

CS-23-229

**WORK AUTHORIZATION # 02  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Colliers International Valuation & Advisory Services
<b>Contract Number:</b>	CM3527
<b>Contact Name:</b>	Sean Mullen
<b>Contact Number:</b>	904-861-1154
<b>Email:</b>	Sean.mullen@colliers.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: Pages Dairy and Chester Intersection ROW Acquisition Appraisal Work</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	01/25/2024	<b>Total of Previous Authorizations</b>	\$5,950.00
<b>Amount</b>	\$4,725.00	<b>This Work Authorization</b>	\$4,725.00
<b>Scheduled Completion</b>	23 days from Issuance	<b>New Contract Amount including this work authorization</b>	\$10,675.00

This Work Authorization is to the AGREEMENT between Nassau County and Colliers International Valuation and Advisory Services (“Vendor”) for Continuing Contract Appraisal Work, dated November 27, 2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide Right-of-Way Acquisition Appraisal Services in accordance with the Scope of Services Document, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be immediately upon receipt of execution of this Work Authorization with an estimated duration of twenty-three days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of \$4,725.00. Vendor’s fee amounts are detailed further in Exhibit “A”. Vendor will be using rates previously established under Contract CM3527.

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: John "Sean" Mullen  
Print Name: John "Sean" Mullen  
Title: Valuation Services Director  
Date: 2/2/2024


**[This space intentionally left blank.]**

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Robert Companion

Procurement: Janice Belmonte

Office of Management & Budget: Chris Lacambra *7P*

County Manager:   
Taco E. Pope, AICP

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

County Attorney: Denise C May *hJ*  
Denise C. May

**APPROVED** by the BOARD OF COUNTY COMMISSIONERS, this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

N/A  
By: \_\_\_\_\_  
Its: Chairman

ACCOUNT NO.: 001 .121.512.51.020.0205.00000.531000

Colliers Valuation &amp; Advisory Services

## Professional Service Proposal



76 South Laura Street, Suite 1500  
 Jacksonville, FL 32202  
 Direct: +1 904 861 1154  
[www.colliers.com/valuationadvisory](http://www.colliers.com/valuationadvisory)

January 30, 2024

John "Sean" Mullen, MAI  
 Valuation Services Director  
 Direct +1 904.861.1154  
 Mobile +1 912.674.6995  
[Sean.mullen@colliers.com](mailto:Sean.mullen@colliers.com)

Robert T. Companion, PE  
 Deputy County Manager - County Engineer  
**Nassau County, FL**  
**Board of County Commissioners**  
 96135 Nassau Place  
 Yulee, Florida 32097  
 (904) 530-6010  
[rcompanion@nassaucountyfl.com](mailto:rcompanion@nassaucountyfl.com)

**RE: Appraisal of Potential Animal Control Facility Parcel**

Project	Potential Animal Control Facility Parcel ("Property")
Location	South side of S.R. 200 and west of U.S. 17 in Yulee, Nassau County, FL 32097
Project Description	Approximately 6.87 vacant acres on the northeast portion of the larger parcel identified by Nassau County as PIN# 44-2N-27-0000-0002-0030
Parties	Colliers International Valuation & Advisory Services, LLC ("CIVAS") and <b>Nassau County, FL, Board of County Commissioners</b> (herein at times referred to as "Client")
Intended User	The appraisal will be prepared for <b>Nassau County, FL, Board of County Commissioners</b> . Intended users include the Client. No other users are intended.  <b>It should be noted that if this engagement is directly with the owner of the Property, the Appraisal will not be accepted by federally insured lenders due to FIRREA Compliance, limiting the use of this report. Should this potentially impact your source of lenders, we recommend engagement be directed by a Federally Insured Lender.</b>
Intended Use	The report to be performed under this Agreement ("Appraisal") is intended only for use in Internal Decision Making - potential acquisition of the property. The report is not intended for any other use.
Purpose	Market Value
Type of Appraisal	CIVAS will produce an Appraisal Report in which the appraiser's analysis and conclusions will be fully described within this document.
Rights Appraised	Fee Simple
Date of Value	Date of inspection

# Professional Service Proposal

Continued

Scope of Work	<p>CIVAS and/or its designated affiliate will provide the Appraisal in accordance with USPAP, and the Code of Ethics and Certifications Standards of the Appraisal Institute and State Licensing Laws. CIVAS will research relevant market data and perform analysis to the extent necessary to produce credible appraisal results.</p> <p>Based on our discussions with the Client, the Client has requested the following valuation scenarios:</p> <ul style="list-style-type: none"> <li>› As Is</li> </ul> <p>CIVAS anticipates developing the following valuation approaches:</p> <ul style="list-style-type: none"> <li>› Land Value</li> </ul> <p>An observation of the subject property will be performed.</p> <p><b>Please note if it's a requirement per the client's underwriting guidelines to analyze and report all approaches to value, this will be performed although some approaches may be limited in application.</b></p> <p>The scope of work will be included in the Appraisal. A copy of the Assumptions and Limiting Conditions, which appear in the Appraisal, is available upon request.</p>
Delivery	<p>Draft Appraisal: Delivered twenty (20) business days from the date of authorization and receipt of property specific information.</p> <p>Final Appraisal: Delivered three (3) days after completion of client review and authorization to deliver final report(s).</p>
Professional Fee	\$4,725 (based on a rate of \$175/hour for Appraisal Services and approximately 27 hours estimated for the assignment)
Expenses	Fees include all associated expenses.
No. of Reports	<p>One (1) Electronic Draft Appraisal and One (1) Electronic Final Appraisal.</p> <p>No printed copies will be delivered to the client.</p>
Retainer	No retainer is required
Payment Terms	CIVAS will invoice Client for the Appraisal in its entirety at the delivery of the draft appraisal.

## Reliance Language – Non-Lender Client

The Appraisal is for the sole use of the Client; however, Client may provide only complete, final copies of the Appraisal report in its entirety (but not component parts) to third parties who shall review such reports in connection with the stated Intended Use. CIVAS is not required to explain or testify as to appraisal results other than to respond to the Client for routine and customary questions. CIVAS hereby expressly grants to client the right to copy the Appraisal and distribute it to employees of client and to your accountants/auditors in its entirety (but not component parts) without the need to provide CIVAS with an Indemnification Agreement and/or Non-Reliance letter.

The Appraisal requires CIVAS to submit a Summation of the Appraisal Findings in the form of a Letter of Transmittal along with the Summary of Salient Facts and Special/Limiting Conditions applicable to the Appraisal. This will be completed in conjunction with the Appraisal at the above stated fee.

DATE

1/19/2024

**Requisition Form**

**NASSAU COUNTY**

**BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1  
Yulee, FL 32097

**VENDOR NAME/ADDRESS**

Colliers International Valuation & Advisory  
Services, LLC  
76 South Laura Street, Suite 1500

**DEPARTMENT**

County Manager's Office

**REQUESTED BY**

Robert T. Companion

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
1191901	Animal Control Land Acquisition	001.121.512.51.020.0205.0		Standard PO	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	Enter additional information or details, as needed.
1	Land Appraisal for Land Acquisition	1.00	\$ 4,725.00	\$ 4,725.00	
	Account: 001.121.512.51.020.0205.00000.531000			\$ 0.00	
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ORIGINAL - FINANCE  
COPY - DEPARTMENT

Shipping \$ 0.00  
Total \$ 4,725.00

**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.  
*Robert Companion* 1/30/2024

**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**  
I attest that, to the best of my knowledge, funds are available for payment.  
*Chris Lacambra* 1/30/2024

**Procurement Director (signature required if greater than \$5,000.00)**  
I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.  
*Stacy R. Simola* 2/1/2024

**County Manager (signature required if greater than \$100,000.00)**  
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.  
*[Signature]* 2/12/2024

Clerk Finance  
Date: 2/12/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/28/2023

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

<b>PRODUCER</b> 1-604-443-3363 Aon Reed Stenhouse Inc.  401 West Georgia Street, Suite 1200 Vancouver, BC V6B 5A1	<b>CONTACT NAME:</b> Julie McIntosh <b>PHONE (A/C, No. Ext):</b> 1-604-443-3363 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> julie.mcintosh@aon.ca														
<b>INSURED</b> Colliers International Valuation & Advisory Services, LLC  7200 South Alton Way Suite A-240 Centennial, CO 80112	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: LIBERTY MUT INS CO</td> <td style="text-align: center;">23043</td> </tr> <tr> <td>INSURER B: Chubb Insurance Company of Canada</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></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: LIBERTY MUT INS CO	23043	INSURER B: Chubb Insurance Company of Canada		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**COVERAGES** **CERTIFICATE NUMBER: 67971394** **REVISION NUMBER:**

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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"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLTOABEC5R023	03/01/23	03/01/24	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$		
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	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 5%;">PER STATUTE</td> <td style="width: 5%;">OTH-ER</td> <td style="width: 40%;"></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td></td><td style="text-align: right;">\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td></td><td style="text-align: right;">\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td></td><td style="text-align: right;">\$</td></tr> </table>		PER STATUTE	OTH-ER		E.L. EACH ACCIDENT			\$	E.L. DISEASE - EA EMPLOYEE			\$	E.L. DISEASE - POLICY LIMIT			\$
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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

The Nassau County Board of County Commissioners are added as additional insured under General Liability with respect to CIVAS' gross negligence or willful misconduct, as required by written agreement.

Waiver of Subrogation provided in favor of additional insureds as required by written agreement except where prohibited by law.

<b>CERTIFICATE HOLDER</b>  Nassau County Board of County Commissioners  96135 Nassau Place, Suite 1  Yulee, FL 32097  USA	<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  <p style="text-align: right;"><i>Aon Reed Stenhouse Inc</i></p>
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# SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE

02/28/2023

NAME OF INSURED: Colliers International Valuation & Advisory Services, LLC





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/27/2023

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<b>PRODUCER</b> 1-604-443-3363 Aon Reed Stenhouse Inc.  401 West Georgia Street, Suite 1200 Vancouver, BC V6B 5A1	<b>CONTACT NAME:</b> Julie.mcintosh@aon.ca <b>PHONE (A/C. No. Ext):</b> _____ <b>FAX (A/C. No):</b> _____ <b>E-MAIL ADDRESS:</b> Julie.mcintosh@aon.ca														
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**COVERAGES** **CERTIFICATE NUMBER: 67947699** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
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	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ _____ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ _____ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Professional Liability</b>			PLVAABP3RJ005	03/01/23	03/01/24	<b>Primary Layer USD</b> 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Nassau County Board of County Commissioners  96135 Nassau Place, Suite 1  Yulee, FL 32097  USA	<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  <p style="text-align: right;"><i>Aon Reed Stenhouse Inc</i></p>
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## Endorsement No. 17

### Additional Insured

Persons or organizations are **Insureds** only if you are obligated pursuant to a contract or agreement to provide them with such insurance as is afforded by this policy.

However, the person or organization is an **insured** only:

- to the extent such contract or agreement requires the person or organization to be afforded status as an **Insured**;
- for activities that did not occur, in whole or in part, before the execution of the contract or agreement;
- with respect to damages, loss, cost of expense for injury or damage to which this insurance applies; and
- with respect to the operations and uses performed by or on behalf of the **Named Insured**.

No Person or organization is an **insured** under this provision:

- that is more specifically identified under any other provision of the **Insured** definition (regardless of any limitation applicable thereto).
- with respect to any assumption of liability (of another person or organization) by them in a contract of agreement. This limitation does not apply to the liability for damages, loss, cost or expense for injury or damage, to which this insurance applies, that the person or organization would have in the absence of such contract or agreement.

**Under Conditions, the following provision is added to the condition titled Other Insurance.**

If you are obligated, pursuant to a contract or agreement, to provide the person or organization who is an Additional Insured with primary insurance such as is afforded by this policy, then in such case this insurance is primary and we will not seek contribution from insurance available to such person or organization.

All other terms and conditions remain unchanged.

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Attached to and forming part of Policy No. GLTOABEC5R023

IN WITNESS WHEREOF, the Insurer has caused this policy to be signed by its proper authority.

Dated at Toronto, Ontario this 3rd day of March 2023.

By:



Authorized Representative of Liberty Mutual Insurance Company

Comprehensive General Liability Policy No. GLTOABEC5R023

Liberty Mutual Insurance Company

**Certificate Of Completion**

Envelope Id: 71A8E5E8B9FE4F7FB840E797DF5E4349	Status: Completed
Subject: Complete with DocuSign: Colliers - Appraisal Work Authorization 02 - \$4,725.docx	
Source Envelope:	
Document Pages: 10	Signatures: 11
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Robert Companion
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	RCompanion@nassaucountyfl.com
	IP Address: 50.238.237.26


**Record Tracking**

Status: Original	Holder: Robert Companion	Location: DocuSign
1/30/2024 7:51:49 AM	RCompanion@nassaucountyfl.com	


**Signer Events**

Signer Events	Signature	Timestamp
Robert Companion rcompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 1/30/2024 7:55:17 AM Viewed: 1/30/2024 7:59:34 AM Signed: 1/30/2024 7:59:40 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: 1/30/2024 7:59:42 AM Viewed: 1/30/2024 9:40:08 AM Signed: 1/30/2024 9:41:02 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: 1/30/2024 9:41:03 AM Viewed: 1/30/2024 9:56:18 AM Signed: 1/30/2024 9:56:56 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: 1/30/2024 9:56:57 AM Viewed: 2/1/2024 4:40:46 PM Signed: 2/1/2024 4:40:50 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>John "Sean" Mullen sean.mullen@colliers.com Valuation Services Director Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 134.215.103.214	<p>Sent: 2/1/2024 4:40:52 PM Viewed: 2/2/2024 8:27:35 AM Signed: 2/2/2024 8:27:52 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/22/2023 11:10:08 AM ID: 6bcaada3-4cfe-4d2a-84b9-c2bc3bf44737</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 2/2/2024 8:27:54 AM Viewed: 2/12/2024 10:26:43 AM Signed: 2/12/2024 10:26:48 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Denise C May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 2/12/2024 10:26:50 AM Viewed: 2/12/2024 11:17:59 AM Signed: 2/12/2024 11:18:55 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	<p>Sent: 2/12/2024 11:18:57 AM Viewed: 2/12/2024 11:23:40 AM Signed: 2/12/2024 11:23:43 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 2/12/2024 11:23:46 AM Viewed: 2/12/2024 1:03:57 PM Signed: 2/12/2024 1:04:08 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> 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	Status	Timestamp
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Clerk Admin  
clerkservices@nassaucountyfl.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 1/24/2022 11:47:51 AM  
ID: c578204b-138e-4b31-a24f-82d040e40d69

**COPIED**

Sent: 2/12/2024 11:23:45 AM  
Viewed: 2/12/2024 1:18:08 PM

Procurement  
procurement@nassaucountyfl.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**COPIED**

Sent: 2/12/2024 11:23:47 AM

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	1/30/2024 7:55:17 AM
Envelope Updated	Security Checked	1/30/2024 7:59:17 AM
Envelope Updated	Security Checked	1/30/2024 7:59:17 AM
Envelope Updated	Security Checked	1/30/2024 7:59:17 AM
Envelope Updated	Security Checked	1/30/2024 7:59:17 AM
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Envelope Updated	Security Checked	1/30/2024 7:59:18 AM
Envelope Updated	Security Checked	1/30/2024 7:59:18 AM
Certified Delivered	Security Checked	2/12/2024 1:03:57 PM
Signing Complete	Security Checked	2/12/2024 1:04:08 PM
Completed	Security Checked	2/12/2024 1:04:08 PM

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.