

CS-22-057

<b>CONTRACT TRACKING NO.</b>  <b>CM 3287</b>
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**BOCC CONTRACT  
APPROVAL FORM**  
(Request for Contract Preparation)

**GENERAL INFORMATION**

Requesting Department: Solid Waste

Contact Person: Becky Diden

Telephone: (904) 530-6700 Fax: ( ) Email: bldiden@nassaucountyfl.com

**CONTRACTOR INFORMATION**

Name: Keep Nassau Beautiful.

Address: P.O. Box 16244 Fernandina Beach, FL 32034  
City State Zip

Contractor's Administrator Name: Lynda H. Bell Title: Executive Director

Telephone: (904) 261-0165 Fax: ( ) Email: knb@keepnassaubeautiful.org

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

Authorized Signatory Name: Lynda H. Bell

Authorized Signatory Email: knb@keepnassaubeautiful.org

**CONTRACT INFORMATION**

Contract Name: Funding Agreement for FY2022-2023

Description: Funding Agreement for services provided for litter prevention and recycling education program management  
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$34,705  
APPROXIMATE IF NECESSARY

Source of Funds:  County  State  Federal  Other Account: 01357534-534304

Authorized Signatory: Taco E. Pope, AICP  
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: 10/01/2023 Termination/Cancellation: 09/30/2023

Status:  New  Renew  Amend#  WA/Task Order  Supplemental Agreement

How Procured:  Exemption  Sole Source  Single Source  ITB  RFP  RFQ  Coop  
 Piggyback  Quotes  Other Not for Profit

**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 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 BD
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept BD
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept BD
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 BD 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	Dept BD
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 12/1/2022  
Department Head/Contract Manager Date
2. James Holmes 12/1/2022  
Procurement Date
3. Chris Lacambra 12/1/2022  
Office of Mgmt & Budget Date
4. Denise C. May 12/6/2022 12/2/2022  
County Attorney Date

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Tara E. Poppy AICP 12/6/2022  
County Manager Date

**ANNUAL CONTRACT FOR LITTER PREVENTION AND RECYCLING EDUCATION  
PROGRAM MANAGEMENT FOR FISCAL YEAR 2021/2022**

THIS CONTRACT is entered this <sup>6th</sup> \_\_\_ day of \_\_\_\_\_, 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 **KEEP NASSAU BEAUTIFUL, INC.**, P.O. Box 16244, Fernandina Beach, Florida 32035, hereinafter referred to as "KNB". The parties agree as follows:

1. KNB will provide educational and prevention services for the Great American Cleanup, the Adopt-a-Shore, the Adopt-a-Street, Adopt-a-Spot and Adopt-a-Highway programs. Other programs may be added contingent upon funding availability.
2. KNB will strive to obtain an awareness of the litter problem in Nassau County, Florida, reduce litter and improve the appearance of Nassau County, Florida by empowering citizens through active participation within the community.
3. KNB will strive to increase awareness and prevent litter in Nassau County, Florida through litter prevention education. KNB will strive to reduce litter removal cost and improve the appearance of State Highways in Nassau County, Florida by promoting the Florida Department of Transportation's Adopt-a-Highway Program.
4. KNB will also strive to promote awareness of litter free and clean coastlines for both fresh and salt-water areas of Nassau County, Florida to reduce litter and illegal dumping in Nassau County, Florida.
5. KNB will assist organized community cleanup events through providing planning, scheduling, and logistical guidance. KNB may pay disposal fees or accept in-kind services for disposal for said events.
6. KNB will provide promotion of the County's total recycling program through public education and

- information and development of educational and informational materials.
7. KNB will keep current on the new and innovative recycling technology and litter prevention tools, and keep the County informed of local opportunities for programs.
  8. KNB will submit a monthly report of activities, pertaining to this Contract, to the Public Works Director.
  9. KNB will submit a bill to the County quarterly for the above-mentioned services at a rate of eight thousand six hundred seventy-six dollars and twenty-five cents (\$8,676.25) per quarter, for an annual total of thirty four thousand seven hundred five dollars (\$34,705.00). A summary of the progress of all programs covered under this agreement detailing specific tasks performed by KNB will be submitted to the Public Works Director with the request for payment. Appropriations necessary for the funding of this Contract beyond the FY 2022/2023 shall be subject to the budget and appropriation by the County during the regular budget process.
  10. The County, within budgetary constraints may provide educational and informational materials.
  11. Certain required programs are detailed in Appendix A which is incorporated into this Contract.
  12. Term: This Contract is for the period beginning October 1, 2022 and ending on September 30, 2023 unless terminated by either party upon provision of thirty (30) days written notice to the other party, subject to completion of all previous and outstanding billings.
  13. Disputes: The County may utilize this section, at their discretion, as to disputes regarding Contract interpretation. The County may send a written communication to KNB by email, overnight mail, UPS, FedEx, or certified mail. The written notification

shall set forth the County's interpretation of the Contract. A response shall be provided in the same manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to KNB. KNB should have a representative, at the meeting that can render a decision on behalf of KNB.

If there is no satisfactory resolution as to the interpretation of the Contract, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by KNB. KNB shall not stop work during the pendency of mediation or dispute resolution.

14. In performing its obligations under this Contract, KNB shall at all times be acting in the capacity of an independent contractor and not as an officer, employee or agent of the County.

15. Failure of KNB to satisfactorily comply with the terms of this Contract may result in cessation of payment, pursuant to the terms of this Contract.

IN WITNESS WHEREOF, the effective date of this Contract shall be the date of its being signed by the Designee of the Board of County Commissioners of Nassau County, Florida, this 6th \_\_\_\_\_ day of \_\_\_\_\_ December \_\_\_\_\_, 2022.

**NASSAU COUNTY, FLORIDA**

*Taco E. Pope AICP*

12/6/2022

By: Taco E. Pope, AICP  
ITS: Designee

Approved as to form and legality  
by the Nassau County Attorney

*Denise C. May*

12/6/2022

\_\_\_\_\_  
DENISE C. MAY

**KEEP NASSAU BEAUTIFUL, INC.**

*Lynda Bell*

12/6/2022

\_\_\_\_\_  
By: Lynda H Bell

Its: EXECUTIVE DIRECTOR

## Appendix A

### Great American Cleanup-Required

**Goal:** To increase awareness, reduce litter, and improve the appearance of Nassau County, Florida

**Objective:** To increase awareness, reduce litter, and improve the appearance of Nassau County, Florida by empowering citizens through active participation within the community.

Keep Nassau Beautiful, Inc. (KNB) will participate in the Great American Cleanup in March through May. KNB will provide all volunteers with trash bags, gloves, and any other supplies needed. KNB will track the number of volunteers, hours spent, locations cleaned, dates, times, and the amount and type of trash picked up. KNB will recognize all volunteers with a Great American Cleanup T-shirt. KNB will recognize volunteers and accomplishments in the local newspapers. KNB will submit all reports to Keep America Beautiful (KAB) as required. KNB will publish KNB's results with local media using a news release format.

### Litter Prevention Community Presentations-Required

**Goal:** To increase awareness and prevent litter in Nassau County, Florida.

**Objective:** To increase awareness and prevent litter in Nassau County, Florida through litter prevention education.

Keep Nassau Beautiful (KNB) will provide presentations for businesses, organizations, groups, etc. in order to promote litter prevention in Nassau County. KNB will provide resources and materials for litter prevention education. KNB will conduct an annual KAB Litter Index and publish the results in KNB's newsletter and website. KNB will submit a news release to local media.

### Adopt-A-Highway Promotion-Required

**Goal:** To reduce litter removal cost and improve the appearance of State Highways in Nassau County, FL.

**Objective:** To reduce litter removal cost and improve the appearance of State Highways in Nassau County, Florida by promoting the Florida Department of Transportation's Adopt-A-Highway Program.

Keep Nassau Beautiful, Inc. (KNB) will promote the Florida Department of Transportation's Adopt-A-Highway program by making available informational handouts/pamphlets to the community.

These handouts/pamphlets will be available at Nassau County Chambers' of Commerce offices, KNB's events, various county/city offices, public library branches, tag agency, and other various business locations. KNB will assist in managing the Adopt-A-Highway program. KNB will include all Adopt-A-Highway participants in the Great American Cleanup and any other cleanup activities. KNB will include all Adopt-A-Highway participants in any KNB systems mailings.

### **Adopt-A-Shore-Required**

**Goal:** To increase litter free coastline in Nassau County, Florida

**Objective:** To increase litter free coastline in Nassau County, Florida by empowering citizens.

Keep Nassau Beautiful's (KNB) Adopt-A-Shore program allows businesses, organizations, and individuals to adopt one mile of coastline. The party agrees to do quarterly cleanups for a period of two years. The party also agrees to compete a quarterly report on the amount of trash pick up, the type of trash picked up, the number of volunteers, hours spent, location, date, and time of cleanup. KNB will provide the volunteers with trash bags, gloves, and any other supplies needed. KNB will work in partnership with local garbage haulers and Nassau County's Road Department to have the litterbags removed. KNB will provide recognition of the party by providing Adopt-A-Shore signs at public entrances to the coastline as approved by the County, stating the adopting party's name and submitting a news release to local media.

### **Local Adopt-A-Road-Required**

**Goal:** To increase litter free awareness in Nassau County.

**Objective:** To increase litter free awareness in Nassau County, Florida by empowering citizens.

Keep Nassau Beautiful, Inc.'s (KNB) Adopt-A-Road program allows businesses, organizations, and individuals to adopt a one-mile county roadside. The party agrees to do quarterly cleanups for a period of two years. The party also agrees to complete a quarterly report on the amount of trash picked up, the type of trash picked up, the number of volunteers, hours spent, location, date, and time of cleanup. KNB will provide the volunteers with trash bags, gloves, and any other supplies needed. KNB will work in partnership with local garbage haulers and Nassau County's Road Department to have the litterbags removed. KNB will provide recognition of the party by providing litter control signs in both directions of traffic stating the adopting party's name, submitting a news release to local media.



**Local Adopt-A-Spot-Required**

**Goal:** To increase litter free awareness in Nassau County.

**Objective:** To increase litter free awareness and beautify spaces in Nassau County, Florida by empowering citizens.

KNB's Adopt-A-Spot program allows businesses, organizations, and individuals to adopt a county shared access area, such as parks, ballfields, boat ramp launch areas, and trails. The party agrees adopted spot(s) will be cleaned no less than six times annually for a period of two years to foster a clean and more beautiful environment, to encourage community spirit, and to support growth in Nassau County. The party also agrees to complete a report following each cleanup event on the amount of trash or yard debris picked up/removed, the number of volunteers, hours spent, location, date, and time of the event. KNB will provide the volunteers with trash bags, gloves, and other supplies needed. KNB will work in partnership with local garbage haulers, and Nassau County's Road Department to have litterbags and yard waste removed. KNB will provide recognition of the party by providing an Adopt-A-Spot sign at the site in a location approved by the County stating the adopting partners name and submitting a news release to the local media.

**Household Hazardous Waste**

**Goal:** To increase awareness of the proper handling and disposal of hazardous wastes which are potential hazards to citizens and the environment.

**Objective:** To increase proper disposal of hazardous waste by providing citizens with an opportunity to safely discard of excess household quantities.

Keep Nassau Beautiful, Inc.'s Household Hazardous Waste program works with the Nassau County Solid Waste Department and Florida Department of Environmental Protection through Alachua County's Environmental Protection Department to host a bi-annual event. Coordinating with local businesses and volunteers, a wide variety of household products are collected for safe disposal. This program is designed to assure citizens that their refuse is properly and securely processed for recycling or discarding.

KNB will engage volunteers to assist residents in the removal of items from their vehicles and proper sorting of items for disposal during events. KNB will manage the project task list under direction of the Nassau County Recycling Coordinator.



## Case Verification Number: 2021268160553LJ

Report prepared: 09/28/2021

### Company Information

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Company ID: 1735377

Company Name: Keep Nassau Beautiful Inc

Client Company ID: 1735377

Client Company Name: Keep Nassau Beautiful Inc

### Employee Information

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Name: Kendra Shafer

Date of Birth: 02/05/1967

U.S. Social Security Number: \*\*\*-\*\*-6026

Employee's First Day of Employment:  
09/27/2021

Citizenship Status: U.S. Citizen

### Document Information

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List B Document: Driver's license or ID card issued by a U.S. state or outlying possession

Document Subtype: Driver's License

Document Number: \*\*\*\*\*5451

Expiration Date: 02/05/2028

State: Florida

List C Document: Social Security Card

### Case Information

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Case Status: Closed

Case Submitted By: Lynda Bell

Current Case Result: Employment Authorized

Reason for Closure: Employment Authorized  
Auto Close





**Certificate Of Completion**

Envelope Id: E689C53426424954852EEDB05ECF9ACF	Status: Completed
Subject: Complete with DocuSign: Contract Approval FY22_23 KNB CM3287 PO Request	
Source Envelope:	
Document Pages: 12	Signatures: 13
Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld 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
12/1/2022 8:40:59 AM	bdiden@nassaucountyfl.com	

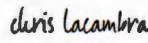
**Signer Events**

Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 12/1/2022 8:50:20 AM Viewed: 12/1/2022 8:59:29 AM Signed: 12/1/2022 9:00:33 AM
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: 12/1/2022 9:00:36 AM Viewed: 12/1/2022 9:37:32 AM Signed: 12/1/2022 9:39:09 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: 12/1/2022 9:39:14 AM Viewed: 12/1/2022 9:47:46 AM Signed: 12/1/2022 9:47:52 AM
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: 12/1/2022 9:47:56 AM Viewed: 12/1/2022 5:47:56 PM Signed: 12/1/2022 5:48:06 PM
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
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Assistant County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 12/1/2022 5:48:10 PM  Viewed: 12/2/2022 3:27:40 PM  Signed: 12/2/2022 3:27:47 PM</p>
<p>Lynda Bell  knb@keepnassaubeautiful.org  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 12/2/2022 5:24:04 PM  ID: 128d19b9-be61-410e-b67c-87ed37d2a14d</p>	<p><i>Lynda Bell</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 71.203.164.42</p>	<p>Sent: 12/2/2022 3:27:52 PM  Viewed: 12/2/2022 5:24:04 PM  Signed: 12/6/2022 9:45:52 AM</p>
<p>Denise C. May  dmay@nassaucountyfl.com  Assistant County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 12/6/2022 9:45:58 AM  Viewed: 12/6/2022 10:08:54 AM  Signed: 12/6/2022 10:09:11 AM</p>
<p>Taco E. Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 12/6/2022 10:09:15 AM  Viewed: 12/6/2022 10:16:34 AM  Signed: 12/6/2022 10:16:39 AM</p>
<p>Clerk Finance received  BOCCAP@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>Clerk Finance received</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 12.23.69.254</p>	<p>Sent: 12/6/2022 10:16:43 AM  Viewed: 12/7/2022 7:42:01 AM  Signed: 12/7/2022 7:42:13 AM</p>
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 clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/7/2022 7:42:18 AM
Procurement Staff bocprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 12/7/2022 7:42:21 AM
Lynda Bell knb@keepnassaubautiful.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 12/2/2022 5:24:04 PM ID: 128d19b9-be61-410e-b67c-87ed37d2a14d	<b>COPIED</b>	Sent: 12/7/2022 7:42:24 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	12/1/2022 8:50:21 AM
Certified Delivered	Security Checked	12/7/2022 7:42:01 AM
Signing Complete	Security Checked	12/7/2022 7:42:13 AM
Completed	Security Checked	12/7/2022 7:42:24 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.