

CS-21-201

**BOCC CONTRACT APPROVAL FORM**  
(Request for Contract Preparation)

**CONTRACT TRACKING NO.**  
CM 3163

**GENERAL INFORMATION**

Requesting Department Facilities Maintenance

Contact Person: Evelyn Burton

Telephone: (904) 530-6125 Fax: (904) 879-3751 Email: eburton@nassaucountyfl.com

**CONTRACTOR INFORMATION**

Name: Thomas May Construction

Address: 310 College Drive Orange Park FL 32065  
City State Zip

Contractor's Administrator Name: Keith Ward Title: President

Telephone: (904) 272-4808 Fax: ( ) Email: kward@tmay.net

**IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)**

Authorized Signatory Name: Keith Ward

Authorized Signatory Email: kward@tmay.net

**CONTRACT INFORMATION**

Contract Name: Roof Replacement FR 30/Yulee County Building

Description: Roof replacement

GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$34,935.00 + NTE \$8,000 for structural damage repair = \$42,935.00  
APPROXIMATE IF NECESSARY

Source of Funds/Account: 01073519-546000 Termination/Cancellation: 30 days

Authorized Signatory: Taco Pope

**IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC**

Contract Dates: From: Execution to: 90 days

Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other

**If Processing an Amendment:**

Contract #: \_\_\_\_\_ Increased Amount to Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ Total or Amended Amount: \_\_\_\_\_

*Continued on next page*

| <b>CHECKLIST</b>   |   |                    |
|--|---|--------------------|
| <i>Review/Complete before sending contract for final signature</i> |   |                    |
| <b>Requirement</b>   | <b>Description</b>  | <b>Complete By</b> |
| Contract, Exhibits and Appendices                                  | 1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and<br>2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract. | Dept               |
| Name, Address, Contact Person                                      | The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.   | Dept               |
| Understanding  | Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.  | Dept               |
| Competition/Conflicts and Existing Contracts/Compliance            | This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.  | Dept<br>Cnty Atty  |
| Other Necessary Agreements   | All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.  | Cnty Atty          |
| Indemnification  | BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.   | Cnty Atty          |
| Term of Contract   | Start and end dates of contract are included. Any renewals are included.  | Cnty Atty          |
| Warranties/Guarantees  | Warranties or guarantees give satisfactory protection.  | Cnty<br>Atty/Risk  |
| Insurance  | Risk manager has or will approve insurance clauses. Levels confirmed in requirements  | Dept               |
| Governing Law  | The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.  | Cnty Atty          |
| Confidentiality Agreements   | All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."  | Cnty Atty          |
| Printed/Typed Names  | Names of all persons signing contracts are printed or typed below signatures.   | Router             |

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Doug Podiak 3/31/2022  
Department Head/Contract Manager Date
2. Janice Adams 4/1/2022  
Procurement Date
3. Chris Lacambra 4/4/2022  
Office of Mgmt & Budget Date
4. Denise C. May 4/4/2022  
County Attorney Date

79  
4/4/2022

DF  
4/4/2022

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Taco E. Popey AICP 4/4/2022  
County Manager Date

**RETURN ORIGINAL(S) TO CONTRACTS MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:**

**Original:** Clerk's Services; Contractor (original or certified copy)  
**Copies:** Department; Procurement; RLS Distribution; Clerk Services BOCC



NASSAU COUNTY INVITATION TO BID  
NC22-004 – ROOF REPLACEMENT – FR30/YULEE COUNTY BUILDING

RESPONSE PRICE  
SHEET

| Description  | Lump Sum Price      |
|--|---------------------|
| Lump Sum Price to replace roof per the scope of work, located at 86026/86028 Pages Dairy Rd., Yulee, FL 32097. Price to include all materials, labor, mobilization, equipment, permits, fees, and contingencies necessary to successfully complete the roof replacement. | \$ <u>34,935.00</u> |

THIRTY-FOUR THOUSAND NINE HUNDRED THIRTY-FIVE DOLLARS AND ZERO CENTS

(Price in words)

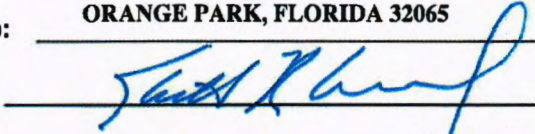
**\*\*WOOD DECKING PER S/F COST REPLACEMENT: \$ 3.13 S/F**

The undersigned declares that they have examined the Instructions to Bidders, and Technical Specifications/Scope of Work and is informed fully with regard to all terms and conditions pertaining thereto and agrees under these specifications at the prices set forth above.

**Company:** THOMAS MAY CONSTRUCTION COMPANY

**Address:** 310 COLLEGE DRIVE

**City, State, Zip:** ORANGE PARK, FLORIDA 32065

**By:**   
(Signature)

**KEITH R. WARD, PRESIDENT**

(Above name printed or typed)

**Phone #:** (904) 272-4808

**E-mail:** twatts@tmay.net kward@tmay.net

## "ATTACHMENT B"

THOMAS MAY CONSTRUCTION COMPANY

NASSAU COUNTY INVITATION TO BID  
NC22-004 – ROOF REPLACEMENT – FR30/YULEE COUNTY BUILDING

### TECHNICAL SPECIFICATIONS/SCOPE OF WORK

#### Scope of Work

Nassau County is seeking a licensed contractor for a roof replacement at the Fire Rescue Station 30 / Yulee County Building located at 86026/86028 Pages Dairy Road, Yulee, FL 32097.

Work to be performed:

- Tear off, remove, and dispose of existing roofing materials to completely expose plywood sheathing.
- Replace deteriorated wood decking. A minimum of 336 square feet to be included in the base proposal and a per unit cost to be provided for any additional. (One 4x8 sheet = 1 unit)
- Entire deck is to be nailed according to 2020 Florida Building Code
- Remove and replace all vent boots with new boots and flashing.
- Replace wood fascia with same size and type fascia removed. Apply one (1) coat of primer and two (2) coats of latex exterior finish paint. Owner will select color.
- Any facility framing structural damage found will be repaired on a time and material basis with approval from the Nassau County Facilities Department.
- Install self-adhering peel and stick moisture barrier to entire roof surface, according to manufacturer's specifications.
- Install 30 Year algae resistant Certain Teed/GAF or equivalent architectural shingles according to manufacturer's specifications. Owner will select color and approve manufacturer.
- Replace all sheet metal flashings with 24ga coated steel fabricated flashing metal. Owner will select color.

All work is to comply with specifications and Florida Building and Roofing Codes.

Contractor responsible for any permits required.

Entire work site is to be kept cleaned of all debris, magnetically and manually, on a daily basis. A construction dumpster may be left on site during construction in a location that is agreeable to the contractor and owner. Dumpster must be removed immediately upon completion of roof. Owner will not consider job complete until Final Inspection has passed, and site has been thoroughly cleaned.

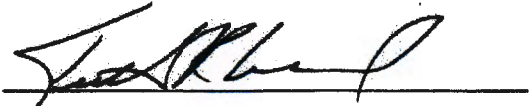
**EXHIBIT "A"**

**CONTRACTOR E-VERIFY AFFIDAVIT**

I hereby certify that THOMAS MAY CONSTRUCTION COMPANY (Contractor Company Name) does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of THOMAS MAY CONSTRUCTION COMPANY (Contractor Company Name) proof of registration in the E-Verify system is attached to this Affidavit.




Print Name: KEITH R. WARD

Date: 03/09/2022

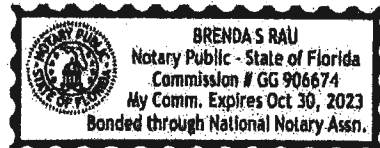
STATE OF FLORIDA

COUNTY OF CLAY

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 03/09/2022 (Date) by KEITH R. WARD, PRESIDENT (Name of Officer or Agent, Title of Officer or Agent) of THOMAS MAY CONSTRUCTION CO. (Name of Contractor Company Acknowledging), a FLORIDA (State or Place of Incorporation) Corporation, on behalf of the Corporation. He/She is personally known to me or has produced N/A as identification.

  
Notary Public

BRENDA S. RAU  
Printed Name



My Commission Expires: OCTOBER 30, 2023





Welcome  
BRENDA RAU

Company  
THOMAS MAY CONSTRUCTION COMPANY

User ID  
BRAU8504

[MENU](#)

### Company Information

**Company Name**  
THOMAS MAY  
CONSTRUCTION  
COMPANY

**Company ID Number**  
450090  
**DUNS Number**  
152630919

**Doing Business As (DBA) Name**  
--

#### Physical Location

**Address 1**  
310 COLLEGE DRIVE

**Address 2**  
--

**City**  
ORANGE PARK

**State**  
FL

**Zip Code**  
32065

**County**  
CLAY

#### Mailing Address

**Address 1**  
--

**Address 2**  
--

**City**  
--

**State**  
--

**Zip Code**  
--

#### Additional Information

**Employer Identification Number**  
592520445

**Administrator**  
--

**Total Number of Employees**  
20 to 99

**Parent Organization**  
--

#### Organization Designation

**Employer Category**  
Federal Contractor without  
FAR E-Verify Clause

[View / Edit](#)

**NAICS Code**  
236 - CONSTRUCTION OF  
BUILDINGS (236)

[View / Edit](#)

**Total Hiring Sites**  
1

[View / Edit](#)

**Total Points of Contact**  
1

[View / Edit](#)

[View Original MOU Template](#)

[View MOU](#)



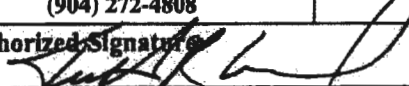


# INVITATION TO BID

## NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

|   |   |
|---|---|
| <b>Solicitation Title:</b><br>Roof Replacement -FR 30/Yulee County Building   |   |
| <b>Solicitation Number:</b><br>NC22-004-ITB   | <b>Project/Contract Duration:</b><br>90 days after contract execution   |
| <b>Requesting Department:</b><br>Facilities Maintenance   | <b>Procurement Contact:</b><br>Procurement  |
| <b>Contact Address:</b><br>96135 Nassau Place, Suite 2<br>Yulee, Florida 32097  | <b>Contact Information:</b><br><a href="mailto:procurement@nassaucountyfl.com">procurement@nassaucountyfl.com</a><br><a href="mailto:tobrien@nassaucountyfl.com">tobrien@nassaucountyfl.com</a><br><a href="mailto:eburton@nassaucountyfl.com">eburton@nassaucountyfl.com</a> |
| <b>Response Due Date and Opening Date/Time:</b><br>[REDACTED]   |   |
| <b>Pre-Bid Meeting /Site Visit Date/Time:</b><br>Feb 23, 2022 – 2:00 PM<br>FR 30 / Yulee County Building<br>86026/86028 Pages Dairy Rd., Yulee FL 32097 | <b>Deadline for Questions:</b><br>Mar 2, 2022 @ 4:00 PM (Nassau County time)  |
| <b>Location of Response Opening:</b><br>Robert M. Foster Justice Center, 76347 Veterans Way, Second Floor, Yulee, Florida 32097                         |   |

In accordance with the intent and content of this solicitation, we the undersigned do hereby offer to perform as stipulated in this response. Failure to do so may result in the forfeiting of bid security, removal from the County's vendor list, or other remedies available to the County under the laws of the State of Florida.

|   |   |                                     |
|---|---|-------------------------------------|
| <b>Legal Name of Respondent:</b> THOMAS MAY CONSTRUCTION COMPANY  |   |                                     |
| <b>Business Address:</b> 310 COLLEGE DRIVE, ORANGE PARK, FLORIDA 32065  |   |                                     |
| <b>Phone Number:</b><br>(904) 272-4808  | <b>Email:</b><br><a href="mailto:twatts@tmay.net">twatts@tmay.net</a> | <b>FL License Number:</b> CCC057770 |
| <b>Authorized Signature:</b><br> |   | <b>Date:</b> 03/09/2022             |
| <b>Printed Name of Signer:</b> KEITH R. WARD  |   | <b>Title:</b> PRESIDENT             |

### General Instructions/Declarations

1. Response results will be available pursuant to Florida Statute 119.071(b).
2. Responses must be submitted on the forms furnished by the County within this solicitation, unless otherwise specified below.
3. This page must be completed and returned as the top sheet of any response submitted.
4. It is the intent and purpose of Nassau County that this solicitation promotes competitive bidding. It shall be the Responder's responsibility to advise the Procurement Department via the County's electronic bidding platform if, in the Responder's opinion, any language, requirements, etc. inadvertently restricts or limits competition. Such notification must be submitted via the County's electronic bidding platform and must be received by the Procurement Department no later than the Deadline for Questions date and time stated above.

**(THIS PAGE MUST BE RETURNED WITH YOUR RESPONSE)**

**THOMAS MAY CONSTRUCTION COMPANY**

**NASSAU COUNTY INVITATION TO BID  
NC22-004 – ROOF REPLACEMENT – FR30/YULEE COUNTY BUILDING**

**ATTACHMENT "A"  
TECHNICAL SPECIFICATIONS/SCOPE OF WORK**

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NASSAU COUNTY INVITATION TO BID  
NC22-004 – ROOF REPLACEMENT – FR30/YULEE COUNTY BUILDING

ATTACHMENT "B"  
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|--|---------------------|
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**THIRTY-FOUR THOUSAND NINE HUNDRED THIRTY-FIVE DOLLARS AND ZERO CENTS**

*(Price in words)*

**\*\*WOOD DECKING PER S/F COST REPLACEMENT:           \$ 3.13 S/F**

The undersigned declares that they have examined the Instructions to Bidders, and Technical Specifications/Scope of Work and is informed fully with regard to all terms and conditions pertaining thereto and agrees under these specifications at the prices set forth above.

**Company:**           THOMAS MAY CONSTRUCTION COMPANY          

**Address:**           310 COLLEGE DRIVE          

**City, State, Zip:**           ORANGE PARK, FLORIDA 32065          

**By:**                       
*(Signature)*

**KEITH R. WARD, PRESIDENT**

*(Above name printed or typed)*

**Phone #:**           (904) 272-4808          

**E-mail:**           twatts@tmay.net    kward@tmay.net


**Certificate Of Completion**

Envelope Id: DBD43B5577644B8681E9F56B710DEBDE Status: Completed  
 Subject: Please DocuSign: CM3163 - Thomas May - FR 30 Roof Replacement - \$42935.00  
 Source Envelope:  
 Document Pages: 21 Signatures: 10 Envelope Originator:  
 Certificate Pages: 6 Initials: 23 Evelyn Burton  
 AutoNav: Enabled eburton@nassaucountyfl.com  
 EnvelopeId Stamping: Enabled IP Address: 50.238.237.26  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)


**Record Tracking**

Status: Original Holder: Evelyn Burton Location: DocuSign  
 3/31/2022 4:14:19 PM eburton@nassaucountyfl.com


**Signer Events**

| Signer   | Signature   | Timestamp  |
|--|---|--|
| Doug Podiak<br>dpodiak@nassaucountyfl.com<br>Facilities Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Signed by link sent to dpodiak@nassaucountyfl.com<br>Using IP Address: 50.238.237.26 | Sent: 3/31/2022 4:54:35 PM<br>Viewed: 3/31/2022 5:21:18 PM<br>Signed: 3/31/2022 5:21:49 PM |


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

|  |  |  |
|--|--|--|
| Lanae Gilmore<br>lgilmore@nassaucountyfl.com<br>Procurement Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Signed by link sent to lgilmore@nassaucountyfl.com<br>Using IP Address: 50.238.237.26 | Sent: 3/31/2022 5:21:52 PM<br>Viewed: 4/1/2022 4:43:44 PM<br>Signed: 4/1/2022 4:43:53 PM |
|--|--|--|

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

|   |  |   |
|---|--|---|
| Tracy Poore<br>tpoore@nassaucountyfl.com<br>OMB Admin<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Signed by link sent to tpoore@nassaucountyfl.com<br>Using IP Address: 50.238.237.26 | Sent: 4/1/2022 4:43:56 PM<br>Viewed: 4/4/2022 10:19:06 AM<br>Signed: 4/4/2022 10:22:36 AM |
|---|--|---|

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

|   |   |  |
|---|---|--|
| Daniel Fanger<br>dfanger@nassaucountyfl.com<br>Asst. OMB Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Signed by link sent to dfanger@nassaucountyfl.com<br>Using IP Address: 50.238.237.26 | Sent: 4/4/2022 10:22:42 AM<br>Viewed: 4/4/2022 10:46:57 AM<br>Signed: 4/4/2022 11:47:46 AM |
|---|---|--|

**Electronic Record and Signature Disclosure:**  
Accepted: 1/12/2022 8:21:25 AM  
ID: a674f252-535e-4d30-a29b-ba05d6cf52ef

| Signer Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

Chris Lacambra  
 clacambra@nassaucountyfl.com  
 Lacambra  
 Nassau County BOCC  
 Security Level: Email, Account Authentication (None)

*Chris Lacambra*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to  
 clacambra@nassaucountyfl.com  
 Using IP Address: 50.238.237.26

Sent: 4/4/2022 11:47:49 AM  
 Viewed: 4/4/2022 11:57:48 AM  
 Signed: 4/4/2022 11:57:57 AM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Denise C. May  
 dmay@nassaucountyfl.com  
 Assistant County Attorney  
 Nassau County BOCC  
 Security Level: Email, Account Authentication (None)

*Denise C. May*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to dmay@nassaucountyfl.com  
 Using IP Address: 50.238.237.26

Sent: 4/4/2022 11:58:00 AM  
 Viewed: 4/4/2022 1:49:46 PM  
 Signed: 4/4/2022 1:50:07 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Taco E. Pope, AICP  
 tpope@nassaucountyfl.com  
 County Manager  
 Nassau County BOCC  
 Security Level: Email, Account Authentication (None)

*Taco E. Pope AICP*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to tpope@nassaucountyfl.com  
 Using IP Address: 50.238.237.26

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 Viewed: 4/4/2022 2:36:22 PM  
 Signed: 4/4/2022 2:36:41 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Keith Ward  
 kward@tmay.net  
 President  
 Security Level: Email, Account Authentication (None)

*Keith Ward*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to kward@tmay.net  
 Using IP Address: 96.67.243.98

Sent: 4/4/2022 2:36:46 PM  
 Viewed: 4/4/2022 3:22:48 PM  
 Signed: 4/4/2022 3:35:34 PM

**Electronic Record and Signature Disclosure:**  
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 ID: b9274f32-696e-4459-90e3-2d2a82f5f1b6

BOCC AP  
 boccap@nassauclerk.com  
 Nassau County Clerk  
 Security Level: Email, Account Authentication (None)

*LPB*  
 Signature Adoption: Pre-selected Style  
 Signed by link sent to boccap@nassauclerk.com  
 Using IP Address: 12.23.69.254

Sent: 4/4/2022 3:35:37 PM  
 Viewed: 4/5/2022 11:26:40 AM  
 Signed: 4/5/2022 11:26:47 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<br>ClerkServices@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b> | Sent: 4/5/2022 11:26:51 AM |
|---|---------------|----------------------------|

|  |               |                            |
|--|---------------|----------------------------|
| RLS Distro<br>RLSDistribution@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b> | Sent: 4/5/2022 11:26:53 AM |
|--|---------------|----------------------------|

|  |               |                            |
|--|---------------|----------------------------|
| Procurement Staff<br>procurementstaff@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b> | Sent: 4/5/2022 11:26:54 AM |
|--|---------------|----------------------------|

|  |               |                            |
|--|---------------|----------------------------|
| Tammy Conley<br>tconley@nassaucountyfl.com<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b> | Sent: 4/5/2022 11:26:55 AM |
|--|---------------|----------------------------|

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

|                     |                  |                      |
|---------------------|------------------|----------------------|
| Envelope Sent       | Hashed/Encrypted | 3/31/2022 4:54:35 PM |
| Certified Delivered | Security Checked | 4/5/2022 11:26:40 AM |
| Signing Complete    | Security Checked | 4/5/2022 11:26:47 AM |
| Completed           | Security Checked | 4/5/2022 11:26:55 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](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.

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](mailto: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](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..

### **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.