

WORK AUTHORIZATION # 02
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

Consultant:	Cathy Hockert d/b/a CH Consulting Group
Contract Number:	CM 3484
Contact Name:	Cathy Hockert
Contact Number:	612-930-1968
Email:	cathy@disasterexperts.org

CURRENT WORK AUTHORIZATION			
Project Short Title: Hurricane Idalia Response			
		CONTRACT OVERVIEW	
Date Submitted	8/28/23	Total of Previous Authorizations	\$2,000.00
Amount	\$6,000.00	This Work Authorization	\$6,000.00
Scheduled Completion	2 weeks	New Contract Amount including this work authorization	\$8,000.00

This Work Authorization is to the AGREEMENT between Nassau County and Cathy Hockert d/b/a CH Consulting Group ("Vendor") contract CM3484 for All-Hazards Incident Management Team Public Information Officer (PIO). The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide professional PIO services in support of Hurricane Idalia response.

ARTICLE 2. Time Schedule

Vendor anticipates completing the project two (2) weeks from the date of work authorization.

ARTICLE 3. Budget

Vendor will perform the services outlined herein at the established hourly rates for an amount not to exceed \$6,000. Vendor will be using rates previously established under Contract CM3484.

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: Cathy Hockert
Print Name: Cathy Hockert
Title: owner
Date: 8/29/2023

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Marshall Eyerman 8/28/2023

Procurement: Janice Adams 8/29/2023

Office of Management & Budget: Chris Lacambra 8/28/2023

County Manager: Taco E. Pope AICP 8/29/2023
Taco E. Pope, AICP

Ex-Officio Clerk: N/A
John A. Crawford

County Attorney: RFJ Denise C. May 8/29/2023
8/29/2023

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this ____ day of _____, 2023.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A
Klynt Farmer
Chairman

ACCOUNT NO.: 001.121.512.51.531000.

DATE
8/28/2023

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
Cathy Hockert d/b/a CH Consulting Group
524 SE 33rd Street
Cape Coral FL 33904

DEPARTMENT
CM/EOC

REQUESTED BY
Marshall Eyerman

VENDOR NUMBER PROJECT NAME FUNDING SOURCE AMOUNT AVAILABLE STANDARD PO OR ENCUMBER ONLY CONTRACT NO.
All Hazards PIO 01121512-531000 \$ 38,350.00 Encumber Contract CM3484

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	WA02 PIO Planning Project	1.00	\$ 6,000.00	\$ 6,000.00	
				\$ 0.00	
				\$ 0.00	
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				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 6,000.00

Department Head

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

Marshall Eyerman 8/28/2023

Office of Management and Budget (signature required if over Department Head signature authority or \$5,000, whichever is less)

I attest that, to the best of my knowledge, funds are available for 8/28/2023

8/29/2023 *Chris Lacambra*

Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less)

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

Thomas R. ... 8/29/2023

County Manager (signature required if over Department Head signature authority or \$5,000, whichever is less.)

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

Tom E. Popey AICP 8/29/2023

Clerk _____
Date _____

Revised 11-7-2022 - Previous Versions Obsolete


Certificate Of Completion

Envelope Id: EAEEAA8A8AE474E95A41F64DA6EF7B140 Status: Completed
 Subject: Complete with DocuSign: CM3484 WA2 Cathy Hockert dba CH Consulting Group.pdf, CM3484 WA2 REquis...
 Source Envelope:
 Document Pages: 4 Signatures: 6 Envelope Originator:
 Certificate Pages: 6 Initials: 2 Tracy Poore
 AutoNav: Enabled tpoore@nassaucountyfl.com
 Enveloped Stamping: Enabled IP Address: 50.238.237.26
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)


Record Tracking

Status: Original Holder: Tracy Poore Location: DocuSign
 8/29/2023 7:58:53 AM tpoore@nassaucountyfl.com

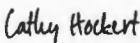
Signer Events

	Signature	Timestamp
Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 8/29/2023 8:04:32 AM Viewed: 8/29/2023 8:04:40 AM Signed: 8/29/2023 8:04:48 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		


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)		Sent: 8/29/2023 8:04:49 AM Viewed: 8/29/2023 8:51:40 AM Signed: 8/29/2023 8:51:51 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Cathy Hockert cathy@disasterexperts.org Security Level: Email, Account Authentication (None)		Sent: 8/29/2023 8:51:52 AM Viewed: 8/29/2023 9:22:01 AM Signed: 8/29/2023 9:22:30 AM
Signature Adoption: Pre-selected Style Using IP Address: 76.131.183.215		

Electronic Record and Signature Disclosure:
Accepted: 8/29/2023 9:22:01 AM
ID: 2c680ae1-f1b0-4475-a7c7-3707508e9c4f

Abigail F. Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)		Sent: 8/29/2023 9:22:33 AM Viewed: 8/29/2023 9:28:26 AM Signed: 8/29/2023 9:28:48 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<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: 174.212.162.2 Signed using mobile</p>	<p>Sent: 8/29/2023 9:28:51 AM Viewed: 8/29/2023 9:53:03 AM Signed: 8/29/2023 9:53:22 AM</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: 50.238.237.26</p>	<p>Sent: 8/29/2023 9:53:23 AM Viewed: 8/29/2023 9:55:17 AM Signed: 8/29/2023 9:55:25 AM</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>Clerk Admin clerkservices@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: 8/29/2023 10:02:27 AM Viewed: 9/1/2023 10:19:49 AM</p>
<p>BOCC Procurement procurement@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: 8/29/2023 10:02:28 AM</p>
<p>Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager 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: 8/29/2023 10:02:29 AM Viewed: 8/29/2023 10:07:07 AM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/29/2023 8:04:32 AM
Envelope Updated	Security Checked	8/29/2023 10:02:27 AM
Certified Delivered	Security Checked	8/29/2023 9:55:17 AM
Signing Complete	Security Checked	8/29/2023 9:55:25 AM
Completed	Security Checked	8/29/2023 10:02:29 AM

Payment Events	Status	Timestamps
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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.

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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.