

**NASSAU COUNTY WORK AUTHORIZATION #9** **CS-23-316**

<b>Contract Number:</b>	CM3498
<b>Consultant/Vendor:</b>	ARC SURVEYING & MAPPING, INC.
<b>Consultant/Vendor Contact Name:</b>	JOHN K. MAFFETT, PSM
<b>Consultant/Vendor Contact Phone Number:</b>	904-384-8377
<b>Consultant/Vendor Contact Email Address:</b>	jmaffett@arcsurveyors.com
<b>Project Short Title:</b>	Shadow Woods Lane Survey
<b>Total Amount of Previous Work Authorizations:</b>	\$69,107.00
<b>Amount of this Work Authorization:</b>	\$6,822.00
<b>New Contract Amount including this Work Authorization:</b>	\$75,929.00
<b>Funding Source:</b>	04247515 - 531025

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

**ARTICLE 1. Description of Services.** Consultant/Vendor shall provide the services as set forth in Exhibit "A", attached hereto and incorporated herein.

**ARTICLE 2. Time Schedule.** Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit "A", attached hereto and incorporated herein, or no later than twenty-one (21) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services as detailed in Exhibit "A", attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract 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. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**

Department Head/Managing Agent: Elizabeth Backe 4/17/2024  
Date

Procurement: Lanasa Belmonte 4/18/2024  
Date

Office of Management & Budget: Chris Lacambra 4/17/2024 <sup>JP</sup> 4/17/2024  
Date

County Attorney: Denise C. May 4/18/2024 <sup>EM</sup> 4/18/2024  
Denise C. May Date

**IN WITNESS WHEREOF**, the Parties have caused this Work Authorization to be executed by its duly authorized representatives, effective as of the last date below.

**NASSAU COUNTY, FLORIDA**

Taco E. Pope, AICP  
By: Taco E. Pope  
Its: Designee  
Date: 4/18/2024

**ARC SURVEYING & MAPPING, INC.**

BY: [Signature]  
Print Name: John Maffett  
Title: Vice President  
Date: 4/17/2024



# REQUEST FOR QUOTE

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 03/19/2024	Response Due Date:
Short Description of Product(s)/Service(s) being requested: Shadow Woods Lane - Survey to include Tree locations identifying Canopy. Locate lots in area and improvements up to 30 foot outside of right of way.	

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

Requesting Department: Planning Department	County Representative: Gabriel Quintas
Phone Number: (904) 530-6320	Email Address: gquintas@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.

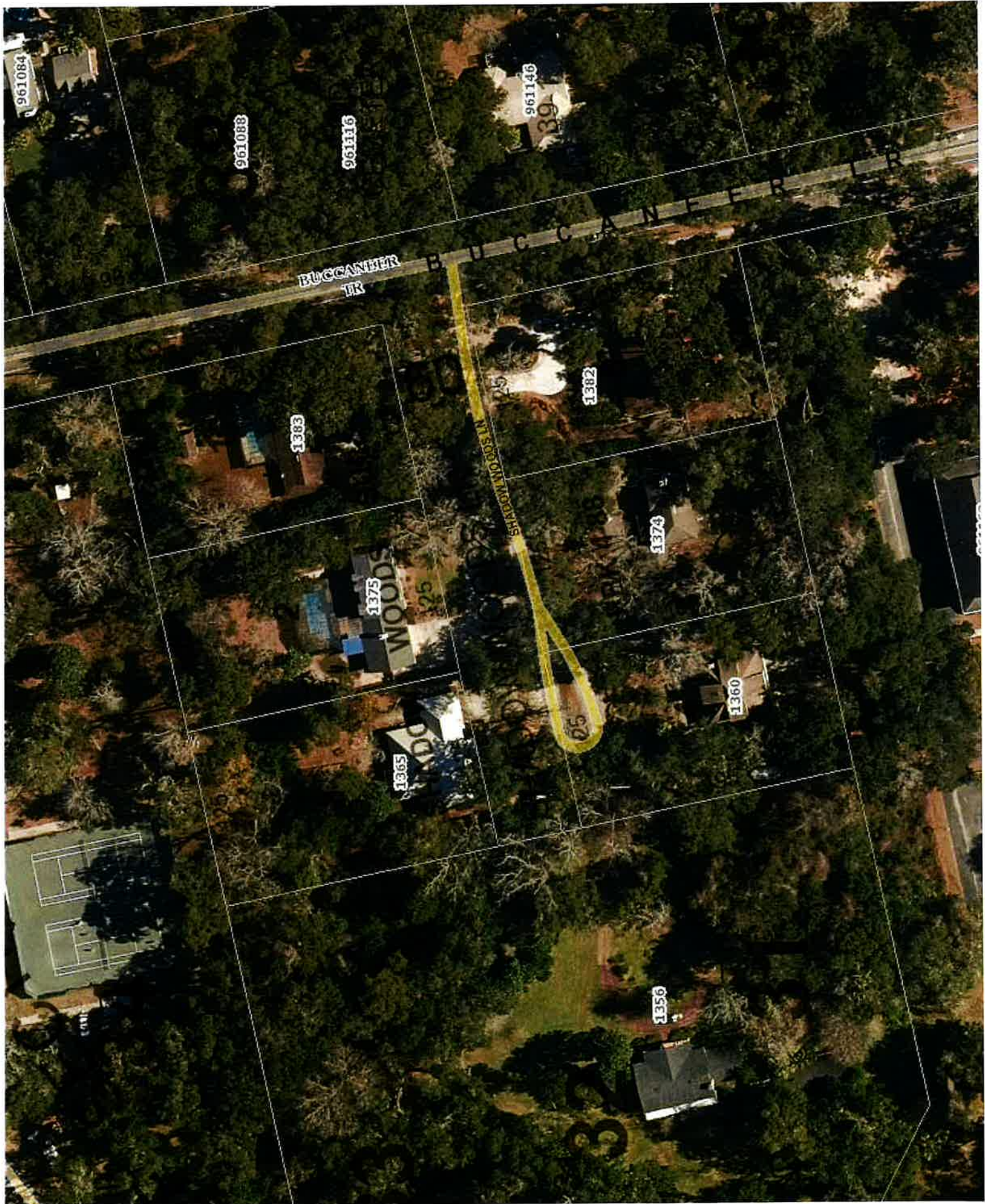
**This request is not an offer. Response to this request constitutes acceptance of the Nassau County Standard Purchase Order Terms and Conditions, attached hereto as Attachment A. In the event that this response results in an executed contract, the executed contract's terms and conditions shall apply. 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	3	ea	\$ 1,500.00	\$ 4,500.00
7		Cadd Comp Technician	12	ea	\$ 102.50	\$ 1,230.00
8		SUR Chief Surveyor	4	ea	\$ 230.00	\$ 920.00
9		SUR Secretary/Clerical	2	ea	\$ 86.00	\$ 172.00
10				TOTAL		\$ 6,822.00

Lead Time After Receipt of Order 21 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: 03/22/2024
Printed Name of Signer: John K. Maffett	Title: Vice President



DATE  
4/17/2024

**Requisition Form**  
**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
96135 Nassau Place Suite 1  
Yulee, FL 32097

<b>VENDOR NAME/ADDRESS</b> ARC Surveying & Mapping Inc. 5202 San Juan Avenue Jacksonville, FL 32210
--

<b>DEPARTMENT</b> Planning Department
--


<b>REQUESTED BY</b> Gabriel Quintas
--

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Shadow Woods Survey	04247515-531025			Encumber Contract	CM3498
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
1	Shadow Woods Lane Survey	1.00	\$ 6,822.00	\$ 6,822.00	*To be funded with cash forward	
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		

ORIGINAL - FINANCE	Shipping	\$ 0.00
COPY - DEPARTMENT	Total	\$ 6,822.00

**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.

Elizabeth Backe 4/17/2024  
**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**  
I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 4/17/2024  4/17/2024  
**Procurement Director (signature required if greater than \$5,000.00)**

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.  
Sandra Melmore 4/18/2024

**County Manager (signature required if greater than \$100,000.00)**  
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.  
Taco E. Pope, AICP 4/18/2024

Clerk: LPB  
Date: 4/19/2024

**Certificate Of Completion**

Envelope Id: 4B65E78E21C64B1BAEA12AD0D06DBE1C	Status: Completed
Subject: ARC: 01-Work Authorization #09.pdf, 02-SURVEYING EXHIBIT A.pdf, 03-SURVEYING REQUISITION.pdf	
Source Envelope:	
Document Pages: 5	Signatures: 10
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Laurie Goltry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	lgoltry@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Laurie Goltry	Location: DocuSign
4/17/2024 11:29:51 AM	lgoltry@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Elizabeth Backe ebacke@nassaucountyfl.com Planning Director Nassau County Security Level: Email, Account Authentication (None)		Sent: 4/17/2024 12:50:12 PM Viewed: 4/17/2024 2:48:13 PM Signed: 4/17/2024 2:48:59 PM
	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: 4/17/2024 2:49:01 PM Viewed: 4/17/2024 4:36:37 PM Signed: 4/17/2024 4:38:50 PM
	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: 4/17/2024 4:38:53 PM Viewed: 4/17/2024 4:40:59 PM Signed: 4/17/2024 4:45:16 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

John Maffett jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)		Sent: 4/17/2024 4:45:18 PM Viewed: 4/17/2024 7:42:48 PM Signed: 4/17/2024 7:43:04 PM
	Signature Adoption: Drawn on Device Using IP Address: 63.142.139.254 Signed using mobile	

**Electronic Record and Signature Disclosure:**  
Accepted: 4/17/2024 7:42:48 PM  
ID: 5aab1add-5bf5-4617-bddc-b6950bb99034

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/17/2024 7:43:06 PM Viewed: 4/18/2024 10:30:00 AM Signed: 4/18/2024 10:30:06 AM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/18/2024 10:30:08 AM Viewed: 4/18/2024 10:52:56 AM Signed: 4/18/2024 10:59:19 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/18/2024 10:59:21 AM Viewed: 4/18/2024 11:00:17 AM Signed: 4/18/2024 11:00:35 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/18/2024 11:00:38 AM Viewed: 4/18/2024 11:41:35 AM Signed: 4/18/2024 11:41:42 AM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/18/2024 11:41:44 AM Viewed: 4/19/2024 10:51:41 AM Signed: 4/19/2024 10:51:47 AM</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
--------------------	--------	-----------

Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/19/2024 10:51:49 AM Viewed: 4/19/2024 11:29:09 AM
---	---------------	--

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: 4/19/2024 10:51:50 AM
---	---------------	-----------------------------

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: 4/19/2024 10:51:51 AM Viewed: 4/19/2024 11:02:22 AM
---	---------------	--

Gabriel Quintas gquintas@nassaucountyfl.com Nassau County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/19/2024 10:51:52 AM
---	---------------	-----------------------------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	4/17/2024 12:50:12 PM
Certified Delivered	Security Checked	4/19/2024 10:51:41 AM
Signing Complete	Security Checked	4/19/2024 10:51:47 AM
Completed	Security Checked	4/19/2024 10:51:52 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--



## **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.