

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3872-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Parks and Rec/Facilities Contact Person: Jay Robertson / Becky Diden
 Telephone: (904) 530-6127 Email: jrobertson

SECTION 2 - VENDOR INFORMATION
 Name: Boro Building & Property Maintenance DBA Greenscape Enterprises, Inc.
 Address: 6321 Poerler Rd, Suite 5
 City: Sarasota State: Florida Zip Code: 34240
 Vendor's Administrator Name: Ben Vamey Title: CEO
 Telephone: (941) 416-2324 Email: ben@boroff.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Ben Vamey Title: CEO
 Authorized Signatory Email: ben@boroff.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: Beach and Park Restroom Cleaning Services
 Short Description of Product(s)/Service(s) Being Requested: Cleaning services of County and City of Fernandina Beach and Park Bathrooms
 (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: \$276,750.00
 Amount of Renewal Options (if applicable): Year 1: \$92,250.00 Year 2: \$92,250.00
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$461,250.00 (Estimate if necessary)
 Account Number: 01075572-534000 (\$92,250.00/yr)
 Source of Funds: County State Federal Other: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: _____ *MP*
 Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3872 Amendment No: 1
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: Pricing adjustment necessitated by an error in the price sheet. Exhibit "B" of Vendor's Response Price Sheet Section I & II
 Contract Amount with Previous Amendments: \$ 276,750.00 Amount of this Amendment: \$ 13,500.00
 New Contract Amount including this Amendment: \$ 290,250.00
 Account Code Change From: _____ To: _____
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|---|---|
| 1. <u>Doug Podiak</u>
Department Head/Contract Manager
<u>4/11/2025</u>
Date | 3. <u>Annassi Adomoti</u>
Procurement
<i>(Signature required only if procurement related)</i>
<u>4/15/2025</u>
Date |
| 2. <u>[Signature]</u>
Office of Mgmt & Budget
<u>3.31.25</u>
Date | 4. <u>Denise C. May, Esq., BCS</u>
County Attorney
<u>4/16/2025</u>
Date |

19 3/28

COUNTY MANAGER - FINAL SIGNATURE APPROVAL
[Signature] EM 4/16/2025
 County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR
BEACH AND PARK RESTROOM CLEANING SERVICES**

THIS FIRST AMENDMENT TO THE CONTRACT FOR BEACH AND PARK RESTROOM CLEANING SERVICES (hereinafter “Amendment”) is made by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida (hereinafter the “County”), and **GREENSCAPE ENTERPRISES, INC., d/b/a BORO BUILDING & PROPERTY MAINTENANCE**, a business having its primary business location at 6321 Porter Road Suite 5, Sarasota, Fl, 34240 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Beach and Park Restroom Cleaning Services dated March 10, 2025 (hereinafter “Contract”); and

WHEREAS, the County’s Request for Proposal No. NC24-028-RFP, in its Price Sheet, incorrectly referred to “In-season” as October 1 to February 28, and “Off-season” as March 1 to September 30, when they should have been reversed, with “Off-season” being October 1 to February 28, and “In-season” being March 1 to September 30; and

WHEREAS, Vendor provided rates and estimated costs per year based on the Price Sheet as written, which Price Sheet was incorporated into the Contract as Exhibit “B”; and

WHEREAS, the Parties now desire to amend the Contract terms and conditions to accurately identify the “In-season” and “Off-season” rates, 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 4.1 of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract by \$4,500, to an amount not to exceed NINETY-SIX THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$96,250.00) per year for the term of the Contract.

SECTION 2. Exhibit “B” to the Contract, consisting of the Vendor’s Price Sheet, is hereby replaced with the corrected Price Sheet, attached hereto and incorporated herein as Exhibit “B-1”.

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.]

CM3872-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.

COUNTY:

**BOARD OF COUNTY COMMISSIONERS OF
NASSAU COUNTY, FLORIDA**

Signature: 
By: Taco E. Pope
Title: County Manager
Date: 4/16/2025

REVIEWED FOR LEGAL FORM AND CONTENT:

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

VENDOR:

**GREENSCAPE ENTERPRISES, INC.
D/B/A BORO BUILDING &
PROPERTY MAINTENANCE**

Signature: Ben Varney
By: Ben Varney Ben Varney
Title: CEO
Date: 4/15/2025

**Exhibit "B-1" to First Amendment to Contract
for Beach and Park Restroom Cleaning**

**APPENDIX "B"
PRICE SHEET**

Vendor shall provide the Beach Restroom Cleaning Services in accordance with Appendix "A", Scope of Services at the rate (s) below.

SECTION I				
Unincorporated Beach Areas of the County				
ITEM#	DESCRIPTION	UNIT OF MEASURE	RATE	ESTIMATED COST PER YEAR
1	Off-season, October 1 to February 28	Monthly	\$ 4,050	\$ 20,250
2	In-season, March 1 to September 30	Monthly	\$ 5,400	\$ 37,800
			Subtotal Section I (Item 1 and Item 2) =	\$ 58,050.00
SECTION II				
City of Fernandina Beach Areas				
ITEM#	DESCRIPTION	UNIT OF MEASURE	RATE	ESTIMATED COST
1	Off-season, October 1 to February 28	Monthly	\$ 2,700	\$ 13,500
2	In-season, March 1 to September 30	Monthly	\$ 3,600	\$ 25,200
			Subtotal Section II (Item 1 and Item 2) =	\$ 38,700
			Total (Subtotal Section 1 + Subtotal Section 2) =	\$ 96,750.00

ALL OR NONE AWARD: This solicitation requires respondents to respond on all line items listed in Appendix B. Respondents will be deemed unresponsive if they do not respond on all line items listed in Appendix B.

The undersigned declares that they have examined the Instructions to Respondents and Scope of Services and Specifications and is informed fully with regard to all terms and conditions pertaining thereto and agrees under the Scope of Services and these Specifications at the rate set forth above.



Certificate Of Completion

Envelope Id: 6721133E-EDAA-4027-9BE7-7084BFB0E826 Status: Completed
Subject: Boro Building & Property Maintenance dba Greenscape CM3872-A1.
Source Envelope:
Document Pages: 5 Signatures: 12 Envelope Originator:
Certificate Pages: 7 Initials: 3 Becky Diden
AutoNav: Enabled bidden@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: Becky Diden Location: DocuSign
4/11/2025 12:17:19 PM bidden@nassaucountyfl.com

Signer Events

Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 4/11/2025 12:28:45 PM Viewed: 4/11/2025 12:37:15 PM Signed: 4/11/2025 12:37:40 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)		Sent: 4/11/2025 12:37:42 PM Viewed: 4/14/2025 9:18:13 AM Signed: 4/14/2025 9:19:30 AM
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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: 4/14/2025 9:19:33 AM Viewed: 4/14/2025 10:59:13 AM Signed: 4/14/2025 11:00:43 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)		Sent: 4/14/2025 11:00:45 AM Viewed: 4/14/2025 3:33:46 PM Signed: 4/14/2025 3:34:23 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/14/2025 3:34:27 PM Viewed: 4/15/2025 10:27:36 AM Signed: 4/15/2025 10:27:47 AM
Ben Varney ben@borofl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/15/2025 11:42:18 AM ID: aeda0e2d-285b-4ccc-a020-3024caa33212	 Signature Adoption: Pre-selected Style Using IP Address: 47.202.71.184	Sent: 4/15/2025 10:27:50 AM Viewed: 4/15/2025 11:42:18 AM Signed: 4/15/2025 11:46:45 AM
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/15/2025 11:46:48 AM Viewed: 4/16/2025 8:33:52 AM Signed: 4/16/2025 8:37:24 AM
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/16/2025 8:37:28 AM Viewed: 4/16/2025 9:05:54 AM Signed: 4/16/2025 9:08:56 AM
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 4/16/2025 9:08:59 AM Viewed: 4/16/2025 9:51:48 AM Signed: 4/16/2025 9:56:19 AM
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 4/16/2025 9:56:22 AM Viewed: 4/17/2025 9:10:31 AM Signed: 4/17/2025 9:10:47 AM

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Clerk Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/17/2025 9:10:54 AM Viewed: 4/17/2025 9:13:46 AM
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/17/2025 9:10:55 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 4/17/2025 9:10:56 AM
Jay Robertson jrobertson@nassaucountyfl.com Parks and Recreation Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/17/2025 9:10:57 AM
Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/17/2025 9:10:58 AM
Samira Beckham sbeckham@nassaucountyfl.com Administrative Specialist I Nassau County Board of County Commissioners Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/17/2025 9:11:01 AM

Carbon Copy Events **Status** **Timestamp**

Ben Varney
ben@borofl.com

COPIED

Sent: 4/17/2025 9:11:05 AM

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 4/15/2025 11:42:18 AM
ID: aeda0e2d-285b-4ccc-a020-3024caa33212

Witness Events **Signature** **Timestamp**

Notary Events **Signature** **Timestamp**

Envelope Summary Events **Status** **Timestamps**

Envelope Sent	Hashed/Encrypted	4/11/2025 12:28:45 PM
Envelope Updated	Security Checked	4/11/2025 12:30:17 PM
Certified Delivered	Security Checked	4/17/2025 9:10:31 AM
Signing Complete	Security Checked	4/17/2025 9:10:47 AM
Completed	Security Checked	4/17/2025 9:11:05 AM

Payment Events **Status** **Timestamps**

Electronic Record and Signature Disclosure

Electronic Record and Signature Disclosure created on: 1/26/2021 7:14:58 AM
Parties agreed to: Ben Varney, BOCC AP, Jennifer Kirkland, Ben Varney

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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.

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- 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.