

SECTION 00 63 63

CM-3501-WA02

CHANGE ORDER REQUEST FORM

PROJECT Fire Rescue Station #20 Addition

No. 01

DATE OF ISSUANCE 05/12/2025

EFFECTIVE DATE 05/12/2025

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM 3501-WA02

CONTRACTOR- Pond & Company Corporation M/W ENGINEER / ARCHITECT- Robert Companion

Description of changes:

The design is not finalized by the County nor are the documents "Bid Ready" as the project construction is still not prepared to start for another 5-6 months

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE: Original Contract Price \$ 66,205.72	CHANGE IN CONTRACT TIMES: Original Contract Times Substantial Completion: 08/27/2024 (days and dates) Ready for Final Payment: 08/27/2024 (days and dates)
Net change from previous Change Orders No. 00 to No. 00, 01 \$ 0.00	Net change from previous Change Orders No. 00 to No. 00, 01 0 (days)
Contract Price prior to this Change Order \$ 66,205.72	Contract Times Prior to This Change Order Substantial Completion: 08/27/2024 (days and dates) Ready for Final Payment: 08/27/2024 (days and dates)
Net Increase (decrease) of this Change Order \$ 0.00	Net Increase (decrease) of this Change Order 365 (days)
Contract Price with all approved Change Orders \$ 66,205.72	Contract Times with all approved Change Orders Substantial Completion: 08/27/2025 (days and dates) Ready for Final Payment: 08/27/2025 (days and dates)

RECOMMENDED:

 By: Robert Companion
 Engineer/Architect (Authorized Signature)

Date: 5/12/2025

APPROVED:

 By: Doug Podiak
 COUNTY (Authorized Signature)

Date: 5/12/2025

ACCEPTED:

 By: Matthew Wilder
 Contractor (Authorized Signature)

Date: 5/27/2025

CHANGE ORDER APPROVAL FORM

PROJECT: Fire Rescue Station #20 Addition

CHANGE ORDER NUMBER: 01

DATE: 05/12/2025

CONTRACT NUMBER: CM3501-WA02

PURCHASE ORDER NUMBER (IF APPLICABLE): 24000446

TO CONTRACTOR: Pond & Company Corporation *MU*

Description: To execute a complete design and engineering project for the expansion of Fire Rescue Station 20. Pond will provide professional design services and "Bid Ready" construction documents for the construction of an addition at the Fire Station site.

Reason for Change Order: The design is not finalized by the County nor are the documents "Bid Ready". Project construction is not planning to start for another 5-6 months

Original Contract Sum.....	\$	<u>66,205.72</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0</u>
Contract Sum Prior to This Change Order.....	\$	<u>66,205.72</u>
Amount of this Change Order (Add).....	\$	<u>0</u>
New Contract Sum Including this Change Order.....	\$	<u>66,205.72</u>

The Contract Time will be increased 365 days
Previous Substantial Completion: 08/27/2024 Previous Final Completion: 08/27/2024
New Substantial Completion: 08/27/2025 New Final Completion: 08/27/2025

APPROVED BY: <u>Doug Podiak</u> Department Head/Managing Agent	DATE: <u>5/12/2025</u> <i>BD</i>
APPROVED BY: <u>Lanace Helmore</u> Procurement	DATE: <u>5/16/2025</u>
APPROVED BY: <u>Chris Lacambra</u> Office of Management and Budget	DATE: <u>5/12/2025</u> <i>JP</i>

APPROVED BY: Denise C. May, Esq., BCS
County Attorney

DATE: 5/30/2025 DJ

APPROVED BY: 
County Manager

DATE: 6/2/2025

APPROVED BY: N/A
Chairman

DATE: _____

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

DATE: _____

Account No(s). 04223522-5620202 C0107 UPB 6/2/2025

Certificate Of Completion

Envelope Id: 5206CCD8-4657-403D-B184-2DC6FCBBA41B

Status: Completed

Subject: CM3501-WA02-CO01 Pond & Company Time Increase by 365 days

Source Envelope:

Document Pages: 3

Signatures: 8

Envelope Originator:

Certificate Pages: 7

Initials: 6

Keesha Deetlefs

AutoNav: Enabled

kdeetlefs@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: Keesha Deetlefs

Location: DocuSign

5/12/2025 12:36:14 PM

kdeetlefs@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: 5/12/2025 1:00:52 PM

Viewed: 5/12/2025 1:07:44 PM

Signed: 5/12/2025 1:09:03 PM

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: 5/12/2025 1:09:04 PM

Viewed: 5/12/2025 3:37:55 PM

Signed: 5/12/2025 3:38:07 PM

Electronic Record and Signature Disclosure:

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: 5/12/2025 3:38:09 PM

Viewed: 5/12/2025 3:47:48 PM

Signed: 5/12/2025 3:48:08 PM

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: 5/12/2025 3:48:10 PM





Viewed: 5/12/2025 4:55:56 PM

Signed: 5/12/2025 4:57:20 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
<p>chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/12/2025 4:57:24 PM Viewed: 5/12/2025 7:38:45 PM Signed: 5/12/2025 7:39:25 PM</p>
<p>Keesha Deetlefs kdeetlefs@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 5/14/2025 3:30:15 PM Viewed: 5/14/2025 3:31:05 PM Signed: 5/14/2025 3:31:25 PM</p>
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/12/2025 7:39:27 PM Resent: 5/14/2025 3:31:27 PM Resent: 5/14/2025 3:32:27 PM Viewed: 5/16/2025 11:21:24 AM Signed: 5/16/2025 11:21:30 AM</p>
<p>Keesha Deetlefs kdeetlefs@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 5/23/2025 10:11:22 AM Viewed: 5/23/2025 10:11:38 AM Signed: 5/23/2025 10:12:10 AM</p>
<p>Matthew Wilder wilderm@pondco.com Vice President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 5/20/2025 3:10:55 PM ID: d24de14d-1401-49a3-ab27-48ff27dde4b1</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 63.210.64.242</p>	<p>Sent: 5/16/2025 11:21:32 AM Resent: 5/20/2025 2:51:16 PM Resent: 5/23/2025 10:12:12 AM Resent: 5/27/2025 8:33:50 AM Viewed: 5/27/2025 8:43:12 AM Signed: 5/27/2025 4:04:57 PM</p>
<p>Keesha Deetlefs kdeetlefs@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 5/30/2025 7:39:29 AM Viewed: 5/30/2025 7:39:47 AM Signed: 5/30/2025 7:44:04 AM</p>
<p>Matthew Wilder wilderm@pondco.com Vice President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 4.36.2.218</p>	<p>Sent: 5/30/2025 7:44:06 AM Viewed: 5/30/2025 8:01:40 AM Signed: 5/30/2025 8:01:57 AM</p>

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Accepted: 5/30/2025 8:01:40 AM ID: 3d9422c0-1d08-430a-a9b4-16b0ef5f2610		
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: 5/27/2025 4:04:59 PM Resent: 5/30/2025 8:02:02 AM Viewed: 5/30/2025 11:26:03 AM Signed: 5/30/2025 11:26:32 AM
Electronic Record and Signature Disclosure: 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: 5/30/2025 11:26:34 AM Viewed: 5/30/2025 11:27:38 AM Signed: 5/30/2025 11:28:42 AM
Electronic Record and Signature Disclosure: 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: 5/30/2025 11:28:45 AM Viewed: 6/2/2025 9:17:48 AM Signed: 6/2/2025 9:18:18 AM
Electronic Record and Signature Disclosure: 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: 6/2/2025 9:18:20 AM Viewed: 6/2/2025 10:17:55 AM Signed: 6/2/2025 10:18:05 AM
Electronic Record and Signature Disclosure: 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
Carbon Copy Events	Status	Timestamp
Clerk Admin BOCCCLerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div>COPIED</div>	Sent: 6/2/2025 10:18:07 AM Viewed: 6/2/2025 10:42:29 AM
Electronic Record and Signature Disclosure:		

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/2/2025 10:18:08 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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	5/12/2025 1:00:52 PM
Envelope Updated	Security Checked	5/12/2025 1:14:16 PM
Envelope Updated	Security Checked	5/12/2025 1:14:17 PM
Envelope Updated	Security Checked	5/14/2025 3:30:14 PM
Envelope Updated	Security Checked	5/14/2025 3:30:14 PM
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Envelope Updated	Security Checked	5/30/2025 7:42:19 AM
Envelope Updated	Security Checked	5/30/2025 7:43:21 AM
Certified Delivered	Security Checked	6/2/2025 10:17:55 AM
Signing Complete	Security Checked	6/2/2025 10:18:05 AM
Completed	Security Checked	6/2/2025 10:18:09 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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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

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 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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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.