

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3188-A1

SECTION 1 - GENERAL INFORMATION

Requesting Department: Public Works / Solid Waste Contact Person: Keesha Deetlefs  
Telephone: (904) 530-6131 Email: kdeetlefs@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Florida Waterways Inc.  
Address: 6950 Phillips Highway Unit 24  
City: Jacksonville State: FL Zip Code: 32216  
Vendor's Administrator Name: Melissa Schwartz Title: President  
Telephone: (904) 801-5253 Email: melissa@floridapond.com

SECTION 3 – VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Jim Schwartz Title: President  
Authorized Signatory Email: jim@floridapond.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: Total Aquatic Pond & Ditch Management  
Short Description of Product(s)/Service(s) Being Requested: Aquatic weed control, inspection, spraying, water & bacteria testing, treatments to maintain control of excessive growth of aquatic vegetation  
(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: \$30,120.00 (initial 3 year term) with 2, one year renewl options  
Amount of Renewal Options (if applicable): Year 1: \$ 10,040.00 Year 2: \$ 10,040.00  
Year 3: Year 4:  
Total Amount of Contract (Initial Term + Renewal Options): \$50,200.00 (Estimate if necessary)  
Account Number: 01362534-546710, 01361534-546710, 01363534-546710, 03404541-546710, 71500536-546020  
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: CM3188 Amendment No: 1  
Type of Amendment: ☐ Renewal ☒ Time Extension with Increase ☐ Time Only Extension ☐ Additional Scope  
☐ Supplemental Agreement ☐ Other:  
Contract Amount with Previous Amendments: \$30,120.00 Amount of this Amendment: \$ 10,040.00  
New Contract Amount including this Amendment: \$ 40,160.00  
Account Code Change From: To:  
County Authorized Signatory: ☐ BOCC Chairman ☒ County Manager  
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

BD

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Doug Podiak 5/14/2025  
Department Head/Contract Manager Date

3. [Signature] 5/16/2025  
Procurement Date  
(Signature required only if procurement related)
2. Chris Lacambra 5/14/2025  
Office of Mgmt. & Budget Date

4. Denise C. May, Esq., BCS 5/19/2025  
County Attorney Date
- 5/19/2025

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 5/19/2025  
County Manager Date

DATE

4/24/2025

## Requisition Form

NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS96135 Nassau Place Suite 1  
Yulee, FL 32097

## VENDOR NAME/ADDRESS

Florida Waterways, Inc.  
6950 Philips Highway Unit 24  
Jacksonville, Florida 32216

## DEPARTMENT

Public Works / Solid Waste

## REQUESTED BY

Keesha Deetlefs / Becky Diden

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
17334	Pond Management			Encumber Contract	CM3188-A1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	West Nassau Landfill 77% (monthly fee)	4.00	\$ 498.96	\$ 1,995.84	01362534-546710
2	West Nassau Landfill 23% (monthly fee)	4.00	\$ 149.04	\$ 596.16	01361534-546710
3	Lofton Creek Landfill (monthly fee)	4.00	\$ 73.00	\$ 292.00	01363534-546710
4	Wind Chime Lane (monthly fee)	4.00	\$ 29.67	\$ 118.68	03404541-546710 BT pending
5	NAU (monthly fee)	4.00	\$ 86.00	\$ 344.00	71500536-546020
				\$ 0.00	
	Contract No. CM3188-A1			\$ 0.00	
	For Period: June 2025 - September 2025			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE

COPY - DEPARTMENT

Shipping

\$ 0.00

Total

\$ 3,346.68

BD 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 Podiak

5/14/2025

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

5/14/2025

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.

Nassau County

5/16/2025

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.

Nassau County

5/19/2025

Clerk: JPB  
Date: 5/20/2025

**FIRST AMENDMENT TO CONTRACT**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR TOTAL AQUATIC POND & DITCH MANAGEMENT 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 Florida Waterways, Inc., a business having its primary business location at 6950 Philips Highway, Unit 24, Jacksonville, FL 32216, (hereinafter the "Vendor").

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Total Aquatic Pond & Ditch Management Services, dated May 23, 2022 (hereinafter "Contract"); and

**WHEREAS**, the initial term of the Contract terminates on June 30, 2025, which may be renewed in one-year increments for up to two additional years; 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 Parties hereby agree to extend the Contract for one (1) year pursuant to Section 19. of the Contract, and the Contract shall now terminate on June 30, 2026.

**SECTION 2.** The Contract is hereby amended to increase the total amount of compensation paid to the Vendor by \$10,040.00 for the first renewal term, for a total compensation amount of \$40,160.00 for the full term (including the initial term and one-year extension).

**SECTION 3.** Upon execution of this Amendment and in accordance with Section 787.06, Florida Statutes, the Vendor shall provide an affidavit to the County, on a form approved by the County, signed by an officer or representative of the Vendor under penalty of perjury attesting that the Vendor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.


**SECTION 4.** 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**

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

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

Print Name: Taco E. Pope AICP-ICMA-CM


Title: County Manager

Date: 5/19/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**Florida Waterways, Inc.**

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

By: Jim Schwarz

Title: President

Date: 5/16/2025

## Certificate Of Completion

Envelope Id: 82D86FAD-A840-4350-8342-964F8C481CA0

Status: Completed

Subject: CM3188-A1 Florida Waterways for Total Aquatic Pond & Ditch Management \$3346.68

Source Envelope:

Document Pages: 4

Signatures: 12

Envelope Originator:

Certificate Pages: 7

Initials: 7

Keesha Deetlefs

AutoNav: Enabled

kdeetlefs@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: Keesha Deetlefs

Location: DocuSign

5/14/2025 7:48:37 AM

kdeetlefs@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: 5/14/2025 8:01:02 AM

Viewed: 5/14/2025 8:27:28 AM

Signed: 5/14/2025 8:27:34 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: 5/14/2025 8:27:35 AM

Viewed: 5/14/2025 9:21:15 AM

Signed: 5/14/2025 9:21:29 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: 5/14/2025 9:21:31 AM

Viewed: 5/14/2025 10:33:44 AM

Signed: 5/14/2025 10:36:12 AM

### 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: 5/14/2025 10:36:13 AM


Viewed: 5/14/2025 10:37:27 AM

Signed: 5/14/2025 10:37:54 AM

### 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></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/14/2025 10:37:57 AM  Viewed: 5/14/2025 10:38:41 AM  Signed: 5/14/2025 10:38:54 AM</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></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/14/2025 10:38:56 AM  Viewed: 5/16/2025 11:16:50 AM  Signed: 5/16/2025 11:16:58 AM</p>
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<p>Jim Schwartz  jim@floridapond.com  President  Security Level: Email, Account Authentication (None)</p>	<p></p> <p>Signature Adoption: Drawn on Device  Using IP Address:  2607:fb90:3e85:83fc:457:5213:3b9f:31d2  Signed using mobile</p>	<p>Sent: 5/16/2025 11:17:01 AM  Viewed: 5/16/2025 11:22:04 AM  Signed: 5/16/2025 11:22:56 AM</p>
<b>Electronic Record and Signature Disclosure:</b> Accepted: 5/16/2025 11:22:04 AM ID: 3ee3de5e-2eba-4f5c-91d9-4993ea9285f8		
<p>Elizabeth Moore  emoore@nassaucountyfl.com  Assistant County Attorney  Nassau County  Security Level: Email, Account Authentication (None)</p>	<p></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/16/2025 11:23:00 AM  Viewed: 5/16/2025 3:14:53 PM  Signed: 5/19/2025 9:13:12 AM</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></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/19/2025 9:13:16 AM  Viewed: 5/19/2025 9:15:47 AM  Signed: 5/19/2025 9:16:13 AM</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></p> <p>Signature Adoption: Drawn on Device  Using IP Address: 50.238.237.26</p>	<p>Sent: 5/19/2025 9:16:16 AM  Viewed: 5/19/2025 9:48:03 AM  Signed: 5/19/2025 9:48:34 AM</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: 5/19/2025 9:48:37 AM Viewed: 5/20/2025 9:52:38 AM Signed: 5/20/2025 9:53:00 AM
<b>Electronic Record and Signature Disclosure:</b> 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 Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/20/2025 9:53:02 AM Viewed: 5/20/2025 11:45:30 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 5/20/2025 9:53:02 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/14/2025 8:01:02 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
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Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Envelope Updated	Security Checked	5/14/2025 8:23:12 AM
Certified Delivered	Security Checked	5/20/2025 9:52:38 AM
Signing Complete	Security Checked	5/20/2025 9:53:00 AM
Completed	Security Checked	5/20/2025 9:53:02 AM
Payment Events	Status	Timestamps





## **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.