

BOCC CONTRACT APPROVAL FORM

CS-24-341

CONTRACT TRACKING NO. CM3377-A2

SECTION 1 - GENERAL INFORMATION

Requesting Department: Facilities Maintenance Contact Person: Becky Diden / Doug Podiak  
Telephone: (904) 530-6702 Email: bidden@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Kept Companies, Inc.  
Address: 26 Law Dr., Section E  
City: Fairfield State: NJ Zip Code: 07004  
Vendor's Administrator Name: Cori Roberts Title: Contracts Administrator  
Telephone: (877) 875-5326 Email: cori.roberts@keptcompanies.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Lorraine Matarazzo Title: Chief Administrative Officer  
Authorized Signatory Email: lorrainem@keptcompanies.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: Kitchen hood & dryer duct cleaning services  
Short Description of Product(s)/Service(s) Being Requested: Provide kitchen hood & dryer duct cleaning services on semi-annual basis at various NC locations.  
On-call after hours & week services included.  
(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: \$9,930.00  
Amount of Renewal Options (if applicable): Year 1: \$ 9,930.00 Year 2: \$ 9,930.00  
Year 3: Year 4:  
Total Amount of Contract (Initial Term + Renewal Options): \$29,790.00 (Estimate if necessary)  
Account Number: Various Accts  
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: CM3377-A2 Amendment No: A2  
Type of Amendment: ☐ Renewal ☐ Time Extension with Increase ☐ Time Only Extension ☐ Additional Scope  
☐ Supplemental Agreement ☒ Other: Time Extension with Increase and Name Change to Kept Companies, Inc.  
Contract Amount with Previous Amendments: \$ 19,860.00 Amount of this Amendment: \$ 10,425.00  
New Contract Amount including this Amendment: \$ 30,285.00  
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

Doug Podiak 4/23/2025 3. Sarah Delmore 4/23/2025  
Department Head/Contract Manager Date Procurement Date  
(Signature required only if procurement related)  
Chris Lacambra 4/23/2025 Denise C. May, Esq., BCS 5/2/2025  
Office of Mgmt. & Budget Date County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

TP 5/5/2025 LJ  
County Manager Date

DATE  
4/23/2025

Requisition Form  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS  
96135 Nassau Place Suite 1  
Yulee, FL 32097

VENDOR NAME/ADDRESS  
Kept Companies, Inc.  
26 Law Dr  
Fairfield, NJ 07004

DEPARTMENT  
Public Works/Facilities Maint

REQUESTED BY  
D.Podlak / B. Diden

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
18491	Kitchen Hood/Dryer Ducts	See Breakdown		Encumber Contract	CM3377-A2
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Provide Kitchen Hood Cleaning Srvcs on a semi	1.00	\$ 495.00	\$ 495.00	01073519-546000
	annual basis at Fire Station #71			\$ 0.00	
2	Provide Kitchen Hood Cleaning Srvcs on a semi	5.00	\$ 495.00	\$ 2,475.00	01075572-546000
	annual basis at BallParks (Yulee, Callahan,			\$ 0.00	
	Hilliard and Bryceville)			\$ 0.00	
3	Provide Kitchen Hood Cleaning Srvcs on a semi	1.00	\$ 495.00	\$ 495.00	01072523-546000
	annual basis at Detention Center			\$ 0.00	
4	Provide Dryer Duct Cleaning Srvcs on a semi	1.00	\$ 495.00	\$ 495.00	01072523-546000
	annual basis at Detention Center			\$ 0.00	
5	On-Call After Hrs, Weekend and Holiday Srvcs	1.00	\$ 750.00	\$ 750.00	01073519-546000
				\$ 0.00	
	Contract Period: 5/4/25 - 6/4/26			\$ 0.00	
	Purchase order covers (May 2025 - Sept 2025)			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00  
COPY - DEPARTMENT Total \$ 4,710.00

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.

Doug Podlak 4/23/2025

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 4/23/2025

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.

James Almon 4/23/2025

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.

[Signature] 5/5/2025

Clerk Finance  
Date: 5/6/2025

**SECOND AMENDMENT TO CONTRACT FOR KITCHEN HOOD AND DRYER DUCT  
CLEANING SERVICES**

**THIS SECOND AMENDMENT TO THE CONTRACT FOR KITCHEN HOOD AND DRYER DUCT 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 **Kept Companies, Inc.**, a business having its primary business location at 26 Law Drive, Section E, Fairfield, New Jersey, 07004 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for kitchen hood and dryer duct cleaning dated May 5, 2023 (hereinafter “Contract”); and

**WHEREAS**, on or about March 29, 2024, the County received notification of the Vendor’s name change to Kept Companies, Inc. d/b/a Fleetwash; and

**WHEREAS**, on April 11, 2024, the Parties amended the Contract to reflect that change; and

**WHEREAS**, the Vendor has now notified the County of an additional name change from Kept Companies, Inc. dba Fleetwash to Kept Companies, Inc.; and

**WHEREAS**, the County likewise recognizes the Vendor’s name change and consents to the assignment and thereby transfers and assigns to the Vendor all the rights interests, and obligations of the Contract Agreement numbered CM3377; 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.** The above recitals are true and correct and are incorporated herein, in their entirety, by this reference.

**SECTION 2.** Section 20. of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year. The Contract shall now terminate on May 4, 2026.

**SECTION 3.** Section 4 of the Contract is hereby amended to increase the compensation amount for the goods/services by Ten Thousand, Four Hundred Twenty-Five Dollars and 00/100 (\$10,425). The County shall compensate the Vendor in an amount not to exceed Thirty Thousand Two Hundred and Eighty-Five Dollars and 00/100 (\$30,285.00).

**SECTION 4.** Upon execution, renewal or extension of this Contract, the Consultant shall provide the County on a form approved by the County an affidavit signed by an officer or a


CM3377-A2

representative of the Consultant under penalty of perjury attesting that the Consultant does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

**SECTION 5.** 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.

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

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

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

Print Name: TACO E. POPE, AICP, ICMA-CM


Title: County Manager

Date: 5/5/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**KEPT COMPANIES, INC.**

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

By: LORRAINE MATARAZZO

Title: Chief Administrative Officer

Date: 4/28/2025

## Certificate Of Completion

Envelope Id: 8D5084D8-86A0-42C5-98BA-B19AA5FF22C5

Status: Completed

Subject: CM3377-A2 Kept Companies

Source Envelope:

Document Pages: 4

Signatures: 13

Envelope Originator:

Certificate Pages: 7

Initials: 5

Noami Davis

AutoNav: Enabled

ndavis@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: Noami Davis

Location: DocuSign

4/23/2025 9:43:23 AM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Becky Diden

bdiden@nassaucountyfl.com

Recycle Coordinator

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 4/23/2025 9:56:02 AM

Viewed: 4/23/2025 10:26:31 AM

Signed: 4/23/2025 10:26:43 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 4/23/2025 10:26:46 AM

Viewed: 4/23/2025 11:33:29 AM

Signed: 4/23/2025 11:34:13 AM

### 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: 4/23/2025 11:34:17 AM

Viewed: 4/23/2025 1:49:11 PM

Signed: 4/23/2025 1:54:14 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: 4/23/2025 1:54:20 PM


Viewed: 4/23/2025 1:59:09 PM

Signed: 4/23/2025 2:00:17 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: 4/23/2025 2:00:21 PM  Viewed: 4/23/2025 2:01:30 PM  Signed: 4/23/2025 2:02:01 PM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<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: 4/23/2025 2:02:05 PM  Viewed: 4/23/2025 5:05:45 PM  Signed: 4/23/2025 5:05:57 PM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<p>Lorraine Matarazzo  lorrainem@keptcompanies.com  CAO  Kept  Security Level: Email, Account Authentication (None)</p>	<p><i>Lorraine Matarazzo</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 71.104.15.210</p>	<p>Sent: 4/23/2025 5:06:01 PM  Viewed: 4/28/2025 9:51:05 AM  Signed: 4/28/2025 9:51:16 AM</p>
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/28/2025 9:51:05 AM ID: bd57dfb1-2d42-4c47-8ef3-48c58ac24e3b		
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Deputy County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 4/28/2025 9:51:19 AM  Viewed: 5/2/2025 4:38:29 PM  Signed: 5/2/2025 4:38:44 PM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<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: 5/2/2025 4:38:47 PM  Viewed: 5/2/2025 5:29:31 PM  Signed: 5/2/2025 5:29:45 PM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<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: 5/2/2025 5:29:49 PM  Viewed: 5/5/2025 12:46:42 PM  Signed: 5/5/2025 12:46:48 PM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Signer Events	Signature	Timestamp
Clerk Finance 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: 5/5/2025 12:46:51 PM Viewed: 5/6/2025 10:28:52 AM Signed: 5/6/2025 10:32:50 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 bocclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/6/2025 10:32:53 AM Viewed: 5/6/2025 1:51:13 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/6/2025 10:32:55 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/6/2025 10:32:56 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 10/24/2023 9:00:03 AM  
ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9

Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/6/2025 10:32:57 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Samira Beckham sbeckham@nassaucountyfl.com Administrative Specialist I Nassau County Board of County Commissioners Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/6/2025 10:32:59 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/23/2025 9:56:02 AM
Certified Delivered	Security Checked	5/6/2025 10:28:52 AM
Signing Complete	Security Checked	5/6/2025 10:32:50 AM
Completed	Security Checked	5/6/2025 10:32:59 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.

### **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.