

**FOLLOW ALL PROCEDURES ON BACK OF THIS FORM**

Contract # 260063  
Number Assigned by Purchasing Dept.



# CONTRACT REVIEW

BOARD MEETING DATE:  
  
WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED  
 Must Have Board Approval over \$100,000.00

Date Submitted: \_\_\_\_\_

Name of Contract Initiator: \_\_\_\_\_ Telephone #: \_\_\_\_\_

School/Dept Submitting Contract: \_\_\_\_\_ Cost Center # \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contract Title: \_\_\_\_\_

Contract Type: New  Renewal  Amendment  Extension  Previous Year Contract # \_\_\_\_\_

Contract Term: \_\_\_\_\_ Renewal Option(s): \_\_\_\_\_

Contract Cost: \_\_\_\_\_

**BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**  
Funding Source: Budget Line # \_\_\_\_\_  
Funding Source: Budget Line # \_\_\_\_\_

**NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT**

**INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO**

**REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):**

- \_\_\_\_\_ Completed Contract Review Form
- \_\_\_\_\_ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
- \_\_\_\_\_ SIGNED Addendum A (if not an SBAO Template Contract)\*
- \*This Statement MUST BE included in the body of the Contract:**  
**"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."**
- \_\_\_\_\_ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:  
*COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.*  
*General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.*  
*Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).*  
*Workers' Compensation = \$100,000 Minimum*  
*[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].*
- \_\_\_\_\_ State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)
- \_\_\_\_\_ COVID-19 Waiver (If Applicable)
- \_\_\_\_\_ Release and Hold Harmless (If Applicable)

**RECEIVED**  
By Megan Robiou at 10:07 am, Jan 26, 2026

**\*\*AREA BELOW FOR DISTRICT PERSONNEL ONLY \*\***

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department  <div style="border: 1px solid blue; padding: 2px; display: inline-block;"> <b>REVIEWED</b> By Bertha Staefe at 8:41 am, Jan 27, 2026                 </div>	_____ _____ _____
School Board Attorney  Review Date	_____ _____ _____
Other Dept. as Necessary  Review Date	_____ _____ _____
PENDING STATUS: <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR</b>
FINAL STATUS	<div style="border: 2px solid red; padding: 5px; display: inline-block;">                         Tentatively Approved Pending Required Signatures                     </div>

Prepared under the direction of,  
Record and return to:  
Grady H. Williams, Jr., Esq.  
c/o Clay County Utility Authority  
3176 Old Jennings Road  
Middleburg, Florida 32068-3907



## GRANT OF EASEMENT

Parcel No.: 04-05-25-008999-001-00  
Project Name: RideOut Elementary  
School - Entrance Along Henley Road

THIS INDENTURE made this **5th** day of **March**, A.D. **2026**, between **SCHOOL BOARD OF CLAY COUNTY**, a political subdivision of the State of Florida, whose mailing address is 900 Walnut Street, Green Cove Springs, Florida 32043, hereinafter called **GRANTOR**, and **CLAY COUNTY UTILITY AUTHORITY**, an independent special district and political subdivision of the State of Florida, existing and created under Chapter 94-491, Laws of Florida, Special Acts of 1994, whose business address is 3176 Old Jennings Road, Middleburg, Florida 32068-3907, hereinafter called **GRANTEE**.

WITNESSETH: That GRANTOR, for and in consideration of the sum of Ten Dollars (\$10.00) and other good and valuable consideration to them in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has granted, bargained, sold, and conveyed to the GRANTEE, its successors and assigns forever a non-exclusive right-of-way and easement with the right, privilege, and authority to said GRANTEE, its successors and assigns, to construct, operate, lay, remove, maintain, improve and/or repair associated equipment for existing and future water, wastewater, and/or reclaimed water utilities, any or all, on, along, over, through, across or under the following described land, situate in Clay County, Florida, to-wit:

See Exhibit "A" attached hereto and by reference made a part hereof.

TOGETHER, with the right of said GRANTEE, its successors and assigns, of ingress and egress, to and over said above-described premises, and for doing anything necessary or useful or convenient or removing at any time any and all of the said improvements upon, over, under or in said lands, together also with the right and easements, privileges and appurtenances in and to said land which may be required for the enjoyment of the rights herein granted. GRANTOR does hereby fully warrant the title to the grant of an easement described herein and will defend the same against the lawful claims of all persons whomsoever.

If GRANTEE causes any damages to GRANTOR'S property, GRANTEE shall, at GRANTEE'S sole cost and expense, promptly and fully repair and restore the ground surface and any improvements located on GRANTOR'S property to approximately the same condition as said ground surface existed prior to such damage, as is reasonably practical under the circumstances.

IN WITNESS WHEREOF, the said GRANTOR has caused this instrument to be executed in its name by its authorized officer(s) the day and year first above written.

[Signatures Begin Next Page]

Signed and Sealed in our Presence:

GRANTOR:

SCHOOL BOARD OF CLAY COUNTY,  
a political subdivision of the State of Florida

Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
Erin Skipper, as Chairwoman

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_ **2026** by, **ERIN SKIPPER**, as **CHAIRWOMAN** of the **SCHOOL BOARD OF CLAY COUNTY**, a political subdivision of the State of Florida, who is personally known to me or has produced \_\_\_\_\_, as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Notary Public in and for the  
County and State Aforesaid  
My Commission Expires:

## **EXHIBIT A**

*(Note: Prior to the recording of this Grant of Easement document, this Exhibit "A" page is to be replaced by an official legal description and map prepared by a licensed professional surveyor, at GRANTOR'S expense, that covers the same area of real property shown on the attached sketch.)*





**Clay County Utility Authority**

3176 Old Jennings Road  
Middleburg, FL 32068  
904-272-5999

**SKETCH & DESCRIPTION**  
**FOR: 25.00' WIDE C.C.U.A. EASEMENT, ID. #2375**

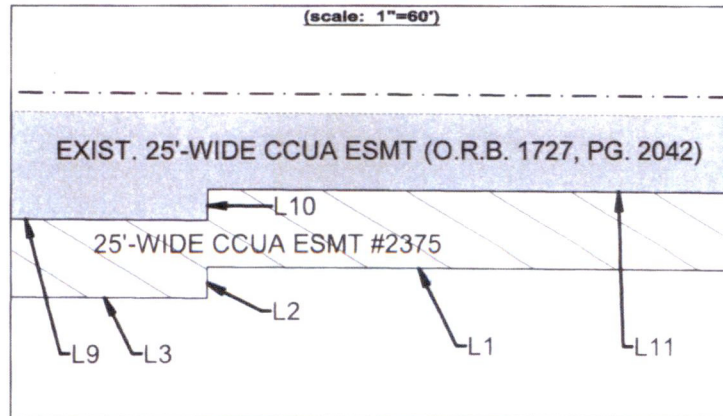
(SITUATED WITHIN SECTION 04, TOWNSHIP 05-SOUTH, RANGE 25-EAST)

**LINE GEOMETRY**

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	N 89°40'08" W	809.27'
L2	S 00°21'00" W	10.00'
L3	N 89°40'08" W	390.00'
L4	N 00°21'00" E	5.00'
L5	N 89°40'08" W	60.01'
L6	N 00°21'00" E	25.00'
L7	S 89°40'08" E	60.00'
L8	S 00°21'00" W	5.00'
L9	S 89°40'08" E	390.00'
L10	N 00°21'00" E	10.00'
L11	S 89°40'08" E	809.34'
L12	S 00°29'27" W	25.00'

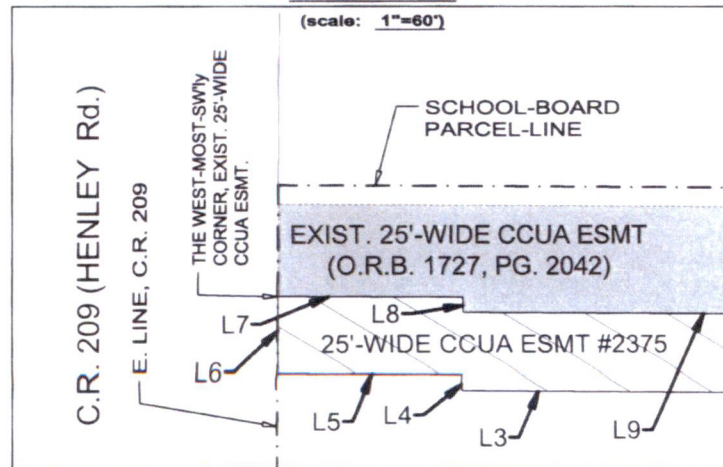
**ZOOM-IN 1**

(scale: 1"=60')



**ZOOM-IN 2**

(scale: 1"=60')



DRAWING DATE: 12-15-2025

CCUA EASEMENT ID.:2375

E-FILE:  
M:\GEOMATICS\~SKETCH & DESC\FY 25-26 S&D\0  
Dumrow\_RIDEOUT ELEM\_New Esmt over  
FM\_12-15-25.dwg

DRAWN BY: XFA

CHECKED BY: XFA

SHEET 2 OF 3

**REVISIONS:**

No.	Date:	Description:	By:

**SEE SHEETS:**

1 OF 3 FOR THE MAIN SKETCH OF THE SUBJECT LANDS.

3 OF 3 FOR LEGEND, SURVEYOR'S NOTES & THE DESCRIPTION PERTAINING TO THE SKETCH SHOWN ON SHEET 1 OF 3.



# Clay County Utility Authority

3176 Old Jennings Road  
Middleburg, FL 32068  
904-272-5999

## SKETCH & DESCRIPTION FOR: 25.00' WIDE C.C.U.A. EASEMENT, ID. #2375

(SITUATED WITHIN SECTION 04, TOWNSHIP 05-SOUTH, RANGE 25-EAST)

### LEGAL DESCRIPTION

#### CLAY COUNTY UTILITY AUTHORITY EASEMENT NUMBER 2375:

A STRIP OF LAND 25.00-FEET-WIDE, BEING A PORTION OF THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1824, PAGE 701; OFFICIAL RECORDS BOOK 1840, PAGE 2068; OFFICIAL RECORDS BOOK 1841, PAGE 1612; AND OFFICIAL RECORDS BOOK 1842, PAGE 1260, ALL BEING OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA (SAID DESCRIBED LANDS, HENCEFORTH: "SAID LANDS"); SAID LANDS BEING COMPOSED OF A PORTION OF THE NORTHWEST ONE-QUARTER (NW 1/4) OF SECTION 4, TOWNSHIP 5-SOUTH, RANGE 25-EAST WITHIN SAID CLAY COUNTY. THE NORTHERLY LINE OF THE HEREIN DESCRIBED 25.00-FOOT-WIDE STRIP OF LAND BEING SITUATED CONTIGUOUS AND PARALLEL TO THE SOUTHERLY LINE OF AN EXISTING CLAY COUNTY UTILITY AUTHORITY (CCUA) UTILITY EASEMENT, AS DESCRIBED IN OFFICIAL RECORDS BOOK 1727, PAGE 2042; THE INTENT HEREIN BEING THERE WILL NOT BE ANY GAP OR HIATUS BETWEEN SAID EXISTING CCUA EASEMENT AND THE HEREIN DESCRIBED 25.00-FOOT-WIDE STRIP OF LAND, THE LATTER BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:


**COMMENCE** AT THE POINT OF INTERSECTION OF THE WEST LINE OF RIDAUGHT LANDING UNIT 2, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 18, PAGES 14-15, WITH THE NORTHERLY RIGHT-OF-WAY LINE OF FIRESIDE DRIVE (A LOCAL ROAD); THENCE, ALONG SAID WEST LINE OF RIDAUGHT LANDING UNIT 2, PROCEED NORTH 00° 29' 27" EAST, FOR 257.08 FEET; THENCE, PROCEED NORTH 89° 40' 08" WEST, FOR 20.00 FEET TO A WESTERLY LINE OF SAID EXISTING CCUA EASEMENT, SAID POINT BEING THE **POINT OF BEGINNING** OF THE HEREIN DESCRIBED 25.00-FOOT-WIDE STRIP OF LAND; THENCE, ALONG THE SOUTHERLY LINE OF THE HEREIN DESCRIBED STRIP OF LAND, PROCEED THE FOLLOWING FIVE COURSES AND DISTANCES, THE SAME BEING PARALLEL TO AND OFFSET 25.00 FEET SOUTH OF THE SOUTH LINE OF SAID EXISTING CCUA EASEMENT: (1) NORTH 89° 40' 08" WEST, FOR 809.27 FEET; (2) SOUTH 00° 21' 00" WEST, FOR 10.00 FEET; (3) NORTH 89° 40' 08" WEST, FOR 390.00 FEET; (4) NORTH 00° 21' 00" EAST, FOR 5.00 FEET; (5) NORTH 89° 40' 08" WEST, FOR 60.01 FEET TO THE EAST LINE OF THE C.R. 209 RIGHT-OF-WAY (aka HENLEY ROAD); THENCE, ALONG SAID EAST RIGHT-OF-WAY LINE, PROCEED NORTH 00° 21' 00" EAST, FOR 25.00 FEET TO THE MOST-WESTERLY SOUTHWESTERLY CORNER OF SAID EXISTING CCUA EASEMENT; THENCE, ALONG THE SOUTHERLY LINE OF SAID EXISTING CCUA EASEMENT, PROCEED THE FOLLOWING FIVE COURSES AND DISTANCES: (7) SOUTH 89° 40' 08" EAST, FOR 60.00 FEET; (8) SOUTH 00° 21' 00" WEST, FOR 5.00 FEET; (9) SOUTH 89° 40' 08" EAST, FOR 390.00 FEET; (10) NORTH 00° 21' 00" EAST, FOR 10.00 FEET; (11) SOUTH 89° 40' 08" EAST, FOR 809.34 FEET; THENCE, PROCEED SOUTH 00° 29' 27" WEST, FOR 25.00 FEET TO THE **POINT OF BEGINNING**.

SAID HEREIN DESCRIBED 25.00-FOOT-WIDE STRIP OF LAND, SITUATE, LYING AND BEING IN MIDDLEBURG, CLAY COUNTY, FLORIDA, AND CONTAINING APPROXIMATELY 31,483 SQUARE FEET OR 0.723 ACRES. THE BEARING SYSTEM USED HEREIN IS BASED ON THE GEOMETRY OF RECORD OF THE HEREIN MENTIONED EXISTING CCUA EASEMENT.

#### ADDITIONAL NOTES BY SURVEYOR & MAPPER:

1. THE PURPOSE OF THIS INSTRUMENT IS TO PROVIDE A SKETCH AND LEGAL DESCRIPTION FOR A NEW C.C.U.A. EASEMENT, AND WAS PREPARED FOR DESCRIPTIVE PURPOSES ONLY AND IS NOT A BOUNDARY SURVEY.
2. THE BEARING SYSTEM USED HEREIN IS BASED ON THE GEOMETRY OF RECORD OF THE HEREIN MENTIONED EXISTING CCUA EASEMENT.
3. THIS DRAWING MAY HAVE BEEN ENLARGED OR REDUCED, BY OTHER PARTIES, FROM THE ORIGINAL DRAWING PRODUCED BY CCUA. THE DRAWING WAS INTENDED TO BE DISPLAYED AT THE SCALE SHOWN ON THE SHEETS CONTAINING MAPS. PLEASE UTILIZE THE GRAPHIC SCALE WHEN CONSIDERING DISTANCES.
4. THIS SKETCH AND LEGAL DESCRIPTION WERE PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE. THEREFORE, THERE MAY BE ADDITIONAL EASEMENTS, COVENANTS, AND RESTRICTIONS OR OTHER MATTERS OF PUBLIC RECORD, THAT MAY OR MAY NOT AFFECT THIS PARCEL OF LAND. SUCH ENCUMBRANCES MAY BE FOUND THROUGH A THOROUGH REVIEW OF THE PUBLIC RECORDS OF CLAY COUNTY, AND THE STATE OF FLORIDA.

#### LEGEND (OF LINETYPES & UNCOMMON ABBREVIATIONS THAT MAY BE USED HEREIN):

CCUA	CLAY COUNTY UTILITY AUTHORITY	NE'y	NORTHEASTERLY
CL	CENTERLINE	SE'y	SOUTHEASTERLY
ID	IDENTIFICATION	SW'y	SOUTHWESTERLY
D.E.	STORM-DRAINAGE EASEMENT	NW'y	NORTHWESTERLY
I/E ESMT	INGRESS/EGRESS EASEMENT		
ESMT	EASEMENT		NEW CCUA EASEMENT
M.	MEASURED	-----	EXISTING EASEMENT
O.R.B.	OFFICIAL RECORD BOOK	-----	RIGHT-OF-WAY LINE
P.B.	PLAT BOOK	-----	GRANTOR-PARCEL BOUNDARY LINE
P.I.	POINT OF INTERSECTION	-----	PLAT LOT LINE
P.ID.	PROPERTY IDENTIFICATION #		
P.O.B.	POINT OF BEGINNING		
P.O.C.	POINT OF COMMENCEMENT		
P.O.T.	POINT OF TERMINATION		
R/W	RIGHT-OF-WAY		
R	OF THE PUBLIC RECORDS		
N'y	NORTHERLY		
S'y	SOUTHERLY		
E'y	EASTERLY		
W'y	WESTERLY		
U.E.	UTILITY EASEMENT		

CCUA EASEMENT ID.:2375

E-FILE:  
M:\GEOMATICS\~SKETCH & DESC\FY 25-26 S&D\D  
Dammrow\_RIDEOUT ELEM\_New Esmt over  
FM\_12-15-25.dwg

SCALE: N/A

SHEET 3 OF 3

SEE SHEET:  
1 OF 2 FOR THE SKETCH  
PERTAINING TO THE LEGAL  
DESCRIPTION HEREIN  
SHOWN.

*Xavier Frank Aguirre*  
DATE: 12-17-25  
SIGNING FOR THE CLAY COUNTY UTILITY AUTHORITY:  
XAVIER FRANK AGUIRRE, P.S.M.  
PROFESSIONAL SURVEYOR & MAPPER NO. LS6750  
REGISTRATION, STATE OF FLORIDA