

CS-22-322

CHANGE ORDER REQUEST FORM

Double Chip Seal Project FY2023
PROJECT

No. 01

07/05/23

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY Contract / Purchase Order No.: CM3015-WA02
CONTRACTOR: Asphalt Paving Systems, inc.

ENGINEER / ARCHITECT: N/A

The undersigned parties agree to amend this Work Authorization to remove Littleberry Lane and add Frank Ward Road to the 2023 list of prepared roads, 2023 Double Chip Seal Project, increase of \$8,274.44 (\$8,112.20 for the road and \$162.24 for mobilization).

Attachments: CM3015 WA02 and Quote dated 06.27.23

CHANGE IN WORK AUTHORIZATION PRICE: Original Contract Price \$ <u>406,380.04</u>	CHANGE IN CONTRACT TIMES: Original Contract Times <u>08/01/23 to 09/22/23</u> Ready for Final Payment: <u>45 days from final completion, 11/06/23</u> (days and dates)
Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> \$ <u>0</u>	Net change from previous Change Orders No. <u>0</u> to No. <u>0</u> <u>0</u> (days)
WORK AUTHORIZATION Price prior to this Change Order \$ <u>406,380.04</u>	Contract Times Prior to this Change Order Substantial Completion: <u>09/22/23</u> Ready for Final Payment: <u>45 days from completion, 11/06/23</u> (days and dates)
Net Increase (decrease) of this Change Order \$ <u>8,274.44</u>	Net Increase (decrease) of this Change Order <u>0</u> (days)
WORK AUTHORIZATION Price with all approved Change Orders \$ <u>414,654.48</u>	Contract Times with all approved Change Orders Substantial Completion: <u>09/22/23</u> Ready for Final Payment: <u>45 days from completion, 11/06/23</u> (days and dates)

RECOMMENDED:
By: David Hearn
Engineer/Architect (Authorized Signature)
Date: 7/19/2023

APPROVED:
By: Taco E. Popo AICP
COUNTY (Authorized Signature)
Date: 7/27/2023

ACCEPTED:
By: Robert Capoferri
Contractor (Authorized Signature)
Date: 7/24/2023

CHANGE ORDER APPROVAL FORM

PROJECT: Double Chip Seal Project FY2023

CHANGE ORDER NUMBER: CO01

DATE: 07/05/23

CONTRACT NUMBER: CM3015 WORK AUTHORIZATION NUMBER: WA02

TO CONTRACTOR: Asphalt Paving Systems, Inc.

Account No(s). 03404541-546000 DBCHP

Description: Remove Littleberry Lane from 2023 list of prepared roads for the Double Chip Seal Project and add Frank Ward Road, cost increase of \$8,274.44.

Reason for Change Order: Frank Ward Road was originally scheduled to be on the 2023 Chip Seal list. A housing development was planned for the area and Nassau County was anticipating Frank Ward Road to be paved as part of the Developer's Agreement so it was in the County's best interest to move a similar size road within the same district to replace Frank Ward Road. There has been a delay in the development, so Frank Ward Road is being put back on the Chip Seal list and removing Littleberry lane.

Original Work Authorization Sum.....	\$ <u>406,380.04</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$ <u>0.00</u>
Work Authorization Sum Prior to This Change Order.....	\$ <u>406,380.04</u>
 Amount of this Change Order (Add).....	 \$ <u>8,274.44</u>
 New Work Authorization Sum Including this Change Order.....	 \$ <u>414,654.48</u>

The Contract Time will be increased	<u>0 days</u>
Previous Substantial Completion: <u>09/22/23</u>	Previous Final Completion: <u>09/22/23</u>
New Substantial Completion: <u>09/22/23</u>	New Final Completion: <u>09/22/23</u>

APPROVED BY: <u>Doug Podiak</u>	DATE: <u>7/20/2023</u>
Department Head <i>Tanase Almon</i>	
APPROVED BY: _____	DATE: <u>7/24/2023</u>
Procurement Department <u>chris lacambra</u> <i>TL</i>	
7/21/2023	DATE: <u>7/21/2023</u>
APPROVED BY: _____	DATE: <u>7/27/2023</u>
Office of Management and Budget <u>Denise C. May</u> <i>DM</i>	
7/27/2023	DATE: <u>7/27/2023</u>
APPROVED BY: _____	DATE: <u>7/27/2023</u>
County Attorney's Office <u>Taco E. Pope, AICP</u>	
Taco E. Pope, AICP, County Manager	
APPROVED BY: _____	DATE: _____
N/A	
Klynt A. Farmer, Chairman	
ATTEST: _____	DATE: _____
N/A	
John A. Crawford, Clerk of Courts	



DATE: 6/27/2023

TO: David Hearn
 Nassau County Road and Bridge Department
 37356 Pea Farm Rd
 Hilliard, Florida 32046
 904-530-6175 Office

FROM: Asphalt Paving Systems, Inc.
 Kris Shane - South Florida Rep
 9021 Wire Road
 Zephyrhills, FL 33540
 Ph: 813-480-1865

RE: Project proposal
 2022-2023 Double Chip Seal Various Roads

Product	Description	Units	Quantity	Unit Price	Total Price
	Driveways based on 20x10 driveway- will be invoiced on actual square yards				
	Olesner Dr				
4.00	Double Application Chip Seal	SY	1,712.00	\$ 5.47	\$ 9,364.64
6.00	Emulsion (prime for base including sand)	GAL	377	\$ 3.53	\$ 1,330.81
7.00	Emulsion for Fog Seal	GAL	377	\$ 3.48	\$ 1,311.96
8.00	Chip Seal Driveways	SY	132.00	\$ 25.00	\$ 3,300.00
					\$ 15,307.41
	Wilder Blvd				
4.00	Double Application Chip Seal	SY	1,467.00	\$ 5.47	\$ 8,024.49
6.00	Emulsion (prime for base including sand)	GAL	323	\$ 3.53	\$ 1,140.19
7.00	Emulsion for Fog Seal	GAL	323	\$ 3.48	\$ 1,124.04
8.00	Chip Seal Driveways	SY	154.00	\$ 25.00	\$ 3,850.00
					\$ 14,138.72
	Arbor Ln				
4.00	Double Application Chip Seal	SY	3,556.00	\$ 5.47	\$ 19,451.32
6.00	Emulsion (prime for base including sand)	GAL	783	\$ 3.53	\$ 2,763.99
7.00	Emulsion for Fog Seal	GAL	783	\$ 3.48	\$ 2,724.84
8.00	Chip Seal Driveways	SY	132.00	\$ 25.00	\$ 3,300.00
					\$ 28,240.15
	Seymour Ln				
4.00	Double Application Chip Seal	SY	567.00	\$ 5.47	\$ 3,101.49
6.00	Emulsion (prime for base including sand)	GAL	125	\$ 3.53	\$ 441.25
7.00	Emulsion for Fog Seal	GAL	125	\$ 3.48	\$ 435.00
8.00	Chip Seal Driveways	SY	88.00	\$ 25.00	\$ 2,200.00
					\$ 6,177.74
	Frank Ward Rd				
4.00	Double Application Chip Seal	SY	8,556.00	\$ 5.47	\$ 46,801.32
6.00	Emulsion (prime for base including sand)	GAL	1,883	\$ 3.53	\$ 6,646.99
7.00	Emulsion for Fog Seal	GAL	1,883	\$ 3.48	\$ 6,552.84
8.00	Chip Seal Driveways	SY	220.00	\$ 25.00	\$ 5,500.00

						\$ 65,501.15
	Freeman Rd					
4.00	Double Application Chip Seal	SY	4,000.00	\$ 5.47	\$	21,880.00
6.00	Emulsion (prime for base including sand)	GAL	880	\$ 3.53	\$	3,106.40
7.00	Emulsion for Fog Seal	GAL	880	\$ 3.48	\$	3,062.40
8.00	Chip Seal Driveways	SY	220.00	\$ 25.00	\$	5,500.00
						\$ 33,548.80
	Mytrice Rd					
4.00	Double Application Chip Seal	SY	4,667.00	\$ 5.47	\$	25,528.49
6.00	Emulsion (prime for base including sand)	GAL	1,027	\$ 3.53	\$	3,625.31
7.00	Emulsion for Fog Seal	GAL	1,027	\$ 3.48	\$	3,573.96
8.00	Chip Seal Driveways	SY	528.00	\$ 25.00	\$	13,200.00
						\$ 45,927.76
	Lawhon Rd					
4.00	Double Application Chip Seal	SY	5,778.00	\$ 5.47	\$	31,605.66
6.00	Emulsion (prime for base including sand)	GAL	1,272	\$ 3.53	\$	4,490.16
7.00	Emulsion for Fog Seal	GAL	1,272	\$ 3.48	\$	4,426.56
8.00	Chip Seal Driveways	SY	440.00	\$ 25.00	\$	11,000.00
						\$ 51,522.38
	Debbie Ct					
4.00	Double Application Chip Seal	SY	1,889.00	\$ 5.47	\$	10,332.83
6.00	Emulsion (prime for base including sand)	GAL	416	\$ 3.53	\$	1,468.48
7.00	Emulsion for Fog Seal	GAL	416	\$ 3.48	\$	1,447.68
8.00	Chip Seal Driveways	SY	110.00	\$ 25.00	\$	2,750.00
						\$ 15,998.99
	Howard Rd					
4.00	Double Application Chip Seal	SY	3,334.00	\$ 5.47	\$	18,236.98
6.00	Emulsion (prime for base including sand)	GAL	734	\$ 3.53	\$	2,591.02
7.00	Emulsion for Fog Seal	GAL	734	\$ 3.48	\$	2,554.32
8.00	Chip Seal Driveways	SY	220.00	\$ 25.00	\$	5,500.00
						\$ 28,882.32
	Boyd Rd					
4.00	Double Application Chip Seal	SY	5,889.00	\$ 5.47	\$	32,212.83
6.00	Emulsion (prime for base including sand)	GAL	1,296	\$ 3.53	\$	4,574.88
7.00	Emulsion for Fog Seal	GAL	1,296	\$ 3.48	\$	4,510.08
8.00	Chip Seal Driveways	SY	176.00	\$ 25.00	\$	4,400.00
						\$ 45,697.79
	David Fouraker Rd					
4.00	Double Application Chip Seal	SY	2,667.00	\$ 5.47	\$	14,588.49
6.00	Emulsion (prime for base including sand)	GAL	587	\$ 3.53	\$	2,072.11
7.00	Emulsion for Fog Seal	GAL	587	\$ 3.48	\$	2,042.76
8.00	Chip Seal Driveways	SY	132.00	\$ 25.00	\$	3,300.00
						\$ 22,003.36
	Middle Rd					
4.00	Double Application Chip Seal	SY	3,112.00	\$ 5.47	\$	17,022.64
6.00	Emulsion (prime for base including sand)	GAL	685	\$ 3.53	\$	2,418.05
7.00	Emulsion for Fog Seal	GAL	685	\$ 3.48	\$	2,383.80

8.00	Chip Seal Driveways	SY	176.00	\$ 25.00	\$ 4,400.00
					\$ 26,224.49
1.00	Mobilization	EA	1.00	\$ 7,500.00	\$ 7,500.00
2.00	Maintenance Of Traffic	2%	1.00	\$ 7,983.42	\$ 7,983.42
	County to mark out driveways prior to APS mobilizing				
	Measurements need to be field verified after roads are prepped				
	Driveways invoiced off of actual SY's used- based off of 20x10 driveway- 124 total				
				Total	\$ 414,654.48

Respectfully Submitted,

Kris D. Shane

Asphalt Paving Systems, Inc.
Zephyrhills, Florida
c: 813-480-1865

e: k.shaneaps@gmail.com

Accepted By: _____

Signature: _____

Date: _____

* Proposal valid for 30 days.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/1/2023

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 any rights to the certificate holder in lieu of such endorsement(s).


PRODUCER McKee Risk Management, Inc. 610 Freedom Business Center Drive, Suite 300 King of Prussia, PA 19406-1329	CONTACT NAME: Joseph J. Meola, CIC, CRM
	PHONE (A/C, No, Ext): 609 561-4161 FAX (A/C, No): 609 567-2824 E-MAIL ADDRESS: rivey@mckeerisk.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : Starr Indemnity & Liability Company 38318
INSURED Asphalt Paving Systems Inc. 500 N. Egg Harbor Road P O Box 530 Hammonton, NJ 08037	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	1000025864231	04/01/2023	04/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	1000008480231	04/01/2023	04/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X		1000586980231	04/01/2023	04/01/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	1000004574	04/01/2023	04/01/2024	<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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Alternate Paving Methods; It is agreed that Nassau County Board of County Commissioners is included as Additional Insured with respect to the operations performed by the Named Insured if required by written contract per ISO Forms CG2010-12/19, CG2037-12/19.

CERTIFICATE HOLDER Nassau County Board of County Commissioners 96135 Nassau Place, Suite 1 Yulee, FL 32097	CANCELLATION 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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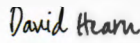
Certificate Of Completion

Envelope Id: E8E200051C814AE4A9EE93A45F0324DC Status: Completed
 Subject: Complete with DocuSign: Change Order Request Form APS - CM3015 WA02 CO1.docx, Change Order Appr...
 Source Envelope:
 Document Pages: 6 Signatures: 8 Envelope Originator:
 Certificate Pages: 7 Initials: 4 Jennifer Kirkland
 AutoNav: Enabled jkirkland@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: Jennifer Kirkland Location: DocuSign
 7/19/2023 1:42:08 PM jkirkland@nassaucountyfl.com


Signer Events

	Signature	Timestamp
David Hearn dhearn@nassaucountyfl.com Road Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/19/2023 1:49:40 PM Viewed: 7/19/2023 2:18:06 PM Signed: 7/19/2023 2:20:57 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/19/2023 1:49:40 PM Viewed: 7/20/2023 3:16:37 PM Signed: 7/20/2023 3:16:59 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Ashley Metz ametz@nassaucountyfl.com Human Resources Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 7/20/2023 3:17:01 PM Viewed: 7/20/2023 4:16:18 PM Signed: 7/20/2023 4:17:28 PM
Signature Adoption: Pre-selected Style Using IP Address: 107.115.147.130 Signed using mobile		

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: 7/20/2023 3:17:00 PM Viewed: 7/21/2023 12:04:40 PM Signed: 7/21/2023 12:05:42 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**

chris lacambra
clacambra@nassaucountyfl.com
OMB Director
Nassau County BOCC

Security Level: Email, Account Authentication
(None)

chris lacambra

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 7/21/2023 12:05:44 PM
Viewed: 7/21/2023 12:25:20 PM
Signed: 7/21/2023 12:25:24 PM

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)

Lanaee Gilmore

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 7/21/2023 12:25:26 PM
Viewed: 7/24/2023 9:32:00 AM
Signed: 7/24/2023 9:32:15 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Robert Capoferri
Amandareichartaps@gmail.com
President

Security Level: Email, Account Authentication
(None)

Robert Capoferri

Signature Adoption: Pre-selected Style
Using IP Address: 71.40.173.147

Sent: 7/24/2023 9:32:17 AM
Viewed: 7/24/2023 1:38:29 PM
Signed: 7/24/2023 1:47:36 PM

Electronic Record and Signature Disclosure:
Accepted: 7/24/2023 1:38:29 PM
ID: b92bfee5-779f-424b-b722-4e1d623af44a

Abigail Jorandby
ajorandby@nassaucountyfl.com
Assistant County Attorney
Nassau BOCC

Security Level: Email, Account Authentication
(None)

AJ

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 7/24/2023 1:47:39 PM
Viewed: 7/25/2023 1:35:24 PM
Signed: 7/27/2023 5:15:03 PM

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
Using IP Address: 50.238.237.26

Sent: 7/27/2023 5:15:08 PM
Viewed: 7/27/2023 5:45:16 PM
Signed: 7/27/2023 5:46:21 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
Using IP Address: 50.238.237.26

Sent: 7/27/2023 5:46:24 PM
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Signed: 7/27/2023 5:51:42 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
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: 7/27/2023 5:51:44 PM Viewed: 7/28/2023 8:26:01 AM Signed: 7/28/2023 8:26:12 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
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 7/28/2023 8:26:16 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Jennifer Kirkland jkirkland@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 7/28/2023 8:26:19 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

David Hearn dhearn@nassaucountyfl.com Road Nassau County BOCC Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 7/28/2023 8:26:23 AM
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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/19/2023 1:49:40 PM
Envelope Updated	Security Checked	7/19/2023 1:59:48 PM
Envelope Updated	Security Checked	7/19/2023 1:59:48 PM
Certified Delivered	Security Checked	7/28/2023 8:26:01 AM
Signing Complete	Security Checked	7/28/2023 8:26:12 AM
Completed	Security Checked	7/28/2023 8:26:23 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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

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 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 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 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.