

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3029-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Human Resources Contact Person: Ashley Metz
 Telephone: (904) 530-6075 Email: amet@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: Amelia Urgent Care, LLC
 Address: 96279 Brady Point Road
 City: Fernandina Beach State: Florida Zip Code: 32034
 Vendor's Administrator Name: Sue Matricia Title: Owner
 Telephone: (904) 321-0088 Email: smatricia@ameliurgentcare.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Daniel J. Matricia Title: Owner/Medical Director/MRO
 Authorized Signatory Email: dmatricia@ameliurgentcare.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: Amelia Urgent Care, LLC
 Short Description of Product(s)/Service(s) Being Requested: Employee Physicals, Drug Screens & Medical Review Director Services

(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: est. \$38,765.00
 Amount of Renewal Options (if applicable): Year 1: \$ 15,800.00 Year 2: _____
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$54,565.00 (Estimate if necessary)
 Account Number: 01122513-531031 / 01122513-531035 / Various Fire Rescue & Building Department Accounts for their Employees
 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: *Please note Risk Emails Concerning Coverage Requirements

Risk Manager Initials: MP

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3029 Amendment No: 1
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
 Contract Amount with Previous Amendments: \$ 38,765.00 Amount of this Amendment: \$ 15,800.00
 New Contract Amount including this Amendment: \$ 54,565.00
 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

- | | |
|--|---|
| <p>1. <u>Ashley Metz</u> <u>7/24/2024</u> Department Head/Contract Manager Date</p> <p>2. <u>Chris Lacambra</u> <u>7/24/2024</u> <u>TL</u> Office of Mgmt. & Budget Date</p> | <p>3. <u>Sanaco Belmonte</u> <u>7/26/2024</u> Procurement Date <i>(Signature required only if procurement related)</i></p> <p>4. <u>Denise C. May, Esq., DCS</u> <u>8/24/2024</u> <u>DS</u> County Attorney Date</p> |
|--|---|

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Pope, AICP 8/4/2024
 County Manager Date

DATE
9/15/2024

Requisition Form

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

| VENDOR NAME/ADDRESS |
|---|
| Amelia Urgent Care, LLC 96279 Brady Point Rd. Fernandina Beach, Florida 32034 |

| DEPARTMENT |
|-----------------|
| Human Resources |

| REQUESTED BY |
|--------------|
| T. Keiter |

| VENDOR NUMBER | PROJECT NAME | FUNDING SOURCE | AMOUNT AVAILABLE | | STANDARD PO OR ENCUMBER ONLY | CONTRACT NO. |
|---------------|---|--------------------------|------------------|-------------|------------------------------|--------------|
| | | 01122513-531031 / 531035 | \$ 15,800.00 | | Encumber Contract | CM3029-A1 |
| ITEM NO. | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT | | |
| 1. | Physicals | 86.00 | \$ 100.00 | \$ 8,600.00 | | |
| | 01122513-531031 | | | \$ 0.00 | | |
| 2. | Drug Testing | 170.00 | \$ 40.00 | \$ 6,800.00 | | |
| | 01122513-531035 | | | \$ 0.00 | | |
| 3. | MRO Annual Fee | 1.00 | \$ 400.00 | \$ 400.00 | | |
| | 01122513-534000 | | | \$ 0.00 | | |
| | *Fire Rescue, Building & NAU budgets their own. | | | \$ 0.00 | | |
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| | | | | Shipping | \$ 0.00 | |
| | | | | Total | \$ 15,800.00 | |

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.

Asley Metz 7/24/2024

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 7/24/2024

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.
Sanne Milmore 7/26/2024

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.
Taco E. Popey AICP 8/4/2024

Clerk: L.BELTON
Date: 8/6/2024

CM3029-A1

FIRST AMENDMENT TO SERVICE CONTRACT FOR MEDICAL REVIEW OFFICER SERVICES

THIS FIRST AMENDMENT TO THE SERVICE CONTRACT FOR MEDICAL REVIEW OFFICER 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 Amelia Urgent Care, LLC, a business having its primary business location at 96279 Brady Point Rd., Fernandina Beach, Florida 32034 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Service Contract for Medical Review Officer Services dated September 28, 2021 (hereinafter “Contract”); and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Article IX of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on September 27, 2025.

SECTION 2. Exhibit A of the Contract is hereby rescinded and replaced with the new Exhibit A attached hereto and incorporated herein.

SECTION 3. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

CM3029-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, FLORIDA

Signature: Taco E. Pope, AICP

Print Name: Taco E. Pope, AICP

Title: County Manager

Date: 8/4/2024

REVIEWED FOR LEGAL FORM AND CONTENT:

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

AMELIA URGENT CARE, LLC

Signature: Daniel J. Matricia

By: Daniel J. Matricia, D.O.

Title: Owner/Medical Director/MRO

Date: 8/1/2024

EXHIBIT A

CM3029-A1

CM3029-A1

Exhibit A

| MRO Services 2024 Contract Review | |
|--|------------------|
| Service Rendered | Proposed Pricing |
| Drug Screen (5panel & 10 panel) | |
| Rapid Drug Screen | \$ 40.00 |
| Confirmation Test (if needed) | \$ 40.00 |
| Breath Alcohol Test | \$ 46.00 |
| New Hire Breath Alcohol Test | \$ 46.00 |
| MRO Annual Fee | \$ 400.00 |
| New Hire Physical Exam | \$ 100.00 |
| | |
| After Hours Services Surcharge - if available | |
| Drug & Alcohol Technician Call-In - per visit | \$ 150.00 |
| <p>Details: In the event of an injury, the first call requesting medical services is to the Medical Director who will determine the medical necessity of calling in a Provider.</p> <p>For Drug or Alcohol tests only (minor or no injury), the Employer representative will call the Drug & Alcohol Technician on call and coordinate arrangements to meet at the facility. The Employer will send an escort with the worker(s) requiring medical services.</p> | |
| <p>Notes: Draft contract to follow</p> <p>(1) Must be registered as MRO in the FMCSA Clearinghouse and trained on their rules and regulations relating to the MRO.</p> <p>(2) Must provide Employer a Direct Contact and contact # (not a universal call in #) for all Drug Free Workplace Testing and Workers' Compensation testing</p> | |

Certificate Of Completion

Envelope Id: 80709D17DA2B4CBDA1B66F5393B41868
Subject: Complete with Docusign: CM3029-A1 - Amelia Urgent Care - MRO Services - \$15,800
Source Envelope:
Document Pages: 5
Certificate Pages: 6
AutoNav: Enabled
Envelopeld Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Tina Keiter
tkeiter@nassaucountyfl.com
IP Address: 50.238.237.26


Record Tracking

Status: Original
7/24/2024 11:54:20 AM
Holder: Tina Keiter
tkeiter@nassaucountyfl.com
Location: DocuSign

Signer Events

| Signer Events | Signature | Timestamp |
|--|--|---|
| Ashley Metz amet@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/24/2024 12:10:36 PM Viewed: 7/24/2024 12:12:44 PM Signed: 7/24/2024 12:12:50 PM |

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

| | | |
|---|--|---|
| Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/24/2024 12:12:52 PM Viewed: 7/24/2024 1:59:05 PM Signed: 7/24/2024 3:30:44 PM |
|---|--|---|


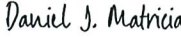




Electronic Record and Signature Disclosure:
Not Offered via DocuSign

| | | |
|--|--|--|
| chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/24/2024 3:30:45 PM Viewed: 7/24/2024 8:29:01 PM Signed: 7/24/2024 8:33:32 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: 7/24/2024 8:33:34 PM Viewed: 7/24/2024 8:34:54 PM Signed: 7/25/2024 7:58:18 AM |
|---|--|--|

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) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/25/2024 7:58:21 AM Viewed: 7/26/2024 4:35:37 PM Signed: 7/26/2024 4:35:45 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Daniel J. Matricia smatricia@ameliargentcare.com Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 104.28.48.170 Signed using mobile | Sent: 7/26/2024 4:35:48 PM Resent: 8/1/2024 10:31:46 AM Resent: 8/1/2024 10:32:19 AM Viewed: 8/1/2024 8:15:45 PM Signed: 8/1/2024 8:17:13 PM |
| Electronic Record and Signature Disclosure: Accepted: 8/1/2024 8:15:45 PM ID: 456ff4dd-274e-4870-9735-c8934a4a935e | | |
| Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 8/1/2024 8:17:15 PM Viewed: 8/1/2024 8:21:46 PM Signed: 8/2/2024 3:49:28 PM |
| Electronic Record and Signature Disclosure: 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: 8/2/2024 3:49:30 PM Viewed: 8/2/2024 4:53:41 PM Signed: 8/2/2024 4:53:53 PM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 8/2/2024 4:53:55 PM Viewed: 8/4/2024 8:36:12 AM Signed: 8/4/2024 8:36:19 AM |
| Electronic Record and Signature Disclosure: Not Offered via DocuSign | | |
| BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) |  Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254 | Sent: 8/4/2024 8:36:22 AM Viewed: 8/6/2024 10:27:22 AM Signed: 8/6/2024 10:27:36 AM |
| Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059 | | |

| In Person Signer Events | Signature | Timestamp |
|---|------------------|--|
| 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: 8/6/2024 10:27:39 AM Viewed: 8/6/2024 10:45:53 AM |
| Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 8/6/2024 10:27:40 AM |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 7/24/2024 12:10:36 PM |
| Envelope Updated | Security Checked | 8/1/2024 10:31:45 AM |
| Envelope Updated | Security Checked | 8/1/2024 10:31:45 AM |
| Certified Delivered | Security Checked | 8/6/2024 10:27:22 AM |
| Signing Complete | Security Checked | 8/6/2024 10:27:36 AM |
| Completed | Security Checked | 8/6/2024 10:27:40 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.