

**NASSAU COUNTY WORK AUTHORIZATION #07**

<b>Contract Number:</b>	CM3169
<b>Consultant/Vendor:</b>	Kept Companies, Inc. dba Krystal Klean
<b>Consultant/Vendor Contact Name:</b>	Ryan Lowe
<b>Consultant/Vendor Contact Phone Number:</b>	904.220.3337
<b>Consultant/Vendor Contact Email Address:</b>	rlowe@krystalklean.com
<b>Project Short Title:</b>	Painting Services – Sheriff’s Office Exterior Restoration
<b>Total Amount of Previous Work Authorizations:</b>	\$322,066.51
<b>Amount of this Work Authorization:</b>	\$31,465.89
<b>New Contract Amount including this Work Authorization:</b>	\$353,532.40
<b>Funding Source:</b>	01076521-546000

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

**ARTICLE 1. Description of Services.** Consultant/Vendor shall provide the services as set forth in Exhibit “A”, attached hereto and incorporated herein.

**ARTICLE 2. Time Schedule.** Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit “A”, attached hereto and incorporated herein, or no later than thirty (30) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services in detailed in Exhibit “A”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**

Department Head/Managing Agent: Doug Podiak 8/2/2024  
Date

Procurement: Lanese Helms 8/7/2024  
Date

Office of Management & Budget: Chris Lacambra 8/2/2024  
Date

County Attorney: Denise C. May 8/12/2024 *aj*  
Denise C. May Date

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

**NASSAU COUNTY, FLORIDA**

Taco E. Pope AICP  
By: TACO POPE  
Its: Designee  
Date: 8/12/2024

**ATTEST TO CHAIR'S  
SIGNATURE**  
N/A

\_\_\_\_\_  
**JOHN A. CRAWFORD**  
Its: Ex-Officio Clerk

**KEPT COMPANIES, INC.  
DBA KRYSTAL KLEAN**

BY: Lorraine Matarazzo  
Print Name: LORRAINE MATARAZZO  
Title: CAO  
Date: 8/12/2024

# EXHIBIT "A"



70 Box 51109  
 Jacksonville Beach FL 32240  
 377-875-5326 (904) 230-3331  
 info@krystalklean.com

## Estimate 1044759903

<b>DATE</b>	05/31/2024
<b>PO #</b>	
<b>Provided By</b>	Ryan Lowe rlowe@krystalklean.com

CUSTOMER
Nassau County Facilities Maint Dept Tony Lombardi 76347 Veterans Way Ste. 4000 Yulee, FL, 32097 (904) 753-6435 tlombardi@nassaucountyfl.com

SERVICE LOCATION
Nassau County Sheriff's Office 77151 Citizens Circle Yulee, FL, 32097 (904) 753-6435 tlombardi@nassaucountyfl.com

DESCRIPTION
Sheriff's Office Exterior Restoration

### Estimate

### Estimate

Description	Qty	Rate	Total
<b>Nassau County Sheriff's Office</b> *Exterior Restoration *Pricing Below references the St. John's County Painting Contract #20-61 "Painting Services".  -Krystal Klean shall furnish all labor, materials, supplies, equipment, fuel, supervision, and transportation to clean and prepare surface, including patching, masking, sealing, and caulking the Nassau County Sheriff's Office and Detached Garage at 77151 Citizen's Circle, Yulee, FL 32097. -Task Order Project Time and Substantial Completion is 3 weeks	1.00	\$0.00	\$0.00
<b>Project Notes</b> -Paint and caulk will be supplied by Sherwin Williams. -Colors will be selected and confirmed by customer prior to project execution. -Paint quantities and costs are included under the individual "Paint and Materials" line item for each service area. -Technicians will apply paint products with strict adherence to Manufacturers Recommended Application Procedures -Krystal Klean will supply tools, materials, and equipment necessary for the completion of the project. -Safety of building occupants and Krystal Klean employees is our top priority. Any work done off a lift or ladders will take place in a barricaded work areas. Krystal Klean uses signs, cones and caution tape used to section off working areas and prevent foot traffic underneath equipment. Krystal Klean technicians possess Certified Lift Operator training. Technicians will wear and inspect required PPE daily. Copies of Daily Safety Talks and Equipment Inspections can be submitted to Customer upon request. -Closure of any driving lanes or entrances will be coordinated with Site	1.00	\$0.00	\$0.00



**Management in conjunction with Project Schedule**

- Krystal Klean will protect areas in proximity to working areas where paint or other coating products are not desired, protecting non-painted surfaces from spillage, spray, dripping, etc. Spraying will not occur in windy conditions, to mitigate liability of paint on vehicles.
- Krystal Klean technicians will apply sealants and caulking with strict adherence to Manufacturers Recommended Application Procedures, following directions for surface preparation, installation, and cure time.
- Krystal Klean employees are fully insured at all times. Certificate of Insurance will be submitted to customer upon request.
- Krystal Klean will suspend operations immediately for the purpose of safety to customers, guests, or employees or if a negative impact on business operation is discovered.
- Material and/or equipment storage site plan will be reviewed and approved by Facilities Management prior to mobilization. Customer will not be held responsible for the security of temporary storage sites.
- Project is priced for a single mobilization, and schedule will be submitted for approval prior to mobilization.
- Site business operations are not to be impacted, therefore any work which requires closure of the employee or visitor entrances will take place after business hours (at no further cost to customer).

- \*Any other envelope issues discovered during restoration will be recorded and communicated to owner.
- \*Any work beyond Scope in this proposal must be approved with change order by owner or owner's representative.

<p><b>Surface Preparation - CLEANING</b></p> <p>-Chemical or Solvent clean exterior of building surfaces and perimeter sidewalks to remove organic build-up</p> <p>*1 "Surface Preparation" A. Cost by Task. Line 4 -- "Chemical Cleaning", \$0.09 per sq. ft. x 29,028 sq. ft = \$2,612.52</p>	1.00	\$2,612.52	\$2,612.52
<p><b>Surface Preparation - WATERPROOFING</b></p> <p>-Remove failed caulking joints ½" or greater at building foundation joints. -Install new urethane caulking joints ½" or greater at building foundation joints.</p> <p>*1 "Surface Preparation" A. Cost by Task. Line 9b -- "Remove Caulking 1/2" or greater", \$0.80 per lin. ft. x 2,186 lin. ft = \$1,748.80</p> <p>*1 "Surface Preparation" A. Cost by Task. Line 10b -- "Caulking Urethane 1/2" or greater", \$2.25 per lin. ft. x 2,186 lin ft. = \$4,918.50</p>	1.00	\$6,667.30	\$6,667.30
<p><b>Exterior Sealing - Brick</b></p> <p>-Seal exterior brick façade with Sherwin Williams Loxon 40 Silane Water Repellant</p> <p>*2 "Painting Services" B. Exterior, Brush/Roll Application unless indicated otherwise. Price is per coat. Line 25 -- "Sealing - Exterior Masonry (Spray/Backroll)", \$0.50 per sq. ft. x 22,060 sq. ft. = \$11,030</p>	1.00	\$11,030.00	\$11,030.00

<p><b>Painting Exterior Doors</b></p> <p>-Prime and Paint exterior metal doors &amp; frames</p> <p>*2 "Painting Services"</p> <p>B. Exterior, Brush/Roll Application unless indicated otherwise. Price is per coat.</p> <p>Line 39 -- "Architectural Coatings (Metal Frame)", \$55 per side x 13 doors = \$715</p> <p>Line 37 -- "Architectural Coatings (Metal Door)" \$50 per face x 13 doors = \$650</p>	1.00	\$1,365.00	\$1,365.00
<p><b>Painting Materials</b></p> <p>-Sherwin Williams Loxon S1 Urethane (paintable). 109 sausages x \$13.00 x 3% markup = \$1,459.51</p> <p>-Sherwin Williams Loxon 40 Silane Water Repellant. 88 gallons x \$69.99 x 3% markup = \$6,343.89</p>	1.00	\$7,803.40	\$7,803.40
<p><b>46' Boom Lift 4WD DSL</b></p> <p>* JLG 460SJ 46' Telescoping Boom Lift w/ Skypower/SkyLight</p> <p>* Rental: Day: \$340, Week: \$795, Month: \$1520</p> <p>* Transportation: \$300 delivery, \$300 pickup, \$600 total</p> <p>* Line Item Total includes rental term (Day, Week, or Month) + Transportation</p> <p>* Weight: 16,600 lbs</p> <p>* Width: 7' 7" wide</p> <p>* Asset# 1311 Serial# 0300079744</p>	1.00	\$1,987.67	\$1,987.67

**Estimate Total:           \$31,465.89**

**CUSTOMER MESSAGE**

Thank you for the opportunity to serve you!

Terms of payment: The total amount stated is due upon completion. Where applicable, credit cards will be charged for the total amount upon completion based on the credit card information provided in advance. All late payments (over 30 days) may bear interest at the highest rate permissible under Florida law calculated daily and compounded monthly. Customer shall also be responsible for paying all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees.

Estimate Accepted By:

Accepted Date:

**Certificate Of Completion**

Envelope Id: DFED6CC283224E809A8501DB44B84975 Status: Completed  
Subject: Work Authorization: CM3169-WA07; Krystal Klean; Painting Svcs; NCSO Exterior Restoration; \$31,465.89  
Source Envelope:  
Document Pages: 6 Signatures: 9 Envelope Originator:  
Certificate Pages: 6 Initials: 2 Evelyn Burton  
AutoNav: Enabled eburton@nassaucountyfl.com  
Envelopeld Stamping: Enabled IP Address: 50.238.237.26  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

**Record Tracking**

Status: Original Holder: Evelyn Burton Location: DocuSign  
8/1/2024 8:25:50 AM eburton@nassaucountyfl.com

**Signer Events**

Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 8/1/2024 8:35:08 AM Viewed: 8/2/2024 4:18:47 PM Signed: 8/2/2024 4:19:03 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)	Sent: 8/2/2024 4:19:05 PM Viewed: 8/2/2024 4:23:22 PM Signed: 8/2/2024 4:23:43 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign


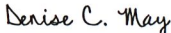



Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 8/2/2024 4:23:45 PM Viewed: 8/7/2024 9:00:26 AM Signed: 8/7/2024 9:00:36 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None)	Sent: 8/7/2024 9:00:38 AM Viewed: 8/12/2024 7:56:20 AM Signed: 8/12/2024 7:56:39 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 8/12/2024 7:56:20 AM  
ID: 1f42dfef-e4f0-49f6-9655-de4bf2f5771a



Signer Events	Signature	Timestamp
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/12/2024 7:56:43 AM Viewed: 8/12/2024 9:05:23 AM Signed: 8/12/2024 9:05:51 AM
Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/12/2024 9:05:55 AM Viewed: 8/12/2024 9:08:52 AM Signed: 8/12/2024 9:09:07 AM
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/12/2024 9:09:09 AM Viewed: 8/12/2024 9:35:19 AM Signed: 8/12/2024 9:35:24 AM
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059	  Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254	Sent: 8/12/2024 9:35:26 AM Viewed: 8/13/2024 9:30:46 AM Signed: 8/13/2024 9:31:01 AM
<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)  <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		Sent: 8/13/2024 9:31:03 AM Viewed: 8/13/2024 10:07:14 AM

Carbon Copy Events	Status	Timestamp
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: 8/13/2024 9:31:04 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	<b>COPIED</b>	Sent: 8/13/2024 9:31:05 AM
Tony Lombardi tlombardi@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 12/4/2023 2:18:45 PM ID: 8e7919b6-1c62-4fa4-82d2-bb5f64ec1d06	<b>COPIED</b>	Sent: 8/13/2024 9:31:07 AM Viewed: 8/13/2024 9:36:57 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/1/2024 8:35:08 AM
Envelope Updated	Security Checked	8/2/2024 10:46:35 AM
Certified Delivered	Security Checked	8/13/2024 9:30:46 AM
Signing Complete	Security Checked	8/13/2024 9:31:01 AM
Completed	Security Checked	8/13/2024 9:31:07 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from County of Nassau**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with County of Nassau**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.



