

**WORK AUTHORIZATION # 05
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Consultant:	Arc Surveying & Mapping, Inc.
Contract Number:	CM3498
Contact Name:	John Maffett
Contact Number:	904-384-8377
Email:	jmaffett@arcsurveyors.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Map & Legal for Easement Miley			
		CONTRACT OVERVIEW	
Date Submitted	02/26/2024	Total of Previous Authorizations	\$21,010.00
Amount	\$521.00	This Work Authorization	\$521.00
Scheduled Completion	14 days from receipt of work auth	New Contract Amount including this work authorization	\$21,531.00

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 survey for an drainage easement of fifteen (15) feet on the north side of the parcel 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 fourteen (14) days from receipt of execution of this Work Authorization with an estimated duration of fourteen (14) days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Five Hundred Twenty-One Dollars and 00/100 (\$521.00). 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.

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 Maffett
Print Name: John Maffett
Title: Vice President
Date: 3/18/2024

[This space intentionally left blank.]

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Katie Peay

Procurement: Lynne Helms

Office of Management & Budget: Chris Lacambra

FP

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

County Attorney: Denise C. May
Denise C. May

LS

ACCOUNT NO.: 03336541-531000



REQUEST FOR QUOTE

EXHIBIT "A" REQUEST FOR QUOTE

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 02/26/2024	Response Due Date: 03/04/2024
Short Description of Product(s)/Service(s) being requested: Legal Description and Map: 15 ft North Side of the Parcel	
Legal Description and Map: 15 ft North Side of the Parcel - (No Field work will be performed under this survey)	

FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:

Requesting Department: Stormwater and Drainage	County Representative: Katie Peay
Phone Number: (904) 530-6390	Email Address: kpeay@NassauCountyfl.com

REQUEST FOR QUOTE SENT TO:

Vendor Name: ARC Surveying & Mapping Inc	
Address of Vendor: 5202 San Juan Avenue	
City, State, Zip Code: Jacksonville, Florida 32210	
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	0	ea	\$ 1,500.00	\$ 0.00
7		Cadd Comp Technician	2	ea	\$ 102.50	\$ 205.00
8		SUR Chief Surveyor	1	ea	\$ 230.00	\$ 230.00
9		SUR Secretary/Clerical	1	ea	\$ 86.00	\$ 86.00
10				TOTAL		\$ 521.00

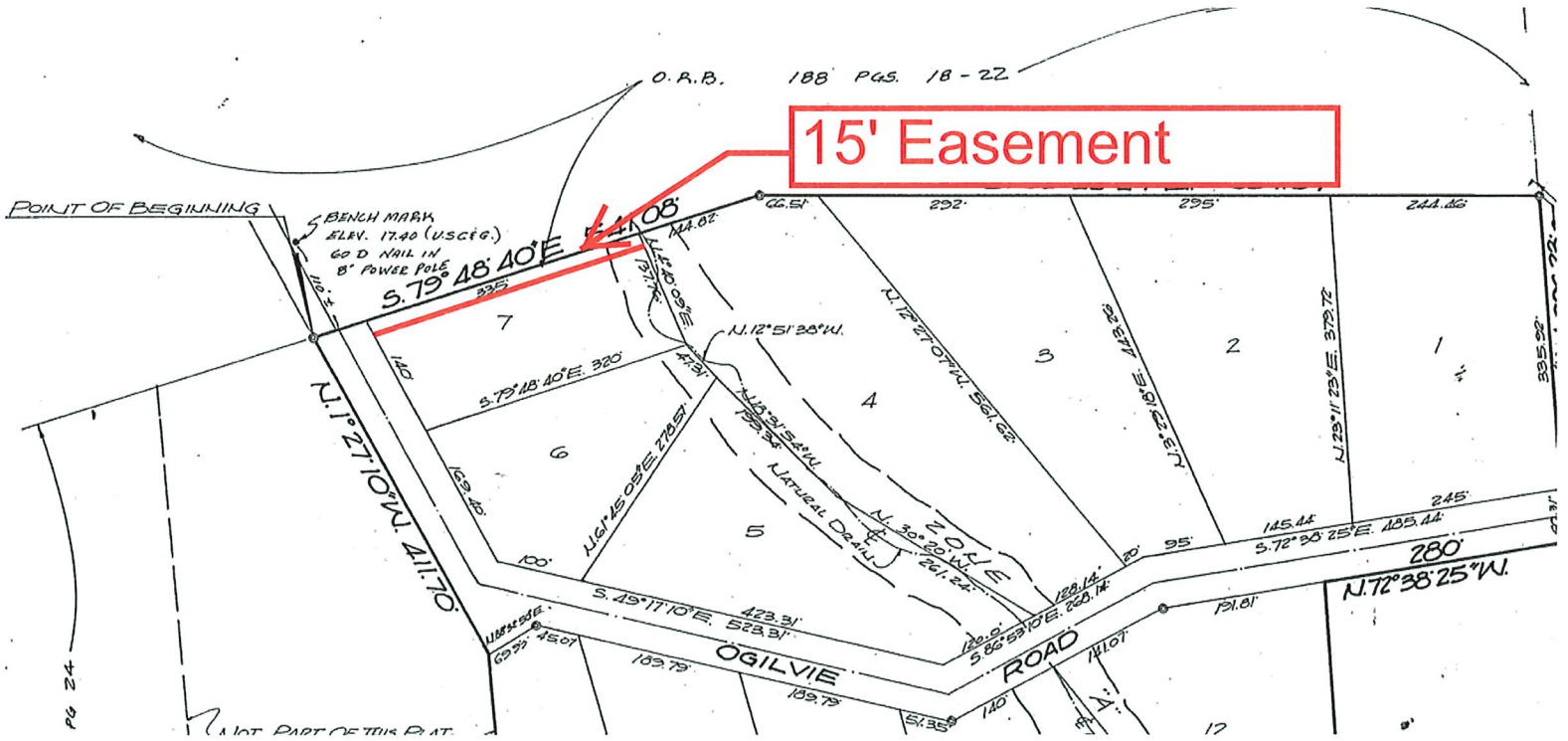
Lead Time After Receipt of Order 14 days.

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: 02/27/2024
Printed Name of Signer: John K. Maffett	Title: Vice President

15' Drainage Easement

DocuSign Envelope ID: 7BA16B25-DA6B-466A-AC46-C0F18037D866





DATE
2/26/2024

Requisition Form

NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
 Yulee, FL 32097

VENDOR NAME/ADDRESS
 Arc Surveying and Mapping, Inc
 5202 San Juan Avenue
 Jacksonville, FL 32210

DEPARTMENT
 Stormwater & Drainage

REQUESTED BY
 Katie Peay

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
15478	Miley 15' Easement	03336541-531000	\$ 1,978,990.00	Encumber Contract	CM3498-W05
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Professional Mapping and Surveying Services	1.00	\$ 521.00	\$ 521.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
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				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE	Shipping	\$ 0.00
COPY - DEPARTMENT	Total	\$ 521.00

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.
Katie Peay 3/13/2024

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 payment.
Chris Lacambra 3/13/2024

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.
Anne-Marie Wilson 3/18/2024

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.
Paco E. Popo, P.E. 3/19/2024

Clerk: _____
 Date: _____

Certificate Of Completion

Envelope Id: 7BA16B25DA6B466AAC46C0F18037D866 Status: Completed
Subject: Complete with DocuSign: ARC SURVEYORS - CM3498-WA05-\$521.00
Source Envelope:
Document Pages: 7 Signatures: 10 Envelope Originator:
Certificate Pages: 6 Initials: 2 Stephanie Walsh
AutoNav: Enabled swalsh@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: Stephanie Walsh Location: DocuSign
3/13/2024 7:59:54 AM swalsh@nassaucountyfl.com

Signer Events

Signature	Timestamp
<p>Katie Peay kpeay@nassaucountyfl.com Stormwater Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 172.59.69.16 Signed using mobile</p>	<p>Sent: 3/13/2024 8:11:21 AM Viewed: 3/13/2024 8:48:34 AM Signed: 3/13/2024 8:48:53 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 11/2/2021 8:55:57 AM ID: a37cb26b-663c-4683-bca2-fe14683393b0</p>	

<p>Tracy Poore tpoore@nassaucountyfl.com OMB Admin 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: 3/13/2024 8:48:54 AM Viewed: 3/13/2024 9:24:47 AM Signed: 3/13/2024 9:25:45 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	

<p>chris lacambra clacambra@nassaucountyfl.com OMB Director 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: 3/13/2024 9:25:46 AM Viewed: 3/13/2024 2:58:38 PM Signed: 3/13/2024 2:59:05 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	

<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director 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: 3/13/2024 2:59:06 PM Viewed: 3/18/2024 1:35:33 PM Signed: 3/18/2024 1:35:50 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	

Signer Events	Signature	Timestamp
<p>John Maffett jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)</p>	<p><i>John Maffett</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.11.39.146</p>	<p>Sent: 3/18/2024 1:35:54 PM Viewed: 3/18/2024 2:40:08 PM Signed: 3/18/2024 2:40:14 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 3/18/2024 2:40:08 PM ID: 1d97b02e-b32c-49a7-ad7f-7b640f913ec3</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy 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: 50.238.237.26</p>	<p>Sent: 3/18/2024 2:40:17 PM Viewed: 3/19/2024 10:09:26 AM Signed: 3/19/2024 10:09:40 AM</p>
<p>Electronic Record and Signature Disclosure: 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><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 3/19/2024 10:09:42 AM Viewed: 3/19/2024 10:11:47 AM Signed: 3/19/2024 10:12:35 AM</p>
<p>Electronic Record and Signature Disclosure: 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: 50.238.237.26</p>	<p>Sent: 3/19/2024 10:12:37 AM Viewed: 3/19/2024 4:52:45 PM Signed: 3/19/2024 4:52:51 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</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>BOCC Clerk BOCCclerksservices@nassauclerk.com Security Level: Email, Account Authentication (None)</p>	<p>COPIED</p>	<p>Sent: 3/19/2024 4:52:53 PM Viewed: 3/20/2024 7:59:09 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		

Carbon Copy Events	Status	Timestamp
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/19/2024 4:52:54 PM

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	3/13/2024 8:11:21 AM
Certified Delivered	Security Checked	3/19/2024 4:52:45 PM
Signing Complete	Security Checked	3/19/2024 4:52:51 PM
Completed	Security Checked	3/19/2024 4:52:54 PM

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

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.