

C5-20-280

BOCC CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM3017-A1

GENERAL INFORMATION

Requesting Department Fac Maint Dept

Contact Person: John Cox

Telephone: (904) 530-6120 Fax: (904) 879-3751 Email: jcox@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Manzie and Drake Land Surveying

Address: 117 S 9th St Fernandina Beach Fl 32034
City State Zip

Contractor's Administrator Name: Michael Manzie Title: President

Telephone: (904) 491-5700 Fax: () Email: mikemanzie@gmail.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: _____

Authorized Signatory Email: _____

CONTRACT INFORMATION

Contract Name: WSRP Topo Survey

Description: Topographic Survey
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Terms: Payment Period: _____ Amount per Period: \$49,000

Total Amount of Contract: \$49,000
APPROXIMATE IF NECESSARY

Source of Funds: 68075572-563355 WSRP Termination/Cancellation: _____

Authorized Signatory: Taco E. Pope, AICP, County Manager
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution _____ to: Sixty (60) days from execution _____

Status: ___ New ___ Renew X Amend# ___ WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP ___ RFQ ___ Coop. ___ X Other Professional Services _____

If Processing an Amendment:

Contract #: CM3017 Increased Amount of Existing Contract: \$0.00

New Contract Dates: 23 Aug 2021 to 11 Oct 2021 Total or Amendment Amount: No Change

Continued on next page

CHECKLIST*Complete and attach before sending contract for final signature*

Requirement	Description	Certified Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligations under this contract.	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	
Term of Contract	Start and end dates of contract are included. Any renewals are included.	
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager _____ has or _____ will approve insurance clauses. Levels confirmed ins requirements	
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Sony Podish 8/20/2021 Fac Maint Dept
Department Head Signature Date Submitting Department
2. [Signature] 8/20/2021 68075572-563355 WSRP
Procurement Date Funding Source/Acct #
3. Megan Dittel 8/23/2021
Office of Management & Budget Date
4. Michael S. Mullin 8/20/2021
County Attorney/Contract Management Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taco E. Popey AICP 8/23/2021
County Manager Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)
Copies: Department: Procurement; Office of Management & Budget; County Attorney; Contract Management; Clerk Finance

FIRST AMENDMENT TO THE AUTHORIZATION FOR PROCESSIONAL SERVICES

THIS AMENDMENT made and entered into this ^{23rd} _____ day of August _____, 2021 by and between **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**, hereinafter referred to as "County," and **Manzie & Drake Land Surveying**, located at 117 South 9th Street, Fernandina Beach, Florida 32034, hereinafter referred to as "Consultant".

WHEREAS, on June 24, 2021, the County entered into the *Authorization for Professional Services* with Consultant; and

WHEREAS, the Authorization provided for a sixty (60) day performance period beginning on June 24, 2021 and ending on August 23, 2021; and

WHEREAS, Consultant has requested an extension of the performance period due to a delay caused by complications from COVID-19; and

WHEREAS, the Director of Public Works has determined that it is in the best interest of the County to extend the performance period through October 11, 2021.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. The performance period of the Authorization shall be extended through October 11, 2021.
2. All other provisions of the original Authorization not in conflict with this Amendment shall remain in full force and effect.

Contract No.: CM3017-A1

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

Taco E. Pope, AICP
TACO E. POPE, AICP, COUNTY MANAGER
Its: Designee

8/23/2021

Date

Manzie & Drake Land Surveying

Michael Manzie

By: Michael Manzie

Its: Owner

8/23/2021
Date:

Certificate Of Completion

Envelope Id: F3DFA0588440455C85326D6D82E80D56
Subject: Please DocuSign: CM3017-A1.pdf
Source Envelope:
Document Pages: 4
Certificate Pages: 6
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Amber Carter
acarter@nassaucountyfl.com
IP Address: 50.238.237.26

Record Tracking

Status: Original
8/20/2021 4:28:16 PM

Holder: Amber Carter
acarter@nassaucountyfl.com

Location: DocuSign

Signer Events

Michael S. Mullin
mmullin@nassaucountyfl.com
County Attorney
Nassau County BOCC
Security Level: Email, Account Authentication (None)

Signature

Michael S. Mullin

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

Timestamp

Sent: 8/20/2021 4:36:00 PM
Viewed: 8/20/2021 4:40:57 PM
Signed: 8/20/2021 4:41:03 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Doug Podiak
dpodiak@nassaucountyfl.com
Facilities Director
Nassau County BOCC
Security Level: Email, Account Authentication (None)

Doug Podiak

Signature Adoption: Pre-selected Style
Using IP Address: 174.211.195.73
Signed using mobile

Sent: 8/20/2021 4:41:05 PM
Viewed: 8/20/2021 4:42:29 PM
Signed: 8/20/2021 4:43:00 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Brian Simmons
bsimmons@nassaucountyfl.com
Manager, Procurement
Nassau County BOCC
Security Level: Email, Account Authentication (None)

Brian Simmons

Signature Adoption: Uploaded Signature Image
Using IP Address: 50.238.237.26

Sent: 8/20/2021 4:43:01 PM
Viewed: 8/20/2021 5:06:41 PM
Signed: 8/20/2021 5:06:50 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Megan Diehl
mdiehl@nassaucountyfl.com
OMB Director
Nassau County BOCC
Security Level: Email, Account Authentication (None)

Megan Diehl

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

Sent: 8/20/2021 5:06:54 PM
Viewed: 8/23/2021 8:43:24 AM
Signed: 8/23/2021 8:43:44 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile</p>	<p>Sent: 8/23/2021 8:43:45 AM Viewed: 8/23/2021 8:44:23 AM Signed: 8/23/2021 8:44:37 AM</p>
<p>Michael Manzie mikemanzie@gmail.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 8/23/2021 10:55:50 AM ID: ca7c6e6a-6b4b-49a1-b083-9f043b603fa0</p>	<p><i>Michael Manzie</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 66.177.141.0</p>	<p>Sent: 8/23/2021 8:44:38 AM Viewed: 8/23/2021 10:55:50 AM Signed: 8/23/2021 2:42:08 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
<p>Amber Carter acarter@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 8/23/2021 2:42:10 PM</p>
<p>Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 8/23/2021 2:42:11 PM</p>
<p>John Cox jcox@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 8/23/2021 2:42:12 PM</p>
<p>Michael Manzie mikemanzie@gmail.com Security Level: Email, Account Authentication (None)</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">COPIED</div>	<p>Sent: 8/23/2021 2:42:12 PM</p>

Carbon Copy Events**Electronic Record and Signature Disclosure:**

Accepted: 8/23/2021 10:55:50 AM

ID: ca7c6e6a-6b4b-49a1-b083-9f043b603fa0

Brenda Linville

blinville@nassauclerk.com

Nassau County Clerk

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Peggy Snyder

psnyder@nassauclerk.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Heather Nazworth

hnazworth@nassauclerk.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Melissa Lucey

mlucey@nassauclerk.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Tina Barnett

tbarnett@nassauclerk.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Jennifer Marlatt

jmarlatt@nassauclerk.com

Security Level: Email, Account Authentication
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Status**COPIED****COPIED****COPIED****COPIED****COPIED****COPIED****Timestamp**

Sent: 8/23/2021 2:42:13 PM

Sent: 8/23/2021 2:42:14 PM

Sent: 8/23/2021 2:42:15 PM

Sent: 8/23/2021 2:42:16 PM

Sent: 8/23/2021 2:42:17 PM

Sent: 8/23/2021 2:42:18 PM

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

8/20/2021 4:36:00 PM

Certified Delivered

Security Checked

8/23/2021 10:55:50 AM

Signing Complete

Security Checked

8/23/2021 2:42:08 PM

Completed

Security Checked

8/23/2021 2:42:18 PM

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

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to bsimmons@nassaucountyfl.com 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.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.