

CS-24-428

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT Storm Drain Installation, Rpr, & Rplcmnt Srvc/ Edwards Rd No. 01

DATE OF ISSUANCE 6/17/25

EFFECTIVE DATE 6/17/25

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract No.: CM 3815-WA03

CONTRACTOR- Jax Utilities Management, Inc

ENGINEER / ARCHITECT- Robert Companion

Description of changes:

vendor had to go beyond the original scope and more sod was needed for Edwards Rd

Attachments: (List documents supporting change) Invoice for additional Sod needed for Edwards Rd

CHANGE IN CONTRACT PRICE:

Original Contract Price

\$ 37,989.83

CHANGE IN CONTRACT TIMES:

Original Contract Times

Substantial Completion: 9/30/2025
(days and dates)Ready for Final Payment: 9/30/2025
(days and dates)

Net change from previous Change Orders No. 00 to No. 00

\$ 0.00

Net change from previous Change Orders No. 00 to No. 00

0

(days)

Contract Price prior to this Change Order

\$ 37,989.83

Contract Times Prior to This Change Order

Substantial Completion: 9/30/2025
(days and dates)Ready for Final Payment: 9/30/25
(days and dates)

Net Increase (decrease) of this Change Order

\$ 1,630.76

Net Increase (decrease) of this Change Order

0

(days)

Contract Price with all approved Change Orders

\$ 39,620.59

Contract Times with all approved Change Orders

Substantial Completion: 9/30/2025
(days and dates)Ready for Final Payment: 9/30/2025
(days and dates)

RECOMMENDED:

By: Robert Companion
Engineer/Architect (Authorized Signature)
6/30/2025

Date: _____

APPROVED:

By: Doug Podiak
COUNTY (Authorized Signature)
6/30/2025

Date: _____

ACCEPTED:

By: Charles D Freshwater
Contractor (Authorized Signature)
7/2/2025

Date: _____

BD

CHANGE ORDER APPROVAL FORM

PROJECT: Storm Drain Installation, Repair, and Replacement Services/ Edwards Road

CHANGE ORDER NUMBER: 01

DATE: 6/16/2025

CONTRACT NUMBER: CM3815-WA03

PURCHASE ORDER NUMBER (IF APPLICABLE): 25000365

TO CONTRACTOR: Jax Utilities Management, Inc

Description: Storm Drain Installation, Repair, and Replacement Services/ Edwards Road

Reason for Change Order: vendor had to go beyond the original scope and more sod was needed.

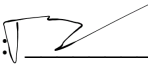
Original Contract Sum.....	\$	<u>37,989.83</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0.00</u>
Contract Sum Prior to This Change Order.....	\$	<u>37,989.83</u>
Amount of this Change Order (Add).....	\$	<u>1,630.76</u>
New Contract Sum Including this Change Order.....	\$	<u>39,620.59</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> Department Head/Managing Agent	DATE: <u>6/30/2025</u>
APPROVED BY: <u>Janice Kilmore</u> Procurement	DATE: <u>6/30/2025</u>
APPROVED BY: <u>Chris Lacambra</u> <i>JP</i> Office of Management and Budget	DATE: <u>6/30/2025</u>

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

DATE: 7/9/2025

APPROVED BY: 
County Manager

DATE: 7/13/2025

APPROVED BY: N/A
Chairman

DATE: _____

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

DATE: _____

Account No(s). 03404541-546000

CLERK FINANCE 7/15/2025

V#14835

Invoice



Jax Utilities Management, Inc.
5465 Verna Boulevard
Jacksonville, FL 32205
904-779-5353

Date	Invoice #
3/21/2025	234335L

Bill To
Nassau County BOCC 96135 Nassau Place Yulee, FL 32097

Ship To
Storm Drain Installation, Repair, and Replacement Services Contract# CM3815

P.O. Number	Terms	Project
	Due on receipt	725-01 Edwards Rd @ Fire Stat...

Quantity	Description	Price Each	Amount
132.69	Edwards Rd @ Fire Station - Final 223. Grass Sod (St. Augustine, Bahia, Bermuda, other common type)	12.29	1,630.76
1	We Certify that this is a true and accurate invoice in keeping with the specifications of the purchase order and the payment has not been received. Signature  Charles D. Freshwater	0.00	0.00
 APPROVED FOR PAYMENT ACCT. # 03404541-552000 DATE PROCESSED: 6-10-25		KAP 6/11/25	
Chris Newton 904-588-3193		Total	\$1,630.76

Certificate Of Completion

Envelope Id: 28B30BF2-1AF7-48C2-BCCE-980F24409CDF

Status: Completed

Subject: Jax Utilities CM3815-WA03 CO-01 Edwards Rd Sod \$1,630.76

Source Envelope:

Document Pages: 4

Signatures: 9

Envelope Originator:

Certificate Pages: 7

Initials: 3

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

6/27/2025 10:22:30 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: 6/27/2025 10:23:59 AM

Viewed: 6/27/2025 3:11:04 PM

Signed: 6/27/2025 3:46:19 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: 6/27/2025 3:46:21 PM

Resent: 6/30/2025 11:21:18 AM

Viewed: 6/30/2025 1:59:51 PM

Signed: 6/30/2025 1:59:59 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: 6/30/2025 2:00:00 PM

Viewed: 6/30/2025 2:25:40 PM

Signed: 6/30/2025 2:25:51 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

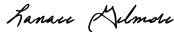
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Viewed: 6/30/2025 4:26:26 PM

Signed: 6/30/2025 4:27:21 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/30/2025 4:27:23 PM Viewed: 6/30/2025 4:44:20 PM Signed: 6/30/2025 4:44:58 PM
Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/30/2025 4:45:00 PM Viewed: 6/30/2025 5:42:59 PM Signed: 6/30/2025 5:43:15 PM
Charles D Freshwater amjames@jaxum.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.196.114.9	Sent: 6/30/2025 5:43:17 PM Viewed: 7/2/2025 10:23:50 AM Signed: 7/2/2025 10:23:57 AM
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 2/5/2025 11:17:03 AM ID: 7afac13e-1b95-4da4-b1cc-80084ab11b3e	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/2/2025 10:23:59 AM Viewed: 7/9/2025 4:40:41 PM Signed: 7/9/2025 4:40:53 PM
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	Sent: 7/9/2025 4:40:57 PM Viewed: 7/9/2025 4:42:27 PM Signed: 7/9/2025 4:42:35 PM
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	 Signature Adoption: Drawn on Device Using IP Address: 2601:348:4101:8660:908d:c1a9:a58e:986a Signed using mobile	Sent: 7/9/2025 4:42:37 PM Viewed: 7/13/2025 10:58:43 AM Signed: 7/13/2025 10:59:04 AM

Signer Events	Signature	Timestamp
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: 7/13/2025 10:59:08 AM Viewed: 7/15/2025 11:17:15 AM Signed: 7/15/2025 11:17:32 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 Services boccclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 7/15/2025 11:17:37 AM Viewed: 7/15/2025 11:28:22 AM
Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 7/15/2025 11:17:38 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 7/15/2025 11:17:39 AM
Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via Docusign	COPIED	Sent: 7/15/2025 11:17:40 AM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/27/2025 10:23:59 AM

Envelope Summary Events	Status	Timestamps
Envelope Updated	Security Checked	6/27/2025 3:26:42 PM
Envelope Updated	Security Checked	6/27/2025 3:26:42 PM
Envelope Updated	Security Checked	6/27/2025 3:26:42 PM
Envelope Updated	Security Checked	6/27/2025 3:26:42 PM
Envelope Updated	Security Checked	6/27/2025 3:26:42 PM
Certified Delivered	Security Checked	7/15/2025 11:17:15 AM
Signing Complete	Security Checked	7/15/2025 11:17:32 AM
Completed	Security Checked	7/15/2025 11:17:40 AM

Payment Events	Status	Timestamps
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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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.

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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 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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- 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.