

BOCC CONTRACT APPROVAL FORM

CONTRACT
TRACKING NO.
CM3532-A2

SECTION 1 - GENERAL INFORMATION

Requesting Department: AICVB Contact Person: Linda Van Haren
Telephone: (912) 288-3800 Email: lvanharen@amealliaisland.com

SECTION 2 - VENDOR INFORMATION

Name: Kristen Siech d/b/a Kristen Sparrow Circus
Address: 12735 Dunns View Dr.
City: Jacksonville State: FL Zip Code: 32218
Vendor's Administrator Name: Kristen Siech Title: Owner
Telephone: (904) 945-2243 Email: kseich0821@yahoo.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Kristen Siech
Authorized Signatory Email: kseich0821@yahoo.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: Kristen Siech d/b/a Kristen Sparrow Circus 2025
Type: ☒ New Contract ☐ Work Authorization ☐ Supplemental Agreement
Short Description of Product(s)/Service(s) Being Requested: 2025 Perform throughout the Dickens on Centre Holiday festival

(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: 14179.40
Amount of Renewal Options (if applicable): Year 1: 14179.40 Year 2: 14,812.41
Year 3: Year 4:
Total Amount of Contract (Initial Term - Renewal Options): \$43171.21 (Estimate if necessary)
Account Number: 37523552-548520 DOC
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: RM

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM3532 Amendment No: A2
Type of Amendment: ☒ Renewal ☐ Time Only Extension ☐ Additional Scope ☐ Other:
Contract Amount with Previous Amendments: 28358.80 Amount of this Amendment: 14179.40
New Contract Amount including this Amendment: \$43171.21
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. Marshall Eyerman 7/2/2025
Department Head/Contract Manager Date
2. Chris Lacambra 7/2/2025
Office of Mgmt. & Budget Date
3. Denise C. May, Esq., BOCC 7/3/2025
Procurement Date
(Signature required only if procurement related)
4. Denise C. May, Esq., BOCC 7/16/2025
County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL
Chris Lacambra 7/16/2025
County Manager Date

**SECOND AMENDMENT TO CONTRACT TO PERFORM FOR THE DICKENS ON
CENTRE FESTIVAL**

THIS SECOND AMENDMENT TO THE CONTRACT TO PERFORM FOR THE DICKENS ON CENTRE FESTIVAL(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 **KRISTEN SIECH D/B/A KRISTEN SPARROW CIRCUS**, a business having its primary business location at 12735 Dunns View Dr. Jacksonville, FL 32218 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for artistic services for the Dickens on Centre event dated October 19, 2023 (hereinafter “Contract”) which was later amended on June 18, 2024; and

WHEREAS, the Parties now desire to further 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 4.1. Payment and Invoicing is hereby amended to read as follows: The County shall pay the Vendor in an amount not to exceed Fourteen Thousand, Eight Hundred Twelve Dollars and Forty-One Cents (\$14,812.41) for the goods and/or services provided for in the Contract. The County shall make an initial payment of Eleven Thousand, Eight Hundred Forty-Nine Dollars and 93/100 (\$11,849.93) to the Vendor within 5 days of the execution of this Amendment by all parties. The County shall make a final payment of Two Thousand, Nine Hundred Sixty-Two Dollars and 48/100 (\$2,962.48) to the Vendor upon completion of the goods/services by the Vendor at the Dickens Event (December 12, 2025 - December 14, 2025). The Vendor shall submit a copy of all invoices to both billing@ameliaisland.com and to invoices@nassaucountyfl.com for payment. The invoice submitted shall include the contract number referenced and shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the specifications and conditions of this Contract. Except as provided above, payment shall not be made until goods and/or services have been received, inspected and accepted by the County in the quantity and/or quality ordered. Except as provided above, payment in advance of receipt of goods and/or services by the County **cannot** be made. The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice by the CEO of AICVB, pursuant to and in accordance with the promulgations set forth by the State of Florida’s Prompt Payment Act found at Section 218.70, Florida Statutes. The Vendor shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract. In the event that Dickens on Centre Event or any performance contemplated under this Contract is cancelled for any reason, Vendor agrees to work with the County to provide performances at alternate dates and times.

CM3532-A2

SECTION 2. The Contract is hereby amended to include the services referenced in Exhibit “A” attached hereto and incorporated herein.

SECTION 3. Section 6.1 is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on September 30, 2026.

SECTION 4. Upon execution of this Amendment, and in accordance with Section 787.06, Florida Statutes, the Vendor shall provide the County an affidavit, on a form approved by the County, signed by an officer or a 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 5. Upon execution of this Amendment, and in accordance with Section 287.138, Florida Statutes, the Vendor shall provide the County an affidavit, on a form approved by the County, signed by an officer or representative of the Vendor under penalty of perjury attesting that the Vendor will comply with all requirements of Section 287.138, Florida Statutes.

SECTION 6. All other terms and conditions of the Contract not inconsistent with the provisions of this Addendum 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 Pope AICP-ICMA-CM

Title: County Manager


Date: 7/16/2025

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS

DENISE C. MAY, County Attorney

**KRISTEN SIECH D/B/A KRISTEN SPARROW
CIRCUS:**

Signature: 
By: Kristen Siech

Title: Owner

Date: 7/15/2025

KRISTEN SIECH (KRISTEN SPARROW CIRCUS)



DICKENS ON
CENTRE
2025
QUTOTE 1

(904)945-2243
ksiech0821@yahoo.com

Attention: Mariela Murphy
Amelia Island Tourism/ Entertainment
Date:05/06/2025
Project Title:2025 Dickens on Centre Festival
Project Description: Charles Dickens Christmas Festivities for family fun held annually in historic downtown Fernandina beach, Fl second weekend in December.
Date of event: This years dates Dec 12-13-14, 2025 (fri sat sun)
Quote number : 202505075
Terms: 21 days

12735 Dunn’s view Dr.
Jacksonville, Fl 32218

Description	Quantity	Unit Price	Cost
3-Stilt walking host of Xmas past present and future roaming together. (Kristen, Rocco & Nova) A perfect photo opportunity to create memories *breaks as needed typically one 10-15 min per hour 2hrs- Friday: All stilters (5:00pm-7:00pm) Roaming Centre street 5hrs- Saturday: All 3 stilters (12:15pm-3:30) Roaming Centre street (4:00-4:45pm kristen and Andrew dancing Stilters roaming gathering audience for stage show) Roaming Centre street 6:00pm-6:45pm) Greeting people at the Dickens after Dark party Roaming. 2hrs-Sunday: (11:00am-1:00pm Roaming Costumes: Ghost of Xmas past present and future	9	\$601.55	\$5,413.99

Description	Quantity	Unit Price	Cost
Ambiance Juggling and roaming entertainment (Andrew) various areas kid-zone and adult zones *Including an interactive Kids juggling experience where kids can learn to juggle with Andrew. Costume: Victorian Gentleman *Breaks as needed **** 2hrs-Friday (5:00pm-7:00pm) Roaming Center street and kid-zone 6hrs-Saturday (12:00pm-3:30 pm) kid-zone ****(4:00pm-4:45pm) Roaming Centre Street on stilts with kristen Dancing 6:00-6:45 @DICKENS AFTER DARK stilts duo dance with kristen Greeting at dickens after dark 7:15-9:00 @DICKENS AFTER DARK roaming juggling led props. 2hrs-Sunday (11:00am-1:00pm) Roaming Center street	10	\$159.99	\$1,599.99

Description	Quantity	Unit Price	Cost
<p>Sidewalk Magician Experience close up magic at this interactive demonstration experience meant for gatherings of 5-25 people. *Breaks as needed Costume: Victorian Gentleman</p> <p>2hrs-Friday on centre street (5:00pm-700pm) 3.5-Saturday on centre street (12:15pm-1:45pm) Prep for stage show 1:45-2:30 Stage show 2:30-3:30pm (4:15-5:15pm) 6-8pm dickens after dark</p> <p>(Saturday 2:30-3:30 stage show) The Conjurer of Cheap Tricks show is a comedy magic show that lasts between 45 min to an hour. It's great for everyone. He takes people on a journey through all of the classics of magic. Cards, coins, all the way up to mind reading!!!well sort of lol....it's definitely funny and mind reeeady-ish.*</p> <p><u>REQUIREMENTS will need your team to provide the stage, lights and sound For this stage show.</u></p> <p>*This is a special package deal approved by Michael.</p> <p>2hrs-Sunday on centre street (11:00am-1:00pm)</p>	7.5	\$120.80	\$909.06

Description	Quantity	Unit Price	Cost
Ghost of Marley Roaming Character Hear the chains rattle through the streets as Marley returns to warn us of the future that awaits us if we do not change our ways. A friendly reminder to embrace the season of being kind to our fellow man! Costume: Old Victorian Ghost character with rattling chains for sound effects not scary more *Breaks as needed 2hrs- Friday: (5:00pm-7:00pm) Roaming Centre street 4hrs- Saturday: (12:15pm-4:15pm) Roaming Centre street 2hrs-Sunday: (11:00am-1:00pm Roaming	8	\$91.30	\$730.46

Description	Quantity	Unit Price	Cost
Penny Farthing Bike Step back in time with this old school bike watch our Victorian gentleman ride through the streets and take photos with him! There's no bike too strange for our expert rider Peter he's sure to amaze and send us to a nostalgic place full of wonder. *Breaks as needed 2hrs- Friday: (5:00pm-7:00pm) Roaming Centre street 5hrs and 40 min- Saturday: (12:15pm-3:30pm) Roaming Centre street (4:00-4:30pm) Roaming Centre street (7:00-8:00) Roaming the dickens After Dark Party posing for pictures with the bike, roam juggling with other juggler duo juggling as well. 2hrs-Sunday: (11:00am-1:00pm) Roaming Centre Street	9.6	\$195.35	\$1,875.45
Aerial lolipop Friday 8:00-9:00pm 1 hr Watch as our Aerial duo victorian ballerinas dance and spin in the air providing ambiance aerial acrobatic performances trading off Set up On the wishing tree lawn guests on center street can now see our aerial performances. Price includes transportation set up and breakdown *Will require it to be set up in pocket park on Friday, we will need stanchions to go around it. Will need up lighting as well.	1	\$885.45	\$885.45

Description	Quantity	Unit Price	Cost
Dancing Duo on stilts 40 min (Kristen & Andrew) crowd gathering for the stage show as well Roaming duet greeting and dancing on stilts Keeping the entertainment flowing as guests arrive. These sky-scraping characters know how to dance too! Let's get the party going! This Duo will spin and cut a rug on the dance floor all while towering above the guests. 45 min -Saturday: (6:00-6:45pm) @DICKENS AFTER DARK Costumes: Victorian Christmas Costumes ghost of Xmas present and past	1	\$496.67	\$496.67
Stage show (Kristen Sparrow Circus -Acrobatic duo Rocco & Nova) performance 20 min (Rocco & Nova). 4:20-4:40pm Costume -Toy solider & Ballerina 20min-Sat 4:20pm-4:40pm Watch an incredible variety show featuring Acrobatic performance as the classic Toy-solider dances and lifts his beautiful Ballerina <u>*REQUIREMENTS will need your team to provide the stage, lights and sound For this stage show. We can use the same stage for both shows</u> <i>*Please note The Acro duo is at a discounted price agreed upon by performers for the weekend gig as a whole package (performers Rocco & Nova)</i>	1	\$539.99	\$539.99
Magician @dickens after dark 6:00-8:00pm roaming tableside close up magic to entertain guests at dickens after dark	1	\$200.00	\$200.00

Description	Quantity	Unit Price	Cost
Ice led performance @ Dickens After Dark Ambient Led Ice show roaming with various led propsLed props Dancing with led props: props like isis wings, Levi wand , led sun wheel, led fans, led poi, led staffs. 1hr-Saturday (7:00pm-7:50pm)	1	\$756.45	\$756.45
@ Dickens After Dark Toy Solider roaming character balancing juggler (Rocco) and led juggler Our jaunty Toy-solider will amuse and entertain guests as he glides throughout the space Balancing and Juggling his led clubs and balances with his ladder 1hr-Saturday (7:00pm-7:45pm)	1	\$509.45	\$509.45
Grand finale@ Dickens After Dark Finale performers 8:00pm-8:45pm-finale performers Variety of performers and props in various Dickens themed costumes to add that wow factor to your exclusive party! ****Please note this is a special package pricing that the performers agree on.	1	\$895.45	\$895.45
		Subtotal	\$14,812.41
		Total	\$14,812.41

Thank you for your interest in working with my company for your event again we so look forward to being a part of Amelia islands Dickens on Centre St, each year! Pre-event creative payment of 80% is required at the time of contract signing. The remaining balance is to be paid by **Dec 12, 2025** before performing start time or sooner. Please note once performers arrive on-site they are considered performing and the obligations are considered fulfilled. If unforeseen weather occurs, we will do our best to accommodate with either adjusting times if or providing alternative entertainment. Cheers! Kristen Siech, Owner of Kristen Sparrow

Additional requirements:

We will need an air conditioned Green room on ground level to change costumes, hydrate eat and cool off. I ask for water in this green room to keep my team of performers hydrated. We will need chairs and at least one table (the 4 skinny long tables worked great so far each year) where performers can eat any food they bring. Stilt walkers will need a nice table or high surface to sit on to get up on stilts.

Please note once performers arrive on-site they are considered performing and the obligations are considered fulfilled. If unforeseen weather occurs, we will do our best to accommodate with either adjusting times if or providing alternative entertainment.

*We will need Stanchions to go around the lollipop base on Friday near the wishing tree along with lighting for performance time from 8-9pm

And parking passes for performers vehicles.

We will also need Hotel accommodations to be provided for performers as discussed 6 rooms for 7 people. These rooms will reserved by the AICVB but payment is the responsibility of Kristen Sparrow Circus.

Cheers! -Kristen Siech of Kristen Sparrow Circus

E



Board of County Commissioners

Item Title: Consider and Approve a Resolution Authorizing the Use of Tourist Development Tax Revenues for the Dickens on Centre Event
Date: June 23, 2025
Department: OMB

Background:

The Nassau County Board of County Commissioners (BOCC) and the Amelia Island Tourist Development Council (AITDC) believe that special events are vital to the successful development of Amelia Island as a year-round tourist destination. A significant role of the Amelia Island Tourist Development Council's marketing effort is developing new offerings that enhance this mission. In general, the AITDC may support events whose primary purpose is the generation of additional room nights at Amelia Island lodging facilities and/or support of the Amelia Island brand. The Nassau County Board of County Commissioners has an approved AITDC Sponsorship Funding Policy which provides the guidelines for requests for sponsorships from Tourist Development Tax (TDT) revenues. The BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination and the AICVB performs tasks recommended by the AITDC and approved by the BOCC, including the Dickens on Centre Event.

Section 125.0104 (5)(a)3., Florida Statutes, states, "if tax revenues are expended for an activity, service, venue, or event, the activity, service, venue, or event must have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue, or event to tourists."

On May 28, 2025, the AITDC approved Resolution 2025-103 which recommends to the BOCC the use of TDT revenues to engage various vendors and services for the Dickens on Centre event in an amount not to exceed the previously approved FY24-25 budget totaling \$500,000, and the delegation of authority to the President and CEO of the AICVB to select the actual vendors and services pursuant to the requirements of the Nassau County Purchasing Policy.

Request:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

The use of Tourist Development Tax (TDT) revenues for this sponsorship will assist in creating tourism growth in Nassau County. TDT funds are generated by a 5% tax on short term accommodations on Amelia Island and are not part of ad valorem tax revenue.

Action Requested and Recommendation:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source:

37523552-548520 DOC

APPROVED BOCC

DATE 6/23/25 WJ

Additional Information Needed for Contracts/Agreements (If Applicable)



Board of County Commissioners

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Financial/Economic Impact to Future Years Budgeting Process or Effect on Citizens:

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Action Requested and Recommendation:

Consider the following: 1) Consider and approve a Resolution authorizing the use of Tourist Development Tax Revenues to engage various vendors and services for the Dickens on Centre Event, in a total amount not to exceed \$500,000 as previously adopted by the BOCC; 2) Delegate to the Amelia Island Convention and Visitors Bureau President and CEO the authority to select the actual vendors and service providers for the Dickens on Centre event pursuant to the requirements of the Nassau County Purchasing Policy.

Is this action consistent with the Nassau County Comprehensive Land Use Plan?

N/A

Funding Source:

37523552-548520 DOC

Additional Information Needed for Contracts/Agreements (If Applicable)

Handwritten notes and signatures in the bottom right corner:

- HMN 6/18/25
- 6/18/25
- 6-18-25
- 6/18/25
- 6-18-25

Contract Number assigned by Contracts Management:

N/A

For non-governmental agencies, has the document been sent to the vendor for signature?

N/A

Does the document need to be recorded? If so, who will pay the recordation fee?

No

Are there any special mailing instructions? (Include contact name, address, deadline for submittal, how to mail such as express mail, FedEx, etc.):

Email executed documents to OMB.

How many originals are needed?

One

AITDC RESOLUTION NO. 2025-103

A RESOLUTION OF THE AMELIA ISLAND TOURIST DEVELOPMENT COUNCIL OF NASSAU COUNTY, FLORIDA RECOMMENDING TO THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE ENGAGEMENT OF VARIOUS VENDORS AND SERVICES FOR THE DICKENS ON CENTRE EVENT IN AN AMOUNT NOT TO EXCEED THE PREVIOUSLY APPROVED FISCAL YEAR 2024/2025 BUDGET FOR THE DICKENS ON CENTRE EVENT TOTALING FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AS ADOPTED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS AND THE DELEGATION OF AUTHORITY TO THE PRESIDENT AND CEO OF THE AMELIA ISLAND CONVENTION AND VISITORS BUREAU, INC. TO SELECT THE ACTUAL VENDORS AND SERVICES PURSUANT TO THE REQUIREMENTS OF THE NASSAU COUNTY PURCHASING POLICY; FURTHER FINDING THAT THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE 2025 DICKENS ON CENTRE EVENT WILL ENHANCE VISITOR EXPERIENCES, PROMOTE TOURISM ON AMELIA ISLAND, IN NASSAU COUNTY, AND IN THE STATE OF FLORIDA, AND GROW THE TOURISM MARKET; PROVIDING CERTAIN LEGISLATIVE FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the Board of County Commissioners (BOCC), levies and imposes a tourist development tax to promote through marketing and advertising Amelia Island and to increase tourist-related business activities; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC established the Amelia Island Tourist Development Council (AITDC) as an advisory board to oversee the development and marketing of Amelia Island and the expenditure of the tourist development tax revenues; and

WHEREAS, the tourist development tax revenues received by Nassau County are restricted revenues, and the expenditure of those revenues shall comply with Section 125.0104, Florida Statutes, the Florida Administrative Code, Sections 30-61 through 30-68 of the Nassau County Code of Ordinances, and AITDC Policies as approved by the BOCC; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination; and

WHEREAS, the AICVB performs tasks recommended by the AITDC and approved by the BOCC; and

WHEREAS, one of those tasks includes the Dickens on Centre Event; and

WHEREAS, the AITDC finds that the engagement of various vendors and service providers for the Dickens on Centre Event and the delegation of authority to the President and CEO of the AICVB to select the Dickens on Centre Event vendors and service providers will enhance visitor experiences and promote tourism on Amelia Island, Nassau County and in the State of Florida.

NOW, THEREFORE, BE IT RESOLVED BY THE AITDC, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by reference.

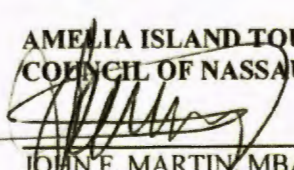
SECTION 2. USE OF TOURIST DEVELOPMENT TAX REVENUES. The AITDC hereby recommends that:

- a. The BOCC authorize the utilization of tourist development tax revenues for the engagement of various vendors and service providers for the Dickens on Centre Event in an amount not to exceed the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Dickens on Centre Event as adopted by the Nassau County Board of County Commissioners, as a means to promote tourism on Amelia Island, Nassau County and in the State of Florida.
- b. The BOCC delegate to the President and CEO of the AICVB the authority to select the actual vendors and service providers for the Dickens on Centre Event on the condition that the President and CEO of the AICVB shall prepare and submit for approval all said contracts or requisitions with the vendors and service providers pursuant to the requirements contained in the Nassau County Purchasing Policy located at Section 1-141 of the Nassau County Code of Ordinances and within the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Event as adopted by the BOCC.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 28th day of May, 2025.

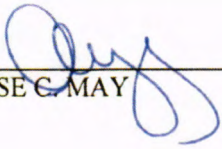
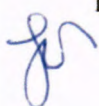
**AMELIA ISLAND TOURIST DEVELOPMENT
COUNCIL OF NASSAU COUNTY, FLORIDA**


JOAN F. MARTIN, MBA

Its Chairman

Date: May 28, 2025

Approved as to form by the
Nassau County Attorney:



DENISE C. MAY

RESOLUTION NO. 2025- 110

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA AUTHORIZING THE USE OF TOURIST DEVELOPMENT TAX REVENUES FOR THE ENGAGEMENT OF VARIOUS VENDORS AND SERVICES FOR THE DICKENS ON CENTRE EVENT IN AN AMOUNT NOT TO EXCEED THE PREVIOUSLY APPROVED FISCAL YEAR 2024/2025 BUDGET FOR THE DICKENS ON CENTRE EVENT TOTALING FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) AS ADOPTED BY THE NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS; AND DELEGATING TO THE PRESIDENT AND CEO OF THE AMELIA ISLAND CONVENTION AND VISITORS BUREAU, INC. THE AUTHORITY TO SELECT THE VENDORS AND SERVICES PURSUANT TO THE REQUIREMENTS OF THE NASSAU COUNTY PURCHASING POLICY; FURTHER FINDING THAT THE USE OF THE TOURIST DEVELOPMENT TAX REVENUES FOR THE 2025 DICKENS ON CENTRE EVENT WILL ENHANCE VISITOR EXPERIENCES, PROMOTE TOURISM ON AMELIA ISLAND, IN NASSAU COUNTY, AND IN THE STATE OF FLORIDA, AND GROW THE TOURISM MARKET; PROVIDING FOR CERTAIN LEGISLATIVE FINDINGS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the Board of County Commissioners (BOCC), levies and imposes a tourist development tax to promote through marketing and advertising Amelia Island and to increase tourist-related business activities; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC established the Amelia Island Tourist Development Council (AITDC) as an advisory board to oversee the development and marketing of Amelia Island and the expenditure of the tourist development tax revenues; and

WHEREAS, the tourist development tax revenues received by Nassau County are restricted revenues, and the expenditure of those revenues shall comply with Section 125.0104, Florida Statutes, the Florida Administrative Code, Sections 30-61 through 30-68 of the Nassau County Code of Ordinances, and AITDC Policies as approved by the BOCC; and

WHEREAS, pursuant to Section 125.0104, Florida Statutes, the BOCC has contracted with the Amelia Island Convention and Visitors Bureau (AICVB) to execute the marketing of Amelia Island as a world-class tourism destination; and

WHEREAS, the AICVB performs tasks recommended by the AITDC and approved by the BOCC including the Dickens on Centre Event; and

WHEREAS, the BOCC finds that the engagement of various vendors and service providers for the Dickens on Centre Event and the delegation of authority to the President and CEO of the AICVB to select the Dickens on Centre Event vendors and service providers will enhance visitor experiences and promote tourism on Amelia Island, Nassau County and in the State

of Florida; and

WHEREAS, the BOCC now desires to act upon the ATTDC recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOCC, as follows:

SECTION 1. FINDINGS. The above findings are true and correct and are hereby incorporated herein by this reference.

SECTION 2. USE OF TOURIST DEVELOPMENT TAX REVENUES. The BOCC hereby:

- a. Authorizes the use of tourist development tax revenues for the engagement of various vendors and service providers for the Dickens on Centre Event in an amount not to exceed the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) for the Dickens on Centre Event as previously adopted by the BOCC.
- b. Delegates to the President and CEO of the AICVB the authority to select the actual vendors and service providers for the Dickens on Centre Event on the condition that the President and CEO of the AICVB shall prepare and submit for approval all said contracts or requisitions with the vendors and service providers pursuant to the requirements contained in the Nassau County Purchasing Policy found at Section 1-141 of the Nassau County Code of Ordinances and within the previously approved Fiscal Year 2024/2025 Dickens on Centre Event Budget totaling Five Hundred Thousand Dollars (\$500,000.00) as previously adopted by the BOCC.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage.

[Remainder of this page left intentionally blank]

PASSED AND ADOPTED this 23rd day of June, 2025.

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



A.M. "Hupp" Huppmann
Its: Chairman

Date: 6-23-2025

ATTEST as to Chairman's Signature:

Approved as to form:



Mitch L. Keiter
Its: Ex-Officio Clerk

Denise C. May, Esq., BCS

DENISE C. MAY
County Attorney

TDC REQUISITION FORM 2025

VENDOR NAME & ADDRESS
Vendor Kristen Siech d/b/a Kristen Sparrow Circus
Address 12735 Dunns View Drive
Jacksonville, FL 32218
Email kseich0821@yahoo.com
Phone 904-945-2243

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

DEPARTMENT
OMB / TDC

REQUESTED BY: Gil Langley

VENDOR NUMBER		PURCHASE ORDER NUMBER	PURCHASE ORDER DATE		PURCHASE ORDER TOTAL	DISCOUNT TERMS
DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FUND ACCOUNT NUMBER	
On contract signing	FY24-25 Payment 80%	1	\$ 11,850.00	\$ 11,850.00	37523552-548520 DOC	
12/12/2025	FY25-26 Payment 20%	1	\$ 2,962.41	\$ 2,962.41	37523552-548520 DOC	
	per contract			\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		

Purchasing Process
Artistic Services FL SS 287.057 (3) (e) 1.

ORIGINAL - FINANCE
COPY- DEPARTMENT

Shipping: \$ -
Total: \$14,812.41

Department Head / Managing Agent
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. Marshall Eyerman 7/2/2025 *GL* 7/2/2025

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 Calambra 7/2/2025 *JP* 7/2/2025

Procurement Director (signature required if greater than \$5,000.00)
I attest that, to the best of my knowledge, this requisition is accurate and no other conditions would prevent approval. James R. Smith 7/3/2025

County Manager r (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.

Clerk: LB
Date: 7/16/2025

purchasing method	Description
Competitive Verbal Quotes \$1,000-\$4,999	
Competitive Written Quotes \$5,000-\$50,000	
4.2 Sole Source/Single Source (see attached form)	Sole Source: the goods or services can be legally purchased from only one source. Single Source: when goods or services can be purchased from multiple sources, but in order to meet certain functional or performance requirements, there is only one economically feasible source for the purchase.
5.1 Best interest of the Public (see attached form)	The purchase of any goods or services, or combination thereof, which, in the sole descretion of the BOCC, is in the best interest of ht epublic to be procured by any means other than those provided for herein, so long as, in the sole descretion of the County Attorney, the Procurement does not violate any federal, state, or other local law.
5.2 Communications	Equipment, supplies, materials, or services, including Internet access service and newspaper ads that are used as modes of communication.
5.3 Publications	Books, periodicals, printed materials, artwork, photographs, film, film strips, video tapes, dck ir tape recordings, materials purchased directly from the producer or publisher, the owner of the copyright, an exlusive agent with the state, a governmental agency, or a recognized educational institute.
5.5 Lodging and Transportation	Seminars, workshop, training, overnight lodging, transportation, dues, members.
5.8 Other Professional Services	Acquisition of other Professional Services for lobbyist, legal services, medical services, financial services, planning or any other professional services not defines in s. 287.055, Florida Statutes.
Artistic Services FL SS 287.057 (3) (e) 1.	FLSS287.057(E)1 The following contractual services and commodities are NOT subject to the competitive-solicitation requirements of the section: 1. Artistic services. As used in this subsection, the term "artistic services" does not include advertising or typesetting. As used in the subparagraph,the term "advertising" means the making of a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the commodities or contractual services...
Advertising	See 10/7/2019 email by Megan Diehl stating "professional marketing services" can be considered recommended by the AITDC and approved by the BOCC until the updated policies and procedures have been ratified...
Media Insertion Order	
Carry Forward - PO Balance to next FY	

Certificate Of Completion

Envelope Id: 24D68197-95D4-45D3-9105-ACB48BF82A52

Status: Completed

Subject: Complete with Docusign: CM3532-A2. Kristen Siech \$14,179.00

Source Envelope:

Document Pages: 22

Signatures: 11

Envelope Originator:

Certificate Pages: 7

Initials: 7

Tracy Poore

AutoNav: Enabled

tpoore@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: Tracy Poore

Location: DocuSign

7/2/2025 10:10:52 AM

tpoore@nassaucountyfl.com

Signer Events

Signature

Timestamp

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: 7/2/2025 10:18:39 AM

Viewed: 7/2/2025 10:18:54 AM

Signed: 7/2/2025 10:19:08 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Gil Langley

glangley@ameliaisland.com

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.196.104.105

Sent: 7/2/2025 10:19:10 AM

Viewed: 7/2/2025 11:36:48 AM

Signed: 7/2/2025 11:37:06 AM

Electronic Record and Signature Disclosure:

Accepted: 7/2/2025 11:36:48 AM

ID: abcd9a2d-da8e-43d2-9b2f-251bd47c35a0

Marshall Eyerman

MEyerman@nassaucountyfl.com

Assistant County Manager

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

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

Sent: 7/2/2025 11:37:08 AM

Viewed: 7/2/2025 2:38:40 PM

Signed: 7/2/2025 2:39:05 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: 7/2/2025 2:39:07 PM


Viewed: 7/2/2025 3:49:23 PM

Signed: 7/2/2025 3:49:51 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Delegate Of: Michelle Proctor mproctor@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 2600:387:15:3c18::9 Signed using mobile</p>	<p>Sent: 7/2/2025 3:49:53 PM Viewed: 7/2/2025 4:12:41 PM Signed: 7/2/2025 4:13:08 PM</p>
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/2/2025 4:13:10 PM Viewed: 7/3/2025 12:21:58 PM Signed: 7/3/2025 12:22:07 PM</p>
<p>Kristen Siech ksiech0821@yahoo.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/18/2023 4:33:38 PM ID: 993a77a4-2ae1-404f-95f4-6f716f5e8a2e</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 2600:1700:3330:eb50:4162:3ba1:bcc3:fa47 Signed using mobile</p>	<p>Sent: 7/3/2025 12:22:11 PM Resent: 7/15/2025 2:31:15 PM Viewed: 7/15/2025 2:33:21 PM Signed: 7/15/2025 2:37:46 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/15/2025 2:37:51 PM Viewed: 7/16/2025 1:10:32 PM Signed: 7/16/2025 1:10:59 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/16/2025 1:11:04 PM Viewed: 7/16/2025 1:14:50 PM Signed: 7/16/2025 1:15:05 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 2600:1006:b15d:7693:1997:6924:347:7490 Signed using mobile</p>	<p>Sent: 7/16/2025 1:15:10 PM Viewed: 7/16/2025 2:58:47 PM Signed: 7/16/2025 2:59:58 PM</p>

Signer Events	Signature	Timestamp
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: 7/16/2025 3:00:02 PM Viewed: 7/16/2025 3:52:37 PM Signed: 7/16/2025 3:52:53 PM
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
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Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Linda Van Haren Ivanharen@ameliaisland.com AICVB Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/16/2025 3:52:59 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Mariela Murphy mmurphy@ameliaisland.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 7/16/2025 3:53:00 PM
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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/2/2025 10:18:39 AM
Envelope Updated	Security Checked	7/15/2025 2:31:14 PM
Certified Delivered	Security Checked	7/16/2025 3:52:37 PM
Signing Complete	Security Checked	7/16/2025 3:52:53 PM
Completed	Security Checked	7/16/2025 3:53:00 PM
Payment Events	Status	Timestamps

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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.

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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.

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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.

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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..

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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.