

Requisition Form

NASSAU COUNTY **BOARD OF COUNTY COMMISSIONERS**

VENDOR NAME/ADDRESS

ARC Surveying and Mapping, Inc. 5202 San Juan Avenue Jacksonville, FL 32210

96135 Nassau Place Suite 1 Yulee, FL 32097

DEPARTMENT Capital Projects

REQUESTED BY

Gadroottviile, TE 322 TO					George Murray	
VENDOR NUMBER	PROJECT NAME FUNDING SOURCE		AMOUNT AVAILABLE	STANDARD	PO OR ENCUMBER ONLY	Y CONTRACT NO.
	Piney Island T2T Parcel Survey 01373537-561	1000			r Contract	CM3498-WA29
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
	Boundary Survey	1.00	\$ 3,326.00	\$ 3,326.00	PID 37-2N-28-00)00-0001-0010
				\$ 0.00		
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ORIGINAL - FIN COPY - DEPAR		1	-	Shipping Total		0.00 326.00

COPY - DEPARTMENT 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. 1/21/2025

Robert Companion

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. 1/21/2025

Procurement Director (signature required if greater than \$5,000.00)

Iluris Lacambra

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

1/27/2025

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. 1/30/2025

CS-24-206

NASSAU COUNTY WORK AUTHORIZATION #29

Contract Number:	CM3498		
Consultant/Vendor:	ARC Surveying and Mapping, Inc.		
Consultant/Vendor Contact Name:	John K. Maffett, PSM		
Consultant/Vendor Contact Phone Number:	(904)384-8377		
Consultant/Vendor Contact Email Address:	jmaffett@arcsurveyors.com		
Project Short Title:	Piney Island T2T Parcel Survey; PID 37-2N-28-0000-0001-0010		
Total Amount of Previous Work Authorizations:	\$215,311.50		
Amount of this Work Authorization:	\$3,326.00		
New Contract Amount including this Work Authorization:	\$218,637.50.00		
Funding Source:	01373537-561000		

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 fifteen (15) 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	1/21/2025	
		Date	_
Procurement:	Lanau Klmori	1/27/2025	_
		Date	
Office of Management & Budget:	Cliris Lacambra	1/21/2025	1P -
		Date	
County Attorney:	Denise C. May, Esq., BCS	1/30/2025	_ U I
	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 E. Pope Its: Designee Date: 1/30/2025

ARC SURVEYING AND MAPPING, INC.

BY: <u>John Maffett</u> Print Name: John Maffett Title: Vice President

Date: 1/27/2025



REQUEST FOR QUOTE

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Request Date: 01/17/2025	Response Due Date: 01/17/2025
Short Description of Product(s)/Service(s) being requested:	Boundary Survey 2 acres parcel at Piney Island
Parcel Number 37-2N-28-0000-0001-0010	

FOR QUESTIONS, COUNTY REPRESENTATIVE INFORMATION IS BELOW:

Requesting Department: Capital Projects Department	County Representative: George Murray	
Phone Number: (904) 530-6373	Email Address: gmurray@NassauCountyfl.com	

REQUEST FOR QUOTE SENT TO:

NEGOLOTTON GOOTE CENT. 10:			
Vendor Name: ARC Surveying & Mapping Inc			
Address of Vendor: 5202 San Juan Avenue			
City, State, Zip Code: Jacksonville, Florida 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		P-25-008		ea		
2						
3						
4						
5						
6		2-Person Survey Crew	8	Day	\$ 1,500.00	\$ 1,500.00
7		Cadd Comp Technician	8	Hour	\$ 102.50	\$ 820.00
8		SUR Chief Surveyor	4	Hour	\$ 230.00	\$ 920.00
9		SUR Secretary/Clerical	1	Hour	\$ 86.00	\$ 86.00
10				TOTAL		\$ 3,326.00

					<u> </u>
Lead Tir	ne After Receipt of Order15 day	s.			
Name	of Person Providing Quote: John K. Maffett, P	SM			
Addres	ss: 5202 San Juan Avenue				
City, S	tate, Zip Code: Jacksonville, Florida 32210				
Phone	Number: (904) 384-8377/	Ema	il: jmaffett@arcsurveyors.	com	
Signat (Signa	ure of Person Authorized to Sign Quote:				/17/2025
Printe	d Name of Signer: John K. Maffett		Title: Vice President		

Subject: Boundary Survey 2 acres parcel at Piney Island, Nassau County

Arc Surveying & Mapping will provide Surveying services as follows: Project will be proposed and completed in phases.

Phase 1:

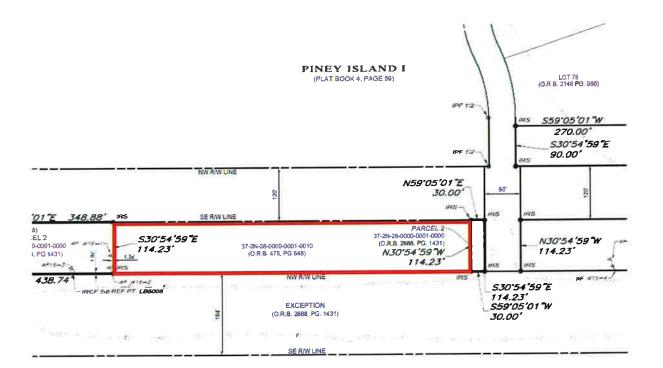
- Set control for the site.
- Identify property boundaries within the limits shown on the attached exhibit marked in Green.
- Provide maps showing boundary and improvement locations.

Sincerely,

John K. Maffett, PSM

Vice President

Office 904-384-8377





Certificate Of Completion

Envelope Id: CF4E5FBA-D749-4D3D-8B6E-B7E0124871C6

Subject: Contract No.: CM3498-WA29 Vendor Name: Arc Surveying \$3326.00 Description: Piney Island T2T Parcel

Source Envelope:

Document Pages: 5 Signatures: 10 **Envelope Originator:** Initials: 4 Certificate Pages: 6 George Murray

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

gmurray@nassaucountyfl.com IP Address: 50.238.237.26

Record Tracking

Status: Original Holder: George Murray Location: DocuSign

1/21/2025 9:12:58 AM gmurray@nassaucountyfl.com Signer Events Signature **Timestamp** Sent: 1/21/2025 9:27:26 AM Robert Companion Robert Companion RCompanion@nassaucountvfl.com Viewed: 1/21/2025 9:30:59 AM Deputy County Manager - County Engineer Signed: 1/21/2025 9:31:05 AM Nassau County BOCC Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign Tracy Poore Sent: 1/21/2025 9:31:07 AM 19 Viewed: 1/21/2025 11:38:07 AM tpoore@nassaucountyfl.com **OMB** Admin Signed: 1/21/2025 11:38:41 AM Nassau County BOCC Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

chris lacambra Sent: 1/21/2025 11:38:43 AM Chris Lacambra clacambra@nassaucountyfl.com Viewed: 1/21/2025 4:42:49 PM **OMB Director** Signed: 1/21/2025 4:47:17 PM

Nassau County BOCC Signature Adoption: Pre-selected Style Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lanaee Gilmore Sent: 1/21/2025 4:47:21 PM Lanau Helmore Igilmore@nassaucountyfl.com Resent: 1/23/2025 3:22:00 PM **Procurement Director** Resent: 1/24/2025 11:45:51 AM Nassau County BOCC Viewed: 1/27/2025 10:24:10 AM Signature Adoption: Pre-selected Style Signed: 1/27/2025 10:24:16 AM Security Level: Email, Account Authentication Using IP Address: 50.238.237.26 (None)

Electronic Record and Signature Disclosure:

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John Maffett Sent: 12772025 12:36:48 PM Viewed: 172772025 12:36:39 PM Viewed: 172772025 12:36:39 PM Signature Adoption: Pre-selected Style Using IP Address: 12:11:39:146 Electronic Record and Signature Disclosure: Accepted: 17272025 12:36:48 PM Signature Adoption: Pre-selected Style Using IP Address: 12:11:39:146 Electronic Record and Signature Disclosure: Accepted: 17272025 12:36:48 PM Viewed: 173072025 11:24:52 AM Viewed: 173072025 11:24:53 AM Viewed: 173072025 12:08:58 PM	Signer Events	Signature	Timestamp
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Timestamp

Certified Delivery Events

Status

Carbon Copy Events

Clerk Services

BOCCClerkServices@nassauclerk.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Status

Timestamp

Sent: 1/31/2025 1:12:26 PM
Viewed: 1/31/2025 1:16:54 PM

Not Offered via Docusign

Procurement

Sent: 1/31

Procurement
procurement@nassaucountyfl.com
COPIED
Security Level: Email, Account Authentication
Sent: 1/31/2025 1:12:26 PM
Viewed: 1/31/2025 1:42:59 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

(None)

Witness Events	Signature	Timestamp		
Notary Events	Signature	Timestamp		
Envelope Summary Events	Status	Timestamps		
Envelope Sent	Hashed/Encrypted	1/21/2025 9:27:27 AM		
Certified Delivered	Security Checked	1/31/2025 1:12:08 PM		
Signing Complete	Security Checked	1/31/2025 1:12:23 PM		
Completed	Security Checked	1/31/2025 1:12:26 PM		
Payment Events	Status	Timestamps		
Electronic Record and Signature Disclosure				

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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..

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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.

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- 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.