

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM2499-A3

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Capital Projects Contact Person: George Murray  
 Telephone: (904) 530-6373 Email: gmurray@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: EltonAlan, Inc.  
 Address: 3653 Regent Blvd, #606  
 City: Jacksonville State: FL Zip Code: 32224  
 Vendor's Administrator Name: Michael E. Holcombe Title: President  
 Telephone: (904) 900-7620 Email: mike@eltonalan.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Michael E. Holcombe Title: President  
 Authorized Signatory Email: mike@eltonalan.com  
**(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)**

**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: Continuing Contract for Professional Engineering Services  
 Short Description of Product(s)/Service(s) Being Requested: Professional Engineering Services  
**(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)**  
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source  
Other: \_\_\_\_\_  
 Amount of Initial Contract Term: Not to exceed \$2,000,000.00  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \_\_\_\_\_ (Estimate if necessary)  
 Account Number: \_\_\_\_\_  
 Source of Funds: County State Federal Other: \_\_\_\_\_  
 County Authorized Signatory: BOCC Chairman County Manager  
**(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)**

**SECTION 5 - INSURANCE**  
 Insurance Category: Category L Category M Category H Other: \_\_\_\_\_  
**Risk Manager Initials:** MP

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM2499 Amendment No: A3  
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope  
Supplemental Agreement Other: \_\_\_\_\_  
 Contract Amount with Previous Amendments: \_\_\_\_\_ Amount of this Amendment: \_\_\_\_\_  
 New Contract Amount including this Amendment: \_\_\_\_\_  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_  
 County Authorized Signatory: BOCC Chairman County Manager  
**(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)**

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

- |   |   |
|---|---|
| 1. <u>Robert Companion</u> <u>5/7/2024</u><br>Department Head/Contract Manager Date | 3. <u>Annice Belmont</u> <u>5/7/2024</u><br>Procurement Date<br><i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>5/7/2024</u> <u>FL</u><br>Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> <u>5/10/2024</u> <u>DS</u><br>County Attorney Date  |

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**

[Signature] 5/10/2024  
County Manager Date

**THIRD AMENDMENT TO CONTINUING CONTRACT FOR PROFESSIONAL  
ENGINEERING SERVICES FOR NASSAU COUNTY, FLORIDA**

**THIS THIRD AMENDMENT TO THE CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR NASSAU COUNTY, FLORIDA** (hereinafter “Amendment”) is made by and between the **Board of County Commissioners of Nassau County, Florida**, a political subdivision of the State of Florida (hereinafter the “County”), and **EltonAlan, Incorporated**, a business having its primary business location at 3653 Regent Boulevard, #606, Jacksonville, Florida 32224 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Continuing Contract for Professional Engineering Services for Nassau County, Florida dated January 8, 2018 (hereinafter “Contract”) which was subsequently amended on December 22, 2020 and December 15, 2021; and

**WHEREAS**, the Contract and subsequent amendments provided for a performance period beginning on January 8, 2018 and ending on January 7, 2023; and

**WHEREAS**, the Contract was not formally amended to further extend the performance period, but the Parties continued to perform their contractual duties and responsibilities under the Contract, and the Parties agree by this performance there was an implied extension of the performance period of the Contract; and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

**SECTION 1.** Article 4. of the Contract is hereby amended to extend the performance period of the Contract through January 7, 2025.


**SECTION 2.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

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

**THE COUNTY**

**NASSAU COUNTY, FLORIDA**


Signature:  \_\_\_\_\_

Print Name: Taco E. Pope \_\_\_\_\_

Title: County Manager \_\_\_\_\_

Date: 5/10/2024 \_\_\_\_\_

**REVIEWED FOR LEGAL FORM AND CONTENT:**

 \_\_\_\_\_  
**DENISE C. MAY, County Attorney**

**ELTON ALAN, INCORPORATED**

Signature: Michael E. Holcombe \_\_\_\_\_

By: Michael E. Holcombe \_\_\_\_\_

Title: President \_\_\_\_\_

Date: 5/9/2024 \_\_\_\_\_


**Certificate Of Completion**

Envelope Id: EC90AC4CCC43474581014FCFB4C23DD7	Status: Completed
Subject: Contract No.: CM2499-A3 Vendor Name: Elton Alan Time Extension Only	
Source Envelope:	
Document Pages: 3	Signatures: 8
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	George Murray
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	gmurray@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: George Murray	Location: DocuSign
5/7/2024 3:01:07 PM	gmurray@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Robert Companion		Sent: 5/7/2024 3:10:52 PM
RCompanion@nassaucountyfl.com		Viewed: 5/7/2024 3:14:42 PM
Deputy County Manager - County Engineer Nassau County BOCC		Signed: 5/7/2024 3:14:48 PM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

Tracy Poore		Sent: 5/7/2024 3:14:49 PM
tpoore@nassaucountyfl.com		Viewed: 5/7/2024 3:50:28 PM
OMB Admin		Signed: 5/7/2024 3:52:14 PM
Nassau County BOCC	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	
Security Level: Email, Account Authentication (None)		






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

chris lacambra		Sent: 5/7/2024 3:52:16 PM
clacambra@nassaucountyfl.com		Viewed: 5/7/2024 3:52:37 PM
OMB Director		Signed: 5/7/2024 3:52:50 PM
Nassau County BOCC	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	
Security Level: Email, Account Authentication (None)		

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

Michelle Proctor		Sent: 5/7/2024 3:52:51 PM
mproctor@nassaucountyfl.com		Viewed: 5/7/2024 3:56:19 PM
Risk Manager		Signed: 5/7/2024 3:56:22 PM
Security Level: Email, Account Authentication (None)	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>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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/7/2024 3:56:24 PM Viewed: 5/7/2024 4:26:46 PM Signed: 5/7/2024 4:26:51 PM</p>
<p>Michael E. Holcombe mike@eltonalan.com CEO Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 5/9/2024 10:54:25 AM ID: 45ab2d18-1379-410c-be0f-4f41d5885982</p>	  <p>Signature Adoption: Pre-selected Style Using IP Address: 99.69.215.101</p>	<p>Sent: 5/7/2024 4:26:53 PM Viewed: 5/9/2024 10:54:25 AM Signed: 5/9/2024 10:54:46 AM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	  <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/9/2024 10:54:48 AM Viewed: 5/10/2024 10:55:01 AM Signed: 5/10/2024 10:55:19 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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/10/2024 10:55:21 AM Viewed: 5/10/2024 11:02:50 AM Signed: 5/10/2024 11:03:05 AM</p>
<p>Taco 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>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 5/10/2024 11:03:08 AM Viewed: 5/10/2024 11:08:46 AM Signed: 5/10/2024 11:08:52 AM</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>David Hearn dhearn@nassaucountyfl.com Road Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<b>COPIED</b>	Sent: 5/10/2024 11:08:56 AM
<p>Idalia Gutierrez igutierrez@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<b>COPIED</b>	Sent: 5/10/2024 11:08:56 AM
<p>Clerk Services BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<b>COPIED</b>	<p>Sent: 5/10/2024 11:08:56 AM Viewed: 5/10/2024 11:26:26 AM</p>
<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<b>COPIED</b>	Sent: 5/10/2024 11:08:56 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/7/2024 3:10:52 PM
Certified Delivered	Security Checked	5/10/2024 11:08:46 AM
Signing Complete	Security Checked	5/10/2024 11:08:52 AM
Completed	Security Checked	5/10/2024 11:08:56 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.