

CS-24-376  
CM3815-WA01-CO01

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT Storm Drain Installation, Repair, and Replacement Services No. 01

DATE OF ISSUANCE 5/6/2025 EFFECTIVE DATE 5/6/2025

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM 3815-WA01

Robert Companion

CONTRACTOR- Jax Utilities Management, Inc

ENGINEER / ARCHITECT- ~~Charles D. Freshwater~~ RC

Description of changes:

It was discovered that an additional drainage structure was needed on Leonard Street in order for the system to function properly. This addition will ensure proper function of the newly installed system.

Attachments: (List documents supporting change) Lenard Street Estimate

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 144,424.14

CHANGE IN CONTRACT TIMES:

Original Contract Times

Substantial Completion: 9/30/25  
(days and dates)

Ready for Final Payment: 9/30/25  
(days and dates)

Net change from previous Change Orders No. 00 to No. ~~xxxx~~ CDR

\$ 0.00

Net change from previous Change Orders No. 00 to No. ~~xxxx~~ CDR

0  
(days)

Contract Price prior to this Change Order

\$ 144,424.14

Contract Times Prior to This Change Order

Substantial Completion: 9/30/25  
(days and dates)

Ready for Final Payment: 9/30/25  
(days and dates)

Net Increase (decrease) of this Change Order

\$ 4,568.80

Net Increase (decrease) of this Change Order

0  
(days)

Contract Price with all approved Change Orders

\$ 148,992.94

Contract Times with all approved Change Orders

Substantial Completion: 9/30/25  
(days and dates)

Ready for Final Payment: 9/30/25  
(days and dates)

RECOMMENDED:

By: Robert Companion

Engineer/Architect (Authorized Signature)

Date: 5/19/2025

APPROVED:

By: Doug Podiak

COUNTY (Authorized Signature)

Date: 5/15/2025

ACCEPTED:

By: Charles D Freshwater

Contractor (Authorized Signature)

Date: 5/19/2025

**CHANGE ORDER APPROVAL FORM**

PROJECT: Storm Drain Installation, Repair, and Replacement Services

CHANGE ORDER NUMBER: 01

DATE: 5/6/2025

CONTRACT NUMBER: CM3815-WA01

PURCHASE ORDER NUMBER (IF APPLICABLE): 25000409

TO CONTRACTOR: Jax Utilities Management, Inc.

Description: additional work required to complete the project, which is Lenard Street that is a cross street to Julia Street.

Reason for Change Order: It was discovered that an additional drainage structure was needed on Leanord Street in order for the system to function properly. This addition will ensure proper function of the newly installed system.

Original Contract Sum.....	\$	<u>144,424.14</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>144,424.14</u>
Amount of this Change Order (Add).....	\$	<u><b>4,568.80</b></u>
New Contract Sum Including this Change Order.....	\$	<u>148,992.94</u>

The Contract Time will be **increased or decreased (select one)** 0 days  
Previous Substantial Completion: 9/30/2025 Previous Final Completion: 9/30/2025  
New Substantial Completion: **9/30/2025** New Final Completion: **9/30/2025**

APPROVED BY: <u>Doug Podiak</u>	DATE: <u>5/15/2025</u>
Department Head/Managing Agent	
APPROVED BY: <u>Lanace Holman</u>	DATE: <u>5/19/2025</u>
Procurement	
APPROVED BY: <u>Chris Lacambra</u>	DATE: <u>5/15/2025</u>
Office of Management and Budget	
APPROVED BY: <u>Denise C. May, Esq., BCS</u>	DATE: <u>5/23/2025</u>
Denise C. May, County Attorney	

APPROVED BY:   
Taco E. Pope AICP-ICMA-CM, County Manager

DATE: 5/28/2025

APPROVED BY: N/A  
A.M. Huppmann, Chairman

DATE: \_\_\_\_\_

ATTEST: N/A  
Mitch L. Keiter, Clerk of Courts

DATE: \_\_\_\_\_

Account No(s). 63470541-563100 CO158

*Clerk Finance* 5/28/2025

Customer Signature

## Certificate Of Completion

Envelope Id: 16C08D9F-8EC1-431C-B3BE-4817E25D6C27

Status: Completed

Subject: Jax Utilities CM3815-WA01 CO-01 \$4,568.80

Source Envelope:

Document Pages: 4

Signatures: 9

Envelope Originator:

Certificate Pages: 8

Initials: 6

Noami Davis

AutoNav: Enabled

ndavis@nassaucountyfl.com

Envelopeld Stamping: Enabled

IP Address: 50.238.237.26

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

## Record Tracking

Status: Original

Holder: Noami Davis

Location: DocuSign

5/15/2025 9:57:56 AM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Becky Diden

bdiden@nassaucountyfl.com

Recycle Coordinator

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

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

Sent: 5/15/2025 10:08:25 AM

Viewed: 5/15/2025 10:12:15 AM

Signed: 5/15/2025 10:27:59 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

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: 5/15/2025 10:28:01 AM

Viewed: 5/15/2025 10:47:33 AM

Signed: 5/15/2025 10:48:10 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tracy Poore

tpoore@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: 5/15/2025 10:48:12 AM

Viewed: 5/15/2025 10:49:49 AM

Signed: 5/15/2025 10:50:50 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: 5/15/2025 10:50:52 AM






Viewed: 5/15/2025 10:55:27 AM

Signed: 5/15/2025 10:56:00 AM

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/15/2025 10:56:02 AM Viewed: 5/19/2025 2:44:16 PM Signed: 5/19/2025 2:44:48 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/19/2025 2:44:52 PM Viewed: 5/19/2025 2:47:06 PM Signed: 5/19/2025 2:48:08 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Noami Davis ndavis@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 50.238.237.26	Sent: 5/19/2025 3:21:02 PM Viewed: 5/19/2025 3:21:22 PM Signed: 5/19/2025 3:21:26 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/19/2025 3:21:28 PM Resent: 5/19/2025 3:23:59 PM Viewed: 5/19/2025 3:25:51 PM Signed: 5/19/2025 3:25:59 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Charles D Freshwater amjames@jaxum.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.196.114.9	Sent: 5/19/2025 2:48:10 PM Resent: 5/19/2025 3:26:01 PM Viewed: 5/19/2025 3:27:51 PM Signed: 5/19/2025 3:29:16 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/5/2025 11:17:03 AM ID: 7afac13e-1b95-4da4-b1cc-80084ab11b3e		
Noami Davis ndavis@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>Completed</b>  Using IP Address: 50.238.237.26	Sent: 5/23/2025 8:41:17 AM Viewed: 5/23/2025 8:42:33 AM Signed: 5/23/2025 8:42:37 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Signer Events	Signature	Timestamp
Charles D Freshwater amjames@jaxum.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.196.114.9	Sent: 5/23/2025 8:42:39 AM Viewed: 5/23/2025 8:43:26 AM Signed: 5/23/2025 8:43:35 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/5/2025 11:17:03 AM ID: 7afac13e-1b95-4da4-b1cc-80084ab11b3e		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/19/2025 3:29:19 PM Resent: 5/23/2025 8:43:37 AM Viewed: 5/23/2025 4:14:22 PM Signed: 5/23/2025 4:14:46 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/23/2025 4:14:49 PM Viewed: 5/23/2025 5:27:59 PM Signed: 5/23/2025 5:28:15 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 5/23/2025 5:28:17 PM Viewed: 5/28/2025 8:24:17 AM Signed: 5/28/2025 8:24:26 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 5/28/2025 8:24:28 AM Viewed: 5/28/2025 9:59:19 AM Signed: 5/28/2025 9:59:54 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		
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





Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	5/28/2025 9:59:19 AM
Signing Complete	Security Checked	5/28/2025 9:59:54 AM
Completed	Security Checked	5/28/2025 10:00:00 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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 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..

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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 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.