

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3512-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Building Contact Person: Ashley Kelly  
 Telephone: (904) 530-6263 Email: akelly@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: M.T. Causley, LLC  
 Address: 10720 Caribbean Blvd. Suite 650  
 City: Cuttler Bay State: FL Zip Code: 33189  
 Vendor's Administrator Name: Jessica Adkins Title: Account Manager  
 Telephone: (407) 630-2859 Email: jladkins@safebuilt.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Matthew K. Causley Title: President  
 Authorized Signatory Email: matt@mtcinspectors.com  
**(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)**


**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: Contract for Professional Services  
 Short Description of Product(s)/Service(s) Being Requested: Plan review  
**(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: One (1) Year from the date of execution and may be extended in one (1) year increments for an additional four (4) years  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \$45,000.00 (Estimate if necessary)  
 Account Number: 45246515-531000  
 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: CM3512 Amendment No: 1  
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope  
Supplemental Agreement Other: \_\_\_\_\_  
 Contract Amount with Previous Amendments: \$ 45,000.00 Amount of this Amendment: \$ 0.00  
 New Contract Amount including this Amendment: \$ 45,000.00  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_  
 County Authorized Signatory: BOCC Chairman County Manager  
**(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)**

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

- |   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| 1. <u>Keith Ellis</u><br>Department Head/Contract Manager | <u>1/23/2025</u><br>Date | 3. <u>Janice Belmont</u><br>Procurement               | <u>1/27/2025</u><br>Date |
| 2. <u>Chris Lacambra</u><br>Office of Mgmt. & Budget      | <u>1/23/2025</u><br>Date | 4. <u>Denise C. May, Esq., BCS</u><br>County Attorney | <u>1/28/2025</u><br>Date |
- (Signature required only if procurement related)*

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**  
  
 \_\_\_\_\_  
 County Manager

1/28/2025  
Date



**FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR PROFESSIONAL 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 M.T. Causley, LLC, a business having its primary business location at 10720 Caribbean Blvd. Suite 650 Cutler Bay, FL 33189 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Professional Services dated January 2, 2024 (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:

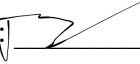
**SECTION 1.** Section 6. of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year. The term of the Contract will now terminate January 02, 2026.

**SECTION 2.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

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

**THE COUNTY**

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

Print Name: Taco Pope, AICP

Title: Designee

Date: 1/28/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

*Denise C. May, Esq., BCS*  
\_\_\_\_\_  
**DENISE C. MAY, County Attorney**

**VENDOR: M. T. CAUSLEY, LLC**

Signature *Matthew K. Causley* \_\_\_\_\_

By: Matthew K. Causley

Title: President

Date: 1/22/2025

## Certificate Of Completion

Envelope Id: DA339BFB-8420-44AC-85B9-D1458FB2E3AE

Status: Completed

Subject: Contract No.: CM3512-A1 Vendor Name: M.T. CAUSLEY\$45,000.00 Description: RENEWAL

Source Envelope:

Document Pages: 4

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 5

Ashley Kelly

AutoNav: Enabled

akelly@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: Ashley Kelly

Location: DocuSign

1/21/2025 4:58:22 PM

akelly@nassaucountyfl.com

## Signer Events

## Signature

## Timestamp

Matthew K. Causley

matt@mtcinspectors.com

President

Security Level: Email, Account Authentication  
(None)

*Matthew K. Causley*

Signature Adoption: Pre-selected Style  
Using IP Address: 68.35.225.164

Sent: 1/21/2025 5:08:06 PM

Viewed: 1/22/2025 7:19:18 AM

Signed: 1/22/2025 9:25:32 AM

### Electronic Record and Signature Disclosure:

Accepted: 1/22/2025 7:19:18 AM

ID: 1ccef55d-9854-4ab8-8f67-c8a2c60c5443

Keith Ellis

kellis@nassaucountyfl.com

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

*Keith Ellis*

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

Sent: 1/22/2025 9:25:36 AM

Viewed: 1/23/2025 12:13:08 PM

Signed: 1/23/2025 12:13:35 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

Sent: 1/23/2025 12:13:38 PM

Viewed: 1/23/2025 12:14:30 PM

Signed: 1/23/2025 12:32:15 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)

*Chris Lacambra*

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

Sent: 1/23/2025 12:32:17 PM

Viewed: 1/23/2025 12:33:23 PM

Signed: 1/23/2025 12:33:35 PM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Michelle Proctor  mproctor@nassaucountyfl.com  Risk Manager  Security Level: Email, Account Authentication (None)</p>	<p><i>MP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 1/23/2025 12:33:38 PM  Viewed: 1/23/2025 2:18:56 PM  Signed: 1/23/2025 2:20:23 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Lanaee Gilmore  lgilmore@nassaucountyfl.com  Procurement Director  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 1/23/2025 2:20:26 PM  Viewed: 1/27/2025 10:28:13 AM  Signed: 1/27/2025 10:28:20 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Elizabeth Moore  emoore@nassaucountyfl.com  Assistant County Attorney  Nassau County  Security Level: Email, Account Authentication (None)</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 1/27/2025 10:28:23 AM  Viewed: 1/28/2025 3:24:05 PM  Signed: 1/28/2025 3:25:58 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 1/28/2025 3:26:01 PM  Viewed: 1/28/2025 4:39:22 PM  Signed: 1/28/2025 4:39:48 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Taco Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>Taco Pope</i></p> <p>Signature Adoption: Drawn on Device  Using IP Address: 50.238.237.26</p>	<p>Sent: 1/28/2025 4:39:50 PM  Viewed: 1/28/2025 4:58:50 PM  Signed: 1/28/2025 4:58:56 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>BOCC AP  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 12.23.69.254</p>	<p>Sent: 1/28/2025 4:58:58 PM  Viewed: 1/29/2025 9:45:53 AM  Signed: 1/29/2025 9:46:10 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		
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: 1/29/2025 9:46:13 AM Viewed: 1/29/2025 9:49:33 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: 1/29/2025 9:46:15 AM
Ashley Kelly akelly@nassaucountyfl.com Accounting Specialist BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 2/12/2021 9:52:52 AM ID: 393d1c5e-c88a-464e-85f8-6ae3d75771a9	<b>COPIED</b>	Sent: 1/29/2025 9:46:15 AM Resent: 1/29/2025 9:46:24 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/21/2025 5:08:06 PM
Certified Delivered	Security Checked	1/29/2025 9:45:53 AM
Signing Complete	Security Checked	1/29/2025 9:46:10 AM
Completed	Security Checked	1/29/2025 9:46:16 AM
<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.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

### **To advise County of Nassau of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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

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

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

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

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

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

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

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

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

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