

CS-22-058

CONTRACT TRACKING NO. CM3282

BOCC CONTRACT APPROVAL FORM (Request for Contract Preparation)

GENERAL INFORMATION

Requesting Department: OMB

Contact Person: Chris Lacambra

Telephone: 904-530-6010 Fax: ( )

Email: clacambra@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Barnabas Center, Inc.

Address: 1303 Jasmine Street, Ste. 101 Fernandina Beach FL 32034 City State Zip

Contractor's Administrator Name: Jamie Reynolds Title: President/CEO

Telephone: (904)277-2984 Fax: ( )

Email: jreynolds@barnabasnassau.org

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: Jamie Reynolds

Authorized Signatory Email: jreynolds@barnabasnassau.org

CONTRACT INFORMATION

Contract Name: Barnabas Center, Inc.

Description: Not-for-profit funding agreement for FY22/23 GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$25,000 APPROXIMATE IF NECESSARY

Source of Funds: [X] County [ ] State [ ] Federal [ ] Other Account: 01692564-582010

Authorized Signatory: Taco Pope, County Manager IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: 10/1/2022 to: 9/30/2023 Termination/Cancellation:

Status: [X] New [ ] Renew [ ] Amend# [ ] WA/Task Order [ ] Supplemental Agreement

How Procured: [ ] Exemption [ ] Sole Source [ ] Single Source [ ] ITB [ ] RFP [ ] RFQ [ ] Coop [ ] Piggyback [ ] Quotes [X] Other

If Processing an Amendment:

Contract #: Increased Amount to Existing Contract:

New Contract Dates: to Total or Amended Amount:

Continued on next page

<b>CHECKLIST</b>		
<i>Review/Complete before sending contract for final signature</i>		
<b>Requirement</b>	<b>Description</b>	<b>Complete By</b>
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract.	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	
Term of Contract	Start and end dates of contract are included. Any renewals are included.	
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	
Governing Law	The contract is <b>governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.</b>	
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Chris Lacambra 12/1/2022  
 Department Head/Contract Manager Date 12/1/2022
2. Tanner Adams 12/2/2022  
 Procurement Date
3. Chris Lacambra 12/1/2022  
 Office of Mgmt & Budget Date 12/6/2022
4. Denise C. May 12/7/2022  
 County Attorney Date

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Tara E. Poppy AICP 12/7/2022  
 County Manager Date

**FUNDING AGREEMENT FOR FISCAL YEAR 2022/2023**  
**FOR BARNABAS CENTER**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "County", and BARNABAS CENTER, 1303 Jasmine Street, Suite 101, Fernandina Beach, Florida, 32034, hereinafter referred to as "Center".

WHEREAS, it is in the best interest of the citizens of Nassau County, Florida that the Center continue to work with the economically deprived citizens of Nassau County, Florida; and

WHEREAS, the Center now maintains services for the economically deprived residents of Nassau County, Florida.

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

1. For the sum of twenty-five thousand (\$25,000.00), which shall be paid in quarterly installments, during the months of December, February, May and August of the fiscal year, the Center does hereby agree to perform services that will benefit the residents of Nassau County, Florida. Appropriations necessary for the funding of this Agreement beyond FY 2022/2023 shall be subject to the budget and appropriation by the County during the regular budget process. Said services to include but not be limited to the following:

- a. Continuing the present level of services provided

as of the date of this Agreement for the citizens of Nassau County, Florida.

2. The Center shall submit simultaneously to the County Manager and the Clerk an annual accounting acceptable to the Clerk on or before December 31<sup>st</sup> of each fiscal year in which the Center received funding from the County. Additionally, the Center shall make its books available for inspection by a designee of the County upon reasonable notice. Failure of the Center to provide the annual accounting record by the time specified shall result in the revocation of granting of further funds and reimbursement of funds distributed during the year for which no report was submitted.
3. All facilities, programs and services shall be compliant with the Florida Accessibility Code and the Federal Americans with Disabilities Act (ADA). Failure to provide facilities, programs, and services that are compliant with both the Florida Accessibility Code and the Federal Americans with Disabilities Act (ADA) shall be considered a breach of the Agreement and may result in termination of this Agreement.
4. The term of this Agreement shall commence on October 1, 2022 and terminate on September 30, 2023, unless terminated by either party thirty (30) days written notice to the other party, subject to completion of all previous and outstanding billings.

Contract No.: CM3282

- 5. In performing its obligations under this Agreement, the Center shall at all times be acting in the capacity of an independent contractor and not as an officer, employee or agent of the County.
- 6. Failure of the Center to satisfactorily comply with the terms of this Agreement may result in cessation of payment, pursuant to this Agreement.
- 7. This Agreement may be amended only in writing by mutual consent of both parties.

IN WITNESS WHEREOF, the effective date of this Agreement shall be the date of its being signed by the Designee of the Board of County Commissioners of Nassau County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**NASSAU COUNTY, FLORIDA**

\_\_\_\_\_  
 TACO E. POPE, AICP, COUNTY MANAGER  
 ITS: DESIGNEE

Approved as to form and legality  
 By the Nassau County Attorney

*Denise C. May*  
 \_\_\_\_\_  
 DENISE C. MAY

**BARNABAS CENTER**

*Jamie Reynolds*  
 \_\_\_\_\_  
 Print: \_\_\_\_\_  
 ITS: EXECUTIVE DIRECTOR.

**Certificate Of Completion**

Envelope Id: 4FECFD32B2F24EF6B981B105490021C9	Status: Completed
Subject: Please DocuSign: CM3282 Barnabas Center, Inc \$25,000	
Source Envelope:	
Document Pages: 5	Signatures: 7
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Megan Sawyer
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	msawyer@nassaucountyfl.com
	IP Address: 50.238.237.26

**Record Tracking**

Status: Original	Holder: Megan Sawyer	Location: DocuSign
12/1/2022 12:23:57 PM	msawyer@nassaucountyfl.com	

**Signer Events**

Signature	Timestamp
chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 12/1/2022 12:26:22 PM Viewed: 12/1/2022 1:48:49 PM Signed: 12/1/2022 1:48:54 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

**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)		Sent: 12/1/2022 1:48:56 PM Viewed: 12/1/2022 2:49:31 PM Signed: 12/1/2022 2:49:56 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

**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)		Sent: 12/1/2022 2:49:59 PM Viewed: 12/1/2022 8:22:41 PM Signed: 12/1/2022 8:22:46 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

**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)		Sent: 12/1/2022 8:22:51 PM Viewed: 12/2/2022 11:32:10 AM Signed: 12/2/2022 11:32:15 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
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<p>Abigail Jorandby            ajorandby@nassaucountyfl.com            Assistant County Attorney            Nassau BOCC            Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style            Using IP Address: 50.238.237.26</p>	<p>Sent: 12/2/2022 11:32:19 AM            Viewed: 12/6/2022 5:22:29 PM            Signed: 12/6/2022 5:22:34 PM</p>
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

<p>Jamie Reynolds            jreynolds@bamabasnassau.org            Security Level: Email, Account Authentication (None)</p>	<p><i>Jamie Reynolds</i></p> <p>Signature Adoption: Pre-selected Style            Using IP Address: 96.94.42.57</p>	<p>Sent: 12/6/2022 5:22:38 PM            Viewed: 12/7/2022 8:12:21 AM            Signed: 12/7/2022 8:13:59 AM</p>
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**Electronic Record and Signature Disclosure:**  
 Accepted: 12/7/2022 8:12:21 AM  
 ID: a889ff0f-11aa-4072-a6b0-7a188963af22

<p>Denise C. May            dmay@nassaucountyfl.com            Assistant County Attorney            Nassau County BOCC            Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style            Using IP Address: 50.238.237.26</p>	<p>Sent: 12/7/2022 8:14:04 AM            Viewed: 12/7/2022 8:17:22 AM            Signed: 12/7/2022 8:17:46 AM</p>
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

<p>Taco E. Pope, AICP            tpope@nassaucountyfl.com            County Manager            Nassau County BOCC            Security Level: Email, Account Authentication (None)</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style            Using IP Address: 50.238.237.26</p>	<p>Sent: 12/7/2022 8:17:50 AM            Viewed: 12/7/2022 8:34:51 AM            Signed: 12/7/2022 8:34:57 AM</p>
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Clerk Admin            clerkservices@nassaucountyfl.com            Security Level: Email, Account Authentication (None)</p>	<p><b>COPIED</b></p>	<p>Sent: 12/7/2022 8:35:01 AM</p>
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 Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Procurement Staff BOCCProcurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 12/7/2022 8:35:05 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

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	12/1/2022 12:26:22 PM
Certified Delivered	Security Checked	12/7/2022 8:34:51 AM
Signing Complete	Security Checked	12/7/2022 8:34:57 AM
Completed	Security Checked	12/7/2022 8:35:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact County of Nassau:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

**To advise County of Nassau of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from County of Nassau**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with County of Nassau**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.

**SCANNED**  
12/07/2022 KB