

**WORK AUTHORIZATION # CM2686-WA-05
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

| | |
|-------------------------|--|
| Consultant: | Grading & Bush Hog Services Inc |
| Contract Number: | CM2686 |
| Contact Name: | Scott Griffin |
| Contact Number: | 904-276-3314 |
| Email: | gbhscinc@bellsouth.net |

| CURRENT WORK AUTHORIZATION | | | |
|---|------------|---|-----------------------|
| Project Short Title: CR121 Guardrail Repair FY 2023 | | | |
| | | CONTRACT OVERVIEW | |
| Date Submitted | 07/27/23 | Total of Previous Authorizations | \$171,363.75 |
| Amount | \$4,727.50 | This Work Authorization | \$4,727.50 |
| Scheduled Completion | 20 days | Current Contract Total | \$176,091.25 |

This Work Authorization is to the AGREEMENT between Nassau County and Grading & Bush Hog Services, Inc. ("Vendor") for Guardrail Removal, Replacement, Installation Services, dated June 19, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide guardrail installation at 15418-15472 County Road 121 in Bryceville, FL 32009 in accordance with the quote dated July 27, 2023, a copy of which is attached hereto as Exhibit "A".

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be five (5) days from receipt of execution of this Work Authorization with an estimated duration of fifteen (15) days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Four Thousand, Seven Hundred Twenty-Seven Dollars and 50/100 (\$4,727.50). The fees are detailed further in Vendor's Quote, attached hereto as Exhibit "A". Vendor will be using rates previously established under Contract CM2686.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments

or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof.

In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

BY: Scott Griffin
Print Name: scott griffin
Title: President
Date: 7/31/2023

Account number(s): 03404541-546016

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

| | | | |
|---------------------------------|---------------------------|-----------|---------------------|
| Department Head/Managing Agent: | <u>Doug Podiak</u> | 7/27/2023 | |
| Procurement: | <u>Laness Helms</u> | 7/31/2023 | <u>TP</u> 7/27/2023 |
| Office of Management & Budget: | <u>Chris Lacambra</u> | 7/27/2023 | |
| County Manager: | <u>Taco E. Pope, AICP</u> | 7/31/2023 | |
| | Taco E. Pope, AICP | | |
| Ex-Officio Clerk: | <u>N/A</u> | | |
| | John A. Crawford | | |
| County Attorney: | <u>Denise C. May</u> | 7/31/2023 | <u>DM</u> 7/31/2023 |

ACCOUNT NO.: 03404541-546016

Grading Bush Hog Services, Inc.
P.O. Box 708
Keystone Heights, FL. 32656
Office 904-276-3314 Fax 904-276-0216

EXHIBIT "A" VENDOR'S QUOTE

DBE Certified

7/27/2023

Nassau County Road Dept.
904-503-6175 Office
904-753-4005 Cell
904-845-3613 Fax
Attn: David Hearn

RE: Guardrail Repairs; 15418 - 15472 County Road 121 Bryceville, FL.; Nassau County

Dear David,

Please accept this as a quote to repair the guardrail at the above referenced location. If you have any questions, I can be reached at 904-219-6326.

| <u>Item No.</u> | <u>Qty</u> | <u>Unit</u> | <u>Description</u> | <u>Unit Price</u> | <u>Ext. Price</u> |
|-----------------|------------|-------------|--|-------------------|-------------------|
| 102-1 | 1 | EA | Maintenance of Traffic | \$1,200.00 | \$1,200.00 |
| 536-85-22 | 1 | EA | Guardrail End Anchorage Assem. (Flared) | \$2,850.00 | \$2,850.00 |
| 536-73 | 37.5 | LF | Guardrail Removal | \$5.00 | \$187.50 |
| E536322515 | 1 | EA | End Anchor Assembly (Replace Amber Reflect Sheet) | \$35.00 | \$35.00 |
| | | | | Total | \$4,272.50 |

Sincerely,

Scott Griffin
President

FACILITIES MAINT/PARKS
JUL 27 '23 AMB:22

Certificate of Completion

Envelope Id: 4121F86511DD4A4D8C21D26D29057E3F Status: Completed
 Subject: Complete with DocuSign: CM2686 WA05.docx, Exhibit A Vendors Quote.pdf, COI.pdf, Requisition Fo...
 Source Envelope:
 Document Pages: 6 Signatures: 10 Envelope Originator:
 Certificate Pages: 6 Initials: 4 Jennifer Kirkland
 AutoNav: Enabled jkirkland@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: Jennifer Kirkland Location: DocuSign
 7/27/2023 11:41:22 AM jkirkland@nassaucountyfl.com

Signer Events

| Signature | Timestamp |
|--|---|
| Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None) | Sent: 7/27/2023 11:49:51 AM Viewed: 7/27/2023 2:04:45 PM Signed: 7/27/2023 2:04:58 PM |

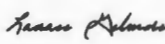
Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| | | |
|---|---|--|
| Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/27/2023 2:05:00 PM Viewed: 7/27/2023 2:10:08 PM Signed: 7/27/2023 2:12:46 PM |
|---|---|--|

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| | | |
|--|--|--|
| chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/27/2023 2:12:48 PM Viewed: 7/27/2023 4:31:24 PM Signed: 7/27/2023 4:31:31 PM |
|--|--|--|

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| | | |
|---|--|--|
| Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None) |  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 | Sent: 7/27/2023 4:31:35 PM Viewed: 7/31/2023 3:40:07 PM Signed: 7/31/2023 3:40:22 PM |
|---|--|--|

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| Signer Events | Signature | Timestamp |
|--|---|---|
| <p>Scott Griffin gbhsinc@gmail.com President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/31/2023 3:44:53 PM ID: c383f931-9bf7-4792-8f21-e180dc40bd25</p> | <p><i>Scott Griffin</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 98.97.182.224</p> | <p>Sent: 7/31/2023 3:40:25 PM Viewed: 7/31/2023 3:44:53 PM Signed: 7/31/2023 3:45:18 PM</p> |
| <p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | <p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p> | <p>Sent: 7/31/2023 3:45:21 PM Viewed: 7/31/2023 6:15:58 PM Signed: 7/31/2023 6:16:06 PM</p> |
| <p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | <p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.148.194.109 Signed using mobile</p> | <p>Sent: 7/31/2023 6:16:08 PM Viewed: 7/31/2023 6:31:04 PM Signed: 7/31/2023 6:31:27 PM</p> |
| <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: 73.104.69.174 Signed using mobile</p> | <p>Sent: 7/31/2023 6:31:29 PM Viewed: 7/31/2023 6:55:10 PM Signed: 7/31/2023 6:55:24 PM</p> |
| <p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | <p><i>SB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p> | <p>Sent: 7/31/2023 6:55:28 PM Viewed: 8/1/2023 8:32:46 AM Signed: 8/1/2023 8:32:56 AM</p> |
| <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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 |
|--|---------------|---------------------------|
| Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 8/1/2023 8:32:58 AM |
| Procurement Staff BOCCProcurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign | COPIED | Sent: 8/1/2023 8:33:00 AM |
| Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/14/2021 3:39:44 PM ID: 7efe8a07-019f-42c1-918a-d68124a6bd57 | COPIED | Sent: 8/1/2023 8:33:01 AM |

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|------------------|-----------------------|
| Envelope Sent | Hashed/Encrypted | 7/27/2023 11:49:51 AM |
| Envelope Updated | Security Checked | 7/27/2023 2:30:20 PM |
| Certified Delivered | Security Checked | 8/1/2023 8:32:46 AM |
| Signing Complete | Security Checked | 8/1/2023 8:32:56 AM |
| Completed | Security Checked | 8/1/2023 8:33:01 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
|--|
|--|

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.