

CS-23-091

**WORK AUTHORIZATION #07  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Grading & Bush Hog Services, Inc.
<b>Contract Number:</b>	CM2686-A2
<b>Contact Name:</b>	Scott Griffin
<b>Contact Number:</b>	(904) 219-6326
<b>Email:</b>	gbhsinc@gmail.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Guardrail Repairs – CR 108 &amp; Bay Rd, Hilliard, FL</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	12/27/2023	<b>Total of Previous Authorizations</b>	\$178,878.75
<b>Amount</b>	\$4,335.00	<b>This Work Authorization</b>	\$4,335.00
<b>Scheduled Completion</b>	30 days	<b>New Contract Amount including this work authorization</b>	\$183,213.75

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 repairs at CR 108 and Bay Road, Hilliard, Florida, in accordance with the quote dated 12/1/2023, 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 thirty (30) 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, Three Hundred Thirty-Five Dollars and 00/100 (\$4,335.00). 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.

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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: 1/1/2024

**[This space intentionally left blank.]**

**VRECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Doug Podiak

Procurement: Lanani Belmont

Office of Management & Budget: Chris Lacambra *CP*

County Manager: Taco E. Pope, AICP  
Taco E. Pope, AICP

County Attorney: Denise C. May *DJ*  
Denise C. May

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

**DBE Certified**

12/1/2023

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

RE: Guardrail Repairs; CR 108 & Bay Rd.; Nassau County

Dear Darren,

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 Assy - Flared	\$2,850.00	\$2,850.00
536-73	50	LF	Guardrail Removal	\$5.00	\$250.00
E536322515	1	EA	End Anchor Assembly (Replace Amber Reflect Sheet)	\$35.00	\$35.00
				Total	\$4,335.00

Sincerely,

Scott Griffin  
President



**Certificate Of Completion**

Envelope Id: 6E103C6514E64B5B9A5E2FBB445AA6E5

Status: Completed

Subject: Complete with DocuSign: Work Auth #07\_Grading &amp; Bush Hog Services-Guardrail Repairs \$4,335.00

Source Envelope:

Document Pages: 5

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 4

Idalia Gutierrez

AutoNav: Enabled

igutierrez@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

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

**Record Tracking**

Status: Original

Holder: Idalia Gutierrez

Location: DocuSign

12/27/2023 10:13:39 AM

igutierrez@nassaucountyfl.com

**Signer Events****Signature****Timestamp**

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26

Sent: 12/27/2023 10:23:46 AM

Viewed: 12/27/2023 10:30:10 AM

Signed: 12/27/2023 10:30:54 AM

**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: 12/27/2023 10:30:56 AM

Viewed: 12/27/2023 11:06:15 AM

Signed: 12/27/2023 11:06:42 AM

**Electronic Record and Signature Disclosure:**

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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: 12/27/2023 11:06:45 AM

Viewed: 12/27/2023 7:50:14 PM

Signed: 12/27/2023 7:51:14 PM

**Electronic Record and Signature Disclosure:**

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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: 12/27/2023 7:51:15 PM

Viewed: 12/28/2023 3:28:13 PM

Signed: 12/28/2023 3:32:26 PM

**Electronic Record and Signature Disclosure:**

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Signer Events	Signature	Timestamp
<p>Scott Griffin gbhsinc@gmail.com President Security Level: Email, Account Authentication (None)</p>	<p><i>Scott Griffin</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 98.97.178.35</p>	<p>Sent: 12/28/2023 3:32:27 PM Viewed: 1/1/2024 11:47:48 AM Signed: 1/1/2024 11:48:26 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 1/1/2024 11:47:48 AM ID: 61e934d6-41a7-463a-94a9-c078be5a4573</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.104.72.195</p>	<p>Sent: 1/1/2024 11:48:28 AM Viewed: 1/2/2024 7:59:00 AM Signed: 1/2/2024 7:59:14 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/2/2024 7:59:17 AM Viewed: 1/2/2024 8:29:02 AM Signed: 1/2/2024 8:29:43 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 174.203.250.148 Signed using mobile</p>	<p>Sent: 1/2/2024 8:29:45 AM Viewed: 1/2/2024 1:31:21 PM Signed: 1/2/2024 1:31:32 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 1/2/2024 1:31:34 PM Viewed: 1/3/2024 11:46:20 AM Signed: 1/3/2024 11:46:29 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 1/3/2024 11:46:33 AM
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 1/3/2024 11:46:34 AM Viewed: 1/3/2024 1:05:57 PM
Idalia Gutierrez igutierrez@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 1/3/2024 11:46:35 AM Resent: 1/3/2024 11:46:44 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	<b>COPIED</b>	Sent: 1/3/2024 11:46:36 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/27/2023 10:23:46 AM
Certified Delivered	Security Checked	1/3/2024 11:46:20 AM
Signing Complete	Security Checked	1/3/2024 11:46:29 AM
Completed	Security Checked	1/3/2024 11:46:36 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



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### **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](mailto: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](mailto: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.

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### **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](mailto: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](mailto: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..

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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.