

CS-17-35

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.  
**CM2121-A3**

17 SEP 25 PM 2:28

### CONTRACTOR INFORMATION

Name: Premier Screening and Labor

Address: 5575 S. Semoran Blvd, Suite 6, Orlando FL. 32822

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor's Administrator Name: Denisse Lebron Title: Operations Manager

Tel#: (407) 374-2757 Fax: (407) 347-4102 Email: denisse@pslservices.net

### CONTRACT INFORMATION

Contract Name: Premier Screening and Labor Contract Value: Est. \$2,000.00

Brief Description: Background checks

Contract Dates : From: 6/15/17 to: 6/14/18 Status:    New     Renew    Amend#    WA/Task Order

How Procured:    Sole Source    Single Source    ITB  RFP    RFQ    Coop.    Other   

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1.	<u><i>Ashley Metz</i></u> Department Head Signature	<u>9/22/17</u> Date	<u>Human Resources</u> Submitting Department
2.	<u><i>Angela Gregory</i></u> Contract Management	<u>9/22/17</u> Date	<u>Various Departments Obj 549081</u> Funding Source/Acct #
3.	<u><i>Just Sh...</i></u> Office of Management & Budget	<u>9/26/17</u> Date	
4.	<u><i>[Signature]</i></u> County Attorney (approved as to form only)	<u>9/29/17</u> Date	

Comments: \_\_\_\_\_

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

*Shanea D. Jones* \_\_\_\_\_ 10-5-17  
 Shanea D. Jones Date

### RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

**AMENDMENT NUMBER 1/FIRST EXTENSION TO THE SERVICE  
AGREEMENT FOR EMPLOYEE BACKGROUND SCREENINGS**

THIS AGREEMENT entered into this 9 day of October, 2017 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida, (hereinafter referred to as "County") and **PREMIER SCREENINGS AND LABOR SERVICES, INC.** located at 36<sup>th</sup> S. Semoran Blvd., Suite B, Orlando, FL 32807; (hereinafter referred to as "Vendor").

**WHEREAS**, the parties entered into an agreement on June 15, 2014 for the provision of Employee Background Screenings; and

**WHEREAS**, the original agreement provided for an initial term beginning June 15, 2014 and ending June 14, 2015 with an option for annual contract renewal;

**WHEREAS**, the parties entered into a renewal period from June 15, 2015 through June 14, 2017; and

**WHEREAS**, the parties desire to amend and extend said Agreement.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The performance period is hereby extended for an additional period beginning June 15, 2017 and ending June 14, 2018.
2. The county has been notified that Premier Screenings and Labor Services Inc., has become successor to XDDS, Inc. DBA X-Celerated Screenings and DNA as of February 14, 2017. Premier Screenings and Labor Services, Inc. agrees to the terms of contract number CM2121, as amended by CM2121-A3.

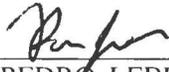
3. In accordance to the agreement dated June 15, 2014 a 60 day notification will be provided prior to any price increase for any all services. Price increase was given in writing and is attached per attachment A.
4. All other provisions of said Agreement not in conflict with this Addendum shall remain in full force and effect.

**BOARD OF COUNTY COMMISSIONERS**

**NASSAU COUNTY, FLORIDA**

  
\_\_\_\_\_  
Shanea Jones, County Manager  
Its: Designee

**PREMIER SCREENINGS AND LABOR SERVICES, INC.**

  
By: PEDRO LEBRON  
Its: President

STATE OF Florida  
COUNTY OF Orange

Before me personally appeared, Pedro Lebron, who is personally known  or produced \_\_\_\_\_ as identification, known to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my hand and official seal, this 9 day of October, 2016.

  
Notary Signature

Notary-Public-State of Florida at large  
My Commission expires: April 21, 2020





**Terms of Service Agreement**

The following Terms of Service (the "AGREEMENT") is effective this 21 day of August 2017.

**BETWEEN:** Premier Screenings and Labor Services, Inc. (the "Service Provider"), a corporation organized and existing under the laws of Florida with its corporate office located at:

5575 S. Semoran Boulevard, Ste 6  
Orlando, FL 32822

**AND:** Nassau County. (the "Company"), a \_\_\_\_\_ organized and existing under the laws of \_\_\_\_\_, with its head office located at:

96135 Nassau PL, Suite 5  
Orlando, FL 32827

WHEREAS the Service Provider is in the business of DNA testing, Drug and Alcohol Testing, Lab Tests, Background Screenings and DOT Drug & Alcohol Testing & Compliance; and

WHEREAS, this agreement contains the Service Provider's terms of engagement;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto, intending to be legally bound, agree as follows:

**1. SERVICES & FEES**

- |   |         |
|---|---------|
| a. <del>Florida</del> <u>Federal</u> Criminal Background Checks | \$10.50 |
| b. State and County Criminal Background Checks                  | \$17.50 |
| c. Motor Vehicle Reports - 3 Years                              | \$12.50 |
| d. Florida Motor Vehicle Reports - 7 Years                      | \$14.00 |
| e. Education Verification Reports                               | \$18.75 |
| f. Worker's Compensation Verification Reports                   | \$10.50 |

The Service Provider agrees to provide the following:

- Fast Response & Turnaround
- Dedicated Account Manager

**2. BILLING ARRANGEMENTS**

- a. Billing occurs on the 15<sup>th</sup> and 30<sup>th</sup> of each month with the description of work performed during that month.
- b. Invoices are due within ~~30~~ days of the date of the invoice. 45 days per FL statute 218.74
- c. Service Provider will provide upon request the itemized details of the work, fees and costs incurred so far and an estimate of the work, fees and costs payable to complete the matter.
- d. A \$25.00 fee will be applied for any returned checks.



# PREMIER

SCREENINGS AND LABOR SERVICES

OFFICE 407-374-2757  
 SALES 407-955-4757  
 FAX 407-347-4102  
 EMAIL info@PSLServices.net

### 3. NON-PAYMENT

- a. If Company does not pay an invoice sent by Service Provider or complies with request for payment in advance within 60 days after the invoice is sent or the request is made, Service Provider may immediately place the account on hold and results will not be available for review.
- b. If Company does not pay an invoice sent by Service Provider or complies with request for payment in advance within 90 days after the invoice is sent or the request is made, Service Provider may immediately stop acting for the Company.
- c. After 90 days of non-payment, account will be sent to a collections agency.

### 4. NON-DISCLOSURE AND CONFIDENTIALITY

- a. Service Provider agrees to use the any and all confidential information solely in connection with the current or contemplated business relationship between the parties and not for any purpose other than as authorized by this Agreement without the prior consent of the Company.

### 5. TERMINATION

- a. The Company or Service Provider may terminate this agreement at any time upon 30 days with a written notice.

By signing this agreement, I represent that I am an authorized officer of Nassau County, with the power to execute this agreement and agree to the terms and conditions stated here.

**Nassau County**

Name: \_\_\_\_\_

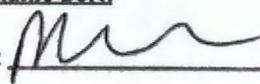
Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Premier Screenings and Labor Services, Inc.**

Name: Melanie Berk

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

Title: Operations Administrator

Date: 8/21/17 \_\_\_\_\_



**PREMIER**  
SCREENINGS AND LABOR SERVICES

OFFICE: 407-374-2757  
SALES: 407-955-4757  
FAX: 407-347-4102  
EMAIL: [info@PSLServices.net](mailto:info@PSLServices.net)

9/19/2017

Angela Gregory  
Nassau County Procurement Manager  
[agregory@nassaucountyfl.com](mailto:agregory@nassaucountyfl.com)  
904-530-6040

Ms. Gregory,

As of February 14, 2017, XDDS, Inc. DBA X-celerated Screenings and DNA, merged with Premier Screenings and Labor Services, Inc.

If you have any questions regarding this matter, please feel free to contact our office at (407) 374-2757 or via email at [melanie@pslservices.net](mailto:melanie@pslservices.net)

Thank you!

Melanie Berk  
Operations Administrator  
[Melanie@pslservices.net](mailto:Melanie@pslservices.net)  
(407) 374-2757 Ext. 104  
Premier Screenings and Labor Services, Inc.

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MAILING & PAYMENTS  
4409 Hoffner Avenue, Suite 345  
Orlando, FL 32812

CORPORATE & TESTING SITE  
5575 S. Semoran Boulevard, Suite 6  
Orlando, FL 32822