

**WORK AUTHORIZATION # 04  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Arc Surveying & Mapping, Inc.
<b>Contract Number:</b>	CM3498
<b>Contact Name:</b>	John K. Maffett, PSM- Vice President
<b>Contact Number:</b>	904-384-8377
<b>Email:</b>	jmaffett@arcsurveyors.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Yulee Sports Expansion Acquisition Survey Work			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	02/23/2024	<b>Total of Previous Authorizations</b>	\$10,778.00
<b>Amount</b>	\$10,232.00	<b>This Work Authorization</b>	\$10,232.00
<b>Scheduled Completion</b>	14 days from Issuance	<b>New Contract Amount including this work authorization</b>	\$21,010.00

This Work Authorization is to the AGREEMENT between Nassau County and Arc Surveying & Mapping, Inc. (“Vendor”) for Professional Services for Surveying and Mapping, dated December 11, 2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide a boundary survey for 8.4 acres on Pages Dairy Road in accordance with the Request for Quote Document, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be immediately upon receipt of execution of this Work Authorization with an estimated duration of fourteen days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Ten Thousand, Two Hundred Thirty Two Dollars and 00/100 (\$10,232.00). Vendor’s fee amounts are detailed further in Exhibit “A”. Vendor will be using rates previously established under Contract CM3498.

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: John K. Maffett, PSM  
Print Name: John K. Maffett, PSM  
Title: Vice President  
Date: 3/17/2024


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

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Robert Companion

Procurement: Janice Adams

Office of Management & Budget: Chris Lacambra *JP*

County Manager:   
Taco E. Pope, AICP

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

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

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
By: \_\_\_\_\_  
Its: Chairman

ACCOUNT NO.: 001 .121.512.51.020.0205.00000.531000



# REQUEST FOR QUOTE

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 02/23/2024	Response Due Date:
Short Description of Product(s)/Service(s) being requested: 0 Pages Dairy Road 8.4 acre Boundary Survey	

**FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:**

Requesting Department: Road	County Representative: Robert T. Companion, PE
Phone Number: (904) 530-6010	Email Address: rcompanion@nassaucountyfl.com

**REQUEST FOR QUOTE SENT TO:**

Vendor Name: ARC Surveying & Mapping Inc	
Address of Vendor:	
City, State, Zip Code:	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com

**GENERAL INSTRUCTIONS/DECLARATIONS:**

This form must be completed and returned to the County Representative listed above before the response due date. You may attach your quote to this form; however, this form must still be completed. Responses to this request shall be valid for one hundred twenty (120) days from the response due date. If you are unable to respond, please so indicate on this form and return it to the County Representative listed above.

**This request is not an offer. Response to this request constitutes acceptance of the Nassau County Standard Purchase Order Terms and Conditions, attached hereto as Attachment A. In the event that this response results in an executed contract, the executed contract's terms and conditions shall apply. Any additional or different terms in the provided response shall be deemed material alterations and notice of objection to and rejection of them is hereby given.**

If selected for an award of the request for quote, the respondent must provide (1) a certificate of insurance meeting the insurance limits provided in this request, listing Nassau County Board of County Commissioners as an additional insured; (2) proof of E-Verify registration; and (3) a completed W9 before an order can be issued.

LINE NO.	PRODUCT NO.	DESCRIPTION OF PRODUCT(S) OR SERVICE(S)	QTY	UOM	UNIT PRICE	TOTAL AMOUNT
1				ea		
2						
3						
4						
5						
6		2-Person Survey Crew	5	ea	\$ 1,500.00	\$ 7,500.00
7		Cadd Comp Technician	16	ea	\$ 102.50	\$ 1,640.00
8		SUR Chief Surveyor	4	ea	\$ 230.00	\$ 920.00
9		SUR Secretary/Clerical	2	ea	\$ 86.00	\$ 172.00
10				TOTAL		\$ 10,232.00

Lead Time After Receipt of Order 14 days.

Name of Person Providing Quote: John K. Maffett, PSM	
Address: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
Phone Number: (904) 384-8377	Email: jmaffett@arcsurveyors.com
Signature of Person Authorized to Sign Quote: <i>(Signatory must be authorized to bind company)</i>	Date: 02/23/2024
Printed Name of Signer: John K. Maffett	Title: Vice President



1 Results

- GIS Report
- Address Details
- Find Adjoining Parcels
- TRIM Notice
- Elevations Certificate

<b>Parcel ID:</b>	50-3N-27-4720-0104-0020
<b>Calculated Acreage:</b>	8.39
<b>Deed Acreage:</b>	8.22
<b>Property Use</b>	VAC W/XFOB
<b>Ownership Information</b>	
<b>Name</b>	HUGHES ROY GENE
<b>Mailing Address</b>	P O BOX 2063 YULEE, FL 32041
<b>Situs/Physical Address</b>	0 PAGES DAIRY RD



**Certificate Of Completion**

Envelope Id: 70B51F8960AC49E8A5778A8A80D46CF0 Status: Completed  
Subject: Complete with DocuSign: Work Authorization CM349-WA04 Arc Surveying 02262024.docx  
Source Envelope:  
Document Pages: 6 Signatures: 10 Envelope Originator:  
Certificate Pages: 6 Initials: 4 Robert Companion  
AutoNav: Enabled RCompanion@nassaucountyfl.com  
EnvelopeId Stamping: Enabled IP Address: 50.238.237.26  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)


**Record Tracking**

Status: Original Holder: Robert Companion Location: DocuSign  
2/26/2024 9:19:10 AM RCompanion@nassaucountyfl.com

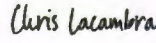
**Signer Events**

Signature	Timestamp
Robert Companion rcompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 2/26/2024 9:22:41 AM Viewed: 2/26/2024 9:22:51 AM Signed: 2/26/2024 9:23:00 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: 2/26/2024 9:23:02 AM Viewed: 2/28/2024 9:09:25 AM Signed: 2/28/2024 9:10:47 AM
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**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: 2/28/2024 9:10:48 AM Viewed: 2/28/2024 10:17:07 AM Signed: 2/28/2024 10:18:00 AM
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**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: 73.53.146.123	Sent: 2/28/2024 10:18:03 AM Viewed: 2/28/2024 1:30:10 PM Signed: 2/29/2024 5:05:07 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>John K. Maffett, PSM jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)</p>	<p> Signature Adoption: Pre-selected Style Using IP Address: 12.11.39.146</p>	<p>Sent: 2/29/2024 5:05:08 PM Viewed: 3/1/2024 8:13:46 AM Signed: 3/1/2024 8:14:05 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/1/2024 8:13:46 AM ID: e0503df8-2b80-451b-aaa1-8867592a2836</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	<p> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/1/2024 8:14:08 AM Viewed: 3/15/2024 8:29:15 AM Signed: 3/15/2024 8:29:21 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/15/2024 8:29:22 AM Viewed: 3/15/2024 8:30:21 AM Signed: 3/15/2024 8:30:33 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p> Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 3/15/2024 8:30:35 AM Viewed: 3/15/2024 8:32:09 AM Signed: 3/15/2024 8:32:13 AM</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> Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 3/15/2024 8:32:17 AM Viewed: 3/15/2024 9:46:36 AM Signed: 3/15/2024 9:46:43 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>	Status	Timestamp
<b>Agent Delivery Events</b>	Status	Timestamp
<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp



Carbon Copy Events	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 3/15/2024 8:32:16 AM Viewed: 3/15/2024 9:53:25 AM

<b>Electronic Record and Signature Disclosure:</b> Accepted: 1/24/2022 11:47:51 AM ID: c578204b-138e-4b31-a24f-82d040e40d69		
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 3/15/2024 9:46:47 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

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	2/26/2024 9:22:41 AM
Certified Delivered	Security Checked	3/15/2024 9:46:36 AM
Signing Complete	Security Checked	3/15/2024 9:46:43 AM
Completed	Security Checked	3/15/2024 9:46:47 AM

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](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.

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](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..

### **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.