

BOCC CONTRACT  
APPROVAL FORM

CONTRACT  
TRACKING NO.  
CM3352-A1

SECTION 1 - GENERAL INFORMATION

Requesting Department: Facilities Maintenance Contact Person: Noami Davis/ Les Burned  
Telephone: (904) 530-6131 Email: ssands@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Coastal Greenery, Inc.  
Address: 1242 Old Jesup Road  
City: Brunswick State: Georgia Zip Code: 31520  
Vendor's Administrator Name: Ashley Riego Title: Business Development Leader  
Telephone: (912) 261-8171 Email: ashley@coastalgreenery.com

SECTION 3 – VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Ashley Riego Title: Business Development Leader  
Authorized Signatory Email: ashley@coastalgreenery.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: Landscape Maintenance Services  
Short Description of Product(s)/Service(s) Being Requested: Additional mowing needed at new building located at NCSO Training Complex and Gun Range  
(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: \$98,821.80  
Amount of Renewal Options (if applicable): Year 1: \$ 50,361.48 Year 2: \$ 51,833.27  
Year 3: \$ 53,348.22 Year 4: \_\_\_\_\_  
Total Amount of Contract (Initial Term + Renewal Options): Approximately \$254,365.77 (Estimate if necessary)  
Account Number: 01076521-534000  
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: CM3352 Amendment No: 1  
Type of Amendment: ☐ Renewal ☒ Time Extension with Increase ☐ Time Only Extension ☐ Additional Scope  
☐ Supplemental Agreement ☐ Other: \_\_\_\_\_  
Contract Amount with Previous Amendments: \$ 98,821.80 Amount of this Amendment: \$ 50,361.48  
New Contract Amount including this Amendment: \$ 149,183.28  
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

<u>Doug Podiak</u> Department Head/Contract Manager	<u>3/12/2025</u> Date	<u>Sanaci Delmore</u> Procurement	<u>3/17/2025</u> Date
<u>Chris Lacambra</u> Office of Mgmt. & Budget	<u>3/13/2025</u> Date	<u>Denise C. May, Esq., BCS</u> County Attorney	<u>3/27/2025</u> Date

(Signature required only if procurement related)

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature]  
County Manager

3/31/2025  
Date

DATE  
3/11/2025

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

VENDOR NAME/ADDRESS  
Coastal Greenery Inc.  
1242 Old Jesup Road  
Brunswick, GA 31520

DEPARTMENT  
Facilities Maintenance

REQUESTED BY  
Noami Davis/ Les Burnsed

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
18390	NCSO Landscape Maintenance	01073519-534000	\$ 159,889.72	Encumber Contract	CM3352-A1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Year 2 - Annual landscape maintenance of the	1.00	\$ 50,361.48	\$ 50,361.48	
	Sheriff's Office Training Complex & Gun Range			\$ 0.00	
	Ref: NC23-002-ITB			\$ 0.00	
				\$ 0.00	
2	Monthly Irrigation Inspection Reports			\$ 0.00	
3	Annual Herbicide Application (2x per yr)			\$ 0.00	
4	Annual Fertilization Application (4x per yr)			\$ 0.00	
5	Annual Insecticide Application (2x per yr)			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	Year 1 total
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00  
COPY - DEPARTMENT Total \$ 50,361.48

Department Head  
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.

Doug Podiak 3/12/2025  
Office of Management and Budget (signature required if over Department Head signature authority or \$5,000, whichever is less.)  
I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 3/13/2025  
Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less.)  
I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

James Belmont 3/17/2025  
County Manager (signature required if over Department Head signature authority or \$5,000, whichever is less.)  
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.

[Signature] 3/31/2025  
Clerk BAC  
Date: 4/1/2025

**FIRST AMENDMENT TO CONTRACT FOR LANDSCAPE MAINTENANCE SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR LANDSCAPE MAINTENANCE 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 **COASTAL GREENERY, INC.**, a business having its primary business location at 1242 Old Jesup Road, Brunswick, GA 31520 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Landscape Maintenance Services at the NCSO Training Complex, dated April 10, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Parties failed to formally renew the Contract prior to February 28, 2025, but the Parties have continued to perform their duties and responsibilities under the Contract and the Parties agree that by doing so, there was an implied renewal of the terms; 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 19. Period of Contract/Option to Extend or Renew. of the Contract is hereby amended to renew the performance period for an additional one (1) year period and the Contract shall now terminate on February 28, 2026

**SECTION 2.** The County shall compensate the Vendor in an amount not to exceed Fifty Thousand, Three Hundred Sixty-One Dollars and 48/100 (\$50,361.48) for the renewal period for a total contracted amount of One Hundred Forty-Nine Thousand, One Hundred Eighty-Three Dollars and 28/100 (\$149,183.28).

**SECTION 3.** Upon execution of this Amendment, and in accordance with Section 787.06, Florida Statutes, the Vendor shall provide to 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.

**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.

CM3352-A1

[The remainder of this page left intentionally blank.]

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

**NASSAU COUNTY, FLORIDA**

  
\_\_\_\_\_

By: TACO E. POPE, AICP, ICMA-CM

Its: DESIGNEE

Date: 3/31/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**COASTAL GREENERY, INC.**

Signature: Ashley Riego

By: Ashley Riego

Title: Business Developer

Date: 3/25/2025

## Certificate Of Completion

Envelope Id: 4B55834E-18F6-466F-A16E-0D80FF948405

Status: Completed

Subject: Coastal Greenery, Inc CM3352-A1 \$50,361.48

Source Envelope:

Document Pages: 4

Signatures: 13

Envelope Originator:

Certificate Pages: 6

Initials: 4

Noami Davis

AutoNav: Enabled

ndavis@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: Noami Davis

Location: DocuSign

3/11/2025 2:25:55 PM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

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

Sent: 3/12/2025 9:31:47 AM

Viewed: 3/12/2025 11:12:01 AM

Signed: 3/12/2025 11:12:15 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

Sent: 3/12/2025 11:12:17 AM

Viewed: 3/13/2025 8:51:03 AM

Signed: 3/13/2025 8:52:03 AM

### 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: 3/13/2025 8:52:05 AM

Viewed: 3/13/2025 9:08:31 AM

Signed: 3/13/2025 9:10:02 AM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

Security Level: Email, Account Authentication  
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 108.144.12.23

Signed using mobile







Sent: 3/13/2025 9:10:04 AM

Viewed: 3/13/2025 1:08:06 PM

Signed: 3/13/2025 1:08:17 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/13/2025 1:08:19 PM Viewed: 3/17/2025 4:51:41 PM Signed: 3/17/2025 4:51:54 PM</p>
<p>Ashley Reigo ashley@coastalgreenery.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/17/2025 4:55:49 PM ID: 3f161884-fb5c-411e-85ec-a3008bb9d5a3</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 172.59.64.136</p>	<p>Sent: 3/17/2025 4:51:57 PM Viewed: 3/17/2025 4:55:49 PM Signed: 3/25/2025 7:49:22 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/25/2025 7:49:25 AM Viewed: 3/27/2025 2:14:12 PM Signed: 3/27/2025 2:14:28 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/27/2025 2:14:31 PM Viewed: 3/27/2025 2:19:07 PM Signed: 3/27/2025 2:21:30 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 3/27/2025 2:21:32 PM Viewed: 3/31/2025 11:44:24 AM Signed: 3/31/2025 11:44:34 AM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 3/31/2025 11:44:37 AM Viewed: 4/1/2025 9:25:25 AM Signed: 4/1/2025 9:25:43 AM</p>

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
Clerk Services boccclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/1/2025 9:25:45 AM Viewed: 4/1/2025 9:41:05 AM
Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/1/2025 9:25:46 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 4/1/2025 9:25:47 AM
Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/1/2025 9:25:48 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/12/2025 9:31:47 AM
Certified Delivered	Security Checked	4/1/2025 9:25:25 AM
Signing Complete	Security Checked	4/1/2025 9:25:43 AM
Completed	Security Checked	4/1/2025 9:25:48 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **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.