

RESOLUTION NO. 2006-121

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE EXECUTION OF AMENDMENT NO. 3 TO DEP CONTRACT NO. RP565 TO PROVIDE LIFEGUARDS TO ANASTASIA STATE RECREATION AREA.

WHEREAS, the Board of County Commissioners of St. Johns County (the "Board") entered into DEP Contract No. RP565 (the "Contract") with the State of Florida Department of Environmental Protection (the "State") to provide lifeguards from the County to provide water surveillance and emergency response to Anastasia State Recreation for the peak summer season between Memorial Day weekend and Labor Day weekend; and

WHEREAS, the Contract provides for additional increments of funding on a "as needed" basis; and

WHEREAS, the State now desires to increase the funding increment amount of the Contract from \$76,953.00 to \$86,928.00 (an increase of \$9,975.00) to cover the period of service from May 26, 2006 to June 30, 2006.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida as follows:

1. The above Recitals are hereby incorporated herein by reference and adopted as findings of fact in support of this Resolution.
2. The County Administrator of St. Johns County is hereby authorized to execute Amendment No. 3 to DEP Contract No. RP565 to increase the funding increment amount of the Contract.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 2<sup>nd</sup> day of May, 2006.

BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

By: James E. Bryant  
James E. Bryant, Chairman

Attest: Cheryl Strickland, Clerk of Court

By: Patricia Ale Grande  
Deputy Clerk

Rendition Date: 5-4-06

# DEP Contract Review Form

DEP Contract No.:	RP565	Original Contract:	X	Amendment No.:	3
Prog Reference:		Change Order No.:		Funding Increment Increase No.:	
<b>CONTRACTOR INFORMATION</b>					
Name (Primary):	St. Johns County BOCC				
Mailing Address:	St. Johns County Parks & Recreat 901 Pope Road				
City/State/Zip	St. Augustine Bch., FL 32080				
Contact Person:	Dave Williams				
Phone Number:	904/471-2770				
Contractor Fiscal Yr. End:	September 30				
FEID No.:	59-6000825				
Name (Secondary):					
Mailing Address:					
City/State/Zip					
Contact Person:					
Phone Number:					
Contractor Fiscal Yr. End:					
FEID No.:					
<b>Funding Information:</b>					
Ceiling Amount:	\$86,928 (increase of \$9,975)				
Org Code	EO	Fund/FID	Category	YR	GAA LI
3750-3000-003	FX	675002	101198	05/06	
Contract Management Information:		Division/District:		Date Approved	
		Contract/Project Manager:		4-11-06	
		Paul E. Crawford			
Contract Review		Approved By - Signature		Date Approved	
Contract Manager:				4-11-06	
Budget Representative:					
Bureau Chief:					
Div/District Director:					
Quality Assurance:					
Contracts Administrator:					
General Counsel*:					
Division/District IRM:					
Department CIO:					
<p>*Review/approval by the Office of General Counsel not required for state funded activities which utilize DEP 55-205 and are not in excess of Purchasing Category Three.</p>					

APR 11 2006

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Name (Secondary):					
Mailing Address:					
City/State/Zip					
Contact Person:					
Phone Number:					
Contractor Fiscal Yr. End:					
FEID No.:					

<b>Contract Period:</b>		Begin Date:	5/28/03	End Date:	9/15/07
<b>Method of Payment:</b>		<input checked="" type="checkbox"/> Cost Reimb./Fixed Fee <input type="checkbox"/> Fixed Price X <input type="checkbox"/> Fee Schedule <input type="checkbox"/> Advance Payment			
<b>Subject/ Brief Description of Contract:</b>					
Provide lifeguard services at Anastasia State Park					

<b>Minority Business Utilization Information for the Contractor:</b>	Certified Minority Business?	N	Category:	
	Registered Minority Business?	N	Category:	

Org Code	EO	Fund/FID	Category	YR	GAA LI	Obj Code	Rec Type	CSFA #	Activ Code	Grant No.	Module	Project No.	Amount
3750-3000-003	FX	675002	101198	05/06		139950					U4130		\$9,975

**Contract Management Information:** Division/District: Paul E. Crawford    Bureau/Office: Anastasia State Park Bureau of Parks - District 3  
 Contract/Project Manager: Paul E. Crawford    Telephone No. of Manager: 904/461-2006    MS#: \_\_\_\_\_

**Contract Review**    Approved By - Signature: *[Signature]*    Date Approved: 4-11-06

Contract Manager: \_\_\_\_\_

Budget Representative: \_\_\_\_\_

Bureau Chief: *[Signature]*

Div/District Director: *[Signature]*    N/A

Quality Assurance: *[Signature]*    N/A

Contracts Administrator: *[Signature]*    3/27/06

General Counsel\*: *[Signature]*    3/29/06

Division/District IRM: N/A

Department CIO: N/A

\*Review/approval by the Office of General Counsel not required for state funded activities which utilize DEP 55-205 and are not in excess of Purchasing Category Three.

VENDOR RELATIONSHIP -- CHECKLIST COMPLETED

Reviewer Comments: \_\_\_\_\_

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**Contract Review Process**

**Note:** The Contract Review Process should only be initiated after the Department's Procurement Section has developed and/or approved the contractual agreement. The purpose of this review process is to demonstrate concurrence with the contractual agreement as written. It is the Contract Manager's responsibility to insure that the Contract Review Process has been completed prior to contract execution.

<b>Position</b>	<b>Purpose/Requirement</b>
Contract Manager	Signature indicates concurrence with the contract as written. If the Contract Manager has the authority to execute contracts he/she must not do so. Someone with the proper delegated authority in a supervisory role over the Contract Manager must be responsible for contract execution.
Budget Representative	Signature indicates concurrence with the payment arrangements included in the contract, including the funding sources depicted on the Contract Review Form. If changes to the funding information are made, the Procurement Section must be contacted regarding possible impacts to the contract language as a result of the funding change.
Bureau Chief or Comparable Position	Signature indicates concurrence with the contract as written. If the Bureau Chief is delegated authority to execute the contract, review and approval by the Division/District Director may not be required.
Division/District Director	Signature indicates concurrence with the contract as written. If the Bureau Chief is delegated authority to execute the contract, then the review and approval of the Division/District Director may be omitted.
Quality Assurance	Signature demonstrating concurrence with the quality assurance language contained in the contract must be obtained in cases where water, soil or air sampling and/or analysis will be performed under the contract. The Division of Air Resources Management will be responsible for approving all quality assurance language regarding air sampling/analysis activities. The Environmental Assessment Section within the Division of Resource Assessment and Management will be responsible for approving all quality assurance language regarding water and soil sampling/analysis activities.
Contracts Administrator	Unless specifically waived by DEP Directives 315, 316, and 317, review and approval by the Department's Contracts Administrator (Procurement Administrator or designee) is required on all agency contracts.
General Counsel	The Office of General Counsel is required to review and approve all Department contracts which exceed the purchasing threshold category three. In addition, review and approval of contracts funded with federal dollars which fall under the purchasing threshold category three must be conducted by the General Counsel's Office. The Office of General Counsel reviews and approves contracts regarding form and legality.
Division/District IRM	Approval required for contracts in which the Department is procuring information technology goods or services.
Department CIO	Approval required for contracts in which the Department is procuring information technology goods or services.
State Technology Office	Approval by the State's Technology Office may be required if the contract involves the acquisition of information technology resources. The Procurement Section will work with the program area to obtain the necessary approvals prior to finalizing the contract for routing.

**Contract Distribution Process**

Upon full execution of the contract, the Contract Manager is responsible for distributing copies of the contract and contract review form as follows:

Procurement Section (MS93)	Original executed contract and a photocopy of the contract review form.
Contracts Disbursements Section (MS78)	Two photocopies of the executed contract and two photocopies of the contract review form. These copies are not required for agreements that fall under DEP Directive 316.
Grants Section (MS66)	A photocopy of the executed contract and review form must be sent to the Grants Section for contracts funded by federal grants.
Contract Manager	Maintain a photocopy of the executed contract and the original contract review form.
Contractor	The remaining originally executed contract should be sent to the Contractor for its records.

**Recipient Types and Codes for State and Federal Financial Assistance**

Non-Profit	For-Profit	Local Gov't & WMD	State Community Colleges	District School Boards	Another State Agency	State Universities	No Subrecipient	Mixed Subrecipient (fed. only)
A	B	C	D	E	F	G	H	I

# IMPORTANT!!! IMPORTANT!!! IMPORTANT!!!

## Separation of Duties Notice

**DEP Contract No: RP565                      Amendment No. 3**  
**DEP Contract Manager: Paul Crawford**

The attached contract/contract amendment is being routed for review and execution by the Department. Adequate separation of duty is required in the procurement of goods and services by the Department. Please be advised that the subject contract/contract amendment must be executed by a reviewing authority for the DEP Contract Manager who is authorized to execute contracts on behalf of the Department. If the DEP Contract Manager happens to have the delegated authority to execute contracts on behalf of the Department, the DEP Contract Manager *must not execute* the attached contract/contract amendment.

Separation of duties, which is also referred to as segregation of duties, "involves ensuring that individuals do not perform incompatible duties. Duties are considered incompatible from a control standpoint when it is possible for an individual to commit an error or irregularity and then be in a position to conceal it in the normal course of his or her duties."<sup>1</sup>

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<sup>1</sup>Boynton, William C. and Kell, Walter G., *Modern Auditing*, 6<sup>th</sup> ed., New York: John Wiley & Sons, Inc.,

If you have any questions regarding this notice, please contact the Contracts Office representative identified below for assistance.

Contracts Office Rep: <b>Debbie Bates</b>	Phone: 850/245-2372
Date March 7, 2006	SunCom: 205-2372