

**WORK AUTHORIZATION # 47  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: 2023 Annual Solid Waste Management Report</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	2/7/24	<b>Total of Previous Authorizations</b>	\$2,224,646.74
<b>Amount</b>	\$8,882.72	<b>This Work Authorization</b>	\$8,882.72
<b>Scheduled Completion</b>	90 days from issuance of NTP	<b>New Contract Amount including this work authorization</b>	\$2,233,529.46

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:

This Work Authorization provides for the services to prepare and submit Nassau County's 2023 Annual Solid Waste Management Report to FDEP. Under the scope of services for this Work Authorization, S2L, Incorporated ("S2Li") and its subconsultant, Kessler Consulting, Inc. (KCI) (collectively known as the "S2Li Team").

The required data tables in the Annual Solid Waste Management Report submission will be completed utilizing a combination of FDEP-certified reports, public facility data, municipal surveys, and county-generated reports. Throughout the process, S2Li Team staff will work with County staff to ensure that staff is engaged in the process and all data is verified.

Further details as to the work to be performed under this Work Authorization are provided in **Exhibit “A”**, a copy of which is attached hereto and incorporated herein.

ARTICLE 2. Time Schedule

Vendor anticipates the work to be completed no later than ninety (90) days from the issuance of the Notice to Proceed (NTP) with report being submitted to FDEP by April 1, 2024.

ARTICLE 3. Budget

Vendor will perform the services described herein for an amount not to exceed \$8,882.72 Vendor’s fee amounts are detailed further in **Exhibit “1”** 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.

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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: Samuel B. Levin  
Print Name: Sam Levin  
Title: President  
Date: 2/20/2024

[Remainder of page intentionally left blank.]

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent:	<u>Doug Podiak</u>	2/14/2024
Procurement:	<u>Lanese Melrose</u>	2/20/2024
Office of Management & Budget:	<u>Chris Lacambra</u>	2/14/2024
County Manager:	<u>Taco E. Pope, AICP</u> Taco E. Pope, AICP	2/23/2024
Ex-Officio Clerk:	<u>N/A</u> John A. Crawford	
County Attorney:	<u>Denise C. May</u> Denise C. May	2/22/2024
	<u>RFJ</u>	2/22/2024

ACCOUNT NO.: 01357534-531000 \$8,882.72

**EXHIBIT “A”**  
**Scope of Services**  
**2023 ANNUAL SOLID WASTE MANAGEMENT REPORT**  
**Nassau County**

**County Contract Number: CM2685-WA47**

**S2Li Project Number: 24-1041**

**BACKGROUND**

In March, the Florida Department of Environmental Protection (FDEP) begins the annual reporting process, as required by Florida Statute 403.706, by sending instructions and certified recycling reports to each county in the State. Each county is then responsible for compiling all solid waste and recycling data for the previous calendar year. The final data is submitted to the FDEP via the online data submission form required by the April 1st deadline. The purpose of this Scope of Services is to assist Nassau County (County) with the compilation and completion of this annual reporting process. The 2023 report process will be conducted similarly to the previous reports.

This Work Authorization provides for the services to prepare and submit Nassau County’s 2023 Annual Solid Waste Management Report to FDEP. Under the scope of services for this Work Authorization, S2L, Incorporated (“S2Li”) and its subconsultant, Kessler Consulting, Inc. (KCI) (collectively known as the “S2Li Team”) will perform the following:

**SCOPE OF SERVICES**

The required data tables in the Annual Solid Waste Management Report submission will be completed utilizing a combination of FDEP-certified reports, public facility data, municipal surveys, and county-generated reports. Throughout the process, S2Li Team staff will work with County staff to ensure that staff is engaged in the process and all data is verified.

**Task 1 – Data Compilation and Review**

S2Li Team will work with County staff to review previous years’ submissions and the necessary steps to compile the data to complete the annual report. The S2Li Team will then request and review the certified reports for 2023, transmitted by FDEP to the County, for use in completing the required data tables. The S2Li Team will also request and review the County’s relevant landfill and recycling reports. Task activities will include the following:

- Receive and review FDEP instructions.
- Receive and review FDEP 2023 Certified Recovered Materials (CRM) and construction and demolition (C&D) debris.
- Compare the 2023 reports with the previous year(s) and check for potential discrepancies.
- Receive, review, and compile the County’s relevant solid waste and recycling reports to determine the total quantity of waste generated within and/or managed by the County, including tons disposed and tons recycled. This report will be provided to the S2Li Team by the County.
- Request, review, and compile any data regarding the acceptance and diversion of materials, energy production, landfill cover, hazardous waste events, etc. that can be used to calculate renewable energy and recycling credits.

## **Task 2 – Hauler Surveys**

To assist the County in identifying the solid waste tonnages, the S2Li Team will survey haulers operating within the County to compile additional recycling tonnage that is not included in the CRM reports. The County will provide the S2Li Team with a list of current haulers.

Task activities will include the following:

- Communicate with County-identified haulers to identify the following information:
  - Types and amounts of materials disposed and recycled in 2023.
  - Facilities to which materials were delivered for disposal or recycling.
- Record any additional quantities of recycled materials and incorporate tonnage into the County's annual data.

## **Task 3 – Data Compilation**

Once the above-mentioned surveys and reports are assembled, S2Li Team will begin compiling the data necessary to complete the required FDEP tables and online submission form.

Task activities will include the following:

- Develop a spreadsheet detailing the compilation of all information as well as sources of information for future reference.
- Calculate (as applicable) additional recycling credits for:
  - Landfill cover
  - Renewable energy
  - Landfill gas
  - Fuel or fuel substitute
  - Process fuel
  - Tires
- Request, from County staff, other necessary County data such as:
  - Single-family residential, multi-family residential, and commercial units in County.
  - Program participation information or best County staff estimates.
  - Current landfill tip fees.

## **Task 4 – Online Submission of County Data via FDEP Website**

Utilizing the data compiled above, the S2Li Team will complete the online data submission form now utilized by FDEP and transmit the final data to County staff for review. Once approved, the S2Li Team will submit the final data to the FDEP.

Task activities will include the following:

- Complete the online submission form.
- Print and provide a completed online submission form to the County for review.
- Submit all supporting documentation required by FDEP to verify the County's claims for additional recycling credit.
- Submit approved data to FDEP by April 1, 2024.

### **DELIVERABLES**

- All deliverables will be transmitted electronically unless otherwise noted.
- Completed Excel spreadsheet showing all data calculations.
- Copy of completed online annual report submission forms.
- Supporting documentation required by the FDEP.
- Assistance responding to FDEP questions following submission.

### **SCHEDULE**

The total expected time period for this work authorization is 90 days from the notice to proceed with the report being submitted to FDEP by April 1, 2024.

### **COST ESTIMATE**

The fee estimate to conduct the Work as described in the above-listed Scope of Services is **\$8,882.72**. A detailed breakdown for each task, in conjunction with the estimated labor hours and expenses, is included in the attached Exhibit 1. Costs will be on a time and material basis. The County will be notified when the overall project budget is nearing its limit.

H:\PROPOSALS AND MISC CORRESPONDENCE\Nassau County\WA47 - 2023 Annual Solid Waste Management Report\NC Recycling Reports 2023 WA47 2-07-24.docx

February 7, 2024  
**Total Project Costs**  
**S2Li Fee Estimate**

**EXHIBIT "1"**

S2Li No. 24-1041  
 County No. CM2685-WA47

**2023 ANNUAL SOLID WASTE MANAGEMENT REPORT**

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE								TOTAL HOURS	SUBTOTAL LABOR
		Project Dir./ Principal \$250.00	Regional Manager/ QC Officer \$232.25	Principal Engineer \$190.26	Senior Engineer \$137.09	Project Engineer \$97.92	Associate Engineer/CADD \$74.21	Field Technician \$52.38	Office Manager \$76.24		
TASK	DESCRIPTION										
1	2023 Annual Solid Waste Management Report	1	4	0	0	0	0	0	3	8	\$ 1,407.72
	<b>SUBTOTALS:</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>8</b>	<b>\$ 1,407.72</b>

EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)	Surveyor (est)		Kessler Consulting (see attached)			SUBTOTAL EXPENSES
TASK	DESCRIPTION										
1	2023 Annual Solid Waste Management Report	\$ -	\$ -	\$ -				\$ -	\$7,475.00	\$ -	\$ 7,475.00
	<b>SUBTOTALS:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ 7,475.00</b>	<b>\$ -</b>	<b>\$ 7,475.00</b>

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
	2023 Annual Solid Waste Management Report	\$ 1,407.72	\$ 7,475.00	\$ 8,882.72
<b>TOTALS</b>		<b>\$ 1,407.72</b>	<b>\$ 7,475.00</b>	<b>\$ 8,882.72</b>

February 7, 2024

**2023 ANNUAL SOLID WASTE MANAGEMENT REPORT**

S2Li No. 24-1041  
County No. CM2685-WA47

**Attachment - Kessler Consulting, Inc. Fee Estimate - Subconsultant**

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE											TOTAL HOURS	SUBTOTAL LABOR
		Principal Consultant \$220.00	Project Director \$180.00	Project Manager \$170.00	Senior Consultant II \$145.00	Senior Consultant I \$140.00	Consultant II \$115.00	Consultant I \$100.00	Research Analyst II \$85.00	Research Analyst I \$75.00	Admin/Tech Support \$70.00			
TASK	DESCRIPTION													
	2023 Annual Solid Waste Management Report	3	0	3	0	0	53	0	0	0	3	0	62	\$ 7,475.00
	<b>SUBTOTALS:</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>53</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>62</b>	<b>\$ 7,475.00</b>
EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)		Sub-contractors (est.) (see attached)							SUBTOTAL EXPENSES
TASK	DESCRIPTION													
	2023 Annual Solid Waste Management Report	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -
	<b>SUBTOTALS:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>						<b>\$ -</b>
<b>TOTAL</b>													<b>\$7,475.00</b>	



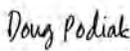
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Certificate Pages: 6	Initials: 2
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Becky Diden
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	bldiden@nassaucountyfl.com
	IP Address: 50.238.237.26

**Record Tracking**

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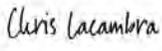
**Signer Events**

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/14/2024 3:01:55 PM Viewed: 2/14/2024 3:15:13 PM Signed: 2/14/2024 3:15:22 PM
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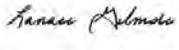
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Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/14/2024 3:15:25 PM Viewed: 2/14/2024 3:28:11 PM Signed: 2/14/2024 3:29:14 PM
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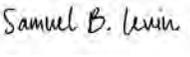
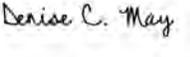
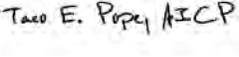
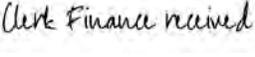
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/14/2024 3:29:16 PM Viewed: 2/14/2024 4:43:25 PM Signed: 2/14/2024 4:44:18 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 2/14/2024 4:44:21 PM Viewed: 2/20/2024 9:49:29 AM Signed: 2/20/2024 9:49:38 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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

Signer Events	Signature	Timestamp
<p>Samuel B. Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/20/2024 10:30:53 AM ID: 184c0688-be58-4ea5-bfe1-575fbea3b43e</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 174.239.86.141 Signed using mobile</p>	<p>Sent: 2/20/2024 9:49:40 AM Viewed: 2/20/2024 10:30:53 AM Signed: 2/20/2024 10:32:42 AM</p>
<p>Abigail F. 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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 2/20/2024 10:32:43 AM Viewed: 2/22/2024 3:33:53 PM Signed: 2/22/2024 3:34:00 PM</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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 2/22/2024 3:34:03 PM Viewed: 2/22/2024 4:04:59 PM Signed: 2/22/2024 4:05:11 PM</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>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 2/22/2024 4:05:13 PM Viewed: 2/23/2024 9:46:25 AM Signed: 2/23/2024 9:46:30 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> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 2/23/2024 9:46:34 AM Viewed: 2/23/2024 11:29:29 AM Signed: 2/23/2024 11:29:38 AM</p>
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<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 2/23/2024 11:29:41 AM
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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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Completed	Security Checked	2/23/2024 11:29:41 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.