

CS-23-440

CHANGE ORDER REQUEST FORM

Nassau County Courthouse 3c Courtroom/ Judicial Chambers Buildout
PROJECT

No. 02

05/22/2024

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY Contract / Purchase Order No.: **CM3393**
CONTRACTOR: C. C. BORDEN CONSTRUCTION, INC.

ENGINEER / ARCHITECT: PQH Group Design, Inc

The undersigned parties agree to amend this Contract to add an additional \$3,244.14 to the contract amount for relocating the variable air volume (VAV) boxes.

Attachments: N/A

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original Contract Price \$ 1,351,977.00</p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times <u>294 days</u></p> <p>Ready for Final Payment: <u>4/10/2024</u> (days and dates)</p>
<p>Net change from previous Change Orders No. <u>1</u> to No. <u>2</u> \$ 14,987.64</p>	<p>Net change from previous Change Orders No. <u>0</u> to No. <u>1</u> 14 days (days)</p>
<p>Contract Price prior to this Change Order \$ 1,366,964.64</p>	<p>Contract Times Prior to this Change Order</p> <p>Substantial Completion: <u>308 days</u></p> <p>Ready for Final Payment: <u>4/24/2024</u> (days and dates)</p>
<p>Net Increase (decrease) of this Change Order \$ 3,244.14</p>	<p>Net Increase (decrease) of this Change Order <u>N/A</u> (days)</p>
<p>Contract Price with all approved Change Orders \$1,370,208.78</p>	<p>Contract Times with all approved Change Orders</p> <p>Substantial Completion: <u>308 days</u></p> <p>Ready for Final Payment: <u>04/24/2024</u> (days and dates)</p>

RECOMMENDED:

By: [Signature]
Engineer/Architect (Authorized Signature)

Date: 6-26-24

APPROVED:

By: Raymond Albury
COUNTY (Authorized Signature)

Date: 07/01/2024

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Camille C. Borden, President
6-28-24
Date: _____

CHANGE ORDER APPROVAL FORM

PROJECT: COURTROOM 3/C AND JUDICIAL CHAMBERS BUILDOUT

CHANGE ORDER NUMBER: 02

DATE: 05/22/2024

CONTRACT NUMBER: CM3393

TO CONTRACTOR: C.C. BORDEN CONSTRUCTION, INC.

Description: Relocating variable air volume (VAV) boxes.

Reason for Change Order: Additional monies requested for the relocation of the variable air volume (VAV) boxes.

Original Contract Sum.....	\$	<u>1,351,977.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>14,987.64</u>
Contract Sum Prior to This Change Order.....	\$	<u>1,366,964.64</u>
 Amount of this Change Order (Add).....	 \$	 <u>3,244.14</u>
 New Contract Sum Including this Change Order.....	 \$	 <u>1,370,208.78</u>

The Contract Time will be **increased or decreased (select one)** 0 days

Previous Substantial Completion: 04/04/2024 Previous Final Completion: 04/24/2024

New Substantial Completion: **04/04/2024** New Final Completion: **04/24/2024**

APPROVED BY: Robert Companion DATE: 7/1/2024
 Department Head/Managing Agent

APPROVED BY: Ranace Belmont DATE: 7/8/2024
 Procurement

APPROVED BY: Chris Lacambra DATE: 7/1/2024
 Office of Management and Budget

APPROVED BY: Denise C. May, Esq., BLS DATE: 7/11/2024
 County Attorney

APPROVED BY: [Signature] DATE: 7/11/2024
 County Manager

APPROVED BY: N/A
 John F. Martin, Chairman

DATE: _____

ATTEST: N/A
 John A. Crawford, Clerk of Courts

DATE: _____

Account No(s). 36IM.006.519.51.562100.CTRM3

DATE
5/22/2024

Requisition Form

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
C. C. BORDEN CONSTRUCTION, INC.
1019 ROSSELLE ST
JACKSONVILLE, FL 32204

DEPARTMENT
Capital Projects Management

REQUESTED BY
Tabitha Givens

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
18581	Courtroom 3/C & Chamber Build	36IM.006.519.51.562100.CT	\$ 437,514.17	Encumber Contract	CM3393
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Relocating of variable air volume (VAV) boxes	1.00	\$ 3,244.14	\$ 3,244.14	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
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				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
COPY - DEPARTMENT Total \$ 3,244.14

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.
Robert Companion 7/1/2024

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 7/1/2024

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.
Araceli Almota 7/8/2024

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.
[Signature] 7/11/2024

L.BELTON
Clerk: 7/11/2024
Date: _____



C.C. BORDEN CONSTRUCTION, INC.

February 25, 2024

Attn: Ray Albury
Nassau County Capital Projects Management
96161 Nassau Pl
Yulee, FL 32097
Email: hoenshelr@pqh.com

RE: Nassau County Courthouse 3/C Courtroom/ Judicial Chambers BuildOut- COR #2

Ray,

Please find below our **additional** monies requested for adjusted scope. See detailed breakdown below:

1. KR – Mechanical – VAV Boxes

Labor and Material: \$3,044.00

2. CC Borden Construction

Subtotal: \$3,044.00
OH&P 5% \$152.20
Bond 1.5% \$47.94

GRAND TOTAL this request: \$3,244.14

Accepted. Engineers have reviewed and find the costs reasonable.

Do not hesitate to contact me with any questions.

Sincerely,

Camille C. Borden
President



CO #	DATE
23-025-1	02/14/2024
COR-01	

Subject: Relocating Vav

CUSTOMER

CC Borden
 1019 Rosselle Street
 Jacksonville, FL 32204

PROJECT

Nassau County Courthouse - M
 PROJECT #: 23-025
 76347 Veterans Way
 Yulee, FL 32097

DESCRIPTION

Relocating Vav

Item Name	Qty	Price/Unit	Total
Relocating Vav	1	\$3,044.40	\$3,044.40
Labor:			
2 guys @ 8 hours each; total 16 hours - \$880			
Controls extra trip - \$1,000			
Material:			
Ductwork, hangers, & fasteners - \$914.00			
Insulation - \$250.40			

Subtotal \$3,044.40
Total \$3,044.40

REVISED BALANCE SUMMARY

Original Contract Amount	\$230,000.00
Net Change by Previous Change Orders	\$0.00
Contract Amount Prior to this Change	\$230,000.00
Amount of this Change Order	\$3,044.40
Revised Contract Amount, Including this Change Order	\$233,044.40



CO #	DATE
23-025-1	02/14/2024

APPROVAL

This CO has been accepted on _____ by _____

Signature: _____

Certificate Of Completion

Envelope Id: 0E8CBA1BCF214AA691A03F6214B5BD2F	Status: Completed
Subject: Contract No.: CM3393 CC Borden Courtroom Build out Change Order 2 Approval form \$3,244.14	
Source Envelope:	
Document Pages: 7	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator: Tabitha Givens tgivens@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 7/1/2024 11:16:24 AM	Holder: Tabitha Givens tgivens@nassaucountyfl.com	Location: DocuSign
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Signer Events

Signature	Timestamp
<p>Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer 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: 7/1/2024 11:23:23 AM Viewed: 7/1/2024 11:26:15 AM Signed: 7/1/2024 11:29:01 AM</p>

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<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: 7/1/2024 11:29:02 AM Viewed: 7/1/2024 11:46:03 AM Signed: 7/1/2024 11:47:38 AM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<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: 7/1/2024 11:47:42 AM Viewed: 7/1/2024 1:21:55 PM Signed: 7/1/2024 1:23:24 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<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: 7/1/2024 1:23:26 PM Viewed: 7/6/2024 12:48:38 AM Signed: 7/8/2024 1:31:44 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<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>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/8/2024 1:31:46 PM Viewed: 7/11/2024 11:09:52 AM Signed: 7/11/2024 11:10:27 AM</p>
<p>Denise C. May, Esq., BCS 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>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 174.211.225.70 Signed using mobile</p>	<p>Sent: 7/11/2024 11:10:29 AM Viewed: 7/11/2024 11:12:48 AM Signed: 7/11/2024 11:13:45 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>	<p><i>[Handwritten Signature]</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 7/11/2024 11:13:48 AM Viewed: 7/11/2024 12:02:01 PM Signed: 7/11/2024 12:02:06 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>L.BELTON</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 7/11/2024 12:02:09 PM Viewed: 7/11/2024 1:18:50 PM Signed: 7/11/2024 1:27:49 PM</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>Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;"> COPIED </div>	<p>Sent: 7/11/2024 1:27:51 PM Viewed: 7/11/2024 1:55:46 PM</p>

Carbon Copy Events	Status	Timestamp
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/11/2024 1:27:52 PM Viewed: 7/11/2024 1:40:27 PM
Raymond Albury ralbury@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/11/2024 1:27:53 PM
George Murray gmurray@nassaucountyfl.com Project Manager Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/11/2024 1:27:54 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	7/1/2024 11:23:23 AM
Certified Delivered	Security Checked	7/11/2024 1:18:50 PM
Signing Complete	Security Checked	7/11/2024 1:27:49 PM
Completed	Security Checked	7/11/2024 1:27:54 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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.

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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..

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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.

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- 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.