

NASSAU COUNTY WORK AUTHORIZATION #11

Contract Number:	CM3169
Consultant/Vendor:	Kept Companies Inc.
Consultant/Vendor Contact Name:	Lorraine Matarazzo
Consultant/Vendor Contact Phone Number:	(973)332-3189
Consultant/Vendor Contact Email Address:	lorrainem@fleetwash.com
Project Short Title:	Clock Tower Sealing
Total Amount of Previous Work Authorizations:	\$468,231.46
Amount of this Work Authorization:	\$23,697.30
New Contract Amount including this Work Authorization:	\$491,928.76
Funding Source:	01074712-546000

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. Vendor anticipates the services to be completed no later than 07/09/2025. 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 5/21/2025
Date

Procurement: Ranace Helmore 5/21/2025
Date

Office of Management & Budget: Chris Lacambra 5/21/2025
Date

County Attorney: Denise C. May, Esq., BCS 5/29/2025
Denise C. May Date

DL 5/29/2025

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.

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



By: Taco E. Pope AICP-ICMA-CM

Its: County Manager

Date: 6/2/2025

Kept Companies Inc.

BY Lorraine Matarazzo

Print Name: Lorraine Matarazzo

Title: Chief Administrative Officer

Date: 5/29/2025



PO Box 350028
Jacksonville FL 32235
(904) 579-0124
info74@keptcompanies.com

Exhibit "A" Estimate 1053966444

DATE	05/19/2025
PO #	
Provided By	Jason Krynock Jason.Krynock@keptcompanies.com

CUSTOMER
Nassau County Facilities Maint Dept Mr. Les Burnsed 76347 Veterans Way Ste. 4000 Yulee, FL, 32097 (904) 753-0353 lburnsed@nassaucountyfl.com

SERVICE LOCATION
Nassau County Facilities Maint Dept Robert M. Foster Justice Center 76347 Veterans Way Yulee, FL, 32097 (904) 753-0353 lburnsed@nassaucountyfl.com

DESCRIPTION	Clock Tower Sealing Pricing Below references the St John's County Painting Services Master Contract No: 20-MCC-KRY-12220 Nassau County BOCC No: CM3169
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Estimate

Estimate			
Description	Qty	Rate	Total
Scope of Work *Pricing Below references the St John's County Painting Services Master Contract No: 20-MCC-KRY-12220 Nassau County BOCC No: CM3169 Cleaning and Sealing Exterior of Tower Only. Use of Rope Descent System for Access. Safety Plan Silkagard 440 Clear -Safety of building occupants and Kept Companies employees is our top priority. -Access to surfaces may be from aerial boom or scissor lifts. Kept Companies Technicians possess Certified Lift Operator training. Customer understands inherent risk of driving heavy equipment over old concrete surfaces. To mitigate risk of damage, heavy duty crane mats are used underneath lift tires when driving over sidewalks or landscaping. -Work requiring aerial or scissor lift usage is typically scheduled first. -Technicians will wear and inspect required PPE daily. Copies of Daily Safety Talks and Equipment Inspections can be submitted to Customer upon request. -Cones and caution tape used to section off working areas and prevent foot traffic underneath equipment. -Kept Companies will daily record areas which are completed and connect with Building Manager to inspect and sign-off on satisfactory completion. -Kept Companies is fully insured and carries workers compensation on every employee!	1.00	\$0.00	\$0.00
Commercial Pressure Washing	14250.00	\$0.09	\$1,282.50

Section 1. Surface Preparation

A. Cost By Task

Line 4: Chemical Cleaning \$0.09 psf

- Pressure wash surfaces with moderate heat, regulated pressure, and a balanced anti-microbial solution to remove organic build-up. Some stains may not be fully removable from surfaces being cleaned.
- Please review any specific concerns with your estimator so we arrive prepared to meet your needs.
- Technicians work safely to protect customer property and the surrounding environment.
- Technicians will inspect surfaces to identify potential water intrusion points and give recommendations for waterproofing, painting, or sealing. Cleaning methods may be adjusted depending on surface conditions.

Painting - Sealing Tower	14250.00	\$1.00	\$14,250.00
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Section 2: Painting Services B. Exterior.

Sealing Exterior Masonry (spray and backroll) Line 25: \$0.50/sf per coat. 2 coats = \$1.00/sf

14,250 x 2 coats = 28,500 x \$0.50 = \$14,250

Materials	1.00	\$8,914.80	\$8,914.80
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Silkagard 440 Clear Masonry Sealer

30 - 5 Gal buckets @ \$288.5 each x 3% markcup = \$297.16 x 30 gal = 8914.80

Discount - Test Spot Sample Mock-Up		\$750.00	-\$750.00
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Estimate Total: \$23,697.30

CUSTOMER MESSAGE

Prices are valid for 30 days from receipt of this proposal. All proposed work will be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Kept Companies is authorized to do the above-described work, and payment will be Net 30. Prices do NOT include applicable state tax, fuel surcharges and or local ordinance surcharges (\$3.00) unless otherwise specified above. Cancellation of service with no notice will result in a trip charge. A minimum notice of 8 hours is required for cancellation of any service. Kept Companies is comprehensively insured and guarantees all work performed.

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 reasonable costs incurred in collecting any late payments, including without limitation, attorney's fees unless payment terms are agreed upon at time of proposal.

Photos and/or videography may be taken and used for warranty, educational, and advertising purposes. By signing this estimate, you agree to allow us to use the content taken for the above intent. We will not take photos or videos if you request us not to, in writing, when you execute this estimate.

The above prices, specifications and conditions are satisfactory and are hereby accepted. Kept Companies is authorized to do the work as specified. My signature below represents my acceptance of this proposal.

Estimate Accepted By:

Accepted Date:

DATE

5/20/2025**Requisition Form****NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**96135 Nassau Place Suite 1
Yulee, FL 32097**VENDOR NAME/ADDRESS**Kept Companies, Inc.
13679 Atlantic Blvd
Jacksonville, FL 32225**DEPARTMENT**

Public Works / Facilities Maint

REQUESTED BY

Keesha Deetlefs / Becky Diden

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
18491	Nassau County Clock Tower	01074712-546000		Encumber Contract	CM3169-WA11
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	WORK AUTHORIZATION # CM3169-WA11			\$ 0.00	Budget Transfer Pending
	Clock Tower Sealing			\$ 0.00	
	Nassau County Facilities Maintenance Dept			\$ 0.00	
	Robert M. Foster Justice Center			\$ 0.00	
	76347 Veterans Way Yulee, FL 32097			\$ 0.00	
1	Commercial Pressure Washing	14,250.0	\$ 0.09	\$ 1,282.50	
2	Painting - Sealing Tower	14,250.0	\$ 1.00	\$ 14,250.00	
	Sealing Exterior Masonry (spray and backroll)			\$ 0.00	
	\$0.50sf/ per coat. 2 coats = \$1.00/sf			\$ 0.00	
	14,250 x 2coats = 28,500 x \$0.50 = \$14,250			\$ 0.00	
3	Materials	30.00	\$ 297.16	\$ 8,914.80	
	Silkagard 440 Clear Masonry Sealer			\$ 0.00	
	30 - 5GAL buckets @ \$288.5 x 3% markup =			\$ 0.00	
	\$297.16 x 30 GAL = \$8,914.80			\$ 0.00	
	Discount - Test Spot Sample Mock-Up -\$750	1.00	-\$ 750.00	-\$ 750.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE

COPY - DEPARTMENT

Shipping

\$ 0.00

Total

\$ 23,697.30

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 Podiak5/21/2025**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 Lacambra5/21/2025**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.

Kanani Belmont5/21/2025**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]6/2/2025Clerk: LPBDate: 6/2/2025

Certificate Of Completion

Envelope Id: 9FB55BA6-0FBC-41DD-8C71-5CFFA2744819

Status: Completed

Subject: CM3169-WA11 Kept Companies, Inc. for Clock Tower Sealing \$23,697.30

Source Envelope:

Document Pages: 6

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 3

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

5/21/2025 7:53:05 AM

kdeetlefs@nassaucountyfl.com

Signer Events

Signature

Timestamp

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: 5/21/2025 8:05:33 AM

Viewed: 5/21/2025 2:39:01 PM

Signed: 5/21/2025 2:39:08 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)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 5/21/2025 2:39:10 PM

Viewed: 5/21/2025 3:56:20 PM

Signed: 5/21/2025 3:56:53 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: 5/21/2025 3:56:55 PM

Viewed: 5/21/2025 4:08:07 PM

Signed: 5/21/2025 4:08:27 PM

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)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26






Sent: 5/21/2025 4:08:29 PM

Viewed: 5/21/2025 4:18:31 PM

Signed: 5/21/2025 4:19:41 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Lorraine Matarazzo lorrainem@fleetwash.com CAO Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 2601:8c:c202:cb80:c91a:59ca:8518:2f2	Sent: 5/21/2025 4:19:45 PM Resent: 5/29/2025 8:25:03 AM Viewed: 5/29/2025 8:25:45 AM Signed: 5/29/2025 8:26:00 AM
Electronic Record and Signature Disclosure: Accepted: 5/29/2025 8:25:45 AM ID: 1227138e-a17a-44ea-9f68-131f822b7f85		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/29/2025 8:26:04 AM Viewed: 5/29/2025 10:35:48 AM Signed: 5/29/2025 10:36:08 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/29/2025 10:36:12 AM Viewed: 5/29/2025 10:47:59 AM Signed: 5/29/2025 10:48:12 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 5/29/2025 10:48:14 AM Viewed: 6/2/2025 9:18:58 AM Signed: 6/2/2025 9:22:47 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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: 6/2/2025 9:22:49 AM Viewed: 6/2/2025 10:42:49 AM Signed: 6/2/2025 10:42:56 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
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Carbon Copy Events	Status	Timestamp
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<div>Clerk Admin</div> <div>BOCCClerkServices@nassauclerk.com</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure: Not Offered via DocuSign</div>	<div>COPIED</div>	<div>Sent: 6/2/2025 10:42:59 AM</div> <div>Viewed: 6/2/2025 11:23:29 AM</div>
<div>Procurement</div> <div>Procurement@nassaucountyfl.com</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure: Not Offered via DocuSign</div>	<div>COPIED</div>	<div>Sent: 6/2/2025 10:43:00 AM</div>
<div>Jennifer Kirkland</div> <div>jkirkland@nassaucountyfl.com</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9</div>	<div>COPIED</div>	<div>Sent: 6/2/2025 10:43:01 AM</div>
<div>Pamela Nelson</div> <div>pnelson@nassaucountyfl.com</div> <div>Admin Specialist II</div> <div>Nassau BOCC</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure: Not Offered via DocuSign</div>	<div>COPIED</div>	<div>Sent: 6/2/2025 10:43:01 AM</div>
<div>Samira Beckham</div> <div>sbeckham@nassaucountyfl.com</div> <div>Administrative Specialist I</div> <div>Nassau County Board of County Commissioners</div> <div>Security Level: Email, Account Authentication (None)</div> <div>Electronic Record and Signature Disclosure: Not Offered via DocuSign</div>	<div>COPIED</div>	<div>Sent: 6/2/2025 10:43:02 AM</div>

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	5/21/2025 8:05:33 AM
Envelope Updated	Security Checked	5/21/2025 2:52:08 PM
Certified Delivered	Security Checked	6/2/2025 10:42:49 AM
Signing Complete	Security Checked	6/2/2025 10:42:56 AM
Completed	Security Checked	6/2/2025 10:43:02 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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.