTION 23. Force Majeure.**

23.1 Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault

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or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restrictions, strikes and freight embargoes. In all cases, the failure to perform shall be totally beyond the control and without any fault or negligence of the party.

**23.2** In the event of delay from the foregoing causes, the party shall take all reasonable measures to mitigate any and all resulting delay or disruption in the party's performance obligation under this Contract. If the delay is excusable under this section, the delay shall not result in any additional charge or cost under the Contract to either party. In the case of any delay that the Consultant believes is excusable under this section, the Consultant shall notify the County in writing of the delay or potential delay and describe the cause of the delay either: (1) within ten (10) calendar days after the cause that created or will create the delay first arose, if the Consultant could reasonably foresee that a delay could occur as a result; or (2) within five (5) calendar days after the date the Consultant first had reason to believe that a delay could result, if the delay is not reasonably foreseeable. THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this section is a condition precedent to such remedy. The County, in its sole discretion, shall determine if the delay is excusable under this section and shall notify the Consultant of its decision in writing. No claim for damages, other than for an extension of time, shall be asserted against the County. The Consultant shall not be entitled to an increase in the Contract price or payment of any kind from the County for direct, indirect, consequential, impact, or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this section, after the causes have ceased to exist, the Consultant shall

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perform at no increased cost, unless the County determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the County, in which case, the County may do any or all of the following: (1) accept allocated performance or deliveries from the Consultant, provided that the Consultant grants preferential treatment to the County with respect to products or services subjected to allocation; (2) purchase from other sources (without recourse to and by the Consultant for the related costs and expenses) to replace all or part of the products or services that are the subject of the delay, which purchases may be deducted from the Contract quantity; or (3) terminate the Contract in whole or in part.

**SECTION 24. Access And Audits of Records.**

24.1 The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of work contemplated under this Contract. The County and the County Clerk of Court shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours upon five (5) days' written notice to the Consultant.

**SECTION 25. Independent Consultant Status.**

25.1 The Consultant shall perform the services under this Contract as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall be interpreted or construed to constitute the Consultant or any of its agents or employees to be an agent, employee or representative of the County.

25.2 The Consultant and the County agree that during the term of this Contract: (a) the Consultant has the right to perform services for others; (b) the Consultant has the right to

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perform the services required by this Contract; and (c) the Consultant has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

**SECTION 26. Indemnification.**

26.1 The Consultant shall indemnify and hold harmless the County and its agents and employees from all claims, liabilities, damages, losses, expenses and costs, including attorney's fees, arising out of or associated with or caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant or any persons employed or utilized by the Consultant, in the performance of this Contract. The Consultant shall, at its own expense, defend any and all such actions, suits, or proceedings which may be brought against the County in connection with the Consultant's performance under this Contract.

**SECTION 27. Insurance.**

27.1 The Consultant shall provide and maintain at all times during the term of this Contract, without cost or expense to the County, such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance policies as detailed in Exhibit "C". The policy limits required are to be considered minimum amounts.

27.2 The Consultant shall provide to the County a Certificate of Insurance for all policies of insurance and renewals thereof in a form acceptable to the County. Said certificates shall provide that the Nassau County Board of County Commissioners is an additional insured, and that the County shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action with the exception of ten (10) days for non-payment. All insurance policies shall be issued by responsible

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companies who are acceptable to the County and licensed and authorized under the laws of the State of Florida.

**SECTION 28. Dispute Resolution Process.**

**28.1** In the event of a dispute regarding the interpretation of the terms of this Contract, the County, in its sole discretion, may elect to use the dispute resolution process as set forth in this section.

**28.2** In the event the County elects to use the dispute resolution process under this section, the County shall send a written communication to the Consultant pursuant to Section 35 hereinbelow. The written notification shall set forth the County's interpretation of the terms of this Contract.

**28.3** The County shall then set a date and time for the parties to meet with the County Manager or designee. This meeting shall be set no more than twenty (20) days from the date that the written communication was sent to the Consultant. The Consultant may submit a written response to the County's written communication no less than five (5) days prior to the meeting with the County Manager or designee.

**28.4** If no satisfactory resolution as to the interpretation of the Contract terms is reached at the meeting with the County Manager or designee, then the parties may elect to submit the dispute to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Consultant. The Consultant shall not stop work during the pendency of the dispute resolution or mediation process as set forth in this section.

**SECTION 29. E-Verify.**



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**29.1** The Consultant shall comply with Section 448.095, Florida Statutes, and use the United States Department of Homeland Security's E-Verify system ("E-Verify") to verify the employment eligibility of all persons hired by the Consultant during the term of this Contract to work in Florida. Additionally, if the Consultant uses subcontractors to perform any portion of the work (under this Contract), the Consultant shall include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify).

**29.2** The Consultant shall maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized entity consistent with the terms of the Consultant's enrollment in the program. This includes maintaining a copy of proof of the Consultant's and subcontractors' enrollment in the E-Verify program. If the Consultant enters into a contract with a subcontractor, the subcontractor shall provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Consultant shall maintain a copy of such affidavit for the duration of the Contract.

**29.3** Compliance with the terms of the E-Verify program provision is made an express condition of this Contract and the County may treat a failure to comply as a material breach of the Contract. If the County terminates the Contract pursuant to Section 448.095(2)(c), Florida Statutes, the Consultant may not be awarded a public contract for at least one (1) year after the

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date on which the contract was terminated and the Consultant is liable for any additional costs incurred by the County as a result of the termination of this Contract.

**SECTION 30. Public Records.**

**30.1** The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, RECORDS@NASSAUCOUNTYFL.COM, 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this Contract, to the extent that the Consultant is providing services to the County, and pursuant to Section 119.0701, Florida Statutes, the Consultant shall:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Consultant does not transfer the records to the County.

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d. Upon completion of the Contract, transfer, at no cost, to the County all public records in possession of the Consultant or keep and maintain public records required by the County to perform the service. If the Consultant transfers all public records to the County upon completion of the Contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically shall be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

**30.2** A request to inspect or copy public records relating to the County's contract for materials shall be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Consultant of the request, and the Consultant shall provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

**30.3** If the Consultant does not comply with the County's request for records, the County shall enforce the Contract provisions in accordance with the Contract.

**30.4** If the Consultant fails to provide the public records to the County within a reasonable time, the Consultant may be subject to penalties under Section 119.10, Florida Statutes.

**30.5** If a civil action is filed against the Consultant to compel production of public records relating to the Contract, the Court shall assess and award against the Consultant the reasonable costs of enforcement, including reasonable attorney fees if:

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- a. The Court determines that the Consultant unlawfully refused to comply with the public records request within a reasonable time; and
- b. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Consultant has not complied with the request, to the County and to the Consultant.

**30.6** A notice complies with Section 30.5 b. hereinabove, if it is sent to the County's custodian of public records and to the Consultant at the Consultant's address listed on its Contract with the County or to the Consultant's registered agent. Such notices shall be sent pursuant to Section 35 hereinbelow.

**30.7** If the Consultant complies with a public records request within eight (8) business days after the notice is sent, the Consultant is not liable for the reasonable costs of enforcement.

**30.8** In reference to any public records requested under this Contract, the Consultant shall identify and mark specifically any information which the Consultant considers confidential and/or proprietary, inclusive of trade secrets as defined in Section 812.081, Florida Statutes, and which the Consultant believes to be exempt from disclosure, citing specifically the applicable exempting law and including a brief written explanation as to why the cited Statute is applicable to the information claimed as confidential and/or proprietary information. All materials shall be segregated and clearly identified as "EXEMPT FROM PUBLIC DISCLOSURE."

**30.9** In conjunction with the confidential and/or proprietary information designation, the Consultant acknowledges and agrees that after notice from County, the Consultant shall respond to a notice from the County immediately, but no later than 10 calendar days from the date of notification or the Consultant shall be deemed to have waived and consented to the release of the confidential and/or proprietary designated materials.

Contract Tracking No. CM\_ CM3720

**30.10** The Consultant further agrees that by designation of the confidential/proprietary material, the Consultant shall defend the County (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to the Consultant's designation of the material as exempt from public disclosure and to hold harmless the County (and its employees, agents and elected and appointed officials) from any award to a plaintiff for damages, costs and attorneys' fees, incurred by the County by reason of any claim or action related to the Consultant's designation of material as exempt from public disclosure.

**SECTION 31. Disclosure Of Litigation, Investigations, Arbitration or Administrative Decisions.**

**31.1** During the term of this Contract, or any extension thereto, the Consultant shall have the continued duty to disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Consultant. If the existence of the proceeding causes the County concerns that the Consultant's ability or willingness to perform this contract is jeopardized, the Consultant may be required to provide the County with reasonable written assurance to demonstrate the Consultant can perform the terms and conditions of the Contract.

**SECTION 32. Scrutinized Companies and Public Entity Crimes.**

**32.1** The Consultant is directed to the Florida Public Entities Crime Act, Section 287.133, Florida Statutes, as well as Section 287.135, Florida Statutes, regarding Scrutinized Companies, and represents to County that the Consultant is qualified to transact business with public entities in Florida, and to enter into and fully perform this Contract subject to the provisions stated therein. Failure to comply with any of the above provisions will be considered a material breach of the Contract.

**SECTION 33. Anti-Discrimination.**

33.1 The Consultant agrees that it will not discriminate in employment, employee development, or employee advancement because of religious or political opinions or affiliations, race, color, national origin, sex, age, physical handicap, or other factors, except where such factor is a bonified occupational qualification or is required by State and/or Federal Law.

**SECTION 34. Advertising.**

34.1 The Consultant shall not publicly disseminate any information concerning this Contract without prior written approval from the County, including but not limited to, mentioning the Contract in a press release or other promotional material, identifying the County as a reference, or otherwise linking the Consultant’s name and either description of this Contract or the name of the County in any material published, either in print or electronically, to any entity that is not a party this Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

**SECTION 35. Notices.**

35.1 All notices, demands, requests for approvals or other communications given by the parties to another in connection with this Contract shall be in writing, and shall be sent by registered or certified mail, postage prepaid, return receipt requested, or overnight delivery service (such as federal express), or courier service or by hand delivery to the office of each party indicated below:

County: Nassau County  
Attn: Brandy Carvalho, Director of Strategic Advancement  
96135 Nassau Place, Ste 1  
Yulee, Florida 32097

DCMEB

TPA

Consultant: All Together, LLC  
Attn: Marisa Schulz  
2625 Park Pl.  
Evanston, IL 60621

**SECTION 36. Attorney's Fees.**

36.1 Notwithstanding the provisions of Section 30 hereinabove, in the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

**SECTION 37. Authority to Bind.**

37.1 The Consultant represents and warrants that the Consultant's undersigned representative if executing this Contract of behalf of a partnership, corporation or agency has the authority to bind the Company to the terms of this Contract.

**SECTION 38. Conflicting Terms, Representations and No Waiver of Covenants or Conditions.**

38.1 In the event of any conflict between the terms of this Contract and the terms of any exhibits, the terms of this Contract shall prevail.

38.2 All representations, indemnifications, warranties and guaranties made by the Consultant in this Contract, as well as all continuing obligations indicated in this Contract, shall survive final payment and termination or completion of this Contract.

Contract Tracking No. CM\_ CM3720

**38.3** The failure of either party to insist on strict performance of any covenant or condition herein, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance.

**38.4** The Consultant warrants that any goods provided by the Consultant under this Contract shall be merchantable. All goods provided shall be of good quality within the description given by the County, shall be fit for their ordinary purpose, shall be adequately contained and packaged with the description given by the County, shall conform to the agreed upon specifications, and shall conform to the affirmations of facts made by the Consultant or on the container or label.

**SECTION 39. Construction of Contract.**

**39.1** The parties hereby acknowledge that they have fully reviewed this Contract and any exhibits and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

**SECTION 40. Headings.**

**40.1** The section headings and captions of this Contract are for convenience and reference of the parties and in no way define, limit or describe the scope or intent of this Contract or any part thereof.

**SECTION 41. Entire Agreement and Execution.**

**41.1** This Contract, together with any exhibits, constitutes the entire Contract between the County and the Consultant and supersedes all prior written or oral understandings.

**41.2** This Contract may be executed in any number of counterparts; each executed counterpart hereof shall be deemed an original; and all such counterparts, when taken together, shall be deemed to constitute one and the same instrument.



**SECTION 42. Change of Laws.**

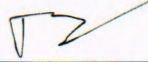
**42.1** If there is a change in any state or federal law, regulation or rule or interpretation thereof, which affects this Contract or the activities of either party under this Contract, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's rights or obligations under this Contract, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Contract. If the parties are unable to reach an agreement concerning the modification of this Contract within fifteen (15) days after the date of the notice seeking renegotiation, then either party may terminate this Contract by written notice to the other party. In such event, Consultant shall be paid its compensation for services performed prior to the termination date.

[The remainder of this page left intentionally blank.]

Contract Tracking No. CM\_ CM3720

IN WITNESS WHEREOF, the parties have executed this Contract which shall be deemed an original on the day and year last written below

**NASSAU COUNTY, FLORIDA**

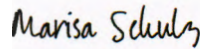


By: Taco Pope  
Its: County Manager  
Date: 7/9/2024

Approved as to form and legality by the Nassau County Attorney

Denise C. May, Esq., BLS  
DENISE C. MAY

**ALL TOGETHER, LLC**



By: Marisa Schulz  
Its: Principal  
Date: 7/8/2024

# NASSAU COUNTY

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# CREATIVE SERVICES

**All  
Together.**

## Our Agency

---

**WE ARE  
PLACE LOVERS,  
STORYTELLERS,  
TYPE A DESIGNERS  
& STRATEGISTS.  
*ALL TOGETHER.***

We branded Obama's pride and joy and a national monument...



... and we're shaping the future of Chicago with the City's first master plan since the 1960s.



We captured the identity of one of Indy's cultural district with a rich history...



... and helped tell the stories of a vibrant community and former Underground Railroad site.



# All Together.

is a design studio focused on community engagement, branding, and placemaking. Our engagement results in joyful experiences for communities and their stakeholders through the built environment, branded communications, or programming that captures the spirit of the place.

## COMMUNITY ENGAGEMENT

From the very beginning of each project, we craft a strategic and fully inclusive **engagement process**—from one-on-one conversations to engaging group conversations to broad-reaching online platforms.

## BRANDING & COMMUNICATIONS

We work to instill pride in a sense of place and ensure all project deliverables capture the essence of a place and its people through powerful narrative, **creative messaging and beautiful design.**


## PLACEMAKING & STORYTELLING

We ensure communities **tell their story** through programming, collateral, and the built environment.

## Our Experience

---

**WE'VE CRAFTED  
BRANDS FOR  
CITIES, REGIONS,  
NATIONAL MONUMENTS  
& DESTINATIONS.  
*ALL TOGETHER.***



**ILLINOIS  
SCIENCE &  
TECHNOLOGY  
COALITION**

from ideas to impact



**INNOVATION**

from pitch  
to partnerships



**DATA**

from metrics  
to insights



**EDUCATION**

from the classroom  
to the real world



**ADVOCACY**

from gaps  
to solutions



**ILLINOIS  
SCIENCE &  
TECHNOLOGY  
COALITION**



**EDUCATION**

**MISSION**

what the Coalition  
is here to do

The Illinois Science & Technology Coalition is a member-driven non-profit that strengthens the state's innovation economy through data collection, policy advocacy, and impactful programs. Our STEM-education programs connect classrooms with companies to better prepare the next generation of problem-solvers.



**TAGLINE**

catchy, memorable snapshot  
of the Coalition's brand

**from idea to impact**

**HOW TO USE THE MAIN TAGLINE + ELEMENT SUB-TAGLINES:**

The Coalition offers so many things to so many different people, messaging can get very confusing very quickly. This tagline fixes that by capturing all that the Coalition does, while providing a flexible framework that can be applied to each of the IDEA elements.

**WHEN TO USE EACH:**

The main tagline should be used on all promotional materials for the general Coalition marketing collateral, such as the home page of the website or brochures.



INNOVATION DATA EDUCATION ADVOCACY ABOUT DONATE

**FROM IDEA TO IMPACT**

# ILLINOIS SCIENCE & TECHNOLOGY COALITION REBRAND

CHICAGO, ILLINOIS

*Designing a brand family that's right at home.*

Our partner came to us with a problem—they were doing so much that they couldn't capture it all in a brand, and their messaging (and graphics) had gotten overcomplicated over time. We worked with ISTC to consolidate, rebrand, and re-message by telling the stories that mattered most to their audience—those of impact and results.

And our results? Messaging and graphics that pack a mighty punch, and celebrate all that the organization does, through simplicity.

## Details:

**Start Date:** May 2021

**Completed:** October 2021

## Reference:

*"All Together was simply wonderful to work with from start to finish on our rebranding. They were so thoughtful in interviewing our stakeholders and surprisingly, we learned so much about ourselves in the process. They created a flexible design and messaging system that our multifaceted organization could collectively embrace yet celebrate individually - not an easy task. It's like they captured all of our unique voices and designed an anthem of visual understanding for our innovation ecosystem."*

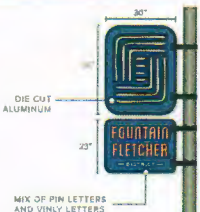
**Colleen Egan**

CEO + President

Illinois Science & Technology Coalition

(708) 267.5601

[cegan@istcoalition.org](mailto:cegan@istcoalition.org)



# FOUNTAIN FLETCHER COMMUNICATIONS & BRANDING

GREATER VIRGINIA AVENUE  
ECONOMIC IMPROVEMENT DISTRICT

*Creating an identity for Indy's cultural district.*

Mission: to design a communications strategy for a cultural district just minutes from Downtown Indy that helps the neighborhood tell its story in a way that feels true to its eclectic personality. The GVAC Marketing Master Plan provides a multi-year design and funding strategy to better communicate the district and enhance the built environment surrounding the cultural trail. All Together led communications research, analysis, and brand development for the historic cultural district. As a part of the process, we facilitated several stakeholder conversations with residents, artists, and business and property owners to better understand existing perceptions of the district and its identity. In addition to the focus groups, a survey was distributed to the community at large.

Based on the input received from stakeholder interviews and surveys, All Together crafted a detailed communications strategy that provided the District with a new name. Once inspired by this name and marketing direction, our clients asked us to design a brand identity—logo, brand story, and wayfinding—that tied it all together. The result? A celebration of all the unique elements of the district that together, are the Fountain Fletcher District, offbeat on the trail.

## Details:

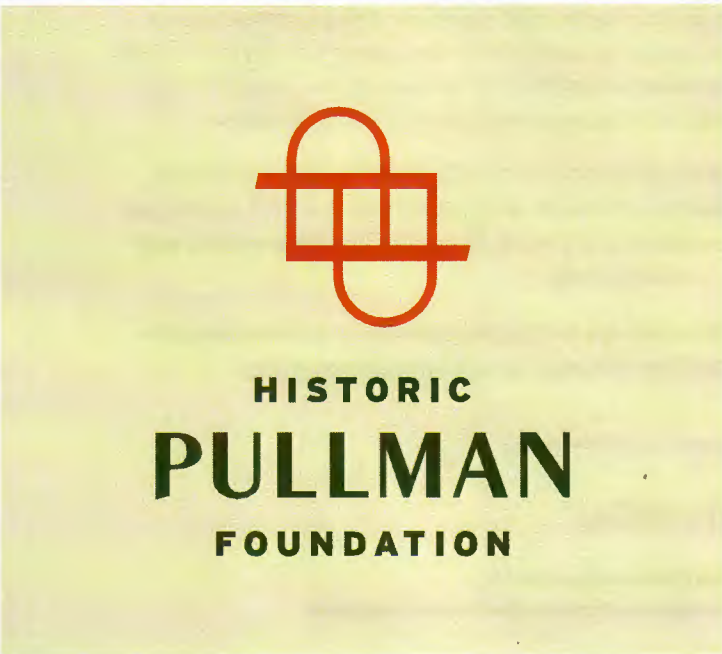
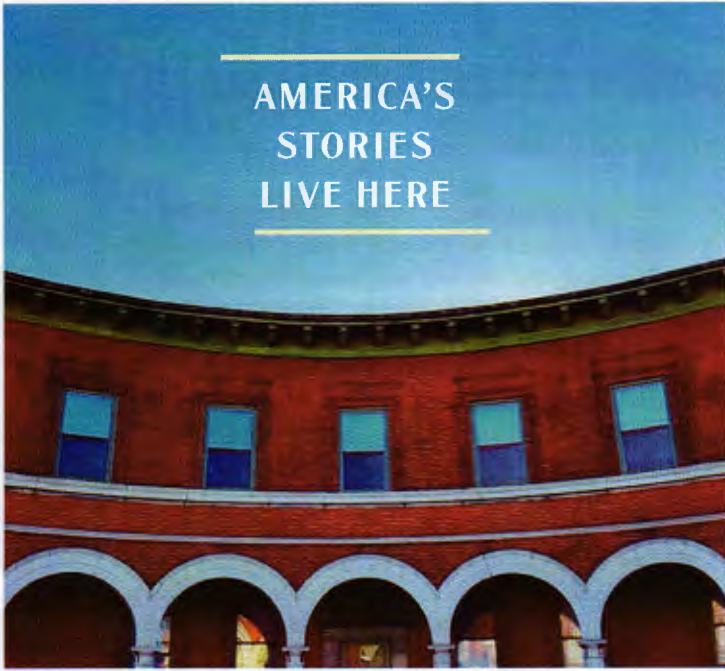
**Start Date:** July 2020  
**Completed:** April 2021

## Reference:

**Brad Vogelsmeier**  
Board Member  
GVAC EID  
brad.vogelsmeier@milhaus.com



AMERICA'S  
STORIES  
LIVE HERE



# HISTORIC PULLMAN FOUNDATION BRAND GUIDE

HISTORIC PULLMAN FOUNDATION

*Branding a national monument that speaks to both the local community and an international audience.*

In anticipation for the Labor Day 2021 launch of the Pullman National Monument, the Foundation wanted a new look and feel to their brand. One that helped to tell the story of Pullman that captured the resiliency and ingenuity of America's people and its built landscape. We worked closely with [the Foundation](#) and community partners to craft a brand story, tagline, and logo that honors the legacy of the Foundation, celebrates its indelible impact on Chicago and America's National Parks, and introduces Pullman to the world.

## Details:

**Start Date:** January 2021  
**Completed:** March 2021

## Reference:

**Maria Hibbs**  
Membership Board Chair  
Historic Pullman Foundation  
[maria.hibbs@gmail.com](mailto:maria.hibbs@gmail.com)



## DOWNTOWN REBRAND

EVANSTON, ILLINOIS

*Take a City of 80,000 and add a University offering some of the brightest talent in the Midwest, a growing downtown with a vibrant arts and culture scene, and prime lakefront presence, and you've got Evanston.*

All Together led the research, strategy and rebrand, as well as marketing campaigns for Downtown Evanston. We invited locals, business and property owners, restaurateurs, residents, community organizations, and city leaders into the creative process.

The result is a brand that is confident, embraces connections to Lake Michigan, and incorporates a consistent story to be told by a variety of brand ambassadors. It captures how downtown has all of the vibrancy and cultural offerings of a big city, but an approachability that comes with being a college town. It celebrates the future of Evanston, as the first City in the world to distribute reparations to its Black citizens. And it calls for locals and visitors to all see themselves in downtown.

What's to come? Over 300 banners throughout downtown, brand launch events, a new Downtown Evanston website, ad campaigns, and a whole lot of swag that celebrates the new downtown identity.

This branding effort built on our work for a downtown office attraction campaign, [Downtown Evanston Works](#).

### Details:

**Start Date:** January 2022

**Completed:** Ongoing (implementation phase)

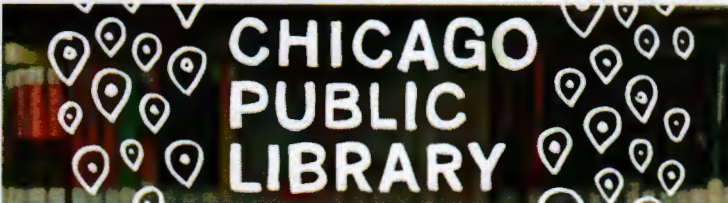
### Reference:

**Annie Coakley**  
Executive Director  
Downtown Evanston  
[acoakley@downtownevanston.org](mailto:acoakley@downtownevanston.org)

# LEADING from the LIBRARY



## PROGRAMS THAT BRING US TOGETHER



## LOOKING FORWARD A LIBRARY CARD FOR EVERY STUDENT



## CHICAGO PUBLIC LIBRARY COMMS

CHICAGO, ILLINOIS

*Telling the story of how Chicago is Leading from the Library.*

Chicago Public Library approached us to share their impact throughout the City through graphic visuals and a compelling narrative. We helped compile stories within the organization and highlight individuals that have contributed to its legacy over the past 150 years.

The central narrative, Leading from the Library, captures CPL's positioning to create connections throughout the city. It illustrates how the organization plays an essential role to provide free programming and services, especially to Chicago's most vulnerable communities.

All Together wove stories from the libraries' past into their plans for the future, capturing innovative new programming such as offering mental health services at key library branches. We worked with Two Gents Photography to art direct a series of shoots at local branches to highlight the people behind those programs, as well as photograph library staff to highlight their role as community leaders. Our process resulted in a unified message, a suite of photography, and illustrated graphics that elevate Chicago Public Library—their commissioner and staff—as the innovators that they are.

### Details:

**Start Date:** 2022  
**Completed:** Ongoing

### Reference:

**Mary Ellen Messner**  
First Deputy Commissioner  
Chicago Public Library  
mmessner@chipublib.org  
312.747.4018

**All Together.**



## ILLINOIS HOUSING COUNCIL DESIGN & COMMUNICATIONS

ILLINOIS HOUSING COUNCIL (IHC)

*Designing a brand that captures the voice of the affordable housing industry in Illinois.*

The future of Illinois rests on addressing what may be the most critical infrastructure need of all time—affordable housing. And the Illinois Housing Council sits in the center of this work throughout the state and beyond, offering educational programs, legislative advocacy, and technical assistance. They wanted to strengthen their identity as an organization, showcase the important work of their members in local communities and clearly communicate their mission in advancing affordability across Illinois. All Together worked hand-in-hand with IHC on a rebrand to modernize their logo, ensure messaging packs a punch, and lay the groundwork for a new website (coming soon). We also art directed the organization's About Us video.

Click here to see the [About Us video](#).

### Details:

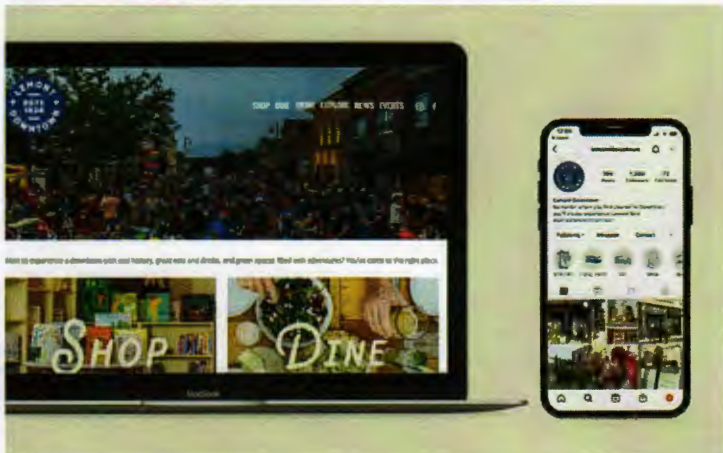
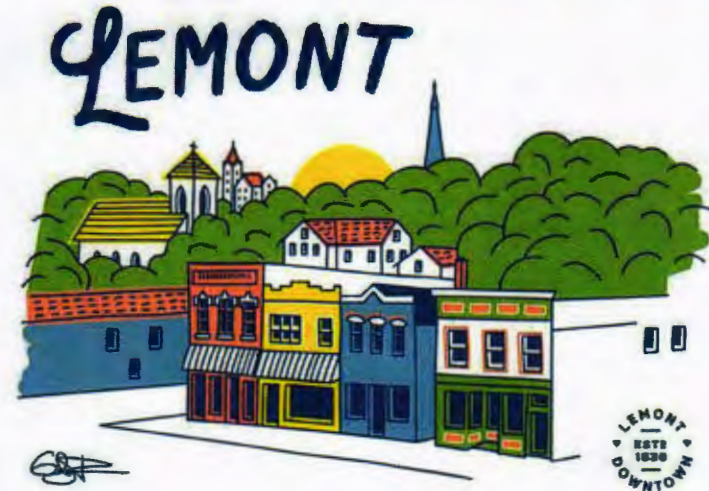
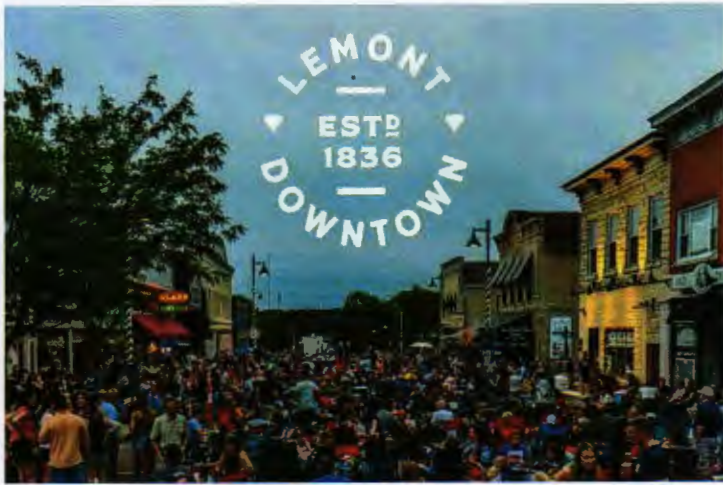
**Start Date:** October 2021

**Completed:** April 2022\*

\*ongoing implementation support

### Reference:

**Allison M. Clements**  
Executive Director  
Illinois Housing Council  
aclements@ilhousing.org  
773.609.2757



# DOWNTOWN BRANDING & COMMUNICATION STRATEGY

LEMONT, ILLINOIS

*Celebrating what's real about this downtown.*

Inspired by the legacy of hustle in its hills, quarries, and canals, our team designed a comprehensive brand system and communications strategy for Downtown Lemont. Our process included extensive stakeholder outreach and collaboration with Lemont business owners, residents, and organizations. The area—brimming with outdoor recreational spots like The Forge—is a hot spot for adventure seekers, historic architecture lovers, and Chicagoans who want a view with their beer. Along the way, we collected stories, kayaked the waterways, and fell in love with the genuine vibe of this town. This brand showcases that you can't fake real, and you don't have to when you're Lemont.

Since the brand, we've redesigned [Lemont Downtown's website](#), launched a number of placemaking initiatives, and even designed a mascot. The results? 44% increase in total website users since brand launch, +277% subscriber growth for e-newsletter, a 54% increase in Facebook followers, and 230,000 *new* visitors to downtown in 2021. Due to our marketing efforts, Lemont was listed as one of the top daytrips from Chicago by TimeOut.

## Details:

**Start Date:** April 2021

**Completed:** September 2021 (ongoing retainer with the Village for marketing + placemaking support)

## Reference:

**Jason Berry**  
Economic Development Director  
Village of Lemont  
JBerry@lemont.il.us



# CITY OF PARK RIDGE REBRAND AND MARKETING STRATEGIES

CITY OF PARK RIDGE

*Lifting up the love of a community.*

All Together was brought on as a strategy and design partner to help the City of Park Ridge tell its story through visual and messaging campaigns.

We are working with residents, business owners, the Chamber, community organizations and elected officials to rebrand the City and its individual business districts for residents and visitors alike.

The results? A unified branding system and an implementation guide that will help the City launch the brand, coordinate with multiple brand ambassadors, and continue to tell its story to different target audiences long into the future.

It's Wholeheartedly, Park Ridge.

## Details:

**Start Date:** January 2023

**Completed:** Ongoing

## Reference:

**Leisa Niemotka**

Administrative Services Manager

City of Park Ridge

[lniemotka@parkridge.us](mailto:lniemotka@parkridge.us)

## **Our Rates**

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**WE WILL CREATE  
A COLLABORATIVE  
PROCESS THAT  
CELEBRATES NASSAU  
AND UNIFIES DESIGN  
SYSTEMS WITHIN  
THE COUNTY.  
*ALL TOGETHER.***

# Rate Breakdown

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## ALL TOGETHER

All Together will utilize a combined hourly rate for their creative services, including:

- Logos + Branded Elements
- Electronic + Printed Creative Materials/Collateral  
(flyers, racks cards, business cards, letterhead & envelopes, posters, banners, signage, etc.)
- Social Media Graphics + Digital Marketing Ads
- Email Marketing Graphics
- Creative Consulting
- Community Engagement Strategics
- Videography/Photography

ALL TOGETHER 2024 COMBINED RATE

**\$200/hr**



## Client Love

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*“All Together has been an excellent partner in our work promoting the North Shore. Their branding and placemaking work in Downtown Evanston and Central Street has been a huge asset to attract people to these areas. Marisa and Rachael bring creativity, thoughtfulness, and professionalism to their work. Who knew that rainbow stripes down the sidewalk would become the backbone of Central Street district? Their work is rooted in joy, and they are a joy to work with.”*

**GINA SPECKMAN** | EXECUTIVE DIRECTOR, CHICAGO'S NORTH SHORE  
CONVENTION + VISITORS BUREAU

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*“All Together was simply wonderful to work with from start to finish on our rebranding. They were so thoughtful in interviewing our stakeholders and surprisingly, we learned so much about ourselves in the process. They created a flexible design and messaging system that our multifaceted organization could collectively embrace yet celebrate individually - not an easy task. It's like they captured all of our unique voices and designed an anthem of visual understanding for our innovation ecosystem.”*

**COLLEEN EGAN** | PRESIDENT + CEO, ILLINOIS SCIENCE AND TECHNOLOGY COALITION

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*“I'm really lucky I get to work with an imaginative and caring team! I want my community to be great, and All Together does too. When I saw the work they were doing, I said to myself: I want that. Since then, they've helped the Village of Lemont position its historic Downtown as a destination-worthy adventure in the Chicagoland region. Our website traffic has doubled, or social media presence has soared, and thanks to their efforts, we were listed as one of Time Out's Best Day Trips from Chicago.”*

**JASON BERRY** | ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR, LEMONT, IL

# Contact

WAYS TO REACH US



@alltogetherstudio



mschulz@alltogetherstudio.com



facebook.com/alltogether



847-261-4047

HAPPY TO BE WORKING WITH YOU!

# Rate Breakdown

---

## ALL TOGETHER

All Together will utilize a combined hourly rate for their creative services, including:

- Logos + Branded Elements
- Electronic + Printed Creative Materials/Collateral  
(flyers, racks cards, business cards, letterhead & envelopes, posters, banners, signage, etc.)
- Social Media Graphics + Digital Marketing Ads
- Email Marketing Graphics
- Creative Consulting
- Community Engagement Strategics
- Videography/Photography

ALL TOGETHER 2024 COMBINED RATE

**\$200/hr**

**GENERAL INFORMATION AND MINIMUM INSURANCE REQUIREMENTS**

**COMMERCIAL GENERAL LIABILITY INSURANCE**

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Commercial General Liability insurance coverage (ISO or comparable Occurrence Form) for the life of this Contract. Modified Occurrence or Claims Made forms are not acceptable.

The Limits of this insurance shall not be less than the following limits:

Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Products & Completed Operations Aggregate Limit	\$2,000,000
General Aggregate Limit (other than Products & Completed Operations) Applies Per Project	\$2,000,000

General liability coverage shall continue to apply to "bodily injury" and to "property damage" occurring after all work on the Site of the covered operations to be performed by or on behalf of the additional insureds has been completed and shall continue after that portion of "your work" out of which the injury or damage arises has been put to its intended use.

**WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE**

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Workers' Compensation and Employer's Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

<u>Part One</u> – Workers' Compensation Insurance – Unlimited Statutory Benefits as provided in the Florida Statutes and	
<u>Part Two</u> – Employer's Liability Insurance	
Bodily Injury By Accident	\$500,000 Each Accident
Bodily Injury By Disease	\$500,000 Policy Limit
Bodily Injury By Disease	\$500,000 Each Employee

\*If leased employees are used, policy must include an Alternate Employer's Endorsement

**AUTOMOBILE LIABILITY INSURANCE**

The Vendor/Contractor shall purchase and maintain at the Vendor/Contractor's expense Automobile Liability insurance coverage for the life of this Contract.

The Limits of this insurance shall not be less than the following limits:

Combined Single Limit – Each Accident	\$1,000,000
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Covered Automobiles shall include any auto owned or operated by the insured Vendor/Contractor, including autos which are leased, hired, rented or borrowed, including autos owned by their employees which are used in connection with the business of the respective Vendor/Contractor.

Vendor/Contractor shall require each of his Sub-Vendor/Contractors to likewise purchase and maintain at their expense Commercial General Liability insurance, Workers' Compensation and Employer's Liability coverage and Automobile Liability insurance coverage meeting the same limit and requirements as the Vendor/Contractors insurance.

**Certificates of Insurance and the insurance policies required for this Agreement shall contain –**

- **Endorsement that coverage afforded under the policies will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to Nassau County Board of County Commissioners.**
  - **Nassau County Board of County Commissioners must be named as an Additional Insured and endorsed onto the Commercial General Liability (CGL), Auto Liability policy (ies).**
  - **CGL policy for construction related contracts –**
    - **Additional Insured Endorsement must include Ongoing and Completed**
    - **CGL policy shall not be endorsed with Contractual Liability Limitation Endorsement or Amendment of Insured Contract Definition**
    - **CGL policy shall include broad form contractual liability coverage for the Contractors covenants to and indemnification of the Authority under this Contract**
- **Provision under General Liability, Auto Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.**
- **Provision that policies, except Workers' Compensation, are primary and noncontributory.**

Certificates of Insurance and the insurance policies required for this Agreement shall contain a provision under General Liability, Auto Liability, Environmental Liability and Workers' Compensation to include a Waiver of Subrogation clause in favor of Nassau County Board of County Commissioners.

All Insurers must be authorized to transact insurance business in the State of Florida as provided by Florida Statute 624.09(1) and the most recent Rating Classification/Financial Category of the insurer as published in the latest edition of "Best's Key Rating Guide" (Property-Casualty) must be at least A- or above.

All of the above referenced Insurance coverage is required to remain in force for the duration of this Agreement and for the duration of the warranty period. Accordingly, at the time of submission of final application for payment, Vendor/Contractor shall submit an additional Certificate of Insurance evidencing continuation of such coverage.

If the Vendor/Contractor fails to procure, maintain or pay for the required insurance, Nassau County Board of County Commissioners shall have the right (but not the obligation) to secure same in the name of and for the account of Vendor/Contractor, in which event, Vendor/Contractor shall pay the cost thereof and shall furnish upon demand, all information that may be required to procure such insurance. Nassau County Board of County Commissioners shall have the right to back-charge Vendor/Contractor for the cost of procuring such insurance. The failure of Nassau County Board of County Commissioners to demand certificates of insurance and endorsements evidencing the required insurance or to identify any deficiency in Vendor/Contractors coverage based on the evidence of insurance provided by the Vendor/Contractor shall not be construed as a waiver by Nassau County Board of County Commissioners of Vendor/Contractor's obligation to procure, maintain and pay for required insurance.

The insurance requirements set forth herein shall in no way limit Vendor/Contractors liability arising out of the work performed under the Agreement or related activities. The inclusions, coverage and limits set forth herein are minimum inclusion, coverage and limits. The required minimum policy limits set forth shall not be construed as a limitation of Vendor/Contractor's right under any policy with higher limits, and no policy maintained by the Vendor/Contractor shall be construed as limiting the type, quality or quantity of insurance coverage that Vendor/Contractor should maintain. Vendor/Contractor shall be responsible for determining appropriate inclusions, coverage and limits, which may be in excess of the minimum requirements set forth herein.

If the insurance of any Vendor/Contractor or any Sub-Vendor/Contractor contains deductible(s), penalty(ies) or self-insured retention(s), the Vendor/Contractor or Sub-Vendor/Contractor whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(ies) or self-insured retention(s).

The failure of Vendor/Contractor to fully and strictly comply at all times with the insurance requirements set forth herein shall be deemed a material breach of the Agreement.

**Certificate Of Completion**

Envelope Id: 542F3967C4014EC29A4C1F10501B23CB  
Subject: Complete with Docusign: All Together Professional Services Contract \$40,000  
Source Envelope:  
Document Pages: 45  
Certificate Pages: 6  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
Brandy Carvalho  
bcarvalho@nassaucountyfl.com  
IP Address: 50.238.237.26

**Record Tracking**

Status: Original  
7/3/2024 3:35:41 PM

Holder: Brandy Carvalho  
bcarvalho@nassaucountyfl.com

Location: DocuSign

**Signer Events**

**Signature**

**Timestamp**

Brandy Carvalho  
bcarvalho@nassaucountyfl.com  
Director of Strategic Advancement  
Nassau County BOCC  
Security Level: Email, Account Authentication  
(None)

*Brandy Carvalho*  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

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Viewed: 7/3/2024 4:49:24 PM  
Signed: 7/3/2024 4:49:33 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)

*TP*  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

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Viewed: 7/5/2024 8:43:47 AM  
Signed: 7/5/2024 8:47:10 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)

*Chris Lacambra*  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 7/5/2024 8:47:13 AM  
Viewed: 7/5/2024 1:57:20 PM  
Signed: 7/5/2024 1:57:46 PM

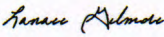
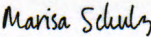




**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Michelle Proctor  
mproctor@nassaucountyfl.com  
Risk Manager  
Security Level: Email, Account Authentication  
(None)

*MP*  
  
Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 7/5/2024 1:57:49 PM  
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Signed: 7/5/2024 2:04:06 PM

**Electronic Record and Signature Disclosure:**  
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Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/5/2024 2:04:08 PM Viewed: 7/8/2024 1:29:07 PM Signed: 7/8/2024 1:29:17 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Marisa Schulz mschulz@alltogetherstudio.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 73.247.215.198	Sent: 7/8/2024 1:29:20 PM Viewed: 7/8/2024 4:47:25 PM Signed: 7/8/2024 4:48:38 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 7/8/2024 4:47:25 PM ID: 0540b31a-bf49-454d-8d55-42db4f2e4856		
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/8/2024 4:48:41 PM Viewed: 7/9/2024 11:14:13 AM Signed: 7/9/2024 11:16:18 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/9/2024 11:16:21 AM Viewed: 7/9/2024 11:18:53 AM Signed: 7/9/2024 11:21:41 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
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 Signed using mobile	Sent: 7/9/2024 11:21:46 AM Viewed: 7/9/2024 1:37:05 PM Signed: 7/9/2024 1:37:42 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
BOCC AP 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: 7/9/2024 1:37:47 PM Viewed: 7/10/2024 9:50:10 AM Signed: 7/10/2024 9:50:27 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		

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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/10/2024 9:50:32 AM Viewed: 7/10/2024 9:52:32 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: 7/10/2024 9:50:33 AM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		



## **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.

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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.

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**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.

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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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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>.

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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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- 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.