

# BOCC CONTRACT APPROVAL FORM

CONTRACT  
TRACKING NO.  
CM3872-A1

## SECTION 1 - GENERAL INFORMATION

Requesting Department: Parks and Rec/Facilities Contact Person: Jay Robertson / Becky Diden  
Telephone: (904) 530-6127 Email: jrobertson

## SECTION 2 - VENDOR INFORMATION

Name: Boro Building & Property Maintenance DBA Greenscape Enterprises, Inc.  
Address: 6321 Poerler Rd, Suite 5  
City: Sarasota State: Florida Zip Code: 34240  
Vendor's Administrator Name: Ben Vamey Title: CEO  
Telephone: (941) 416-2324 Email: ben@boroff.com

## SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Ben Vamey Title: CEO  
Authorized Signatory Email: ben@boroff.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: Beach and Park Restroom Cleaning Services  
Short Description of Product(s)/Service(s) Being Requested: Cleaning services of County and City of Fernandina Beach and Park Bathrooms

### (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: \$276,750.00  
Amount of Renewal Options (if applicable): Year 1: \$92,250.00 Year 2: \$92,250.00  
Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
Total Amount of Contract (Initial Term + Renewal Options): \$461,250.00 (Estimate if necessary)  
Account Number: 01075572-534000 (\$92,250.00/yr)  
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: MP  
Risk Manager Initials: \_\_\_\_\_

## SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM3872 Amendment No: 1  
Type of Amendment: ☐ Renewal ☐ Time Extension with Increase ☐ Time Only Extension ☐ Additional Scope  
☐ Supplemental Agreement ☒ Other: Pricing adjustment necessitated by an error in the price sheet. Exhibit "B" of Vendor's Response Price Sheet Section I & II  
Contract Amount with Previous Amendments: \$276,750.00 Amount of this Amendment: \$13,500.00  
New Contract Amount including this Amendment: \$290,250.00  
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 4/11/2025  
Department Head/Contract Manager Date  
2. CE 3.31.25 3/31/25  
Office of Mgmt & Budget Date  
3. Nassau Admobi 4/15/2025  
Procurement Date  
(Signature required only if procurement related)  
4. Denise C. May, Esq., BCS 4/16/2025  
County Attorney Date

## COUNTY MANAGER - FINAL SIGNATURE APPROVAL

EM 4/16/2025  
County Manager Date

CM3872-A1

**FIRST AMENDMENT TO CONTRACT FOR  
BEACH AND PARK RESTROOM CLEANING SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR BEACH AND PARK RESTROOM CLEANING 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 **GREENSCAPE ENTERPRISES, INC., d/b/a BORO BUILDING & PROPERTY MAINTENANCE**, a business having its primary business location at 6321 Porter Road Suite 5, Sarasota, FL 34240 (hereinafter the "Vendor").

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for Beach and Park Restroom Cleaning Services dated March 10, 2025 (hereinafter "Contract"); and

**WHEREAS**, the County's Request for Proposal No. NC24-028-RFP, in its Price Sheet, incorrectly referred to "In-season" as October 1 to February 28, and "Off-season" as March 1 to September 30, when they should have been reversed, with "Off-season" being October 1 to February 28, and "In-season" being March 1 to September 30; and

**WHEREAS**, Vendor provided rates and estimated costs per year based on the Price Sheet as written, which Price Sheet was incorporated into the Contract as Exhibit "B"; and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions to accurately identify the "In-season" and "Off-season" rates, 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 by \$4,500, to an amount not to exceed NINETY-SIX THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$96,250.00) per year for the term of the Contract.

**SECTION 2.** Exhibit "B" to the Contract, consisting of the Vendor's Price Sheet, is hereby replaced with the corrected Price Sheet, attached hereto and incorporated herein as Exhibit "B-1".

**SECTION 3.** 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.]

CM3872-A1

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

**COUNTY:**

**BOARD OF COUNTY COMMISSIONERS OF  
NASSAU COUNTY, FLORIDA**


Signature:   
By: Taco E. Pope  
Title: County Manager  
Date: 4/16/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

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

**VENDOR:**

**GREENSCAPE ENTERPRISES, INC.  
D/B/A BORO BUILDING &  
PROPERTY MAINTENANCE**

Signature:   
By: Ben Varney Ben Varney  
Title: CEO  
Date: 4/15/2025



**Exhibit "B-1" to First Amendment to Contract  
for Beach and Park Restroom Cleaning**

**APPENDIX "B"  
PRICE SHEET**

Vendor shall provide the Beach Restroom Cleaning Services in accordance with Appendix "A", Scope of Services at the rate (s) below.

SECTION I				
Unincorporated Beach Areas of the County				
ITEM#	DESCRIPTION	UNIT OF MEASURE	RATE	ESTIMATED COST PER YEAR
1	Off-season, October 1 to February 28	Monthly	\$ 4,050	\$ 20,250
2	In-season, March 1 to September 30	Monthly	\$ 5,400	\$ 37,800
			<b>Subtotal Section I (Item 1 and Item 2) =</b>	<b>\$ 58,050.00</b>
SECTION II				
City of Fernandina Beach Areas				
ITEM#	DESCRIPTION	UNIT OF MEASURE	RATE	ESTIMATED COST
1	Off-season, October 1 to February 28	Monthly	\$ 2,700	\$ 13,500
2	In-season, March 1 to September 30	Monthly	\$ 3,600	\$ 25,200
			<b>Subtotal Section II (Item 1 and Item 2) =</b>	<b>\$ 38,700</b>
			<b>Total (Subtotal Section 1 + Subtotal Section 2) =</b>	<b>\$ 96,750.00</b>

**ALL OR NONE AWARD:** This solicitation requires respondents to respond on all line items listed in Appendix B. Respondents will be deemed unresponsive if they do not respond on all line items listed in Appendix B.

The undersigned declares that they have examined the Instructions to Respondents and Scope of Services and Specifications and is informed fully with regard to all terms and conditions pertaining thereto and agrees under the Scope of Services and these Specifications at the rate set forth above.

DATE  
**3/20/2025**

**Requisition Form**  
**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1  
Yulee, FL 32097

**VENDOR NAME/ADDRESS**  
Boro Building & Property Maintenance d/b/a  
Greenscape Enterprises, Inc. 6321 Poerler Rd,  
Suite 5 Sarasota, FL 34240

**DEPARTMENT**  
Parks & Rec/Facilities

**REQUESTED BY**  
Jay Robertson / Becky Diden

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Beach & Park Cleaning	01075572-534000	\$ 279,249.51	Encumber Contract	CM3872-A1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	In-Season, March 1 to September 30	7.00	\$ 5,400.00	\$ 37,800.00	
	Unincorporated Beach Areas of the County			\$ 0.00	
2	In-Season, March 1 to September 30	7.00	\$ 3,600.00	\$ 25,200.00	
	City of Fernandina Beach Areas			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
	Initial Term 3-yrs CM3872-A1 (\$290,250.00)			\$ 0.00	
	Year One (\$96,750)			\$ 0.00	
	March 2025 - September 30 (\$63,000) Item#1			\$ 0.00	
	Item #2 Off-Season (October 1 to February 28)			\$ 0.00	
	will be encumbered in FY25/26 funds.			\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
	<i>TP</i>			\$ 0.00	
	4/14/2025			\$ 0.00	

ORIGINAL - FINANCE  
COPY - DEPARTMENT

Shipping \$ 0.00  
Total \$ 63,000.00

**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*

4/11/2025

**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**

I attest that, to the best of my knowledge, funds are available for payment

*Chris Lacambra*

4/14/2025

**Procurement Director (signature required if greater than \$5,000.00)**

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 R. Smith*

4/15/2025

**County Manager (signature required if greater than \$100,000.00)**

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]*

4/16/2025

Clerk: *BOC AP*  
Date: 4/17/2025



### Certificate Of Completion

Envelope Id: 6721133E-EDAA-4027-9BE7-7084BFB0E826  
Subject: Boro Building & Property Maintenance dba Greenscape CM3872-A1.  
Source Envelope:  
Document Pages: 5  
Certificate Pages: 7  
AutoNav: Enabled  
EnvelopeId Stamping: Enabled  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
Becky Diden  
bdiden@nassaucountyfl.com  
IP Address: 50.238.237.26

### Record Tracking

Status: Original  
4/11/2025 12:17:19 PM

Holder: Becky Diden  
bdiden@nassaucountyfl.com

Location: DocuSign

### 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

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Viewed: 4/11/2025 12:37:15 PM  
Signed: 4/11/2025 12:37:40 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)

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

Sent: 4/11/2025 12:37:42 PM  
Viewed: 4/14/2025 9:18:13 AM  
Signed: 4/14/2025 9:19:30 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: 4/14/2025 9:19:33 AM  
Viewed: 4/14/2025 10:59:13 AM  
Signed: 4/14/2025 11:00:43 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: 108.144.8.16  
Signed using mobile

Sent: 4/14/2025 11:00:45 AM  
Viewed: 4/14/2025 3:33:46 PM  
Signed: 4/14/2025 3:34:23 PM

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



Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/14/2025 3:34:27 PM Viewed: 4/15/2025 10:27:36 AM Signed: 4/15/2025 10:27:47 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Ben Varney ben@borofl.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 47.202.71.184	Sent: 4/15/2025 10:27:50 AM Viewed: 4/15/2025 11:42:18 AM Signed: 4/15/2025 11:46:45 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 4/15/2025 11:42:18 AM ID: aeda0e2d-285b-4ccc-a020-3024caa33212		
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/15/2025 11:46:48 AM Viewed: 4/16/2025 8:33:52 AM Signed: 4/16/2025 8:37:24 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/16/2025 8:37:28 AM Viewed: 4/16/2025 9:05:54 AM Signed: 4/16/2025 9:08:56 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 4/16/2025 9:08:59 AM Viewed: 4/16/2025 9:51:48 AM Signed: 4/16/2025 9:56:19 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 4/16/2025 9:56:22 AM Viewed: 4/17/2025 9:10:31 AM Signed: 4/17/2025 9:10:47 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		

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 Admin BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:10:54 AM Viewed: 4/17/2025 9:13:46 AM
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:10:55 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	<b>COPIED</b>	Sent: 4/17/2025 9:10:56 AM
Jay Robertson jrobertson@nassaucountyfl.com Parks and Recreation Director Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:10:57 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	<b>COPIED</b>	Sent: 4/17/2025 9:10:58 AM
Samira Beckham sbeckham@nassaucountyfl.com Administrative Specialist I Nassau County Board of County Commissioners Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/17/2025 9:11:01 AM



Carbon Copy Events	Status	Timestamp
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Ben Varney ben@borofl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 4/15/2025 11:42:18 AM ID: aeda0e2d-285b-4ccc-a020-3024caa33212	<div>COPIED</div>	Sent: 4/17/2025 9:11:05 AM
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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	4/11/2025 12:28:45 PM
Envelope Updated	Security Checked	4/11/2025 12:30:17 PM
Certified Delivered	Security Checked	4/17/2025 9:10:31 AM
Signing Complete	Security Checked	4/17/2025 9:10:47 AM
Completed	Security Checked	4/17/2025 9:11:05 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
--------------------------------------------

Electronic Record and Signature Disclosure created on: 1/26/2021 7:14:58 AM  
Parties agreed to: Ben Varney, BOCC AP, Jennifer Kirkland, Ben Varney

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### **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.

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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](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**

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### **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.