

DATE

8/26/2024

Requisition Form

CS-23-510

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1 Yulee, FL 32097

VENDOR NAME/ADDRESS SAM Surveying and Mapping 10250 Normandy Blvd, Suite 604 Jacksonville, FL 32221

DEPARTMENT Capital Projects

REQUESTED BY George Murray

Table with columns: VENDOR NUMBER, PROJECT NAME, FUNDING SOURCE, AMOUNT AVAILABLE, STANDARD PO OR ENCUMBER ONLY, CONTRACT NO., ITEM NO., DESCRIPTION, QUANTITY, UNIT PRICE, AMOUNT. Includes item 'Survey for ROW Acquisition' with amount \$6,964.00.

ORIGINAL - FINANCE COPY - DEPARTMENT

Shipping \$0.00 Total \$6,964.00

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.

Robert Companion

9/3/2024

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

9/3/2024

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.

Ranasi Belmont

9/4/2024

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]

9/10/2024

L.BELTON

Clerk: Date: 9/11/2024

**NASSAU COUNTY WORK AUTHORIZATION #02**

|   |   |
|---|---|
| <b>Contract Number:</b>                                       | CM3563                                      |
| <b>Consultant/Vendor:</b>                                     | SAM Surveying and Mapping, LLC              |
| <b>Consultant/Vendor Contact Name:</b>                        | Scott Borowski                              |
| <b>Consultant/Vendor Contact Phone Number:</b>                | (904) 886-0071                              |
| <b>Consultant/Vendor Contact Email Address:</b>               | scott.borowski@sam.biz                      |
| <b>Project Short Title:</b>                                   | Survey of Dudley DJG 28 Parcel (Chester Rd) |
| <b>Total Amount of Previous Work Authorizations:</b>          | \$16,522.00                                 |
| <b>Amount of this Work Authorization:</b>                     | \$6,964.00                                  |
| <b>New Contract Amount including this Work Authorization:</b> | \$23,486.00                                 |
| <b>Funding Source:</b>  | 63470541-563100 PDCII                       |

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 three (3) 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: Robert Companion 9/3/2024  
Date

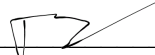
Procurement: Kanani Holmes 9/4/2024  
Date

Office of Management & Budget: Chris Lacambra 9/3/2024 *JP*  
Date

County Attorney: Denise C. May, Esq., BLS 9/5/2024 *DM*  
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**

  
By: Taco Pope  
Its: Designee  
Date: 9/10/2024

**SAM SURVEYING AND MAPPING, LLC**

BY: Patrick A. Smith  
Print Name: Patrick A. Smith  
Title: Principal/Executive Vice President  
Date: 9/5/2024

## EXHIBIT "A"



Delivery Method:

Email [gmurray@nassaucountyfl.com](mailto:gmurray@nassaucountyfl.com)

August 24, 2024

George Murray  
Project Manager Capital Projects Department  
Nassau County Board of County Commissioners  
96161 Nassau Place, Yulee, FL 32097  
Phone: 904.530.6373

RE: Chester Road Boundary Survey of East 20 Feet of Parcel 37-2N-27-0000-0001-0100 Survey Proposal  
Nassau County, Florida

Mr. Murray,

SAM Surveying and Mapping is pleased to provide you with this proposal for professional Surveying services in connection with the above-referenced project. Based upon the request for proposal and information provided to SAM and upon our previous experience providing similar surveying services, we have prepared the attached proposed Scope of Services and Fee Estimate.

After you have reviewed the attached proposed Scope of Services and Fee, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,

A handwritten signature in black ink that reads "Scott Borowski". The signature is written in a cursive, flowing style.

Scott Borowski, PLS  
Project Manager

cc: Eric Stuart, PSM



## **Project Overview**

SAM Surveying and Mapping, LLC (SAM) proposes to provide a Boundary Survey of East 20 Feet of Parcel 37-2N-27-0000-0001-0100 for the Chester Road project in Nassau County, Florida. The approximate project limits are shown on attached Exhibit "A".

## **Scope of Services – Boundary Survey**

SAM will perform a boundary survey of the East 20 Feet of Parcel 37-2N-27-0000-0001-0100 as shown on attached Exhibit "A".

- Recover sufficient boundary, right of way, and centerline corners to determine the location of the parcel being the east 20 Feet of Parcel 37-2N-27-0000-0001-0100
- Set the boundary corners for parcel per Florida Statutes Chapter 177.
- Prepare a boundary survey with a legal description of the parcel per Florida Statutes Chapter 177.

## **Project Deliverables**

- Signed/sealed pdf files of the survey.

## **Project Schedule**

SAM will begin the field work within 3 days of notice to proceed and submit final survey within 3 days of notice to proceed.

## **Fees**

SAM will provide the following services on a lump sum basis per the Scope of Services defined in SAM this proposal.

Boundary Survey per Nassau county negotiated rates (see Exhibit "B") (\$6,964.00)

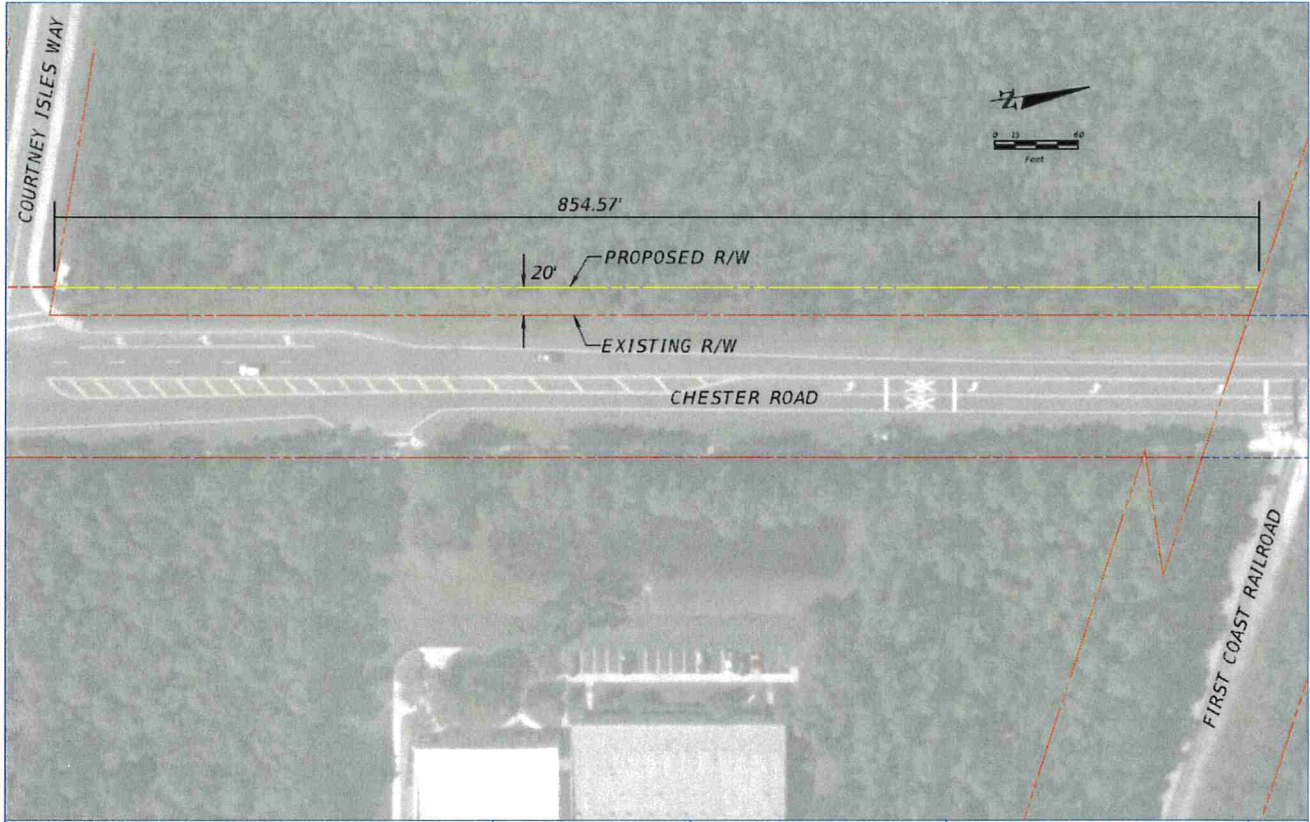
Total Lump sum fee \$6,964.00

Please do not hesitate to contact me at 904-634-8571 if you have any questions or wish to discuss this proposal.

Terms and conditions per Nassau County Contract for Professional Services Contract Tracking No. CM3563.



**EXHIBIT A**



THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 6B(5)(2)(3) SIGN. P. 44.

| REVISORS |             | DESCRIPTION |             | NASSAU COUNTY ENGINEERING |        |                      | SHEET NO.            |
|----------|-------------|-------------|-------------|---------------------------|--------|----------------------|----------------------|
| DATE     | DESCRIPTION | DATE        | DESCRIPTION | ROAD NO.                  | COUNTY | FINANCIAL PROJECT ID |                      |
|          |             |             |             |                           | NASSAU |                      | PROPOSED R/W EXHIBIT |
|          |             |             |             |                           |        |                      |                      |

COLLINS & WICKETT, INC.  
 20040 NORTON LANE, SUITE 500  
 GAITHERSBURG, MD 20878  
 CERTIFICATE OF AUTHORIZATION No. 1850  
 ENGINEER OF RECORD,  
 DANIEL A. MATTHEWS, P.E.  
 C.E. No. 73903

1/27/2024 10:01 AM C:\Users\jpratt\Documents\18-0037\18-0037-Proposed\18-0037-Proposed-R/W-Exhibit-A.dwg






**Certificate Of Completion**

|  |                            |
|--|----------------------------|
| Envelope Id: 1F2D6B39074C471086217A5734AB9ECD  | Status: Completed          |
| Subject: Contract No.: CM3563-WA02 Vendor Name: SAM Surveying \$6964.00 Desc: DJG 28 Chester Parcel Survey |                            |
| Source Envelope:   |                            |
| Document Pages: 7  | Signatures: 10             |
| Certificate Pages: 6   | Initials: 4                |
| AutoNav: Enabled   | Envelope Originator:       |
| Envelopeld 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 |
| 9/3/2024 8:27:19 AM | gmurray@nassaucountyfl.com |                    |


**Signer Events**

| Signer Events  | Signature   | Timestamp   |
|--|---|---|
| Robert Companion<br>RCompanion@nassaucountyfl.com<br>Deputy County Manager - County Engineer<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) |  | Sent: 9/3/2024 8:47:36 AM<br>Viewed: 9/3/2024 9:26:51 AM<br>Signed: 9/3/2024 9:26:54 AM |
|  | Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26         |   |


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

|   |   |   |
|---|---|---|
| Tracy Poore<br>tpoore@nassaucountyfl.com<br>OMB Admin<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) |  | Sent: 9/3/2024 9:26:56 AM<br>Viewed: 9/3/2024 9:29:04 AM<br>Signed: 9/3/2024 9:29:55 AM |
|   | Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26         |   |

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

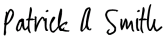




|  |   |   |
|--|---|---|
| chris lacambra<br>clacambra@nassaucountyfl.com<br>OMB Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) |  | Sent: 9/3/2024 9:29:58 AM<br>Viewed: 9/3/2024 9:34:52 AM<br>Signed: 9/3/2024 9:35:26 AM |
|  | Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26           |   |

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

|   |   |   |
|---|---|---|
| Lanaee Gilmore<br>lgilmore@nassaucountyfl.com<br>Procurement Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) |  | Sent: 9/3/2024 9:35:30 AM<br>Viewed: 9/4/2024 5:14:54 PM<br>Signed: 9/4/2024 5:14:58 PM |
|   | Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26           |   |

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



| Signer Events   | Signature  | Timestamp  |
|---|--|--|
| <p>Patrick A Smith<br/>psmith@sam.biz<br/>Principal / VP<br/>Surveying And Mapping, LLC<br/>Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b><br/>Accepted: 9/5/2024 9:44:11 AM<br/>ID: 0e25d016-ce7f-4463-b945-4fce4f9a58d4</p> |  <p>Signature Adoption: Pre-selected Style<br/>Using IP Address: 98.96.95.25</p>                            | <p>Sent: 9/4/2024 5:15:01 PM<br/>Viewed: 9/5/2024 9:44:11 AM<br/>Signed: 9/5/2024 9:44:42 AM</p>                                   |
| <p>Denise C. May, Esq., BCS<br/>dmay@nassaucountyfl.com<br/>County Attorney<br/>Nassau County BOCC<br/>Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b><br/>Not Offered via DocuSign</p>  |  <p>Signature Adoption: Pre-selected Style<br/>Using IP Address: 50.238.237.26</p>                          | <p>Sent: 9/5/2024 9:44:46 AM<br/>Viewed: 9/5/2024 9:53:21 AM<br/>Signed: 9/5/2024 9:53:41 AM</p>                                   |
| <p>Abigail Jorandby<br/>ajorandby@nassaucountyfl.com<br/>Deputy County Attorney<br/>Nassau BOCC<br/>Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b><br/>Not Offered via DocuSign</p>   |  <p>Signature Adoption: Pre-selected Style<br/>Using IP Address: 50.238.237.26</p>                          | <p>Sent: 9/5/2024 9:53:43 AM<br/>Resent: 9/9/2024 8:00:39 AM<br/>Viewed: 9/10/2024 3:45:24 PM<br/>Signed: 9/10/2024 3:45:40 PM</p> |
| <p>Taco Pope, AICP<br/>tpope@nassaucountyfl.com<br/>County Manager<br/>Nassau County BOCC<br/>Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b><br/>Not Offered via DocuSign</p>   |  <p>Signature Adoption: Drawn on Device<br/>Using IP Address: 150.176.165.214<br/>Signed using mobile</p> | <p>Sent: 9/10/2024 3:45:45 PM<br/>Viewed: 9/10/2024 3:47:49 PM<br/>Signed: 9/10/2024 3:47:57 PM</p>                                |
| <p>BOCC AP<br/>boccap@nassauclerk.com<br/>Nassau County Clerk<br/>Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b><br/>Not Offered via DocuSign</p>   |  <p>Signature Adoption: Uploaded Signature Image<br/>Using IP Address: 12.23.69.254</p>                   | <p>Sent: 9/10/2024 3:48:00 PM<br/>Viewed: 9/11/2024 10:55:15 AM<br/>Signed: 9/11/2024 10:55:22 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<br>BOCCClerkServices@nassauclerk.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | COPIED | Sent: 9/11/2024 10:55:26 AM<br>Viewed: 9/11/2024 10:58:51 AM |
| Procurement<br>procurement@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign       | COPIED | Sent: 9/11/2024 10:55:26 AM                                  |

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

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

| Envelope Summary Events | Status           | Timestamps            |
|-------------------------|------------------|-----------------------|
| Envelope Sent           | Hashed/Encrypted | 9/3/2024 8:47:36 AM   |
| Certified Delivered     | Security Checked | 9/11/2024 10:55:15 AM |
| Signing Complete        | Security Checked | 9/11/2024 10:55:22 AM |
| Completed               | Security Checked | 9/11/2024 10:55:26 AM |

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

| Electronic Record and Signature Disclosure |
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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](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.

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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](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.

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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.