

NASSAU COUNTY WORK AUTHORIZATION #28

Contract Number:	CM3498
Consultant/Vendor:	Arc Surveying & Mapping, Inc.
Consultant/Vendor Contact Name:	John K. Maffett
Consultant/Vendor Contact Phone Number:	(904) 384-8377
Consultant/Vendor Contact Email Address:	jmaffett@arcsurveyors.com
Project Short Title:	Survey of Crosby Ave North RW Stakeout
Total Amount of Previous Work Authorizations:	\$213,393.00
Amount of this Work Authorization:	\$1,918.50
New Contract Amount including this Work Authorization:	\$215,311.50
Funding Source:	03404541-546000 - DBCHP

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor. The Parties acknowledge that the Consultant/Vendor has completed the services contemplated under this Work Authorization and the Parties now desire to memorialize the following:

ARTICLE 1. Description of Services. Consultant/Vendor has provided the services as set forth in Exhibit “A”, attached hereto and incorporated herein.

ARTICLE 2. Time Schedule. Consultant/Vendor has completed the services pursuant to the time schedule previously agreed upon by the Parties.

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:

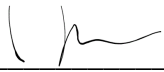
Department Head/Managing Agent:	<u>Doug Podiak</u>	<u>2/12/2025</u>	
			Date
Procurement:	<u>Sanasa Helmore</u>	<u>2/13/2025</u>	
			Date
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>2/13/2025</u>	<i>JP</i>
			Date
County Attorney:	<u>Denise C. May, Esq., BCS</u>	<u>2/20/2025</u>	<i>DM</i>
	<u>Denise C. May</u>		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, AICP, ICMA-CM
 Its: Designee
 Date: 2/20/2025

ARC SURVEYING & MAPPING, INC.

BY: 
 Print Name: John K. Maffett
 Title: Vice President
 Date: 2/13/2025



Arc Surveying & Mapping Inc.

5202 San Juan Ave
Jacksonville, FL 32210
Tel: 904-384-8377 Fax: 904-384-8388
caflores@arcsurveyors.com
www.arcsurveyors.com

EXHIBIT "A"

Nassau County Board of Commissioners
76347 Veterans Way Suite 1010
Yulee, FL 32097

INVOICE

INVOICE DATE: 11/22/2024
INVOICE NO: 14591
BILLING THROUGH: 11/22/2024

24-234 - Crosby Ave North RW Stakeout

PO #:PW25-377

Managed By: John K Maffett

PROFESSIONAL SERVICES

DESCRIPTION	HOURS/QUANTITY	RATE	AMOUNT
2-Person Survey Crew	1.00	\$1,500.00	\$1,500.00
Cadd Comp Technician	1.00	\$102.50	\$102.50
SUR Chief Surveyor	1.00	\$230.00	\$230.00
SUR Secretary/Clerical	1.00	\$86.00	\$86.00
TOTAL SERVICES	4.00		\$1,918.50

SUBTOTAL \$1,918.50

AMOUNT DUE THIS INVOICE \$1,918.50

This invoice is due on 12/22/2024

Certificate Of Completion

Envelope Id: 275C51AA-792A-4099-B914-5D39B9CB53F5
 Subject: WORK AUTHORIZATION: ARC SURVEYING CM3498-WA#28 \$1,918.50
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 6
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Amanda Johnson
 ajjohnson@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 2/12/2025 2:50:10 PM

Holder: Amanda Johnson
 ajjohnson@nassaucountyfl.com

Location: DocuSign

Signer Events

Signature

Timestamp

Doug Podiak
 dpodiak@nassaucountyfl.com
 Facilities Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/12/2025 3:09:20 PM
 Viewed: 2/12/2025 3:30:14 PM
 Signed: 2/12/2025 3:30:28 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Tracy Poore
 tpore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/12/2025 3:30:30 PM
 Viewed: 2/13/2025 8:00:44 AM
 Signed: 2/13/2025 8:01:17 AM

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)

Signature Adoption: Pre-selected Style
 Using IP Address: 50.238.237.26

Sent: 2/13/2025 8:01:20 AM
 Viewed: 2/13/2025 8:02:06 AM
 Signed: 2/13/2025 8:02:32 AM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Lanae Gilmore
 lgilmore@nassaucountyfl.com
 Procurement Director
 Nassau County BOCC
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Pre-selected Style
 Using IP Address: 73.104.133.64

Sent: 2/13/2025 8:02:34 AM
 Viewed: 2/13/2025 3:42:52 PM
 Signed: 2/13/2025 3:43:03 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>John K. Maffett jmaffett@arcsurveyors.com Vice President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/13/2025 5:05:53 PM ID: ac8623ce-e288-4942-88f8-bdaadaa1fc2f</p>	 Signature Adoption: Drawn on Device Using IP Address: 107.72.178.107 Signed using mobile	<p>Sent: 2/13/2025 3:43:05 PM Viewed: 2/13/2025 5:05:53 PM Signed: 2/13/2025 5:06:17 PM</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: 2/13/2025 5:06:21 PM Viewed: 2/20/2025 8:40:02 AM Signed: 2/20/2025 8:41:16 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>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 2/20/2025 8:41:18 AM Viewed: 2/20/2025 9:05:01 AM Signed: 2/20/2025 9:05:16 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: 2/20/2025 9:05:18 AM Viewed: 2/20/2025 9:16:23 AM Signed: 2/20/2025 9:16:32 AM</p>
<p>BOCC AP 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: 2/20/2025 9:16:34 AM Viewed: 2/20/2025 9:22:46 AM Signed: 2/20/2025 9:22:52 AM</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
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Clerk Services
Clerkservices@nassaucountyfl.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 1/24/2022 11:47:51 AM
ID: c578204b-138e-4b31-a24f-82d040e40d69

COPIED

Sent: 2/20/2025 9:22:55 AM
Viewed: 2/20/2025 9:52:26 AM

Procurement Department
Procurement@nassaucountyfl.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: 2/20/2025 9:22:55 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/12/2025 3:09:20 PM
Certified Delivered	Security Checked	2/20/2025 9:22:46 AM
Signing Complete	Security Checked	2/20/2025 9:22:52 AM
Completed	Security Checked	2/20/2025 9:22:55 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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

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.