<u>- CS-22-23 смз484</u> CS-22-331

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

Project Short Title:	CURRENT Hurricane Idalia Re	WORK AUTHORIZATION	
		CONTRACT OVER	VIEW
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 <u>Cathy</u> <u>Hockert d/b/a CH Consulting Group</u> ("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 <u>CM3484</u>.

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

Revised 11/17/2022

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:	8/28/2023 Marshall Eyerman		
Procurement:	Janan Delmon	8/29/2023	
Office of Management & Budget:	cluris lacambra	8/28/2023	
County Manager:	Taco E. Pope, A3 Taco E. Pope, AICP	CB/29/2023	
Ex-Officio Clerk:	<u>N/A</u> John A. Crawford		
County Attorney: UFJ 8/29/2023	Denise C. May	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
8/2	8/2023

Requisition Form

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS 96135 Nassau Place Suite 1

Yulee, FL 32097

CM/EOC

REQUESTED BY

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

VENDOR NAME/ADDRESS

				Marshall Eyerman			
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Department Head

Lattesi that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy. 8/28/2023

Marshall Eyerman

1P

Office of Management and Budget (Signature required if over Department Head Signature authority of \$5,000, whichever is less) Tailest that, to the best of my knowledge, funds are available for 189728972023 duris latambra

8/29/2023

Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less) Lattest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy. 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. Take E. Poper AICP 8/29/2023

Clerk _____

CM3484

DocuSign

Certificate Of Completion		
Envelope Id: EAEAA8A8AE474E95A41F64DA6E		Status: Completed
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Source Envelope:		
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Certificate Pages: 6	Initials: 2	Tracy Poore
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ajorandby@nassaucountyfi.com	afy	Viewed: 8/29/2023 9:28:26 AM
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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
Electronic Record and Signature	Diselecture	

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: <u>https://support.docusign.com/guides/signer-guide-signing-system-requirements</u>.

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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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- 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.