

**WORK AUTHORIZATION # CM2286-WA07  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Civil Services, Inc.
<b>Contract Number:</b>	CM2286
<b>Contact Name:</b>	Ali A. Najafi, P.E..
<b>Contact Number:</b>	904-309-8593
<b>Email:</b>	anajafi@civilservicesinc.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Post Design Services – Amelia Road Guardrail Replacement</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	3/1/2022	<b>Total of Previous Authorizations</b>	\$291,080.57
<b>Amount</b>	\$5,431.13	<b>This Work Authorization</b>	\$5,431.13
<b>Scheduled Completion</b>	17 Weeks	<b>Current Contract Total</b>	\$296,511.70

This Work Authorization is to the AGREEMENT between Nassau County and Civil Services, Inc. (“Consultant”) for Professional Services in Nassau County, Florida, dated May 9, 2016. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Civil Services, Inc. shall provide professional engineering services for the post design services for the Amelia Road Guardrail Replacement, pursuant to the Scope of Services dated February 20, 2022, attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

The estimated time for completion of this work authorization is seventeen (17) weeks from the issuance of a Notice to Proceed.

ARTICLE 3. Budget

Civil Services, Inc.’s fee for the professional services outlined in the Scope of Services is \$5,431.13. A breakdown for each task in conjunction with the estimated labor hours is included in Exhibit “A”.

Article 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments or schedules. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

County Engineer:

Robert Companion 5/10/2022  
Robert T. Companion, PE

Procurement:

Lanae Gilmore 5/10/2022  
Lanae Gilmore

Office of Management & Budget:

Chris Lacambra 5/11/2022      Daniel Fanger 2022  
Chris Lacambra      Daniel Fanger

County Manager:

Taco E. Pope 5/11/2022  
Taco E. Pope, AICP

Ex-Officio Clerk:

N/A  
John Crawford

County Attorney:

Denise C. May 5/11/2022  
Denise C. May

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, the \_\_\_\_ day of \_\_\_\_\_, 2022.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
Aaron C. Bell  
Chairman

Account number(s):

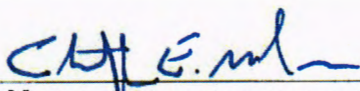
03405541-531000

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In presenting this Work Authorization, Consultant agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

BY:   
Print Name: Christopher Morse, P.E.  
Title: President  
Date: March 4, 2022

Account number(s):

**03405541-531000**

Exhibit A

2/20/2022

**SCOPE OF SERVICES  
Post Design Services  
Amelia Road Guardrail Design at Culvert No. 3401  
Nassau County**

**1. PURPOSE**

The purpose of this Exhibit is to describe the task assignment for the scope of work and the responsibilities of the CONSULTANT and the Nassau County Public Works in connection with the Post design services for the Amelia Road Guardrail Design at Culvert No. 3401 described herein.

**2. SCOPE OF SERVICES**

The anticipated Post Design Services to be provided are as follows:

- Pre-construction meeting
- Answer any questions concerning the intent and interpretation of the construction plans
- Field visits
- Engineering assistance
- Shop Drawings review
- Responses to RFIs
- Coordinate with the Nassau County and the Contractor as required
- Contract maintenance and meeting with Project Manager as required

The Post Design Services fee is on a limiting amount basis.

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Amelia Road Guardrail Design at Culvert 3401 - Post Design Services  
 County: Nassau  
 FPN: 0  
 FAP No.: NA

Consultant Name: Civil Services  
 Consultant No.: enter consultants proj. number  
 Date: 2/20/2022  
 Estimator: insert name

Staff Classification	Hours From "SH Summary - Firm"	Project Manager	Senior Engineer	Engineer	Designer	Staff Classification 5	Staff Classification 6	Staff Classification 7	Staff Classification 8	Staff Classification 9	Staff Classification 10	Staff Classification 11	Staff Classification 12	SH By Activity	Salary Cost By Activity	Average Rate Per Task
		\$58.55	\$66.63	\$43.85	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
3. Project General and Project Common Tasks	40	8	1	23	8	0	0	0	0	0	0	0	0	40	\$1,752	\$43.79
4. Roadway Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
5. Roadway Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6a. Drainage Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
6b. Drainage Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
7. Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
8. Environmental Permits, Compliance & Clearances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
9. Structures - Misc. Tasks, Dwgs, Non-Tech.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
10. Structures - Bridge Development Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
11. Structures - Temporary Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
12. Structures - Bridge Repair Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
13. Structures - Medium Span Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
14. Structures - Structural Steel Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
15. Structures - Segmental Concrete Bridge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
16. Structures - Movable Span	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
17. Structures - Retaining Walls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
18. Structures - Miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
19. Signing & Pavement Marking Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
20. Signing & Pavement Marking Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
21. Signalization Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
22. Signalization Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
23. Lighting Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
24. Lighting Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
25. Landscape Architecture Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
26. Landscape Architecture Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
27. Survey (Field & Office Support)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
28. Photogrammetry	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
29. Mapping	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
30. Terrestrial Mobile LiDAR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
31. Architecture Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
32. Noise Barriers Impact Design Assessment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
33. Intelligent Transportation Systems Analysis	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
34. Intelligent Transportation Systems Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
35. Geotechnical	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	#DIV/0!
<b>Total Staff Hours</b>	40	8	1	23	8	0	0	0	0	0	0	0	0	40		
<b>Total Staff Cost</b>		\$468.40	\$66.63	\$1,008.55	\$208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,751.58	\$43.79

Survey Field Days by Subconsultant  
 4 - Person Crew:

SALARY RELATED COSTS:			\$1,751.58
OVERHEAD:	180%		\$3,153.02
OPERATING MARGIN:	27%		\$472.93
FCCM (Facilities Capital Cost Money):	0.35%		\$6.13
EXPENSES:	2.71%		\$47.47
Survey (Field - if by Prime)	0	4-man crew days @ \$ - / day	\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>			<b>\$5,431.13</b>
Subconsultant: T2 Utility Engineers & Surveyors			\$0.00
Subconsultant: Sub 2			\$0.00
Subconsultant: Sub 3			\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>			<b>\$5,431.13</b>
Geotechnical Field and Lab Testing			\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>			<b>\$5,431.13</b>
Optional Services			\$0.00
<b>GRAND TOTAL ESTIMATED FEE:</b>			<b>\$5,431.13</b>

Check = \$1,751.58

- Notes:  
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.  
 2. Manually enter fee from each subconsultant. Unused subconsultant rows may be hidden.



# BOCC CONTRACT APPROVAL FORM

(Request for Contract Preparation)

CONTRACT TRACKING NO.  
CM 2286 - A4

## GENERAL INFORMATION

Requesting Department Engineering Services  
Contact Person: Robert T. Companion  
Telephone: (904) 530-6225 Fax: ( ) \_\_\_\_\_ Email: rcompanion@nassaucountyfl.com

## CONTRACTOR INFORMATION

Name: Civil Services, Inc.  
Address: 2394 St. Johns Bluff Road South, Jacksonville, FL 32246  
City State Zip  
Contractor's Administrator Name: Ali Najafi Title: Senior Project Manager  
Telephone: (904) 941-1834 Fax: ( ) \_\_\_\_\_ Email: anajafi@civilservicesinc.com

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

Authorized Signatory Name: Christopher Morse, PE, President  
Authorized Signatory Email: cmorse@civilservicesinc.com

## CONTRACT INFORMATION

Contract Name: Continuing Contract for Professional Engineering Services  
Description: Fourth extension to Continuing Contract for Professional Engineering Services  
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.  
Total Amount of Contract: Varies by WA  
APPROXIMATE IF NECESSARY  
Source of Funds/Account: Monthly Termination/Cancellation: Varies by WA  
Authorized Signatory: Taco E. Pope, AICP, County Manager

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: 05/09/2016 to: 05/08/2022  
Status:  New  Renew  Amend#  WA/Task Order  
How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other \_\_\_\_\_

### If Processing an Amendment:

Contract #: CM2286 Increased Amount to Existing Contract: Time Only  
New Contract Dates: 05/09/2022 to 05/08/2023 Total or Amended Amount: Time only

*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 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.	SC
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	SC
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	SC
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 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 Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	SC
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.	SC

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Robert Companion 5/3/2022  
Robert Companion, PE, Deputy County Manager/County Engineer Date
2. Lanace Gilmore 5/4/2022  
Lanace Gilmore, Procurement Director Date
3. Chris Lacambra 5/5/2022  
Chris Lacambra, OMB Director Date
4. Denise C. May 5/5/2022  
Denise C. May Esq., B.C.S., County Attorney Date

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Taco E. Pope AICP 5/5/2022  
Taco E. Pope, AICP, 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



**AMENDMENT NO. 4 TO THE CONTINUING CONTRACT FOR  
PROFESSIONAL ENGINEERING SERVICES FOR NASSAU COUNTY,  
FLORIDA**

THIS AMENDMENT entered into this 5th day of May, 2022 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida**, (hereinafter referred to as "County") and **CIVIL SERVICES, INC.**, a Florida Profit Corporation, whose principal office address is located at 2394 St. Johns Bluff Road South, Jacksonville, Florida 32246 (hereinafter referred to as "Consultant").

**WHEREAS**, on May 9, 2016, the County and the Consultant entered into the *Continuing Contract for Professional Engineering Services for Nassau County, Florida* (hereinafter referred to as the "Contract"); and

**WHEREAS**, the Contract provided for an initial performance period of three (3) years beginning May 9, 2016 and ending May 8, 2019, with an option to extend upon mutual agreement between the Consultant and the County with the option to extend the performance period in one (1) year increments upon mutual written agreement of the parties; and

**WHEREAS**, the performance period was extended for additional periods of time beginning May 9, 2019 and ending May 8, 2022; and

**WHEREAS**, the parties desire to amend the Contract extending the performance period for an additional one (1) year period of time beginning May 9, 2022 and ending May 8, 2023.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. In accordance with Article 4 of the Contract dated May 9, 2016, the performance period is hereby extended for an additional one (1) year period beginning May 9, 2022 and ending May 8, 2023.
2. All other provisions of the Contract not in conflict with this Amendment shall remain in full force and effect.

**NASSAU COUNTY, FLORIDA**

Taco E. Pope AICP

Taco E. Pope, AICP, COUNTY MANAGER.

Its: Designee

Date: 5/5/2022

**Civil Services, Inc.**

Christopher Morse

By: Christopher Morse

Its: President

Date: 5/3/2022

**Certificate Of Completion**

Envelope Id: B60A1B47D7544E5C89B0C6088F483CB4	Status: Completed
Subject: Please DocuSign: CM2286 WA07 - Civil Services - Amelia Rd Guardrail - \$5,431.13	
Source Envelope:	
Document Pages: 10	Signatures: 10
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Abigail Shapiro
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ashapiro@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Abigail Shapiro	Location: DocuSign
5/10/2022 10:53:18 AM	ashapiro@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Robert Companion RCompanion@nassaucountyfl.com County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to RCompanion@nassaucountyfl.com Using IP Address: 50.238.237.26	Sent: 5/10/2022 10:58:31 AM Viewed: 5/10/2022 11:00:06 AM Signed: 5/10/2022 11:00:12 AM

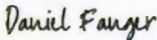
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to lgilmore@nassaucountyfl.com Using IP Address: 50.238.237.26	Sent: 5/10/2022 11:00:14 AM Viewed: 5/10/2022 11:33:31 AM Signed: 5/10/2022 11:50:20 AM
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**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 Signed by link sent to tpoore@nassaucountyfl.com Using IP Address: 50.238.237.26	Sent: 5/10/2022 11:50:21 AM Viewed: 5/10/2022 1:54:30 PM Signed: 5/11/2022 9:15:02 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Daniel Fanger dfanger@nassaucountyfl.com Asst. OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Signed by link sent to dfanger@nassaucountyfl.com Using IP Address: 50.238.237.26	Sent: 5/11/2022 9:15:06 AM Viewed: 5/11/2022 9:35:50 AM Signed: 5/11/2022 9:36:34 AM
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**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
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Accepted: 1/12/2022 8:21:25 AM  
 ID: a674f252-535e-4d30-a29b-ba05d6cf52ef

Chris Lacambra  
 clacambra@nassaucountyfl.com  
 OMB Director  
 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

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 Viewed: 5/11/2022 9:43:50 AM  
 Signed: 5/11/2022 9:43:55 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: 5/11/2022 9:43:58 AM  
 Viewed: 5/11/2022 12:04:14 PM  
 Signed: 5/11/2022 12:04:54 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: 5/11/2022 1:31:06 PM  
 Signed: 5/11/2022 1:31:13 PM

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

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: 5/11/2022 1:31:16 PM  
 Viewed: 5/12/2022 9:08:34 AM  
 Signed: 5/12/2022 9:08:48 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

Carbon Copy Events	Status	Timestamp
Caleb Hurst churst@nassaucountyfl.com Senior Development Review Engineer Nassau County BOCC Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/12/2022 9:08:52 AM
Clerk Admin ClerkServices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/12/2022 9:08:53 AM
RLS Distro RLSDistribution@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/12/2022 9:08:54 AM
Procurement Staff procurementstaff@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/12/2022 9:08:57 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/10/2022 10:58:31 AM
Certified Delivered	Security Checked	5/12/2022 9:08:34 AM
Signing Complete	Security Checked	5/12/2022 9:08:48 AM
Completed	Security Checked	5/12/2022 9:08:57 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.