

DATE
4/11/2024

CS-23-327

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

VENDOR NAME/ADDRESS
 Advanced Roofing
 1950 NW 22nd Street
 Fort Lauderdale, FL 33311

DEPARTMENT
 Facilities Maintenance

REQUESTED BY
 K. Mitchell/T. Lombardi

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
17696	Roofing On-Call Services	01072523-546000		Encumber Contract	CM3379-WA13

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Clean around 3 skylight curbs as marked on site	1.00	\$ 3,815.00	\$ 3,815.00
	map and remove all dirt, dust, and debris.			\$ 0.00
	Prime all rust affected areas around 3 prepared			\$ 0.00
	skylight curbs.			\$ 0.00
	Encapsulate 3 prepared skylights curbs using grey			\$ 0.00
	924 silicone.			\$ 0.00
	Work Authorization #13			\$ 0.00
				\$ 0.00
	Quote# 08-0011184844			\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
	Location of work:			\$ 0.00
	Detention Center			\$ 0.00
	76212 Nicholas Cutinna Rd.			\$ 0.00
	Yulee, FL 32097			\$ 0.00
				\$ 0.00
				\$ 0.00

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 3,815.00

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.

Doug Podiak 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

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.

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.

Clerk: LPB
 Date: 4/26/2024

NASSAU COUNTY WORK AUTHORIZATION #13

Contract Number:	CM3379
Consultant/Vendor:	Advanced Roofing, Inc.
Consultant/Vendor Contact Name:	Jason Carruth
Consultant/Vendor Contact Phone Number:	(904) 826-3860
Consultant/Vendor Contact Email Address:	Jasonc@advancedroofing.com
Project Short Title:	Detention C. Roof Repairs (Skylights)
Total Amount of Previous Work Authorizations:	\$124,091.56
Amount of this Work Authorization:	\$3,815.00
New Contract Amount including this Work Authorization:	\$127,906.56
Funding Source:	01072523-546000

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 thirty (30) 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 in 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: Doug Podiak 4/17/2024
Date

Procurement: Lanace Almora 4/18/2024
Date

Office of Management & Budget: Chris Lacambra 4/17/2024
Date


County Attorney: Denise C May 4/26/2024
Date

JP

DS

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


By: Taco E. Pope, AICP
Its: Designee
Date: 4/26/2024

I

CONSULTANT/VENDOR

BY: Jason Carruth
Print Name: Jason Carruth
Title: Vice President
Date: 4/19/2024



Florida's Premiere Commercial Roofing Contractor
Committed to Quality

To: Tony Lombardi Nassau County Jail & Detention Center 96135 Nassau Place, Suite 1 Yulee, FL 32097 904-753-6435	Job Name: Nassau County Jail & Detention Center - 397203
Date: April 11, 2024	Address: Nassau County Jail & Detention Center/76212 Nicholas Cutinha Road, Yulee, FL 32097
	Reference: Nassau Co. contract #CM3379

We are pleased to submit the following proposal for your consideration on the above referenced premises as follows. We agree to provide all labor, material, tools, equipment and proper insurance with excess liability of twelve (12) million dollars.

Scope-

Skylight Curbs

1. Clean around 3 Skylight curbs as marked on the site map and remove all dirt, dust, and debris.
2. Prime all rust affected areas around 3 prepared skylight curbs using 997 primer at a rate of 1 gallon per square.
3. Encapsulate 3 prepared skylight curbs using grey 924 silicone at a rate of 1.5 gallons per square.

Skylight Glass-

1. Speaking of the same 3 skylights mentioned above, clean the perimeter of 3 skylight frames to remove all dust, dirt, and debris.
2. Seal along the edge of the frame where it meets the glass lens of the skylight to prevent any further water intrusion.

CLARIFICATION & EXCLUSIONS

1. All costs associated with utility line interface with roofing activities are excluded from this proposal. If utilities exist on the roof it is the owner's responsibility to pay for any required utility protection, shutdown, and standby power to allow for ARI to safely execute the project.
2. Recover scope of work contingent upon acceptable moisture survey/bonded uplift test results per local building code requirements.

Please note, the quoted price of any selected alternate shall be deemed added to the contract price. If an alternate requires a Preventative Maintenance Agreement with Advanced Roofing, the cost of the Preventative Maintenance Agreement shall also be deemed added to the contract price.

QUOTATION

FOR THE SUM OF THREE THOUSAND EIGHT HUNDRED FIFTEEN DOLLARS

\$3,815.00



Florida's Premiere Commercial Roofing Contractor
Committed to Quality

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature: **Faith Williams**

Printed Name: Faith Williams

NOTE: This proposal may be withdrawn by us if not accepted within 14 days.
Owner is responsible for asbestos testing and related cost to remove.

Acceptance of Proposal

By checking this box, I have read and agree to the Terms and Conditions(see attached).

The undersigned as (check one) Owner Authorized agent of Owner hereby accepts and agrees to the prices, specifications and conditions indicated above and on the reverse side of this contract.

Accepted:

Signature:

Date:

*Terms & Conditions on last page(s) apply.

State License: CCC 024413

Thank you for the opportunity to bid this work. Should you have any questions or require additional information, please do not hesitate to contact Faith Williams at (561) 506-2456 or via email at FaithW@advancedroofing.com.

Subtotal

\$695.00

Other Total costs

\$695.00

Job cost total

\$3,815.00



Jacksonville
3003 Phillips Hwy
Jacksonville, FL 32207

QUOTE
08-0011184844

Account: ADVROO 0001
Branch: 08JAX
Phone: (954)-522-6868
Fax: ()- -

Bill To: ADVANCED ROOFING, INC.
1950 NW 22ND STREET
FORT LAUDERDALE, FL 33311

Ship To:

PO:	Ref:	Job:
Exp Delv Date: 04/11/24 Activation Date: 04/10/24 Close Date: 05/10/24	Sales Agents: JCLOER	Type: 01CTRPUP Quoted For: DALE Quoted By: JCLOER
		Ship Via: *CPU

QUANTITY	UOM	ITEM/DESCRIPTION	PRICE/UOM	AMOUNT
2	PAIL	TAP924 ETERNA-SIL PREMIUM ROOF COATING- 5 GAL. -TROPICAL (100% SILICONE ROOF COATING) # 924	260.00/PAIL	520.00
1	PAIL	TAP997 ALL PURPOSE PRIMER- 5 GAL. -TROPICAL (36/PALLET)	175.00/PAIL	175.00
Subtotal				695.00
Sales Tax			7.5%	52.13



Total: **\$747.13**



76212 Nicholas Cutinha Rd

Nassau County Jail & Detention Center

Image © 2024 Airbus

Image Date: 6/24


Certificate Of Completion

Envelope Id: DFD156ED439F4C81825F68D94C229C38	Status: Completed
Subject: Work Authorization:CM3379 WA#13, Advanced Roofing, \$3,815.00, Roof Repairs at Detention C.	
Source Envelope:	
Document Pages: 9	Signatures: 8
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator: Kelly Mitchell kmitchell@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


Record Tracking

Status: Original 4/17/2024 11:05:45 AM	Holder: Kelly Mitchell kmitchell@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: 4/17/2024 11:52:01 AM Viewed: 4/17/2024 12:58:19 PM Signed: 4/17/2024 12:58:52 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 12:58:54 PM Viewed: 4/17/2024 2:06:25 PM Signed: 4/17/2024 2:09:21 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 2:09:23 PM Viewed: 4/17/2024 4:54:55 PM Signed: 4/17/2024 4:55:20 PM
	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: 4/17/2024 4:55:22 PM Viewed: 4/18/2024 12:20:12 PM Signed: 4/18/2024 12:20:16 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>Jason Carruth jasonc@advancedroofing.com Vp Advanced Roofing Inc. Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 4/19/2024 8:23:08 AM ID: f5cd6ec9-1c7b-4723-9f34-53b2e3f2690e</p>	 Signature Adoption: Pre-selected Style Using IP Address: 97.68.151.154	<p>Sent: 4/18/2024 12:20:19 PM Resent: 4/19/2024 8:16:04 AM Viewed: 4/19/2024 8:23:08 AM Signed: 4/19/2024 8:23:17 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/19/2024 8:23:20 AM Viewed: 4/26/2024 8:24:49 AM Signed: 4/26/2024 8:25:01 AM</p>
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/26/2024 8:25:04 AM Viewed: 4/26/2024 8:49:18 AM Signed: 4/26/2024 8:50:28 AM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 4/26/2024 8:50:30 AM Viewed: 4/26/2024 9:07:24 AM Signed: 4/26/2024 9:07:29 AM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 4/26/2024 9:07:32 AM Viewed: 4/26/2024 12:58:18 PM Signed: 4/26/2024 12:58:30 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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
Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/26/2024 12:58:34 PM Viewed: 4/26/2024 1:20:27 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/26/2024 12:58:35 PM
Anthony Lombardi alombardi@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/26/2024 12:58:36 PM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 4/26/2024 12:58:37 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/17/2024 11:52:01 AM
Certified Delivered	Security Checked	4/26/2024 12:58:18 PM
Signing Complete	Security Checked	4/26/2024 12:58:30 PM
Completed	Security Checked	4/26/2024 12:58:37 PM
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.

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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.