

C5-20-314

BOCC CONTRACT APPROVAL FORM

(Contract Management Use only)
CONTRACT TRACKING NO.
CM2891-A1

GENERAL INFORMATION

Requesting Department County Manager

Contact Person: Marshall Eyerman

Telephone: (904) 530-6011 Fax: () _____ Email: meberman@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: DAWSON ASSOCIATES, LLC

Address: 20 Town Way, Scituate, MA 02066

City State Zip

Contractor's Administrator Name: Jeff Dawson Title: _____

Telephone: (781) 544-2080 Fax: () _____ Email: jdawson@dawson-associates.com

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

Authorized Signatory Name: Jeff Dawson

Authorized Signatory Email: jdawson@dawson-associates.com

CONTRACT INFORMATION

Contract Name: Beach Signing Agreement

Description: Professional services for beach signage
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Terms: Payment Period: _____ Amount per Period: _____

Total Amount of Contract: NTE \$50,000
APPROXIMATE IF NECESSARY

Source of Funds: 137-523-552-531000 Termination/Cancellation: _____

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

Contract Dates: From: January 21, 2021 to: September 20, 2021

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

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

If Processing an Amendment:

Contract #: CM2891 Increased Amount of Existing Contract: No increase

New Contract Dates: 9/21/21 to 9/20/22 Total or Amendment Amount: _____

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.	ME
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	ME
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	ME
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.	ME
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	ME
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.	Defer to CA
Term of Contract	Start and end dates of contract are included. Any renewals are included.	ME
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager <u> X </u> has or <u> </u> will approve insurance clauses. Levels confirmed ins requirements	ME
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.	Defer to CA
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	n/a
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	Defer to CA

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Taco E. Popey AICP 9/17/2021 OMB
Department Head Signature** Date Submitting Department
2. Marshall Eyerman 9/18/2021 137-523-552-531000
Procurement Date Funding Source/Acct #**
3. Megan Diehl 9/20/2021
Office of Management & Budget Date
4. Michael S. Mullin 9/20/2021
County Attorney/Contract Management Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taco E. Popey AICP 9/20/2021
County Manager Date

**** THE DEPARTMENT HEAD SIGNING THIS DOCUMENT
CERTIFIES THEY HAVE CONFIRMED FUNDING PRIOR TO SUBMITTING THIS FORM.**

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION

**AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE CONTRACT
FOR NASSAU COUNTY, FLORIDA**

THIS AMENDMENT entered into this ²⁰ _____ day of September _____, 2021 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida**, (hereinafter referred to as "County") and **DAWSON ASSOCIATES, LLC**, 20 Town Way, Scituate, MA 02066, (hereinafter referred to as "Consultant").

WHEREAS, the parties entered into an Agreement dated January 21, 2021; and

WHEREAS, the Agreement provided for an initial term of eight (8) months beginning January 21, 2021 and ending September 20, 2021, with an option to extend upon mutual agreement of the parties; and

WHEREAS, the parties desire to extend the term of the Agreement for an additional one (1) year period beginning September 21, 2021 and ending September 20, 2022.

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

1. In accordance with the terms of the Agreement, the term of the Agreement is hereby extended for a one

(1) year period beginning September 21, 2021 and ending September 20, 2022.

- 2. All other provisions of said Agreement not in conflict with this Agreement shall remain in full force and effect.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

9/20/2021

Taco E. Pope, AICP

Taco E. Pope, AICP, COUNTY MANAGER

Its: Designee

DAWSON ASSOCIATES, LLC

Jeff Dawson

Printed Name: Jeff Dawson

Its: Owner Principal-in-charge

Date: 9/20/2021

Certificate Of Completion

Envelope Id: A772F708C0CC410AB4EFE35C789E4598

Status: Completed

Subject: Please DocuSign: CM2891-A1.pdf

Source Envelope:

Document Pages: 4

Signatures: 7

Envelope Originator:

Certificate Pages: 6

Initials: 0

Amber Carter

AutoNav: Enabled

acarter@nassaucountyfl.com

Envelope Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Amber Carter

Location: DocuSign

9/17/2021 8:54:31 PM

acarter@nassaucountyfl.com

Signer Events

Taco E. Pope, AICP

tpope@nassaucountyfl.com

County Manager

Nassau County BOCC

Security Level: Email, Account Authentication
(None)**Signature***Taco E. Pope AICP*

Signature Adoption: Pre-selected Style

Using IP Address: 174.212.37.101

Signed using mobile

Timestamp

Sent: 9/17/2021 9:00:14 PM

Viewed: 9/17/2021 9:26:12 PM

Signed: 9/17/2021 9:27:07 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Marshall Eyerman

MEyerman@nassaucountyfl.com

Assistant County Manager

Nassau County BOCC

Security Level: Email, Account Authentication
(None)*Marshall Eyerman*

Signature Adoption: Pre-selected Style

Using IP Address: 23.119.39.200

Signed using mobile

Sent: 9/17/2021 9:27:08 PM

Viewed: 9/18/2021 5:05:49 AM

Signed: 9/18/2021 5:06:08 AM

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: 9/18/2021 5:06:09 AM

Viewed: 9/20/2021 1:09:25 PM

Signed: 9/20/2021 1:09:33 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michael S. Mullin

mmullin@nassaucountyfl.com

County Attorney

Nassau County BOCC

Security Level: Email, Account Authentication
(None)*Michael S. Mullin*

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 9/20/2021 1:09:34 PM

Viewed: 9/20/2021 1:22:43 PM

Signed: 9/20/2021 1:22:49 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Taco E. Pope AICP</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/20/2021 1:22:53 PM Viewed: 9/20/2021 1:28:00 PM Signed: 9/20/2021 1:28:07 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jeff Dawson
jdawson@dawson-associates.com
Security Level: Email, Account Authentication (None)

Jeff Dawson

Signature Adoption: Pre-selected Style
Using IP Address: 73.61.124.203

Sent: 9/20/2021 1:28:09 PM
Viewed: 9/20/2021 5:54:41 PM
Signed: 9/20/2021 5:58:11 PM

Electronic Record and Signature Disclosure:
Accepted: 9/20/2021 5:54:41 PM
ID: c299866b-b59f-488d-bd8e-90352eac95cc

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

Amber Carter
acarter@nassaucountyfl.com
Nassau County BOCC
Security Level: Email, Account Authentication (None)

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Sent: 9/20/2021 5:58:12 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jeff Dawson
jdawson@dawson-associates.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/20/2021 5:58:13 PM

Electronic Record and Signature Disclosure:
Accepted: 9/20/2021 5:54:41 PM
ID: c299866b-b59f-488d-bd8e-90352eac95cc

Marshall Eyerman
MEyerman@nassaucountyfl.com
Assistant County Manager
Nassau County BOCC
Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/20/2021 5:58:14 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
<p>Brenda Linville blinville@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:15 PM
<p>Peggy Snyder psnyder@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:16 PM
<p>Heather Nazworth hnazworth@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:17 PM
<p>Melissa Lucey mlucey@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:18 PM
<p>Tina Barnett tbarnett@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:19 PM
<p>Jennifer Marlatt jmarlatt@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	Sent: 9/20/2021 5:58:20 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/17/2021 9:00:14 PM
Certified Delivered	Security Checked	9/20/2021 5:54:41 PM
Signing Complete	Security Checked	9/20/2021 5:58:11 PM
Completed	Security Checked	9/20/2021 5:58:20 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Nassau (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 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.

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 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.