

BOCC CONTRACT
APPROVAL FORM

CONTRACT
TRACKING NO.
CM3601-A2

SECTION 1 - GENERAL INFORMATION

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

SECTION 2 - VENDOR INFORMATION

Name: Kelly Klean LLC
Address: 921 Red Fox Way
City: Macclenny State: FL Zip Code: 32063
Vendor's Administrator Name: Sharon Dolby Title: Owner
Telephone: (904) 397-0760 Email: kellykutklean1@gmail.com

SECTION 3 – VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Sharon Dolby Title: President
Authorized Signatory Email: kellykutklean1@gmail.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: Mowing, Landscaping Maintenance and Other Related Services
Short Description of Product(s)/Service(s) Being Requested: Mowing, Landscaping, Maintenance and Other Related Services
(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: \$166,525.00
Amount of Renewal Options (if applicable): Year 1: \$ 166,525.00 Year 2: _____
Year 3: _____ Year 4: _____
Total Amount of Contract (Initial Term + Renewal Options): \$333,050.00 (Estimate if necessary)
Account Number: 01073519-534000
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: CM3601 Amendment No: 2
Type of Amendment: ☐ Renewal ☐ Time Extension with Increase ☐ Time Only Extension ☒ Additional Scope
☐ Supplemental Agreement ☐ Other: _____
Contract Amount with Previous Amendments: \$ 333,050.00 Amount of this Amendment: \$ 20,520.00
New Contract Amount including this Amendment: \$ 353,570.00
Account Code Change From: _____ To: _____
County Authorized Signatory: ☒ BOCC Chairman ☒ County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1 Doug Podiak 7/24/2025 3 Sanan Kelmou 7/25/2025
Department Head/Contract Manager Date Procurement Date
(Signature required only if procurement related)
2 Chris Lacambra 7/24/2025 4 Denise C. May, Esq., BCS 7/30/2025
Office of Mgmt. & Budget Date County Attorney Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 7/30/2025
County Manager Date

**SECOND AMENDMENT TO CONTRACT FOR MOWING, LANDSCAPE
MAINTENANCE, AND OTHER RELATED SERVICES**

THIS SECOND AMENDMENT TO THE CONTRACT FOR MOWING, LANDSCAPE MAINTENANCE, AND OTHER RELATED 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 **KELLY KLEAN LLC**, a business having its primary business location at 921 Red Fox Way, Macclenny, FL 32063 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Mowing, Landscape Maintenance, and Other Related Services dated February 12, 2024 (hereinafter “Contract”); and

WHEREAS, the Contract was subsequently amended by way of the First Amendment to the Contract on or about April 28, 2025, to increase the compensation to Vendor \$166,525.00 per contract year for a total compensation amount of \$333,050.00 and to extend the term of the Contract until February 11, 2026; and

WHEREAS, the Parties now desire to amend Exhibit “B” of the Contract in order add nine (9) additional mowing sites, and a copy of the “Revised Price Sheet” with Mowing Maps for the additional nine (9) mowing sites is attached hereto and is incorporated into the Contract and this Amendment by this reference as “Supplement to Exhibit B”; 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. Section 4.1. of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract in the amount of Twenty Thousand Five Hundred Twenty Dollars and 00/100 (\$20,520.00) due to the addition of nine (9) mowing sites as set forth in the “Supplement to Exhibit B” of the Contract attached hereto and the County shall now compensate the Vendor in an amount not to exceed Three Hundred Fifty-Three Thousand Five Hundred Seventy Dollars and 00/100 (\$353,570.00).

SECTION 2. Section 2. of the Contract is hereby amended to incorporate into Exhibit “B” the attached “Supplement to Exhibit B” in order reflect the additional nine (9) mowing sites with mowing maps and all specifications contained therein.

SECTION 3. 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 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. Contracting with

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entities of foreign countries of concern prohibited. 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 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.

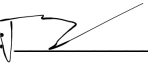
[The remainder of this page left intentionally blank.]

CM3601-A2

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

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Signature:  _____

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

Title: County Manager

Date: 7/30/2025

REVIEWED FOR LEGAL FORM AND CONTENT:

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

KELLY KLEAN LLC:

Signature: Sharon Dolby

By: Sharon Dolby

Title: President

Date: 7/28/2025

SUPPLEMENT TO EXHIBIT "B"

REVISED PRICE SHEET - ADDENDUM NO. 2

Vendor shall provide Mowing, Landscape Maintenance, and Other Related Services in accordance with Exhibit A, Scope of Services at the prices below listed in contract CM3601.

Additional Locations

LOCATION	NUMBER ON MAP	ESTIMATED ACREAGE*	COST PER SINGLE CUT	COST PER 20 CUTS	MULCHING/ LANDSCAPING COSTS	COST PER 12 CUTS (remaining contract term)
PAGE STREET LOT 0 Page Street, Callahan, FL 32011	20	3.75	\$ 337.50	\$ 6,750.00	N/A	\$ 4,050.00
GOFFINSVILLE BOAT RAMP 95001 Goffinsville Road, Fernandina Beach, FL 32045	21	6.5	\$ 585.00	\$ 11,700.00	N/A	\$ 7,020.00
KINGS FERRY BOAT RAMP 49127 Bill Johnson Hilliard, FL 32046	22	0.5	\$ 45.00	\$ 900.00	N/A	\$ 540.00
EDWARDS ROAD BOAT RAMP 436 Edwards Road, Yulee 32097	23	0.75	\$ 67.50	\$ 1,350.00	N/A	\$ 810.00
WILSON NECK BOAT RAMP 85006 Faye Road, Yulee 32097	24	1.5	\$ 135.00	\$ 2,700.00	N/A	\$ 1,620.00
MELTON NELSON BOAT RAMP 463540 S.R. 200, Yulee 32097	25	1.5	\$ 135.00	\$ 2,700.00	N/A	\$ 1,620.00
HOLLY POINT BOAT RAMP 3336 Winterberry Avenue, Fernandina Beach, FL 32034	26	1	\$ 90.00	\$ 1,800.00	N/A	\$ 1,080.00
DEE DEE BARTELS BOAT RAMP 97177 Pogy Place, Fernandina Beach, FL 32034	27	3	\$ 270.00	\$ 5,400.00	N/A	\$ 3,240.00
HARTS ROAD POCKET PARK Intersection of Harts Road & Harts Lane, Yulee 32097	28	0.5	\$ 45.00	\$ 900.00	N/A	\$ 540.00
NEW TOTALS OF ADDITIONAL LOCATIONS		19	\$ 1,710.00	\$ 34,200.00	-	\$ 20,520.00

**The estimated acreages or cubic yards provided above are merely estimates and should not be taken as the actual acreage to be mowed.*

Mowing Map 20



May 9, 2025

StateRoutes

Y

911 Apartment Labels

911 Address Labels

Nassau Roads for 911

State Highway



Town Medium Volume



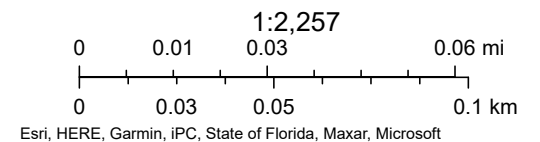
Town Low/Seasonal



Municipal Boundary



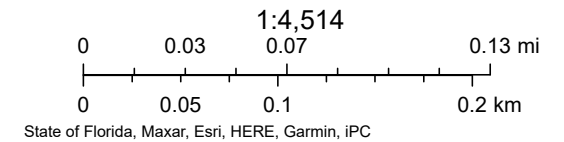
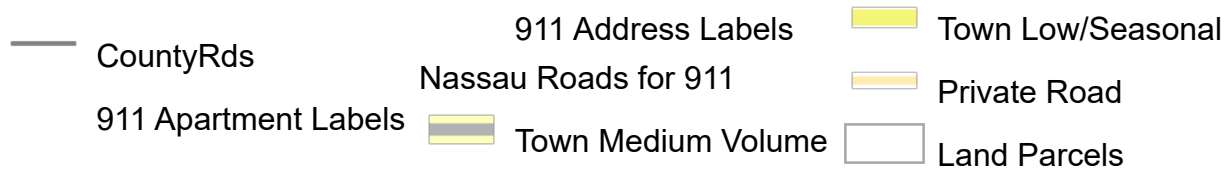
Land Parcels



Mowing Map 21



May 9, 2025



MOWING MAP 22



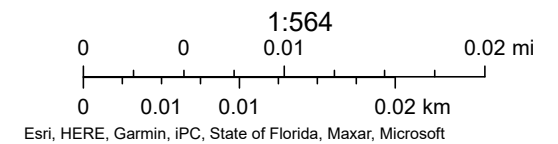
May 12, 2025

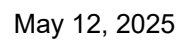
911 Address Labels

Nassau Roads for 911

Town Low/Seasonal

Land Parcels

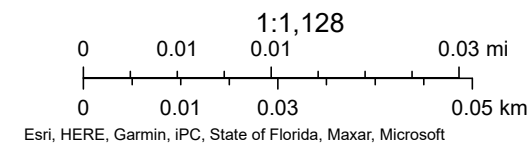




 Driveway

 Town Low/Seasonal

 Land Parcels



MOWING MAP 24



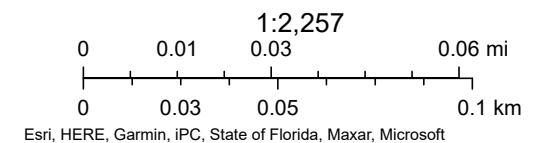
May 12, 2025

911 Address Labels

Nassau Roads for 911

Town Low/Seasonal

Land Parcels



MOWING MAP 25



May 12, 2025

StateRoutes

911 Address Labels



Private Road



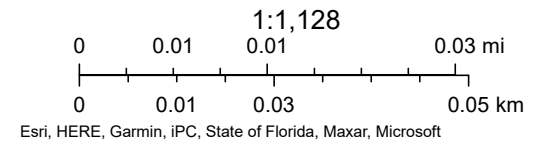
Nassau Roads for 911



Land Parcels



State Highway

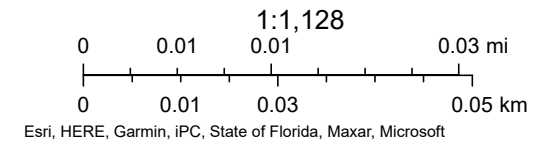


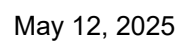
MOWING MAP 26



May 12, 2025

- 911 Address Labels
- Nassau Roads for 911
- Town Low/Seasonal
- Land Parcels
- Town Medium Volume





0 0.01 0.03 0.06 mi
0 0.03 0.05 0.1 km
Maxar, Microsoft, Esri, HERE, Garmin, iPC

MOWING MAP 28

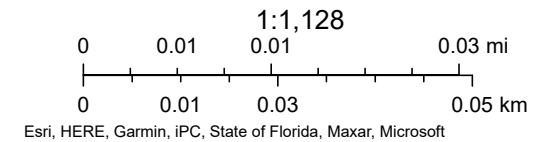


May 12, 2025

911 Address Labels

Nassau Roads for 911

- Town Medium Volume
- Town Low/Seasonal
- Private Road
- Land Parcels



Certificate Of Completion

Envelope Id: D8E922F4-5853-4EF3-B5C5-232A57ED0CAB

Status: Completed

Subject: CM3601-A2 Kelly Klean for additional mowing sites \$20,520

Source Envelope:

Document Pages: 14

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 4

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

7/22/2025 9:41:51 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

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Signed: 7/22/2025 1:45:04 PM

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

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Viewed: 7/22/2025 10:43:37 AM

Signed: 7/24/2025 9:15:07 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

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Viewed: 7/24/2025 3:19:08 PM

Signed: 7/24/2025 3:19:55 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

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Signed: 7/24/2025 8:56:18 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)	<i>MP</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/24/2025 8:56:20 PM Viewed: 7/25/2025 7:53:31 AM Signed: 7/25/2025 7:54:20 AM
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)	<i>Lanaee Gilmore</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/25/2025 7:54:22 AM Viewed: 7/25/2025 5:26:50 PM Signed: 7/25/2025 5:27:01 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Sharon Dolby kellykutklean1@gmail.com Owner Security Level: Email, Account Authentication (None)	<i>Sharon Dolby</i> Signature Adoption: Pre-selected Style Using IP Address: 2601:348:600:7320:b886:36e3:b9b2:4aef	Sent: 7/25/2025 5:27:04 PM Viewed: 7/28/2025 11:23:27 AM Signed: 7/28/2025 11:24:35 AM
Electronic Record and Signature Disclosure: Accepted: 7/28/2025 11:23:27 AM ID: d6f86cd6-7d69-4df9-ad2a-dd7769e39c57		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	<i>AJ</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/28/2025 11:24:39 AM Viewed: 7/30/2025 8:06:39 AM Signed: 7/30/2025 8:07:07 AM
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Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Denise C. May, Esq., BCS</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/30/2025 8:07:10 AM Viewed: 7/30/2025 8:53:13 AM Signed: 7/30/2025 8:54:17 AM
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Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Taco Pope</i> Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 7/30/2025 8:54:19 AM Viewed: 7/30/2025 9:40:10 AM Signed: 7/30/2025 9:40:22 AM
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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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Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 7/30/2025 9:40:26 AM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/22/2025 10:37:35 AM
Certified Delivered	Security Checked	7/30/2025 9:40:10 AM
Signing Complete	Security Checked	7/30/2025 9:40:22 AM
Completed	Security Checked	7/30/2025 9:40:26 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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.

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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.

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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.

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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 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.