

CS-23-033

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3400

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Strategic Advancement Contact Person: Brandy Carvalho
 Telephone: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: North Florida Land Trust, Inc.
 Address: 843 W Monroe Street
 City: Jacksonville State: FL Zip Code: 32202
 Vendor's Administrator Name: Roney Gutierrez Title: Chief Operating Officer
 Telephone: (904) 479-1964 Email: RGUTIERREZ@NFLT.ORG

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Allison Defoor
 Authorized Signatory Email: adefoor@nflt.org
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: Conservation Land Acquisition & Management Consulting Services
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: County desires to obtain professional services to provide expertise in real estate acquisition and conservation in coordination with Nassau County, through its Nassau County Conservation Lands Acquisition & Mgmt (CLAM) Program.
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source
 Single Source Other Professional Services
 Total Amount of Contract: NTE \$48000 (Estimate if necessary)
 Account Number: 01121512-531000
 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: w/ Professional Services
 Risk Manager Initials: AM

10/25/2023

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3400 Amendment No: 2
 Type of Amendment: Renewal Time Only Extension Additional Scope Other:
 Increased Amount to Existing Contract: \$36,000.00 (if any) Total with Amended Amount: \$84,000.00
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|--|---|
| 1. <u>Brandy Carvalho</u> <u>10/24/2023</u>
Department Head/Contract Manager Date | 3. <u>[Signature]</u> <u>10/18/2023</u>
Procurement Date
(Signature required only if procurement related) |
| 2. <u>[Signature]</u> <u>10/18/2023</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> <u>10/26/2023</u>
County Attorney Date |

10/24/2023

10/26/2023

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 10/26/2023
County Manager Date

**SECOND AMENDMENT TO CONTRACT FOR CONSERVATION LAND
ACQUISITION & MANAGEMENT CONSULTING SERVICES**

THIS SECOND AMENDMENT TO THE CONTRACT FOR CONSERVATION LAND ACQUISITION & MANAGEMENT CONSULTING 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 North Florida Land Trust, Inc., a business having its primary business location at 843 W. Monroe Street, Jacksonville, FL 32202 (hereinafter the “Consultant”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Conservation Land Acquisition & Management Consulting Services dated June 5, 2023 (hereinafter “Contract”); 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 7.1 of the Contract is hereby amended to increase the compensation amount by Thirty-Six Thousand and 00/100 dollars (\$36,000) to provide consulting services as needed for the duration of the contract term, and the County shall now compensate the Consultant in an amount not to exceed Eighty-Four Thousand and 00/100 dollars (\$84,000).

SECTION 2. 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.]

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be executed by its duly authorized representatives, effective as of the last date below.

THE COUNTY:

NASSAU COUNTY, FL

Signature: Taco E. Pope, AICP

Print Name: Taco Pope

Title: County Manager

Date: 10/26/2023

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May
DENISE C. MAY, County Attorney

CONSULTANT:

NORTH FLORIDA LAND TRUST, INC.

Signature: Allison Defoor

By: Allison Defoor

Title: President

Date: 10/26/2023

Certificate Of Completion

Envelope Id: D637A95CF21C4F7792A54717CE67C929	Status: Completed
Subject: Contract # _CM3400A2___ \$ _\$36,000 Description: NFLT CLAM Contract Amendment 2	
Source Envelope:	
Document Pages: 4	Signatures: 12
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Brandy Carvalho
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	bcarvalho@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Brandy Carvalho	Location: DocuSign
10/24/2023 11:50:40 AM	bcarvalho@nassaucountyfl.com	

Signer Events

Brandy Carvalho
 bcarvalho@nassaucountyfl.com
 Director of Strategic Advancement
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

Signature

Brandy Carvalho

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

Timestamp

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 Viewed: 10/24/2023 12:25:29 PM
 Signed: 10/24/2023 12:25:41 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Tracy Poore
 tpoore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

TP

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

Sent: 10/24/2023 12:25:43 PM
 Viewed: 10/24/2023 1:40:16 PM
 Signed: 10/24/2023 1:41:58 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)

Chris Lacambra

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

Sent: 10/24/2023 1:42:00 PM
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 Signed: 10/24/2023 4:37:12 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

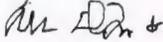
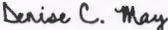
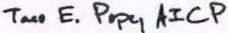
Lanaee Gilmore
 lgilmore@nassaucountyfl.com
 Procurement Director
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

Lanaee Gilmore

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

Sent: 10/24/2023 4:37:16 PM
 Viewed: 10/24/2023 5:18:40 PM
 Signed: 10/24/2023 5:18:53 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Ashley Metz amet@nassaucountyfl.com Human Resources 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: 10/24/2023 5:18:55 PM Viewed: 10/25/2023 7:29:13 AM Signed: 10/25/2023 7:31:09 AM</p>
<p>Allison DeFoor adefoor@nflf.org Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 10/26/2023 9:47:53 AM ID: e7214827-0353-4dea-a11c-f5bb9671e348</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 107.122.189.100 Signed using mobile</p>	<p>Sent: 10/25/2023 7:31:11 AM Resent: 10/26/2023 9:04:59 AM Viewed: 10/26/2023 9:47:53 AM Signed: 10/26/2023 9:49:18 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant 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: 10/26/2023 9:49:21 AM Viewed: 10/26/2023 2:29:37 PM Signed: 10/26/2023 2:32:20 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant 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: 10/26/2023 2:32:22 PM Viewed: 10/26/2023 2:35:09 PM Signed: 10/26/2023 2:35:25 PM</p>
<p>Taco E. 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: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 10/26/2023 2:35:27 PM Viewed: 10/26/2023 2:42:14 PM Signed: 10/26/2023 2:42:22 PM</p>
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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
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/26/2023 2:42:26 PM Viewed: 10/26/2023 3:09:01 PM
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 10/26/2023 2:42:26 PM
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059	COPIED	Sent: 10/26/2023 2:42:27 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/24/2023 12:03:37 PM
Envelope Updated	Security Checked	10/24/2023 12:05:05 PM
Certified Delivered	Security Checked	10/26/2023 2:42:14 PM
Signing Complete	Security Checked	10/26/2023 2:42:22 PM
Completed	Security Checked	10/26/2023 2:42:27 PM

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.

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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