

CS-22-350

**WORK AUTHORIZATION # 45
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

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

CURRENT WORK AUTHORIZATION			
Project Short Title: Title V Permit- Final Tier II Sampling, Collection, Testing, & FDEP Report			
		CONTRACT OVERVIEW	
Date Submitted	8/24/2023	Total of Previous Authorizations	\$2,155,738.97
Amount	\$38,011.76	This Work Authorization	\$38,011.76
Scheduled Completion	May 30, 2024	New Contract Amount including this work authorization	\$2,193,750.73

This Work Authorization is to the AGREEMENT between Nassau County and S2L, Incorporated ("Vendor") for the 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:

S2Li Project Team will provide qualified professional labor to complete the two remaining sampling events in Fiscal Year 2024 (between October 1, 2023, through May 30, 2024), prepare the calculations, and assuming positive results from the testing and calculations, submit a report to FDEP requesting the elimination of NSPS requirements under the County's West Nassau Landfill Title V permit. The work described to conduct this service is attached hereto as **Exhibit "A"**.

ARTICLE 2. Time Schedule

Vendor anticipates work under the Scope of Services provided to be completed no later May 30, 2024.

ARTICLE 3. Budget

Vendor will perform the services described outlined herein for the amount of \$38,011.76. Vendor's fee amounts are detailed further in **Exhibit "B"** Vendor will be using rates previously established under Contract CM2685.

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.

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: 9/8/2023

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Doug Podiak 9/7/2023

Procurement: Ranaco Belmonte 9/8/2023

Office of Management & Budget: Chris Lacambra 9/7/2023 *FL*

County Manager: Taco E. Pope, AICP 9/8/2023

Ex-Officio Clerk: N/A
John A. Crawford

County Attorney:

Denise C. May

9/8/2023

(RFJ) 9/8/2023

APPROVED by the BOARD OF COUNTY COMMISSIONERS, this day of , 2023.

BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA

N/A

Klynt A. Farmer
Chairman

ACCOUNT NO.: 01362534-531000 \$29,269.06 01361534-531000 \$8,742.70

Exhibit "A"

Scope of Services Title V Permit – Final Tier II Sampling Collection, Testing, and Report to FDEP at the West Nassau Landfill Flare Station

**County Contract Number: CM2685-WA45
S2Li Project Number: 23-1022**

BACKGROUND

Nassau County (County) operates and maintains a Landfill Gas Collection and Control System (LFGCCS) at its West Nassau Landfill to comply with Federal Title V air regulations and New Source Performance Standards (NSPS) operating and reporting standards. These rules allow the County to seek relief and be exempted from these air emission requirements upon meeting certain conditions. Last year, S2L, Incorporated (S2Li) and its subconsultant, Grove Scientific & Engineering, Inc. (Grove) (collectively known as the "S2Li Team") conducted one sampling event and prepared calculations that demonstrated that the facility can be exempted from the regulations. The report recommended that the County meet with the Florida Department of Environment Protection (FDEP) and conduct a formal exemption request in accordance with the regulations. The sampling and testing process will consist of three successive sampling events at least 90 days apart and no more than 180 days apart. The sample collection and analyses will be conducted in accordance with the requirements of the NSPS for Municipal Solid Waste Landfills as published in Title 40 of the Code of Federal Regulations Part 60 (40 CFR Part 60), Subpart WWW. It can take up to two years to:

- complete the required testing protocol;
- conduct the sampling and testing;
- prepare the calculations and report;
- receive FDEP approval of the exemption request; and
- prepare the Title V permit modification application.

Under a previous Work Authorization, Grove notified the FDEP of the County's intentions and submitted a sample collection and testing protocol that was approved by FDEP. Also, the first of three sampling events was conducted on August 15, 2023. Samples were submitted to a laboratory for analysis.

This Work Authorization is to complete the two remaining sampling events in Fiscal Year 2024 (between October 1, 2023 through May 30, 2024), prepare the calculations, and assuming positive results from the testing and calculations, submit a report to FDEP requesting the elimination of NSPS requirements under the County's West Nassau Landfill Title V permit. Under a different Work Authorization in FY2024, the County will need to renew the West Nassau Landfill Title V permit for another 5 years, so the permit renewal application is to reflect the elimination of the NSPS requirements.

It should be noted that the cessation of the LFGCCS operation and compliance with NSPS operating parameters does not mean discontinuance of the flare station operation, greenhouse gas (GHG) reporting requirements, odor control requirements, or landfill gas migration monitoring. Landfill gas will continue to be generated at the landfill for an extended period of time and the County will need to continue to operate a collection system to ensure odor control, liner, and cover integrity, and to reduce potential impact on groundwater resources.

However, the financial benefits associated with the elimination of NSPS operational and reporting requirements alone are significant.

SCOPE OF SERVICES

This Work Authorization provides for the services required to complete the remaining two sampling events at the West Nassau Landfill, send the landfill gas samples to a laboratory for analysis, prepare calculations, and submit a report to FDEP. Under this Work Authorization, the S2Li Team will perform the following:

- Conduct two landfill gas sampling events with up to five samples collected at the flare station before the condensate knock-out pot and blower. Sampling Event 2 of 3 is tentatively scheduled for November 29, 2023, and Sampling Event 3 of 3 is tentatively scheduled for March 6, 2024.
- Send landfill gas samples from each sampling event to the lab for analysis.
- Prepare calculation of the NMOC concentration, in megagrams per year, using the equation in 40 CFR 60.754(b):

$$MN\text{MOC} = 1.89 \times 10^{-3} \text{ QLFG CNMOC}$$

MNMOC = mass emissions rate of NMOC, Mg per year

QLFG = flow rate of LFG, cubic meters per minute

CNMOC = NMOC concentration, parts per million by volume as hexane

- Using the above calculation taken from the lab reports, Grove will prepare a written report to FDEP with the emissions rate from the testing events, signed and sealed by a Professional Engineer. Assuming the NMOC emissions are below 50 MG per year, S2Li and Grove will request the removal of the West Nassau Landfill from the NSPS compliance operations and monitoring requirements for active landfill gas systems.
- Under a separate Work Authorization, this request will be formalized via a Title V Air Construction Permit Application along with the West Nassau Landfill Title V operations permit renewal.

Notes:

1. Additional scope, assumptions for this Work, and details may be found in the attached Grove proposal.
2. Should any possible events occur such as increased testing costs, increased handling and delivery costs, or additional remobilization to the site due to a delay in testing, the additional costs will be deducted from the contingency cost item.

SCHEDULE

The total expected time period for this work authorization is 270 days from receipt of the notice to proceed or by May 30, 2024.

Due to current supply chain shortages brought on by the pandemic, workforce shortages, and other challenges that are out of S2Li's control, the schedule outlined herein is being provided for reference only. The schedule proposed herein is based on long lead deliveries from our vendors at the time that this Work Authorization request was prepared. However, new challenges that may impact the schedule are brought on weekly, if not daily. S2Li understands the importance of meeting schedules and will do its best to hold true to these schedules. Should a supply issue occur, S2Li will diligently communicate the issue and work to find and offer alternatives to meet the needs of the project.

SCOPE OF SERVICES - COUNTY ASSUMPTIONS

It has been assumed that the County will perform, provide, or make available the following:

- Access into the Landfill;
- Assisting the technicians in sample collection.

COST ESTIMATE

The cost estimate to conduct the Work as described in the above-listed Scope of Services is **\$38,011.76**. A detailed breakdown of the estimated labor hours and expenses is included in the attached Exhibit B, but actual labor hours, labor categories, and type of expenses incurred may vary. Fees for services shall be invoiced 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.

H:\PROPOSALS AND MISC CORRESPONDENCE\Nassau County\WA45 - Final Tier II Testing and FDEP Report\S2Li_West Nassau_Final Tier II Testing and FDEP Report_WA45.sbl.docx

August 22, 2023
 Total Project Costs
 SZLI Fee Estimate

EXHIBIT B

SZLI No. 23-1022
 County No. CM2685-WA45

Title V Permit – Final Tier II
Sampling Collection, Testing, and Report to FDEP
Landfill Gas Flare Station
West Nassau Landfill
 Nassau County, Florida

LABOR	TASK	DESCRIPTION	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 Engineer/CADD \$74.21	Field Technician \$52.38	Office Manager \$76.24	Field Vehicle (\$100/day)	Lab Testing (est.)			Equipment Rental (est.)	Parts (est.)	Surveyor (est)	Grove (see attached)
	1	LFG Samples Collection and Testing, Calculations, and FDEP Report	8	30	0	16	16	16	16	16	0	0	4	0	0	4	74	\$ 13,032.62
		SUBTOTALS:	8	30	0	16	16	16	16	16	0	0	4	0	4	74	\$ 13,032.62	
EXPENSES	TASK	DESCRIPTION	Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)	Surveyor (est)	Grove (see attached)	Contingency									SUBTOTAL EXPENSES
	1	LFG Samples Collection and Testing, Calculations, and FDEP Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,979.14	\$ 5,000.00									\$ 24,979.14
		SUBTOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,979.14	\$ 5,000.00									\$ 24,979.14

COST SUMMARY			
TASK	DESCRIPTION	SUBTOTAL SZLI LABOR	SUBTOTAL EXPENSES including Subconsultants
	LFG Samples Collection and Testing, Calculations, and FDEP Report	\$ 13,032.62	\$ 24,979.14
	TOTALS	\$ 13,032.62	\$ 24,979.14

Estimated Fee By Landfill for County Accounting Purposes:

West Nassau Landfill 42 acres Lined
 West Nassau Landfill 11 acres Unlined

\$ 29,269.06
 \$ 8,742.70
 \$ 38,011.76

\$ 38,011.76

August 21, 2023



Mr. Omar E. Smithy, P.E.
S2Li
531 Versailles Drive, Suite 202
Maitland, FL 32751

**RE: West Nassau Landfill
Tier 2 Sampling for the purpose of getting out of NSPS**

Dear Omar:

Grove Scientific & Engineering company (GSE) has prepared this proposal to finish conducting Tier 2 testing to determine a site specific non methane organic carbon (NMOC) concentration for the West Nassau Landfill. The landfill gas (LFG) sampling is being performed to calculate the NMOC emissions rate to determine whether the site may be removed from New Source Performance Standards (NSPS) compliance operations and monitoring for active landfill gas systems.

This process will consist of three successive sampling events at least 90 days apart and no more than 180 days apart. The sample collection and analyses is being conducted in accordance with the requirements of the NSPS for Municipal Solid Waste Landfills as published in Title 40 of the Code of Federal Regulations Part 60 (40 CFR Part 60), Subpart Cf.

In order to determine the NMOC concentrations at the landfill, GSE prepared a sampling test protocol and submitted it to FDEP, including a proposed schedule for the three sampling events. GSE has completed the first sampling event and will work with S2Li and the landfill to schedule the remaining two sampling events. At each event GSE propose to collect five samples, using five pre-evacuated six-liter SUMMA canisters at the header sampling point. Three of the five samples will be analyzed as described below, with the fourth and fifth sample serving as a backup sample. Prior to each gas sample being taken, a GEM is utilized to record methane, carbon dioxide, and oxygen concentrations from the gas sampling stream to confirm that the LFG quality is consistent with concentrations typically observed at the site and within the acceptable range outlined in the test method. The samples are shipped to Air Technology Laboratories, Inc., a NELAC-certified laboratory based in City of Industry, CA. Samples will be analyzed according to EPA Method 25C for NMOC and Method 3C for methane, carbon dioxide, nitrogen, and oxygen concentrations. Field notes will be completed by GSE to document the pre-sampling LFG conditions, header flow rate, time of sample collection, and ambient conditions as required by the EPA test Method.

6140 EDGEWATER DRIVE • SUITE F • ORLANDO, FLORIDA 32810-4810
PHONE (407)298-2282

In order to estimate the landfill NMOC emissions rate, the average observed flow rate and the site-specific NMOC concentration measured from the LFG sampling from each event will be used to calculate the mass emissions rate of NMOC, in megagrams per year, using the equation in 40 CFR 60.754(b):

$$M_{\text{NMOC}} = 1.89 \times 10^{-3} Q_{\text{LFG}} C_{\text{NMOC}}$$

M_{NMOC} = mass emissions rate of NMOC, Mg per year

Q_{LFG} = flow rate of LFG, cubic meters per minute

C_{NMOC} = NMOC concentration, parts per million by volume as hexane

Using the above calculation taken from the lab reports, GSE will prepare a written report to FDEP with the emissions rate from the testing events, signed and sealed by a P.E. Assuming the NMOC emissions are below 50 MG year, GSE will request the West Nassau Landfill be removed from the NSPS compliance operations and monitoring for active landfill gas systems via a Title V Air Construction Permit Application. This proposal covers the remaining two sampling events and report preparation.

Below is the cost summary for each remaining event, a spreadsheet is included with a more detailed breakdown of the costs.

Cost Task 2 –Sampling Event 2 of 3 and Emission Calculations

Labor Description	Hourly Rate (\$)	Hours	Total (\$)
Senior Scientist/Principal	\$126.57	16	\$2,025.12
Environmental Scientist	\$84.38	26	\$2,193.88
Laboratory Analysis Costs & Rental Equipment	5 sample canisters & analysis, GEM rental	n/a	\$3,744.00
Hazardous Material Handling	Additional shipping of hazardous materials	n/a	\$1,000.00
Total	n/a	n/a	\$8,963.00

Cost Task 3 – Sampling Event 3 of 3, Emission Calculations & Report Preparation

Labor Description	Hourly Rate (\$)	Hours	Total (\$)
Senior Scientist/Principal	\$126.57	18	\$2,278.26
Environmental Scientist	\$84.38	26	\$2,193.88
Senior Engineer /Professional Engineer	\$225.00	8	\$1,800.00
Laboratory Analysis Costs & Rental Equipment	5 sample canisters & analysis, GEM rental	n/a	\$3,744.00
Hazardous Material Handling	Additional shipping of hazardous materials	n/a	\$1,000.00
Total	n/a	n/a	\$11,016.14

Please let me know if you have any questions regarding this proposal.

Sincerely,
Grove Scientific & Engineering Company



Sara Greivell
President

West Nassau Landfill - LFG Tier 2 Sampling

TASK 2

laboratory analysis & rental equipment subtotal:

	Hourly Rate	Hours	Total Amount
Sampling Senior Scientist/Principal	\$127	10	\$1,265.70
Event 2 of 3 Environmental Scientist	\$84	18	\$1,518.84
Lab data Senior Scientist/Principal	\$127	6	\$759.42
review & Environmental Scientist	\$84	8	\$675.04
labor subtotal:			\$4,219.00
Total amount for sampling event 2 of 3 and emissions calculations:			\$8,963.00

TASK 3

laboratory analysis & rental equipment subtotal:

	Hourly Rate	Hours	Total Amount
Sampling Senior Scientist/Principal	\$127	10	\$1,265.70
Event 3 of 3 Environmental Scientist	\$84	18	\$1,518.84
Report Senior Scientist/Principal	\$127	8	\$1,012.56
Preparation Environmental Scientist	\$84	8	\$675.04
& NMOC Senior Engineer/Professional			
emission Engineer	\$225	8	\$1,800.00
labor subtotal:			\$6,272.14
Total amount for sampling event 3 of 3, emission calculations and final report preparation:			\$11,016.14

Certificate Of Completion

Envelope Id: DC5F0FB678D24B60B78C9712983C18F1
 Subject: S2L, Inc Work Authorization #45 Title V Permit- Final Tier II Sampling Collection
 Source Envelope:
 Document Pages: 12 Signatures: 11
 Certificate Pages: 6 Initials: 3
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Becky Diden
 bdiden@nassaucountyfl.com
 IP Address: 50.238.237.26

Record Tracking

Status: Original
 9/6/2023 4:55:42 PM
 Holder: Becky Diden
 bdiden@nassaucountyfl.com

Location: DocuSign

Signer Events

Doug Podiak
 dpodiak@nassaucountyfl.com
 Facilities Director
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

Signature

Doug Podiak

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

Timestamp

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Tracy Poore
 tpoore@nassaucountyfl.com
 OMB Admin
 Nassau County BOCC
 Security Level: Email, Account Authentication (None)

TP

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

Sent: 9/7/2023 10:21:50 AM
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Electronic Record and Signature Disclosure:
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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

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 Signed: 9/7/2023 5:14:48 PM

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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

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 Signed: 9/8/2023 10:59:46 AM

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Signer Events	Signature	Timestamp
<p>Sam Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 9/8/2023 11:03:46 AM ID: 9496c0bc-6b7e-44b6-a2c7-9c724cfa695</p>	<p><i>Sam Levin</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 72.188.176.10</p>	<p>Sent: 9/8/2023 10:59:50 AM Viewed: 9/8/2023 11:03:46 AM Signed: 9/8/2023 11:04:22 AM</p>
<p>Abigail F. Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>AFJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/8/2023 11:04:26 AM Viewed: 9/8/2023 1:20:40 PM Signed: 9/8/2023 1:20:47 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: 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: 9/8/2023 1:20:50 PM Viewed: 9/8/2023 1:22:22 PM Signed: 9/8/2023 1:22:33 PM</p>
<p>Taco E. Pope tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>T. Pope</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 50.238.237.26</p>	<p>Sent: 9/8/2023 1:22:36 PM Viewed: 9/8/2023 2:50:29 PM Signed: 9/8/2023 3:05:44 PM</p>
<p>Clerk Finance received BOCCAP@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Clerk Finance received</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 9/8/2023 3:05:47 PM Viewed: 9/11/2023 8:57:24 AM Signed: 9/11/2023 8:57:32 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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

Clerk Admin
 clerkservices@nassaucountyfl.com
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Electronic Record and Signature Disclosure:
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Status**COPIED****Timestamp**

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Procurement
 Procurement@nassaucountyfl.com
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Electronic Record and Signature Disclosure:
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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Signing Complete	Security Checked	9/11/2023 8:57:32 AM
Completed	Security Checked	9/11/2023 8:57:37 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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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.