

CS-22-004

**WORK AUTHORIZATION #32  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	S2L, Incorporated
<b>Contract Number:</b>	CM2685
<b>Contact Name:</b>	Omar Smith, P.E., V.P.
<b>Contact Number:</b>	407-475-9163
<b>Email:</b>	osmith@s2li.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Miscellaneous On-Call Services for Solid Waste			
		CONTRACT OVERVIEW	
<b>Date Submitted</b>	8/19/22	<b>Total of Previous Authorizations</b>	\$1,527,913.70
<b>Amount</b>	\$25,000	<b>This Work Authorization</b>	\$25,000
<b>Scheduled Completion</b>	9/30/23	<b>Current Contract Total</b>	\$1,552,913.70

This Work Authorization is to the AGREEMENT between Nassau County and S2L, Incorporated ("Vendor") for Continuing Contract for Professional Engineering Services-Solid Waste Landfills and Other Related Ancillary Facilities for Nassau County, Florida, dated July 26, 2019. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

This Work Authorization (WA) tasks S2L, Incorporated (S2Li) to assist the County with the ability to respond to small on-call assignments whose performance needs are immediate, such as responding to a regulatory inquiry, limited evaluations, or report deadlines. This Work Authorization is intended to allow for S2Li to continue the provision of such services when the need arises. Under the scope of services for this Work Authorization, S2L, Incorporated will perform the following:

*Task 1* Miscellaneous On-Call Services

in accordance with the Scope of Services, a copy of which is attached hereto as **Exhibit "A"**.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be 10/1/22 from receipt of execution of this Work Authorization with an estimated duration of twelve (12) months to complete the Scope of Work.

ARTICLE 3. Budget

The cost estimate to conduct the Work as described in the below-listed Scope of Services is \$25,000. Costs will be invoiced on a time and materials basis. The County will be notified when the overall project budget is nearing its limit. Vendor's fee amounts are detailed further in **Exhibit "B"**. Vendor will be using rates previously established under Contract CM-2685.

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. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof.

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In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. 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: Sam Levin  
Print Name: Sam Levin  
Title: President  
Date: 8/30/2022

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Tony Podiat 8/26/2022

Procurement: Nassau Johnson 8/26/2022

Office of Management & Budget:	<u>Chris Lacambra</u>	8/29/2022
County Manager:	<u>Taco E. Pope, AICP</u>	8/30/2022
Ex-Officio Clerk:	<u>N/A</u>	
County Attorney:	<u>Denise C. May</u>	8/29/2022

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, this 30<sup>th</sup> day of August, 2022.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

\_\_\_\_\_  
Jeff Gray  
Chairman

ACCOUNT NO.: 01362534-531000

## **Exhibit " A "**

### **Scope of Services**

### **Miscellaneous On-Call Services for Solid Waste In Fiscal Year 2023**

**County Contract and Work Authorization Number: CM2685-WA32  
S2Li Project Number: 22-980**

**Work Authorization Period: Fiscal Year 2023 (October 1, 2022 through September 30, 2023)**

This Work will provide the County and S2Li with the ability to respond to small on-call assignments whose performance needs are immediate, such as responding to a regulatory inquiry, limited evaluations, or report deadlines. This Work Authorization is intended to allow for S2Li to continue the provision of such services when the need arises.

### **Scope of Services**

#### **Task 1 - Miscellaneous On-Call Services**

S2Li is to provide miscellaneous services to address assignments including but not necessarily limited to updating of existing reports, preparation of new reports, addressing rule changes, attending meetings not addressed in other work authorizations, and other solid waste-related assignments on an as-needed basis at the County's request. The total work effort is limited to the budget limit provided in this work authorization. S2Li shall provide the County with an estimate of the anticipated engineering fees and schedule associated with each on-call assignment. S2Li shall not proceed with any services prior to the receipt of authorization from the County.

### **Schedule**

Work under the Scope of Services provided above will begin October 1, 2022 and run through the fiscal year period ending September 30, 2023.

### **Cost Estimate**

The cost estimate to conduct the Work as described in the above-listed Scope of Services is not to exceed **\$25,000**. A detailed breakdown of the estimated labor hours and expenses is included in the attached Exhibit 1 but actual labor hours, labor categories, and type of expenses used will vary for each assignment. Fees for services shall be on a time and material basis according to the hourly labor rates and schedule of reimbursable expenses identified in Contract No. CM2685 as amended. The County will be notified when the overall project budget is nearing its limit.

For accounting purposes, each small assignment implemented under this Work Authorization may be separately tracked.

July 25, 2022

Total Project Costs

S2Li Fee Estimate

EXHIBIT "B"

S2Li No. 22-980

County No. CM2685-WA32

**Miscellaneous Services for Solid Waste**  
**Fiscal Year 2023 (October 1, 2022 through September 30, 2023)**  
 Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE						TOTAL HOURS	SUBTOTAL LABOR	
		Project Dir./ Principal \$250.00	Regional Manager/ QC Officer \$232.25	Principal Engineer \$190.26	Senior Engineer \$137.09	Project Engineer \$97.92	Associate Engr./ CADD \$74.21			Office Manager \$76.24
TASK	DESCRIPTION									
1	Miscellaneous On-Call Services	16	48	8	24	40	0	8	144	\$24,486.96
	SUBTOTALS:	16	48	8	24	40	0	8	144	\$ 24,486.96

EXPENSES		Field Vehicle (\$110/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)	Misc. (est.)				SUBTOTAL EXPENSES
TASK	DESCRIPTION									
1	Miscellaneous On-Call Services	\$ 330.00	\$ -	\$ -		\$ 183.04				\$ 513.04
	SUBTOTALS:	\$ 330.00	\$ -	\$ -	\$ -	\$ 183.04	\$ -	\$ -	\$ -	\$ 513.04

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL S2LI LABOR	SUBTOTAL EXPENSES	TASK TOTAL
1	Miscellaneous On-Call Services	\$ 24,486.96	\$ 513.04	\$ 25,000.00
	TOTALS	\$ 24,486.96	\$ 513.04	<u>\$ 25,000.00</u>

**Requisition Form**

**NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1  
Yulee, FL 32097

VENDOR NAME/ADDRESS
S2Li 531 Versailles Drive Suite 202 Maitland, FL 32751-7301

DEPARTMENT
Solid Waste

REQUESTED BY
Becky Diden

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCLUMBER ONLY	CONTRACT NO.
		See Breakdown			Standard PO	CM#2685
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
1	Miscellaneous On-Call Services for Solid Waste	1.00	\$ 25,000.00	\$ 25,000.00	01362534-531000	
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
	Oct 1 - Sept 30 FY 22/23			\$ 0.00		
	Reducing PO Request			\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		
				\$ 0.00		

ORIGINAL - FINANCE  
COPY - DEPARTMENT

Shipping \$ 0.00  
Total \$ 25,000.00

**Department Head**  
*I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.*

Doug Podiak 8/26/2022

**Office of Management and Budget**  
*I attest that, to the best of my knowledge, funds are available for payment.*

Chris Lacambra 8/29/2022

**Procurement Director**  
*I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.*

Tamara Velazquez 8/26/2022

**County Manager**  
*I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.*

Tara E. Pope AICP 8/30/2022

Clerk: SB  
Date: 8/30/2022



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/28/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 2405 Lucien Way Suite 275 Maitland FL 32751	<b>CONTACT NAME:</b> Lidia Santiuste <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> lidia.santiuste@marshmma.com														
<b>INSURED</b> S2L Inc 531 Versailles Drive Suite 202 Maitland FL 32751	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER B : Transportation Insurance Company</td> <td>20494</td> </tr> <tr> <td>INSURER C : Evanston Insurance Company</td> <td>35378</td> </tr> <tr> <td>INSURER D : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty Company	20443	INSURER B : Transportation Insurance Company	20494	INSURER C : Evanston Insurance Company	35378	INSURER D : National Fire Insurance Co of Hartford	20478	INSURER E :		INSURER F :	
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INSURER A : Continental Casualty Company	20443														
INSURER B : Transportation Insurance Company	20494														
INSURER C : Evanston Insurance Company	35378														
INSURER D : National Fire Insurance Co of Hartford	20478														
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER: 1224293981** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			2075876503	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2075880437	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			B2095585866	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC275880387	1/1/2022	1/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<b>Professional Liability</b>			MKL2EN102578	1/1/2022	1/1/2023	Ea Claim / Agg Deductible \$2,000,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Continuing Contract for Professional Engineering Services (Contract No. CM2685). Solid Waste Landfills and Other Related Ancillary Facilities for Nassau County, Florida.**  
 Certificate holder, as Designated Organization, is an Additional Insured as respects General Liability and Automobile Liability. Umbrella follows form to the underlying policies as respects to Additional Insureds. Waiver of Subrogation as respects General Liability, Auto and Workers Compensation in favor of Additional Insured. 30 Day notice of Cancellation (10 days for non-payment) in favor of Additional Insured as respects General Liability. All of the above applies when required by written contract subject to the terms, conditions and exclusions of the policy.

<b>CERTIFICATE HOLDER</b>  Nassau County Board of County Commissioners 96135 Nassau Place Suite 6 Yulee FL 32097	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**Certificate Of Completion**

Envelope Id: 4A052F7DAD134F7786017A0F62D05295	Status: Completed
Subject: Please DocuSign: Work Authorization 32 S2L, Incorporated \$25,000	
Source Envelope:	
Document Pages: 7	Signatures: 10
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Becky Diden
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	bdiden@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Becky Diden	Location: DocuSign
8/25/2022 2:29:48 PM	bdiden@nassaucountyfl.com	

**Signer Events**

	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 8/25/2022 2:44:57 PM Viewed: 8/26/2022 1:09:28 PM Signed: 8/26/2022 1:09:35 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


**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)		Sent: 8/26/2022 1:09:38 PM Viewed: 8/26/2022 4:28:28 PM Signed: 8/26/2022 4:28:34 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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


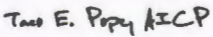

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 8/26/2022 4:28:38 PM Viewed: 8/29/2022 8:07:48 AM Signed: 8/29/2022 8:08:33 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 8/29/2022 8:08:35 AM Viewed: 8/29/2022 8:53:19 AM Signed: 8/29/2022 8:53:26 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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



Signer Events	Signature	Timestamp
Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/29/2022 8:53:29 AM Viewed: 8/29/2022 9:52:14 AM Signed: 8/29/2022 9:52:39 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Sam Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 72.188.179.252	Sent: 8/29/2022 9:52:42 AM Resent: 8/30/2022 1:21:37 PM Viewed: 8/30/2022 1:36:15 PM Signed: 8/30/2022 1:36:44 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 8/30/2022 1:36:15 PM ID: 4cd62b88-c7aa-4d47-b947-d0d71abc938a		
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/30/2022 1:36:46 PM Viewed: 8/30/2022 2:36:23 PM Signed: 8/30/2022 2:36:29 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Clerk Finance received 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: 8/30/2022 2:36:32 PM Viewed: 8/30/2022 4:35:28 PM Signed: 8/30/2022 4:35:40 PM
<b>Electronic Record and Signature Disclosure:</b> 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
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">COPIED</div>	Sent: 8/30/2022 4:35:43 PM Viewed: 8/31/2022 1:10:23 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	8/25/2022 2:44:57 PM
Certified Delivered	Security Checked	8/30/2022 4:35:28 PM
Signing Complete	Security Checked	8/30/2022 4:35:40 PM
Completed	Security Checked	8/30/2022 4:35:43 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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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.