



**WORK AUTHORIZATION #06  
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

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: 45195-45205 Musslewhite Road Property Survey – Boundary, TOPO, Tree</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	March 15, 2024	<b>Total of Previous Authorizations</b>	\$21,531.00
<b>Amount</b>	\$13,232.00	<b>This Work Authorization</b>	\$13,232.00
<b>Scheduled Completion</b>	14 days from receipt of execution of WA	<b>New Contract Amount including this work authorization</b>	\$34,763.00

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:

45205

*JM*

Vendor shall provide surveying services at 45195 & ~~45025~~ Musslewhite Road, Callahan, FL 32011 in accordance with the Request for Quote and Scope of Services and Specifications, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be immediately 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 Thirteen Thousand, Two Hundred Thirty-Two Dollars and 00/100 (\$13,232.00). 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 Maffett  
Print Name: John K. Maffett, PSM  
Title: Vice President  
Date: 3/19/2024

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

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Doug Podiak

Procurement: Lanace Belmont

Office of Management & Budget: Chris Lacambra *FP*

County Manager: Taco E. Pope, AICP  
Taco E. Pope, AICP  
N/A

Ex-Officio Clerk: John A. Crawford

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

ACCOUNT NO.: 01073519-531000



## EXHIBIT "A"

## REQUEST FOR QUOTE

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 02/28/2024	Response Due Date:
Short Description of Product(s)/Service(s) being requested: 45205-45195 Musselwhite Road - Boundary, Topo, Tree	

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

Requesting Department: Road	County Representative: Evelyn Burton
Phone Number: (904) 530-6125	Email Address: eburton@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, FL 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	7	ea	\$ 1,500.00	\$ 10,500.00
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		\$ 13,232.00

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: 02/28/2024
Printed Name of Signer: John K. Maffett	Title: Vice President

## **SCOPE OF SERVICES AND SPECIFICATIONS PROFESSIONAL SERVICES LAND SURVEY**

### **Project Overview:**

Property survey located at adjoining parcels locates at 45195 and 45025 Musselwhite Road Callahan FL 32011.

### **Project Intent**

It is the county's direction to execute a property survey that can be utilized for the purposes of attaining County DRC review, engineered drawing and all applicable permits required to erect a structure within the two properties.

### **Property Information**

45205 Musselwhite Rd. Callahan FL 32011

<https://maps.nassaufpa.com/NassauDetails/ParcelSearchResults.html?PIN=08-2N-25-0000-0004-0030>

45195 Musselwhite Rd. Callahan FL 32011

<https://maps.nassaufpa.com/NassauDetails/ParcelSearchResults.html?PIN=08-2N-25-0000-0004-0020>

Upon completion of survey, county will be furnished 1 set of hardcopy stamped drawings and a digital set of properties surveyed.

**Certificate Of Completion**

Envelope Id: F5DD331F01574F3EA39D8C172CE28E20	Status: Completed
Subject: Work Authorization; CM3498-WA06; Arc Surveying & Mapping; Musslewhite Rd Property Survey; \$13,232	
Source Envelope:	
Document Pages: 6	Signatures: 9
Certificate Pages: 7	Initials: 5
AutoNav: Enabled	Envelope Originator: Evelyn Burton eburton@nassaucountyfl.com
Enveloped Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


**Record Tracking**

Status: Original 3/15/2024 3:08:17 PM	Holder: Evelyn Burton eburton@nassaucountyfl.com	Location: DocuSign
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**Signer Events**

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/15/2024 3:34:11 PM Viewed: 3/18/2024 10:27:38 AM Signed: 3/18/2024 10:27:45 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


**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)		Sent: 3/18/2024 10:27:49 AM Viewed: 3/18/2024 11:17:54 AM Signed: 3/18/2024 11:19:15 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	




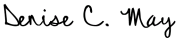


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/18/2024 11:19:17 AM Viewed: 3/18/2024 11:58:19 AM Signed: 3/18/2024 11:59:18 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: 3/18/2024 11:59:20 AM Viewed: 3/18/2024 5:56:11 PM Signed: 3/18/2024 5:56:21 PM
	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>John Maffett  jmaffett@arcsurveyors.com  Vice President  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.11.39.146	<p>Sent: 3/18/2024 5:56:23 PM  Viewed: 3/19/2024 7:40:34 AM  Signed: 3/19/2024 7:41:07 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 3/19/2024 7:40:34 AM  ID: 4192aa8c-14eb-44e9-becb-d4134f5b9619</p>		
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Deputy County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 3/19/2024 7:41:09 AM  Viewed: 3/20/2024 8:46:47 AM  Signed: 3/20/2024 9:05:27 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>John Maffett  jmaffett@arcsurveyors.com  Vice President  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.11.39.146	<p>Sent: 3/19/2024 11:20:54 AM  Viewed: 3/19/2024 11:23:15 AM  Signed: 3/19/2024 11:23:23 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 3/19/2024 11:23:15 AM  ID: 9d48b5eb-d154-42cb-9292-c13528511b1c</p>		
<p>Denise C. May  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	<p>Sent: 3/20/2024 9:05:31 AM  Viewed: 3/20/2024 9:37:21 AM  Signed: 3/20/2024 9:38:12 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>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 3/20/2024 9:38:14 AM  Viewed: 3/20/2024 9:41:26 AM  Signed: 3/20/2024 9:41:31 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Clerk Finance  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 3/20/2024 9:41:34 AM  Viewed: 3/20/2024 1:02:23 PM  Signed: 3/20/2024 1:02:29 PM</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
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/20/2024 1:02:31 PM Viewed: 3/20/2024 1:34:17 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/20/2024 1:02:32 PM
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: 3/20/2024 1:02:34 PM
Tabitha Givens tgivens@nassaucountyfl.com Administrator Coordinator Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/20/2024 1:02:35 PM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 3/20/2024 1:02:36 PM
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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Envelope Sent	Hashed/Encrypted	3/15/2024 3:34:11 PM
Envelope Updated	Security Checked	3/19/2024 11:20:53 AM
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Certified Delivered	Security Checked	3/20/2024 1:02:23 PM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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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.