

**AGREEMENT BETWEEN ALACHUA COUNTY & NIPP & CLIPP LAWN CARE, LLC  
FOR ANNUAL LANDSCAPING & GROUNDS MAINTENANCE  
NO. 14860**

This Agreement (“Agreement”) is made by and between Alachua County, Florida, a political subdivision and charter county of the State of Florida, by and through its Board of County Commissioners (the “County”) and NIPP & CLIPP Lawn Care, LLC, a manager-managed Florida limited liability corporation which is authorized to do business in the State of Florida (“Contractor”), who are collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, the County publicly issued a(n) ITB seeking qualified firms or individuals to provide annual landscaping and grounds maintenance at various County-owned sites; and

**WHEREAS**, after evaluating and considering all timely responses to the solicitation, the County identified Contractor as the primary awarded entity in the solicitation process; and

**WHEREAS**, the Contractor is willing to provide work and services to the County; and

**WHEREAS**, the County desires to engage Contractor to provide the work and services described herein.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt of which is acknowledged, the County and Contractor agree as follows:

1. **Recitals.** The foregoing recitals are incorporated herein.
2. **Scope of Services/Work.** In accordance with the terms and conditions of this Agreement, Contractor agrees to provide and perform Annual Landscaping and Grounds Maintenance at various County-owned sites, as more particularly described in the Scope of Services/Work attached hereto as **Exhibit “1”** and incorporated herein (“Services”) for and as needed by the County. It is understood that the Services may be modified, but to be effective and binding, any such modification must be in writing executed by both the Parties.
3. **Term.**
  - A. This Agreement is effective upon execution by the Parties (“effective date”) and continues until September 30, 2026, or until this Agreement is earlier terminated as provided herein. This Agreement may be amended at the option of the County for two additional two-year term(s) at the same terms and conditions outlined herein.
  - B. In the event the County shall order work under this Agreement to commence under the terms of this Agreement which shall not be scheduled for completion under the Term of the Agreement set herein, then this Agreement shall remain in effect until the work assignment so ordered is completed or this Agreement is terminated as provided for herein.
4. **Closeout.** The Contractor’s obligation to the County shall not end until all closeout requirements are completed. Activities during the close-out period shall include, but are not limited to, making final payments, submitting final reimbursement request and final activity/accomplishment report to the County, disposing of project assets (including the return of all equipment, and receivable accounts to the County), and determining the custodianship of records. Agreement closeout is not considered final until the County is fully satisfied that project objectives have been met and the Contractor has submitted the Contract Closeout Checklist, attached hereto and incorporated herein as **Exhibit “5”**.
5. **Qualifications.** By executing this Agreement, Contractor makes the following representations to County:
  - A. Contractor is qualified to provide the Services and will maintain all certifications, permits and

licenses necessary to provide the Services during the term of this Agreement.

- B. Contractor will assure that all personnel who perform the Services, or perform any part of the Services, are competent, reliable, and experienced to perform their assigned task properly and satisfactory. Contractor will perform the Services with the skill and care which would be exercised by a qualified contractor performing similar services at the time and place such services are performed. If failure to meet these standards results in a deficiency in the Services or the related tasks or designs, Contractor will, at his/her/its own cost and expense, re-do the Services to correct the deficiency, and shall be responsible for any and all consequential damages arising from the deficiency.
- C. Contractor is familiar with the Services and the conditions of the site, location, project, and specifics of the Services to be provided, designed or constructed.
- D. Contractor will coordinate, cooperate, and work with any other contractors, professionals, and consultants retained by the County. The Parties acknowledge that there is nothing in this Agreement that precludes County from retaining services of other contractors, professionals, and consultants for similar or same Services or from independently performing the Services provided under this Agreement on its own.

6. **Payment.**

- A. The County will pay Contractor for timely and completed Services as described in this Agreement. The Parties agree that the amount to be paid to Contractor for the Services will not exceed Seventy-Five Thousand Dollars and Zero Cents (\$75,000.00) per fiscal year (“NTE amount”). For the purposes of this agreement, a fiscal year is defined as October 1<sup>st</sup> through September 30<sup>th</sup>. Payment will be in accordance with the Rate Schedule attached as **Exhibit “2”** and incorporated herein.
- B. As a condition precedent for any payment, Contractor must submit monthly invoices to the County requesting payment for Services properly rendered and expenses due, unless otherwise agreed in writing by the County. Contractor's invoice must describe the Service rendered, the date performed [*and time expended, if billed by hour*], and the person(s) rendering such Services. Contractor's invoice shall be accompanied by documentation or data in support of expenses, as the County may require. The invoice shall additionally reflect the allocations as provided and shall state the percentage of completion as to each such allocation. Each invoice shall constitute the Contractor's representation to the County that the Services indicated have reached the level stated, have served a public purpose, have been properly and timely performed, that the expenses included in the invoice have been reasonably incurred in accordance with this Agreement, that all obligations of Contractor covered by prior invoices have been paid in full, and that the amount requested is currently due and owing. Submission of the Contractor's invoice for final payment shall further constitute the Contractor's representation to the County that, upon receipt by the Contractor of the amount invoiced, all obligations of the Contractor to others, including its subcontractors, will be paid in full. Contractor shall submit invoices to the County at the following address, unless otherwise directed by the County:
  - Facilities Management
  - 6125 NW 18<sup>th</sup> Drive
  - Gainesville, Florida, 32653
- C. County will make payment to Contractor of all sums properly invoiced under the provisions of this section in accordance with the provisions of the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes, and the County shall remit all payments to:
  - NIPP & CLIPP Lawn Care, LLC
  - 208 N.E. 41st Place Apt. C
  - Gainesville, Florida 32609
  - [Nippnclipplawncare@gmail.com](mailto:Nippnclipplawncare@gmail.com)

- D. If the County has reasonable cause to suspect that any representations of Contractor relating to payment are inaccurate, the County may withhold payment of sums then or in the future otherwise due to Contractor until the inaccuracy, and the cause thereof, is corrected to the County Manager's or his/her designee's reasonable satisfaction.
- E. The County's performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Alachua County Board of County Commissioners ("Board"). The Parties hereto understand that this Agreement is not a commitment of future appropriations. Continuation of this Agreement beyond the term or the end of any County fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes; and that the failure of the Board to do so shall not constitute a breach or default of this Agreement.
- F. In the event any part of this Agreement or the Services, is to be funded by Federal, State, or other local agency monies, Contractor hereby agrees to cooperate with the County in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Service and as specifically required by the Federal or State granting agency, and receiving no payment until all required forms are completed and submitted.

8. **Insurance.** Contractor will procure and maintain insurance throughout the entire term of this Agreement, including any renewals, of the types and in the minimum amounts detailed in **Exhibit "3"** attached hereto and incorporated herein. A copy of a current Certificate of Insurance (COI) showing coverage of the type and in the amounts required is attached hereto as **Exhibit "3-A"**.

9. **County Property.** Contractor shall be responsible for clean-up and the removal of surplus materials and debris on the Service/work site. Contractor agrees to promptly, without delay, notify the County either in phone, email, or orally of any hazardous, dangerous, unsafe, or destructive conditions, trespassers, vandalism or damages that the Contractor or its employees, subcontractors, or agents notices or is made aware of on County property, including inside any County owned or used facility. Contractor shall be responsible for initiating, erecting, and maintaining safety precautions, programs and materials in connection with the Services on County Property, including any industry, federal, state or local standards and requirements, so as to prevent damages, injury or loss to persons and property. Should an employee or agent of the Contractor suffer injury or damage to its/his/her person or property, the Contractor shall notify the County within a reasonable time of the occurrence. The costs of any clean-up, spillage, and fines levied for failure to comply with these requirements will be borne solely by Contractor.

10. **Deliverables.** All project deliverables and documents are the sole property of County and may be used by County for any purpose. Any and all deliverables required by this Agreement to be prepared by Contractor, such as but not limited to plans and specifications, will be done in such a manner that they shall be accurate, coordinated and adequate for the purposes intended. Contractor represents that the deliverables prepared under this Agreement will meet the requirements of all applicable federal, state and local codes, laws, rules and regulations. The County's review of the deliverables in no way diminishes the Contractor's representations pertaining to the deliverables.

11. **Permits.** Contractor will obtain and pay for all necessary permits, permit application fees, licenses or any fees required for performing the Services.

12. **Alachua County Minimum Wage.** If, as determined by County, the Services to be performed pursuant to this Agreement are 'Covered Services', as defined under the Alachua County Government Minimum Wage Ordinance ("Wage Ordinance"), then during the term of this Agreement and any renewals, Contractor shall pay its 'Covered Employees', as defined in the Wage Ordinance, no less than the Alachua County Government Minimum Wage ("Minimum Wage"), as may be amended by the County. Contractor will require the same of its subcontractors and subconsultants who provide the Services. If applicable to the Services, Contractor will certify this understanding, obligation, and commitment to County through a

certification, a copy of which is attached hereto as **Exhibit “4”**. Contractor will (a) post a copy of the Minimum Wage Rate in a prominent place of its principal place of business where it is easily seen by Covered Employees; (b) supply a copy to any Covered Employee upon request; (c) make any person submitting a bid for a subcontract for Covered Services aware of these requirements; and (d) include the necessary provisions in subcontracts to ensure compliance. The County shall not be deemed a necessary, or indispensable, party in any litigation between Contractor and subcontractor. At this time of execution of this Agreement, the prevailing Minimum Wage is as follows, which is subject to change during the term of this Agreement, and will be updated, and be applicable, without the necessary of amendment to this Agreement:

\$18.50 per hour with qualifying health benefits amounting to at least \$2.00 per hour      \$20.50 per hour without health benefits

If applicable to the Services under this Agreement and to Contractor, the failure to comply with the provisions of the Wage Ordinance will be deemed a breach this Agreement and County is authorized to withhold payment of funds in accordance with Alachua County Code and Chapter 218, Florida Statutes. Should this section be or become invalid or unenforceable during the term of this Agreement, then such will be severed from this Agreement, and this shall not affect the other sections and remaining terms and conditions of this Agreement.

12. **Default and Termination.**

- A. **Termination for Default:** The failure of Contractor to comply with any provision of this Agreement will place Contractor in default. If Contractor is in default or fails to perform in accordance with the terms or conditions of this Agreement, the County may provide a written notice of default. The County Manager and his/her designee is authorized to provide notice of default on behalf of County and notice may be sent electronically. If the default is not corrected within the allotted time as specifically provided in the notice of default, the County Manager is authorized to provide Contractor with written notice of termination of this Agreement on behalf of County. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if no date is specified in the notice, then the effective date of termination will be the date that the notice of termination is received by the Contractor.
- B. **Termination for Convenience:** County may terminate the Agreement without cause by providing written notice of termination for convenience to the Contractor. County Manager and his/her designee is authorized to provide notice of termination on behalf of the County. Notice may be electronically given. Upon such notice, Contractor will immediately discontinue all Services for the County currently or to be provided to the County, unless the notice from the County directs otherwise. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if not date specified in the notice, then the effective date of termination will be the date that the notice of termination is received by Contractor. In the event of termination, Contractor’s recovery against County shall be limited to that portion of this Agreement amount earned through the date of termination. Contractor shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.
- C. **Termination for Unavailability of Funding:** If funds to finance this Agreement become unavailable, as determined by the County, County may terminate this Agreement upon written notice to Contractor. County Manager and his/her designee is authorized to provide notice of termination on behalf of the County. Notice may be electronically given. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if not date specified in the notice, then the effective date of termination will be the date that the notice of termination is received by the Contractor.
- D. Upon termination of this Agreement based upon the above, the County may obtain the Services from any other sources, firms, and individuals, and may use any method deemed in the

County’s best interest. Upon termination, Contractor will deliver to County all data, drawings, specifications, reports, estimates, summaries, and other records as may have been accumulated by Contractor in performing this Agreement, whether completed or in draft.

13. **Indemnification.** CONTRACTOR HEREBY WAIVES AND RELEASES, AND AGREES TO PROTECT, DEFEND, INDEMNIFY AND HOLD HARMLESS ALACHUA COUNTY AND ITS BOARD OF COUNTY COMMISSIONERS, OFFICERS, EMPLOYEES, VOLUNTEERS, AND ATTORNEYS (COLLECTIVELY “ALACHUA COUNTY”) FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, PENALTIES, EXPENSES, AND CAUSES OF ACTION OF ANY AND EVERY DESCRIPTION, AND DAMAGES, INCLUDING ATTORNEYS’ FEES AND COSTS, BROUGHT AGAINST ALACHUA COUNTY RESULTING FROM ANY ACCIDENT, INCIDENT OR OCCURRENCE ARISING OUT OF OR IN CONNECTION WITH AN ACT, ERROR OR OMISSION OF CONTRACTOR OR CONTRACTOR’S EMPLOYEES, OFFICERS, AGENTS, ASSIGNS OR SUBCONTRACTORS IN CONNECTION WITH THE PERFORMANCE OF THE SERVICES SET FORTH IN THIS AGREEMENT, INCLUDING ATTACHED EXHIBITS, OR FROM CONTRACTOR’S ENTRY ONTO ALACHUA COUNTY’S PROPERTY AND ANY AND ALL IMPROVEMENTS THEREON. This obligation shall in no way be limited in any nature by any limitation on the amount or type of Contractor’s insurance coverage. In the event the County is alleged to be liable on account of alleged acts or omissions, or both, of Contractor or Contractor’s employees, representatives or agents, then Contractor will investigate, respond to and provide a defense for any allegations and claims, at Contractor’s sole costs and expense. Furthermore, Contractor will pay all costs, fees and other expenses of any defense, including but not limited to, all attorneys' fees, court costs and expert witness fees and expenses. Contractor and County will jointly cooperate with each other in the event of any litigation, including any request for documentation. This indemnification provision will survive the termination of this Agreement. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limitation of liability of §768.28, Florida Statutes, as may be amended.

14. **Notice.** Except as otherwise provided in this Agreement, any notice from either Party to the other Party must be in writing and delivered by hand delivery with receipt or sent by certified mail, return receipt requested, to the addresses below. All notices will be deemed delivered five (5) business days after mailing. Each Party may change its mailing address by giving the other Party, written notice of election to change the address.

To Contractor:

NIPP & CLIPP Lawn Care, LLC  
208 N.E. 41st Place Apt. C  
Gainesville, Florida 32609  
[Nippnclipplawncare@gmail.com](mailto:Nippnclipplawncare@gmail.com)

To County:

Facilities Management  
6125 NW 18<sup>th</sup> Drive  
Gainesville, Florida, 32653  
[facfiscal@alachuacounty.us](mailto:facfiscal@alachuacounty.us)

cc: With a copy electronically sent to:

Alachua County Procurement, Attn: Contracts  
[acpur@alachuacounty.us](mailto:acpur@alachuacounty.us)  
Clerk of Court, Attn Finance & Accounting  
[dmw@alachuaclerk.org](mailto:dmw@alachuaclerk.org)

15. **Standard Clauses.**

A. **Public Records.** In accordance with §119.0701, Florida Statutes, Contractor, *when acting on behalf of the County*, shall, as required by Florida law:

1. Keep and maintain public records required by the County to perform the Services.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida law or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if Contractor does not transfer the records to the County.
4. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of Contractor or keep and maintain public records required by the County to perform the Services. If Contractor transfers all public records to the County upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S PUBLIC RECORDS CUSTODIAN AT [publicrecordsrequest@alachuacounty.us](mailto:publicrecordsrequest@alachuacounty.us) OR (352) 264-6906 OR 12 SE 1<sup>ST</sup> STREET, GAINESVILLE, FL 32601.**

If Contractor fails to comply with this section, Contractor will be deemed in default under this Agreement. The County may enforce as set forth in §119.0701, Florida Statutes. Contractor who fails to provide the public records in response to a request within a reasonable time may be subject to penalties imposed under §119.10, Florida Statute, and costs of enforcement, including fees, under §119.0701 and §119.12, Florida Statutes.

Contractor will take reasonable measures to protect, secure and maintain any data held by Contractor in an electronic form that is or contains exempt, confidential, personal information or protected information, as defined by Florida or federal law, related to or in connection with performance of the Services. If Contractor suspects or becomes aware of a security breach or unauthorized access to such data by a third party, Contractor shall immediately notify the County in writing and will work, at Contractor's expense, to prevent or stop the data breach.

B. Confidential Information. During the term of this Agreement, Contractor may claim that some of Contractor's information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary by Contractor in accordance with §812.081, Florida Statutes, or other law, and is exempt from disclosure under the Florida's public record laws. Contractor shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the County shall use reasonable efforts to maintain the confidentiality of the Confidential Information that is clearly identified by Contractor. County will promptly notify Contractor in writing if the County receives a request for disclosure of Contractor's Confidential Information. Contractor may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. Contractor shall protect, defend, indemnify, and hold harmless Alachua County and its commissioners, officers and employees from and against any claims, actions and judgments arising out of a request for disclosure of Confidential Information or relating

to violation or infringement of trademark, copyright patent, trade secret or intellectual property right; however, the foregoing obligation shall not apply to County's misuse or modification of Contractor's Confidential Information in a manner not contemplated by this Agreement. Contractor shall investigate, handle, respond to, and defend, at Contractor's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Contractor shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorneys' fees, costs and expenses. If Contractor is not reasonably able to modify or otherwise secure for the County the right to continue using the good or product, Contractor shall remove the product and refund the County the amounts paid in excess of a reasonable rental for past use. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive. Contractor releases the County from claims or damages related to disclosure by the County.

C. Auditing Rights and Information. County reserves the right to require the Contractor to submit to an audit, by any auditor of the County's choosing. Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. Contractor shall retain all records pertaining to this Agreement and upon request make them available to County for three (3) complete calendar years following expiration or termination of the Agreement. Contractor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the Contractor to the County, Contractor shall pay to County the Overcharged Amount which is defined as the total aggregate overcharged amount together with interest thereon (such interest to be established at the rate of 12% annum). Any adjustments or payments which must be made as a result of any such audit or inspection of the Contractor's invoices or records must be made. If the Overcharged Amount is equal to or greater than \$50,000.00, Contractor shall pay to County the Overcharged Amount and the Audit Amount which is defined as the total aggregate of County's reasonable audit costs incurred as a result of its audit of Contractor. County may recover the Overcharged Amount and the Audit Amount, as applicable, from any amount due or owing to Contractor whether under this Agreement and any other agreement between Contractor and County. If such amounts owed to Contractor are insufficient to cover the Overcharged Amount and Audit Amount, as applicable, then Contractor hereby shall pay such remaining amounts to County. Payment is due within a reasonable amount of time, but in no event may the time exceed sixty (60) calendar days, from presentation of the County's audit findings to Contractor. In no event shall the Overcharged Amount or the Audit Amount be deemed a reimbursable cost of the work or Services. This provision is hereby considered to be included within, and applicable to, any subcontractor agreement entered into by the Contractor in performance of the Services under this Agreement. The access, inspection, copying and auditing rights shall survive the termination of this Agreement.

D. Laws & Regulations. Contractor will comply with all federal, state, and local laws, ordinances, regulations, rules and code requirements applicable to the work required by this Agreement. Contractor is presumed to be familiar with all laws, ordinances, regulations, and rules that may in any way affect the work outlined in this Agreement. If Contractor is not familiar with laws, ordinances, rules and regulations, Contractor remains liable for any violation and all subsequent damages, penalties, or fines.

E. Governing Law and Venue. The laws of the State of Florida shall govern this Agreement and the duties and obligations stated within this Agreement. Sole and exclusive venue for all actions arising under this Agreement shall be in a court of competent jurisdiction in and for Alachua County, Florida.

F. Amendment and Assignment. The Parties may only modify or amend this Agreement by a mutual written agreement of the Parties. Neither Party will assign or transfer any interest in this Agreement without prior written consent of the other Party. The County and Contractor each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this Agreement.

G. Additional Services. Additional services not specifically identified in this Agreement may be added to the Agreement upon execution of a written amendment by the Parties.

H. Third Party Beneficiaries. This Agreement does not create any relationship with, or any rights in favor of, any third party.

I. Independent Contractor. In the performance of this Agreement, Contractor is acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer, or associate of the County. Contractor is solely responsible for the means, method, technique, sequence, and procedure utilized by Contractor in the full performance of the Services referenced in this Agreement.

J. E-Verify. Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the term of the Agreement. Contractor shall expressly require any subcontractors performing work or providing Services under this Agreement to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement. The E-Verify system is located at <https://www.uscis.gov/E-Verify>.

K. Conflict of Interest. Contractor warrants that neither Contractor nor any of Contractor's employees have any financial or personal interest that conflicts with the execution of this Agreement. The Contractor shall notify County of any conflict of interest due to any other clients, contracts, or property interests.

L. Prohibition Against Contingent Fees. As required by §287.055(6), Florida Statutes, the Contractor warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If Contractor breaches this provision, the County has the right to terminate this Agreement without liability, and at the County's discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

M. Force Majeure. The Parties will exercise every reasonable effort to meet their respective duties under this Agreement but will not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any government laws or regulation, acts of nature, fires, strikes, national disasters, wars, riots, transportation problems and any other cause whatsoever beyond the reasonable control of the Parties. Any such cause will reasonably extend the performance of the delayed duty to the extent of the delay so incurred and so agreed by the Parties.

N. Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

O. Collusion. By signing this Agreement, Contractor declares that this Agreement is made without any previous understanding, agreement, or connections with any persons, contractors or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.

P. Counterparts. This Agreement may be executed in any number of and by the different Parties hereto on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Amendment shall constitute valid and sufficient delivery in order to complete execution and delivery of this Amendment and bind the Parties to the terms hereof.

Q. Severability and Ambiguity. It is understood and agreed by the Parties that if any of the provisions of the Agreement shall contravene or be invalid under the laws of the State of Florida, such contravention or invalidity shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provision(s) held to be invalid, and the rights and obligations of the Parties shall be construed and enforced accordingly. This Agreement shall not be construed more strictly against one Party than against the other Party, merely due to fact that it may have been prepared by one of the Parties.

Each Party represents and agrees that it has had the opportunity to seek the advice of appropriate professionals, including legal counsel, in the review and execution of this Agreement.

R. Electronic Signatures. The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. Delivery of this Agreement or any other document contemplated hereby bearing a manually written or electronic signature, by electronic mail in "portable document format" (.pdf) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.

S. Entire Agreement. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings, or representations of the Parties.

T. Multiple Awards. The County may, at its sole discretion, enter into agreements with one or more vendors for similar or identical goods or services described herein. No vendor will have an exclusive right to provide any goods or services under this Agreement, unless expressly stated otherwise in writing. The County is not required to purchase any minimum quantity, nor is the County prohibited from obtaining comparable goods or services from other sources at any time.

U. Affidavit Of No Coercion. Pursuant to §787.06, Florida Statutes, Section 787.06(13), Florida Statutes requires any governmental entity, when executing, renewing, or extending a contract, must obtain an affidavit from the non-governmental entity attesting that it does not use coercion for labor or services. The terms "coercion" and "labor" are defined respectively in sections 787.06(2)(a) 1-72 and 787.06(2)(e)3, Florida Statutes. The Contractor comply with this statutory requirement by completing and executing the Affidavit of No Coercion for Pursuant to §787.06, Florida Statutes, a copy of which is attached to this Agreement as **Exhibit 6**.

V. Contracting With Entities Of Foreign Countries Of Concern Prohibited. Section 287.138, Florida Statutes, prohibits any governmental entity from contracting with entities of foreign countries of concern if the contract provides the vendor with access to an individual's personal identifying information and: the entity is owned by the government of a foreign country of concern; the government of a foreign country of concern has a controlling interest in the entity; or the entity is organized under the laws of or has its principal place of business in a foreign country of concern. The statute identifies foreign countries of concern as: The People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic does not have a controlling interest in the Supplier. The Contractor will comply with this statutory requirement by completing and executing the Affidavit Regarding Foreign Country of Concern, a copy of which is attached to this Agreement as **Exhibit 7**.

W. Signature Authority. Contractor represents and warrants to the County that the undersigned is authorized to execute this Agreement on behalf of the Contractor.

*Remainder of Page Intentionally Left Blank*

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the respective dates under each signature: the County, through the Chair of the Board of County Commissioners, who is authorized to sign and by Contractor, through its duly authorized representative.

**ALACHUA COUNTY, FLORIDA**

By: \_\_\_\_\_

Charles "Chuck" Chestnut, IV, Chair  
Board of County Commissioners

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

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
J.K. "Jess" Irby, Esq., Clerk  
(SEAL)

\_\_\_\_\_  
Alachua County Attorney's Office

**CONTRACTOR**

Signed by:  
By: Clifton E. Wallace, Jr.  
12A02EBE152348F...  
Print: Clifton E. Wallace, Jr.  
Title: Manager  
Date: 10/6/2025

**IF THE CONTRACTOR IS NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR SIGNATURE MUST BE NOTARIZED.**

## Exhibit 1: Scope of Services/Work

### Scope of Services

#### 1. Overview

Each County-owned site will be priced individually for the same base services, regardless of current site condition or need. These base services are performed according to a seasonal schedule provided by the County and must be completed as scheduled. Any work outside the listed base services will fall under Additional Services.

**Use of Irrigation:** Alachua County does not irrigate its facilities, and permanent irrigation systems are not in use. This must be taken into account when selecting and installing plant materials. All landscaping should be drought-tolerant and appropriate for Florida's climate, as ongoing maintenance will not include supplemental watering beyond natural rainfall.

**Documentation:** The contractor selected for this work will be required to use Alachua County's maintenance software. All seasonal scheduling, service tracking, and related documentation will be entered and managed within the County's system to ensure consistency, transparency, and accurate recordkeeping.

#### 2. Base Services

The following services are included in the base monthly cost for each site:

- a. Mowing - Cut all turf areas to the appropriate height based on the season and grass type. Turf shall be mowed cleanly and evenly with no scalping or clumping. Mowing shall be performed with care to avoid damaging site features such as signage, curbs, utility boxes, fire hydrants, fencing, concrete pads, poles, and HVAC or generator enclosures.
- b. Edging - Edge all sidewalks, curbs, and driveways to create a defined, clean line. Edging shall be performed with a mechanical edger to prevent overgrowth onto hard surfaces.
- c. Weed-eating (String Trimming) - Weed-eat around all obstacles where mowers cannot reach, including signs, poles, fences, trees, and building edges. Care must be taken to avoid damaging trees and shrubs with equipment.
- d. Hedge Trimming - Trim hedges, shrubs, and bushes to maintain a neat, uniform appearance and to prevent overgrowth into walkways, driveways, or structures. All clippings must be removed from the site after each service.
- e. Tree Trimming – Minor Only - Minor tree trimming includes:
  - Removing low-hanging limbs that block sidewalks, driveways, or building entrances.
  - Trimming branches up to 10 feet high to maintain safe clearance and visibility.
  - Removing small suckers from tree bases.(Major pruning, tree removal, or trimming beyond 10 feet will be handled as an *Additional Service*)
- f. Blowing and Cleanup - After mowing, edging, or trimming, all clippings and debris must be blown off:
  - Sidewalks
  - Driveways
  - Parking lots

Debris must not be blown into the street or storm drains. If this occurs, it must be blown back onto turf areas. All hedge and tree trimmings must be removed from the site.

#### 3. Additional Services

Tasks that fall outside of the scheduled base services will be completed under Additional Services. These may include extra labor, equipment use, material installation, or planting. All additional services must meet the same standards for quality and safety as base services.

- a. Labor Services - Covers work not included in the regular schedule, such as storm cleanup, site restoration, large debris removal, or County-requested tasks. Labor must be performed by workers with the appropriate skill level for the task.
- b. Equipment Services - Includes use of specialized equipment beyond standard mowing and trimming tools. Examples include skid steers, tractors, bucket trucks, or other machines needed for large or specialized tasks. All equipment must be operated safely by trained personnel.
- c. Material Installation Services - Includes:
  - Installing mulch in planting beds
  - Spreading pine straw or pine bark
  - Restoring landscaped areas with organic or decorative ground cover
  - All installations must be clean, even, and neatly bordered, with no material left on paved surfaces. The site must be left in a finished condition.
- d. Planting Services - Includes installation of shrubs, trees, flowers, or other vegetation. Plant material must come from the County's pre-approved plant list. All planting must follow proper spacing, depth, and soil preparation methods. Plantings must be watered at installation and left clean, with excess debris removed.

4. Adding or Removing Locations - The County may add or remove locations from the scope of services at any time using an Add/Delete Form. An example of this form will be included in the contract documents. Changes take effect upon signature by both the County and the vendor.

#### 5. Service Schedule

- a. All sites that are issued will follow the same seasonal service schedule, regardless of location or site-specific conditions. The number of required visits per month is as follows:
  - March through October: Two service visits per month
  - November through February: One service visit per month
- b. For months with multiple scheduled visits, vendors must ensure visits are evenly spaced throughout the month. Back-to-back visits (e.g., Week 1 and Week 2) are not acceptable unless approved. There must be at least one full week between service visits. If a visit is performed during the last week of a month, the next visit must not occur in the first week of the following month.

#### 6. Missed Visits and Poor Performance

- a. Vendors must complete all scheduled visits according to the County's seasonal maintenance schedule. A missed visit without prior notice and written approval will be considered a failure to perform.
- b. Missed Visit Penalties (apply per location for each missed visit):
  - First Missed Visit: Written notice and requirement to reschedule and complete the missed visit within the same calendar month, maintaining appropriate spacing between visits.
  - Second Missed Visit (within 60 days): \$150 deduction from the monthly invoice
  - Third or Subsequent Missed Visit (within 60 days): \$300 deduction per location and possible formal notice of non-performance
- c. The County will determine whether a visit was missed based on service verification methods.
- d. Substandard Work - If work is incomplete or below County standards, the vendor will receive written notice and an opportunity to correct the deficiencies within a set timeframe.
- e. Continued poor performance may result in contract termination for cause.

#### 7. Monthly Pricing Structure

- a. Each location will have a fixed monthly price that covers all base services, regardless of the number of visits required in a given month.

- b. Visit frequency may vary seasonally based on the County's maintenance schedule. However, the monthly payment will remain the same year-round.
- c. This pricing model ensures consistent budgeting while accounting for seasonal variation in landscape needs.

Examples:

- *Warm months (e.g., March–October):* Two visits per month may be required; the vendor completes both within the spacing rules, and the monthly price remains unchanged.
- *Cooler months (e.g., November–February):* Only one visit may be required, but the vendor still receives the same monthly payment.

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## Exhibit 2: Rate Schedule



Alachua County, Florida

### Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601

## [NIPP & CLIPP LAWN CARE, L.L.C.] RESPONSE DOCUMENT REPORT

ITB No. 26-43-MB

Annual Landscaping and Grounds Maintenance

RESPONSE DEADLINE: August 20, 2025 at 2:00 pm

Report Generated: Tuesday, September 23, 2025

## NIPP & CLIPP LAWN CARE, L.L.C. Response

### CONTACT INFORMATION

**Company:**  
NIPP & CLIPP LAWN CARE, L.L.C.

**Email:**  
[cliftonwallace059@gmail.com](mailto:cliftonwallace059@gmail.com)

**Contact:**  
Clifton E Wallace

**Address:**  
550 NW 146th Drive  
Newberry, FL 32609

**Phone:**  
N/A

**Website:**  
N/A

**Submission Date:**  
Aug 18, 2025 12:54 PM (Eastern Time)

[NIPP & CLIPP LAWN CARE, L.L.C.] RESPONSE DOCUMENT REPORT  
 ITB No. 26-43-MIB  
 Annual Landscaping and Grounds Maintenance

**PRICE TABLES**

**BASIC SERVICES**

Basic Services are billed as a flat monthly rate over 12 months.

Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
1.	Administration - Annex	12	Per Month	\$250.00	\$3,000.00	120 South Main Street, Gainesville, FL, USA	0.12
2.	Ag Center Office & Auditorium	12	Per Month	\$450.00	\$5,400.00	22712 West Newberry Road, Newberry, FL, USA	4.79
3.	Animal Shelter	12	Per Month	\$150.00	\$1,800.00	3400 Northeast 53rd Avenue, Gainesville, FL, USA	2.8
4.	Armory	12	Per Month	\$350.00	\$4,200.00	1125 Northeast 8th Avenue, Gainesville, FL, USA	3.2
5.	Budget Inn & Scottish Inn	12	Per Month	\$550.00	\$6,600.00	4401 Southwest 13th Street, Gainesville, FL, USA	1.89

[NIPP & CLIPP LAWN CARE, L.L.C.] RESPONSE DOCUMENT REPORT  
 Invitation To Bid - Annual Landscaping and Grounds Maintenance  
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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
6	Evergreen Cemetery - Alachua County Social Services Burials	12	Per Month	\$3,500.00	\$42,000.00	401 Southeast 21st Avenue, Gainesville, FL, USA	0.8
7	Central Supply Warehouse & Station 33 & Farmers Market & Fire Rescue Training	12	Per Month	\$600.00	\$7,200.00	5900 Northwest 13th Street, Gainesville, FL, USA	3.92
8	Civil Courthouse	12	Per Month	\$250.00	\$3,000.00	201 East University Avenue, Gainesville, FL, USA	0.94
9	Collection Center - Archer	12	Per Month	\$350.00	\$4,200.00	19401 Southwest Archer Road, Archer, FL, USA	
10	Collection Center - Fairbanks	12	Per Month	\$350.00	\$4,200.00	9920 Northeast Waldo Road, Gainesville, FL, USA	
11	Collection Center - High Springs	12	Per Month	\$350.00	\$4,200.00	16929 NW Hwy 441, High Springs, FL, USA	

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
12	Collection Center - LaCrosse	12	Per Month	\$350.00	\$4,200.00	10714 N State Rd 121, Gainesville, FL, USA	
13	Collection Center - Phifer	12	Per Month	\$350.00	\$4,200.00	11700 SE Hawthorne Rd, Gainesville, FL, USA	
14	Community Services/Health Dept	12	Per Month	\$350.00	\$4,200.00	224 Southeast 24th Street, Gainesville, FL, USA	6.75
15	County Administration Building	12	Per Month	\$350.00	\$4,200.00	12 Southeast 1st Street, Gainesville, FL, USA	1.32
16	County Jail	12	Per Month	\$400.00	\$4,800.00	3333 Northeast 39th Avenue, Gainesville, FL, USA	N/A
17	Criminal Courthouse & Public Defenders Building	12	Per Month	\$250.00	\$3,000.00	220 South Main Street, Gainesville, FL, USA	2.0

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
18	Equestrian Center	12	Per Month	\$350.00	\$4,200.00	23100 West Newberry Road, Newberry, FL, USA	36
19	Facilities Shop & Records Retention Building & Fire Rescue Headquarters & Station 30	12	Per Month	\$500.00	\$6,000.00	915 Southeast 5th Street, Gainesville, FL, USA	1.82
20	Freedom Center	12	Per Month	\$350.00	\$4,200.00	7340 Southwest 41st Place, Gainesville, FL, USA	
21	Grove Park	12	Per Month	\$350.00	\$4,200.00		1.5
22	Half Moon	12	Per Month	\$450.00	\$5,400.00		2.46
23	High Springs Tower	12	Per Month	\$350.00	\$4,200.00	18516 Northwest 202nd Street, High Springs, FL, USA	
24	Josiah T. Wallis Building	12	Per Month	\$450.00	\$5,400.00	515 North Main Street, Gainesville, FL, USA	2.11

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
25	Leveda Brown	12	Per Month	\$800.00	\$9,600.00	5115 NE 63rd Ave, Gainesville, FL, USA	31
26	Medical Examiner's Office	12	Per Month	\$450.00	\$5,400.00	3217 Southwest 47th Avenue, Gainesville, FL, USA	.0152
27	Metamorphosis	12	Per Month	\$350.00	\$4,200.00	4201 Southwest 21st Place, Gainesville, FL, USA	
28	New Warehouse / Facilities	12	Per Month	\$800.00	\$9,600.00	6125 Northwest 18th Drive, Gainesville, FL, USA	10.12
29	Police Substation	12	Per Month	\$350.00	\$4,200.00	121 West University Avenue, Gainesville, FL, USA	.0153
30	Sheriff HQ / Fleet/ Storage Building & Combined Communications Center	12	Per Month	\$550.00	\$6,600.00	1000 Southeast 27th Street, Gainesville, FL, USA	11.59

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
31	Sports Complex	12	Per Month	\$300.00	\$3,600.00	4870 Celebration Pointe Ave, Gainesville, FL, USA	
32	State Attorney	12	Per Month	\$400.00	\$4,800.00	120 West University Avenue, Gainesville, FL, USA	.0182
33	Station 20	12	Per Month	\$250.00	\$3,000.00	16935 NW Hwy 441, High Springs, FL, USA	
34	Station 21	12	Per Month	\$250.00	\$3,000.00	15040 nw hwy 441	
35	Station 23	12	Per Month	\$250.00	\$3,000.00	1600 Fort Clarke Blvd, Gainesville, FL, USA	
36	Station 24	12	Per Month	\$250.00	\$3,000.00	3509 Northwest 143rd Street, Gainesville, FL, USA	
37	Station 25	12	Per Month	\$250.00	\$3,000.00	12825 NW US Hwy 441, Alachua, FL, USA	

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
38	Station 36	12	Per Month	\$250.00	\$3,000.00	2000 Southwest 43rd Street, Gainesville, FL, USA	
39	Station 40	12	Per Month	\$250.00	\$3,000.00	14377 NE US Hwy 301, Waldo, FL, USA	
40	Station 41	12	Per Month	\$250.00	\$3,000.00	5715 NE US Hwy 301, Hawthorne, FL, USA	
41	Station 60	12	Per Month	\$250.00	\$3,000.00	1320 Southeast 43rd Street, Gainesville, FL, USA	
42	Station 62	12	Per Month	\$250.00	\$3,000.00	7405 Southeast 221st Street, Hawthorne, FL, USA	
43	Station 64	12	Per Month	\$250.00	\$3,000.00	12510 U.S. 441, Micapony, FL, USA	
44	Station 80 & area behind	12	Per Month	\$400.00	\$4,800.00	10180 sw 24thave	

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Line Item	Buildings or Areas	Quantity	Unit of Measure	Unit Cost	Total	Address	Estimated Acreage
45	Station 81	12	Per Month	\$250.00	\$3,000.00	7000 SW 88th St, Gainesville, FL, USA	
46	Station 82	12	Per Month	\$300.00	\$3,600.00	17125 SW Archer Rd, Archer, FL, USA	
47	SWAG Health Clinic	12	Per Month	\$250.00	\$3,000.00	816 Southwest 64th Terrace, Gainesville, FL, USA	0.25
48	SWAG Resource Center	12	Per Month	\$250.00	\$3,000.00	807 Southwest 64th Terrace, Gainesville, FL, USA	0.27
49	Tax Collector Northwest Branch - 34th	12	Per Month	\$250.00	\$3,000.00	5830 NW 34th Blvd, Gainesville, FL, USA	5.0
50	Work Release Facility	12	Per Month	\$300.00	\$3,600.00	3371 Northeast 35th Avenue, Gainesville, FL, USA	N/A
<b>TOTAL</b>						<b>\$249,000.00</b>	

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**ADDITIONAL SERVICES (LABOR RATES)**

Hourly rates apply to work performed during regular hours, after-hours, weekends, or holidays, with no differential allowed.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
51	Foreman/Site Supervisor Oversees the landscaping or mowing crew on-site. Responsible for task coordination, quality control, adherence to County specifications, and communication with County staff.	1	Per Hour	\$40.00	\$40.00	
52	Grounds Maintenance Technician Performs skilled grounds work such as mowing, trimming, edging, mulching, weeding, plant installation, and operation of small-to-medium landscaping equipment.	1	Per Hour	\$25.00	\$25.00	
53	Landscape Laborer (Unskilled/General Labor) Supports the crew with basic labor including loading/unloading, debris removal, raking, sweeping, or assisting other workers. May not operate machinery.	1	Per Hour	\$20.00	\$20.00	
54	Equipment Operator (Specialized Machinery) Certified or trained to operate heavy or specialized equipment such as skid steers, tractors, or aerators.	1	Per Hour	\$25.00	\$25.00	
<b>TOTAL</b>					<b>\$110.00</b>	

**EQUIPMENT PRICING**

Percentage Mark-up for Equipment Rentals (Examples: trencher, skid steer, stump grinder, aerial lift, auger)

Line Item	Description	Unit of Measure	Percentage
55	Mark-up Percentage	Percentage	15%

[NIPP & CLIPP LAWN CARE, L.L.C.] RESPONSE DOCUMENT REPORT  
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**MATERIAL PRICING**

Percentage Mark-up Landscaping Materials (Examples: mulch, soil, rock, gravel, landscape fabric, edging)

Line Item	Description	Unit of Measure	Percentage
56	Mark-up Percentage	Percentage	15%

**PLANT PRICING**

Percentage Mark-up for Plants (Examples: 1-gallon perennials, 3-gallon shrubs, 15-gallon trees)

Line Item	Description	Unit of Measure	Percentage
57	Mark-up Percentage	Percentage	15%

[NIPP & CLIPP LAWN CARE, L.L.C.] RESPONSE DOCUMENT REPORT  
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**Exhibit 3: Insurance Requirements**

**TYPE “A” INSURANCE REQUIREMENTS  
“ARTISAN CONTRACTORS / SERVICE CONTACTS”**

**Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by Contractor/vendor, his agents, representatives, employees or subcontractors.**

**COMMERCIAL GENERAL LIABILITY**

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

**AUTOMOBILE LIABILITY**

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

**WORKERS COMPENSATION AND EMPLOYER’S LIABILITY**

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

**BUILDER’S RISK / INSTALLATION FLOATERS (when applicable)**

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the National Flood Insurance Program.

**EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)**

Employee Dishonesty coverage must be afforded for not less than \$500,000 Blanket all employees ISO Form

**OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

**I Commercial General Liability and Automobile Liability Coverages**

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on

behalf of Contractor/Vendor; to include Products and/or Completed Operations of Contractor/Vendor; Automobiles owned, leased, hired or borrowed by Contractor.

b. Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

## **II All Coverages**

Contractor/Vendor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the agreement (original if contact is renewed) or prior.

## **SUBCONTRACTORS**

Contractor/Vendor shall be responsible for all subcontractors Working on their behalf as a condition of this Agreement. All subcontractors of Contractor/Vendor shall be subject to the same coverage requirements stated herein.

**CERTIFICATE HOLDER: Alachua County Board of County Commissioners**

**MAIL, EMAIL or FAX CERTIFICATES**

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**Exhibit 3-A: Certificate of Insurance**



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
10/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BIBERK P.O. Box 113247 Stamford, CT 06911	CONTACT NAME:
	PHONE (A/C, No, Ext): 844-472-0967      FAX (A/C, No): 203-654-3613 E-MAIL ADDRESS: customerservice@biBERK.com
INSURED Nipp & Clipp Lawn Care LLC  550 Northwest 146 Drive Newberry, FL 32669	INSURER(S) AFFORDING COVERAGE      NAIC # INSURER A : Berkshire Hathaway Direct Insurance Company      10391
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary & Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER:	X	N9BP394010	11/06/2024	11/06/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Professional Liability (Errors & Omissions): Claims-Made					Per Occurrence/Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 This policy is primary as to losses it covers, and the Insurer will not seek contribution if there is a written agreement between the insured and the certificate holder (see endorsement attached)  
 Alachua County Board of County Commissioners ISAOA ATIMA is listed as additional insured as it pertains to general liability (see endorsement attached)  
 Notice of Cancellation will be delivered in accordance with the policy provisions.

<b>CERTIFICATE HOLDER</b>  Alachua County Board of County Commissioners ISAOA ATIMA 6125 NE 18th Drive Gainesville, FL 32653	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES  
OR CONTRACTORS – SCHEDULED PERSON  
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Alachua County Board of County Commissioners ISAOA ATIMA	Various
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

The following is added to Paragraph **C. Who Is An Insured** in **Section II – Liability**:

3. Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - a. Your acts or omissions; or
  - b. The acts or omissions of those acting on your behalf;
 in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

### BUSINESSOWNERS COVERAGE FORM

The following is added to Paragraph H. **Other Insurance** of **Section III – Common Policy Conditions** and supersedes any provision to the contrary:

#### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and

2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BUSINESSOWNERS POLICY CHANGES**

Nipp & Clipp Lawn Care LLC

550 Northwest 146 Drive  
Newberry, FL 32669

THIS ENDORSEMENT FORMS A PART OF THE POLICY NUMBERED BELOW.

POLICY NUMBER N9BP394010	POLICY CHANGES EFFECTIVE 10/07/2025	COMPANY Berkshire Hathaway Direct Insurance Company
NAMED INSURED Nipp & Clipp Lawn Care LLC		AUTHORIZED REPRESENTATIVE
<b>CHANGES</b>		
<b>Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization</b>		
Added	Name of Person or Organization: Alachua County Board of County Commis- sioners ISAOA ATIMA Address: 6125 NE 18th Drive City: Gainesville State: FL Zip: 32653 Location of Covered Operations: Various	
<b>Policy Forms</b>		
Added	Primary and Noncontributory - Other Insurance Condition (BP 14 88 07 13)	
Added	Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization (BP 04 50 01 06)	

POLICY AMOUNT AND PREMIUM ADJUSTMENT					
Coverage Description	Limits Of Insurance		Premiums		<input type="checkbox"/> Add'l Premium <input type="checkbox"/> Return Premium
	Previous Limit Of Insurance	New Limit Of Insurance	Previous Premium	New Premium	
Additional Insured - Owners, Lessees or Contractors - Scheduled Person or Organization			\$	\$ 3.00	\$ 3.00
Primary and Non-contributory - Other Insurance Condition			\$	\$ 19.00	\$ 19.00

TOTAL PREMIUM ADJUSTMENTS	
PREMIUM DUE AT POLICY CHANGE EFFECTIVE DATE	
ADDITIONAL	RETURN
\$ 22.00	\$ 0.00
<b>REMOVAL PERMIT</b>	If Covered Property is removed to a new location that is described on this Policy Change, you may extend this insurance to include that Covered Property at each location during the removal. Coverage at each location will apply in the proportion that the value at each location bears to the value of all Covered Property being removed. This permit applies up to 10 days after the effective date of this Policy Change: after that, this insurance does not apply at the previous location.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES  
OR CONTRACTORS – SCHEDULED PERSON  
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

**SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s):</b>	<b>Location(s) Of Covered Operations</b>
Alachua County Board of County Commissioners ISAOA ATIMA	Various
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

The following is added to Paragraph **C. Who Is An Insured** in **Section II – Liability**:

- 3. Any person(s) or organization(s) shown in the Schedule is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - a. Your acts or omissions; or
  - b. The acts or omissions of those acting on your behalf;
 in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

### **BUSINESSOWNERS COVERAGE FORM**

The following is added to Paragraph H. **Other Insurance** of **Section III – Common Policy Conditions** and supersedes any provision to the contrary:

#### **Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and

2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



**Exhibit 4: Certification of Meeting Alachua County Wage Ordinance**

**Contact Title: #14860 - Annual Landscaping & Grounds Maintenance with NIPP & CLIPP Lawn Care, LLC**

**ITB No. 26-43-MB**

The undersigned, who is authorized on behalf of the Contractor, certifies that all employees, contracted and subcontracted, completing services as part of this Agreement are paid, and will continue to be paid, in accordance with the Alachua County Government Minimum Wage requirements (“Wage Ordinance”) contained in the Alachua County Code, as may be amended.

NIPP & CLIPP Lawn Care, LLC  
208 N.E. 41st Place Apt. C  
Gainesville, Florida 32609  
[Nippnclipplawncare@gmail.com](mailto:Nippnclipplawncare@gmail.com)

**CONTRACTOR**

By: Clifton E. Wallace, Jr.  
12A02EBE152348E

Print: Clifton E. Wallace, Jr.

Title: Manager

Date: 10/6/2025

**Exhibit 5: Closeout Checklist**

*Contract Closeout occurs when all obligations are met and all legal, administrative, and managerial tasks are executed.*

**Contract No. 14860 – Annual Landscaping & Grounds Maintenance with NIPP & CLIPP Lawn Care, LLC**

*Complete all applicable items.*

<b>ACTION/ITEM</b>	<b>Date Completed (by Vendor)</b>	<b>Vendor (initials)</b>	<b>County (initials)</b>
<b>General Requirements (Should be required on most Contracts)</b>			
All contractual obligations are completed <i>(include list of exceptions as an attachment)</i>			
All invoices, except for the final, are submitted and paid			
All testing reports have been received and analyzed			
Final amount paid via this Contract			
Parties agree that no claims, issues, or unresolved matters exist on the contract			
<b>Contract Specific Requirements (All may not apply)</b>			
All inspections are completed and accepted			
Any County-furnished property is returned			
The contractor has closed any subcontracts that may exist			
All sub-contractor(s) have been paid in full <i>(include a table of sub-contractor(s) names with total amounts paid to each as an attachment)</i>			
Any access or security badges and keys are returned and are accounted for			
All warranties, training material, or other final deliverables are obtained			
All Bond requirements have been met			
Certificates of substantial completion or final completion are obtained			
Other administrative or contractual requirements are met <i>(include list of items as an attachment)</i>			

**CONTRACT ADMINISTRATOR APPROVAL TO CLOSEOUT CONTRACT**

\_\_\_\_\_  
Vendor/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Administrator Signature

\_\_\_\_\_  
Date

**Exhibit 6: No Coercion Affidavit**

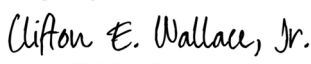
**AFFIDAVIT OF NO COERCION  
PURSUANT TO §787.06, FLORIDA STATUTES**

State of Florida  
County of Alachua

I, Clifton E. Wallace, Jr., as Manager of the NIPP & CLIPP Lawn Care, LLC, having taken an oath, deposes and says:

1. I am over the age of twenty-one (21) and make this Affidavit on personal knowledge and not upon information or belief
2. I am duly authorized to attest and affirm as to the matters contained herein on behalf of the NIPP & CLIPP Lawn Care, LLC.
3. I attest and affirm that NIPP & CLIPP Lawn Care, LLC does not use coercion as defined in section 787.06(2)(a), Florida Statutes, to employ any person for labor or services.
4. This signed attestation is provided to the Alachua County Board of County Commissioners to comply with section 787.06(13), Florida Statutes.

**Under penalty of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.**

Signed by:  
  
 12A02EBE152340F...  
 \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Clifton E. Wallace, Jr.  
 Name Printed

\_\_\_\_\_  
 10/6/2025  
 Date Signed

**Exhibit 7: Foreign Countries of Concern Affidavit**

**AFFIDAVIT REGARDING FOREIGN COUNTRIES OF CONCERN  
PURSUANT TO 287.138, Florida Statutes**

State of Florida  
County of Alachua

I, Clifton E. Wallace, Jr., as Manager of the NIPP & CLIPP Lawn Care, LLC, having taken an oath, deposes and says:

1. I am over the age of twenty-one (21) and make this Affidavit on personal knowledge and not upon information or belief.

2. I am duly authorized to attest and affirm as to the matters contained herein on behalf of NIPP & CLIPP Lawn Care, LLC.

3. I attest and affirm that the following is true and correct:

a. NIPP & CLIPP Lawn Care, LLC is not owned by the government of a foreign country of concern as identified in section 287.138(1)(c), Florida Statutes (*i.e.*, People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolas Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern).

b. The government of a foreign country of concern does not have a controlling interest in NIPP & CLIPP Lawn Care, LLC.

c. NIPP & CLIPP Lawn Care, LLC is not organized under the laws of or has its principal place of business in a foreign country of concern.

4. This affidavit is provided to the Alachua County Board of County Commissioners to comply with section 287.138(4) Florida Statutes.

**Under penalty of perjury, I declare that I have read the foregoing affidavit and that the facts stated in it are true.**

Signed by:  
  
\_\_\_\_\_  
Signature

Clifton E. Wallace, Jr.  
\_\_\_\_\_  
Name Printed

10/6/2025  
\_\_\_\_\_  
Date Signed

### Certificate Of Completion

Envelope Id: 9601461E-2F8F-4E53-BF3F-913DB2590E16	Status: Completed
Subject: Complete with Docusign: #14860 - Annual Landscaping & Grounds Maintenance	
Source Envelope:	
Document Pages: 33	Signatures: 5
Certificate Pages: 5	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Michelle Guidry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	mguidry@alachuacounty.us
	IP Address: 163.120.80.11


### Record Tracking

Status: Original	Holder: Michelle Guidry	Location: DocuSign
10/6/2025 8:46:18 AM	mguidry@alachuacounty.us	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Alachua County	Location: Docusign

### Signer Events

Clifton E. Wallace, Jr.  
 nippnclipplawncare@gmail.com  
 Nipp Lawn & Clipp Lawn Care LLC  
 Security Level: Email, Account Authentication (None)

### Signature

Signed by:  
  
12A02EBE152348F...  
 Signature Adoption: Pre-selected Style  
 Using IP Address:  
 2600:8807:c600:2990:d01c:48:8734:4c98

### Timestamp

Sent: 10/6/2025 8:54:55 AM  
 Viewed: 10/6/2025 8:55:40 AM  
 Signed: 10/6/2025 11:21:03 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 10/6/2025 8:55:40 AM  
 ID: 177a4f31-300e-4be6-a833-016dfc7702e3

### 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

Thomas (Jon) Rouse  
 trouser@alachuacounty.us  
 Contracts Supervisor  
 Alachua County Board of County Commissioners  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 10/6/2025 11:21:04 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/9/2025 2:41:46 PM  
 ID: b6a30969-f787-41b2-be45-7b0cf30eafbe

Carolyn Miller  
 crmiller@alachuacounty.us  
 Procurement Specialist  
 Procurement  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 10/6/2025 11:21:05 AM

**Electronic Record and Signature Disclosure:**

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Not Offered via DocuSign

Barbara Fair  
bafair@alachuacounty.us  
Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 10/6/2025 11:21:05 AM

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

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	10/6/2025 8:54:55 AM
Certified Delivered	Security Checked	10/6/2025 8:55:40 AM
Signing Complete	Security Checked	10/6/2025 11:21:03 AM
Completed	Security Checked	10/6/2025 11:21:06 AM

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

From time to time, Alachua County (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 Alachua County:**

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: [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us)

### **To advise Alachua County 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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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 Alachua County**

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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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 Alachua County**

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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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 Alachua County 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 Alachua County during the course of your relationship with Alachua County.