

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # **240134**  
 Number Assigned by Purchasing Dept.



# CONTRACT REVIEW

**BOARD MEETING DATE:**  
**March 7, 2024**  
 WHEN BOARD APPROVAL IS REQUIRED DO  
 NOT PLACE ITEM ON AGENDA UNTIL  
 REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: February 19, 2024

Name of Contract Initiator: B.Staefe on behave of Dr. Legutko Telephone #: 66736

School/Dept Submitting Contract: BAD Cost Center # 9050

Vendor Name: Purvis Gray & Company

Contract Title: Independent Auditing Services Agreement - 3 Year Renewal (RFP 19-BA-125)

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # 190161

Contract Term: 7/1/2024 - 6/30/2027 Renewal Option(s): N/A

Contract Cost: Total Estimated cost for the 3 year renewal is \$342,000

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
 Funding Source: Budget Line # \_\_\_\_\_  
 Funding Source: Budget Line # \_\_\_\_\_

**NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

**INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO**

**REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):**

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School)

SIGNED Addendum A (if not an SBAO Template Contract) - **When using the Addendum A, this Statement MUST BE included in the body of the Contract:**  
*"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."*

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:  
 COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.  
 General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.  
 Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).  
 Workers' Compensation = \$100,000 Minimum  
*[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].*

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

Release and Hold Harmless (If Applicable)

**RECEIVED**  
 By Elaine at 11:17 am, Feb 19, 2024

**\*\*AREA BELOW FOR DISTRICT PERSONNEL ONLY \*\***

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department Review Date <b>REVIEWED</b> By Bertha Staefe at 3:41 pm, Feb 19, 2024	Agreement/RFP 19-BA-125, Original Agreement was for five (5) years with option to renew for up to three (3) years.
School Board Attorney JPS Review Date 2/26/24	<b>Amendment 1 is to renew for 3 years &amp; to incorporate Exhibit D "Engagement Letter" Amendment written by B. Staefe so review carefully ;)</b>  The amendment is legally sufficient. Approved.
Other Dept. as Necessary Review Date	_____ _____ _____

PENDING STATUS:  YES  NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS **APPROVED**  
 By Elaine at 12:33 pm, Feb 26, 2024

IN WITNESS WHEREOF, the Parties, by and through execution of this Amendment to the original Agreement by their authorized representative below, concur with and bind themselves to all terms and conditions of this Amendment and the remaining un-amended terms of the original Agreement.

AS TO PURVIS GRAY & COMPANY, LLP

AS TO THE SCHOOL BOARD OF CLAY COUNTY:

Signature: \_\_\_\_\_

Signature: Ashley Gilhousen

Print Name: \_\_\_\_\_

Print Name: Ashley Gilhousen

Title: \_\_\_\_\_

Title: Board Chair

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

Date: 3/7/2024

Email: \_\_\_\_\_

Email: ashley.gilhousen@myoneclay.net

Honorable David Broskie,  
Superintendent of Schools and  
Honorable School Board Members  
c/o Dr. Susan Legutko  
Clay County District School Board  
Green Cove Springs, Florida

-11-

February 21, 2024

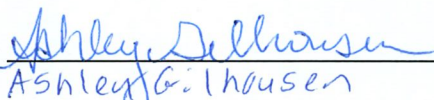
**RESPONSE:**

This letter correctly sets forth the understanding of the District.

Management Signature:   
David S. Broskie

Title: Superintendent

Date: March 7, 2024

Governance Signature:   
Ashley Gilhousen

Title: Board Chair

Date: March 7, 2024