

CS-23-294

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

| | |
|-------------------------|--|
| Contractor: | Kept Companies, Inc. dba Krystal Klean |
| Contract Number: | CM3169 |
| Contact Name: | Lorraine Matarazzo |
| Contact Number: | 904-220-3337 |
| Email: | lorraine@keptcompanies.com |

| CURRENT WORK AUTHORIZATION | | | |
|---|-----------------------------|--|--------------|
| Project Short Title: Painting Services | | | |
| | | CONTRACT OVERVIEW | |
| Date Submitted | 3/11/2024 | Total of Previous Authorizations | \$171,039.65 |
| Amount | \$25,488.70 | This Work Authorization | \$25,488.70 |
| Scheduled Completion | 120 days (<i>approx.</i>) | New Contract Amount including this work authorization | \$196,528.35 |

WHEREAS, this Work Authorization is to the AGREEMENT between Nassau County and Kept Companies, Inc., dba Krystal Klean (“Vendor”) for Painting Services, dated June 13, 2022. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide cleaning of the roof, building and sidewalks along with seal brick and exterior restoration at the Hilliard Library located at 15821 County Road 108, Hilliard, FL 32046 in accordance with the Vendor’s Proposal dated October 18, 2023, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be approximately *thirty (30) days* from receipt of execution of this Work Authorization with an estimated duration of *one hundred twenty (120) days* to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Twenty-Five Thousand, Four Hundred Eighty-Eight Dollars and 70/100 (\$25,488.70). Vendor will be using rates previously established under Contract CM3169.

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: Lorraine Matarazzo
Print Name: Lorraine Matarazzo
Title: CAO
Date: 3/21/2024

[This space intentionally left blank.]

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Doug Podiak

Procurement: Lanace Helms

Office of Management & Budget: Chris Lacambra ^{FP}

County Manager: Taco E. Pope AICP
Taco E. Pope, AICP

County Attorney: Denise C. May ^{DJ}
Denise C. May

ACCOUNT NO.: 01073519-546030



EXHIBIT "A" VENDOR'S PROPOSAL

Estimate 1013794563

PO Box 51289
Jacksonville Beach FL 32240
(877) 875-5326, (904) 220-3331
Info@krystalklean.com

| | |
|--------------------|--|
| DATE | 10/18/2023 |
| PO # | |
| Provided By | Jason Krynock jkrynock@krystalklean.com |

| CUSTOMER |
|--|
| Nassau County Facilities Maint Dept Tony Lombardi 76347 Veterans Way Ste. 4000 Yulee, FL, 32097 (904) 753-6435 tlombardi@nassaucountyfl.com |

| SERVICE LOCATION |
|---|
| Nassau County Facilities Maint Dept Hilliard Library 15821 County Road 108 Hilliard, FL, 32046 (904) 753-6435 tlombardi@nassaucountyfl.com |

| DESCRIPTION |
|---|
| Clean Roof, Building, and Sidewalks. Seal brick and Exterior Restoration. |

Estimate

Estimate

| Description | Qty | Rate | Total |
|--|------|--------|--------|
| Scope of Work *Pricing Below references the St John's County Painting Services Master Contract No: 20-MCC-KRY-12220 Cleaning Building: Roof Walls Rinse Windows Sidewalks Sign Seal Brick Paint Stucco Paint Columns Repair Shutters Dental Trim Stucco Door Rust Remediation -Safety of building occupants and Krystal Klean employees is our top priority. -Access to surfaces being cleaned may be from aerial lifts which can maneuver and articulate into tight spots. Krystal Klean technicians possess Certified Lift Operator training. -Technicians will wear and inspect required PPE daily. Copies of Daily Safety Talks and Equipment Inspections can be submitted to Customer upon request. -Cones and caution tape used to section off working areas and prevent foot traffic | 1.00 | \$0.00 | \$0.00 |

underneath equipment.

-Krystal Klean will daily record areas which are completed and connect with Building Manager to inspect and sign-off on satisfactory completion.

-Krystal Klean is fully insured and carries workers compensation on every employee!

Commercial Soft Wash - Roof - First Application

7900.00

\$0.09

\$711.00

Section 1. Surface Preparation A.4

*We will have to applicate and clean the roof 2 times.

Lift needed.

-Exterior of building to be cleaned using professional 'Soft Wash' process in order to avoid damage to façade and window seals.

-Solution include algaecides, fungicides and phosphate-free detergents to extend life of cleaning and provide optimal results.

-Locks and electrical elements to be protected during cleaning process.

-Extra care/precaution to be taken with landscaping.

-We provide vehicular/pedestrian traffic control and maintain highest safety standards, in compliance with OSHA guidelines at all times.

-Water to be provided on-site.

*Soft washing removes most mildew, dirt, and algae which accounts for 95% of roof discoloration in Florida. This process potentially expose mineral deposit stains that would require additional chemical treatment to remove. Please discuss any questions with your Krystal Klean representative.

Commercial Soft Wash - Roof - Second Application

7900.00

\$0.09

\$711.00

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Commercial Soft Wash - Building and Sign

7295.00

\$0.09

\$656.55

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-Water to be provided on-site.

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| | | | |
|--|---------|--------|----------|
| Commercial Pressure Washing - Sidewalks | 2000.00 | \$0.09 | \$180.00 |
| Section 1. Surface Preparation A.4 | | | |

-Pressure wash surfaces with moderate heat, regulated pressure, and a balanced anti-microbial solution to remove organic build-up. Some stains may not be fully removable from surfaces being cleaned.

-Please review any specific concerns with your estimator so we arrive prepared to meet your needs.

-Technicians work safely to protect customer property and the surrounding environment.

-Technicians will inspect surfaces to identify potential water intrusion points and give recommendations for waterproofing, painting, or sealing. Cleaning methods may be adjusted depending on surface conditions.

| | | | |
|---|---------|--------|------------|
| Painting - Seal Brick Walls | 7295.00 | \$0.50 | \$3,647.50 |
| Section 2. Painting Services B. Exterior 25 | | | |

Building Brick: 7,045 sqft
250 sqft of signage.

Doors:

| | | | |
|---|---------|--------|------------|
| Caulking - Windows and Control Joints | 1144.00 | \$3.05 | \$3,489.20 |
| Section 1. Surface Preparation A. Cost by Task 9B Remove Caulking \$0.80 per Linear Foot | | | |
| Section 1. Surface Preparation A. Cost by Task 10B Caulking Urethane \$2.25 per Linear Foot | | | |

Window linear Feet: 244
Vertical Expansion Joints: 90
Caulking along Dental and trim: 810
Total: 1,144

*Only One Coat is needed

| | | | |
|---|------|----------|----------|
| Shutters and Gutters | 1.00 | \$942.80 | \$942.80 |
| Section 3 Hourly Rate: Hourly Rate for Carpenter or Mason work: \$55/hr | | | |

Carpenter to repair and paint Shutters. \$502.80

Repair Shutters: 6hrs x \$55 = \$330

Paint Shutters Section 2. B Exterior Line 28 Architectural Coating: \$0.60/sqft

2'x6' = 12sqft x 12 = 144 x \$0.60 = \$86.40 x 2 coats = \$172.80

Carpenter to remove gutter lower section and clean out any clogs from roof line to French drain at ground level.

8 x \$55 = \$440

| | | | |
|--|------|----------|----------|
| Painting - Doors | 1.00 | \$888.00 | \$888.00 |
| Section 1. Surface Preparation A Cost by Task 2 Sanding/Scraping \$0.20 sqft | | | |
| Section 2. Painting Services B. Exterior 37 & 39 | | | |

Section 1:

60 sqft x 4 = 240 X .20 = \$48

Section 2: B 37 Architectural Coating \$50 each face. (outside only)

4 x \$50 = \$200

2 Coats = \$200 x 2 + \$400

Section 2: B 39 Architectural Coating \$55 per door frame.

4 x \$55 = \$220

2 Coats = \$220 x 2 + \$440

Rust Remediation

1.00

\$111.40

\$111.40

Section 1. Surface Preparation A Cost by Task 2 Sanding/Scraping \$0.20 sqft

29 sqft x \$0.20 = \$5.80

Section 2 Painting Services B Exterior Line 26 \$1.20

88 linear fee x \$1.20 = 105.60

Construction Services - Repair Dental Trim

1.00

\$2,200.00

\$2,200.00

Section 3 Hourly Rate: Hourly Rate for Carpenter or Mason work: \$55/hr

Carpenter to repair Dental Trim. 40 man hours x \$55 = \$2,200

Some pieces are on the ground. We will install old dental, any pieces need to be replaced will need to be provided by Nassau Co.

Painting - Stucco Gable End and Trim

1.00

\$2,719.00

\$2,719.00

Section 2 Painting Services B Exterior Line 25 \$0.50 sqft

775 sqft of Stucco Gable ends. x \$0.50 x 2 coats = \$775

Section 2 Painting Surfaces B Exterior Line 26 Exterior Trim \$1.20 linear foot

810 feet dental trim and stucco trim detail. x \$1.20 = \$972

2 coats: \$972 x 2 = \$1,944

46' Boom Lift 4WD DSL

1.00

\$1,987.67

\$1,987.67

Equipment Share Rental: 1 Month plus fees.

JLG 460SJ 46' Telescoping Boom Lift w/ Skypower/SkyLight

Weight: 16,600 lbs

Width: 7' 7" wide

Materials

1.00

\$7,244.58

\$7,244.58

Brick Sealing: SW Siloxane 40% 7295/100 = 75 gal x \$68.84/gal x 3% markup = \$5,317.89

Caulking: Dow 795: \$12.03 x 3% markup = \$12.39 x 95 = \$1,177.05

Trim Paint Loxon Self Cleaning: 6 gal x \$40.85 x 3% markup = \$252.45

Stucco Paint Loxon Self Cleaning: 8 gal x \$40.85 x 3% markup = \$336.60

Kem Kromic: 2 gal x \$41.55 x 3% markup = \$85.59

Door Paint Pro Industrial Multisurface = 2 gal x \$36.41 x 3% markup = \$75.00

Estimate Total:

\$25,488.70

CUSTOMER MESSAGE

Thank you for the opportunity to serve you!

We uphold the highest industry standards for glass cleaning tools and methods but must inform and educate its customers about the inherent risk of scratches when cleaning glass. Given the facts below, we cannot be held liable for glass scratches. Minuscule glass particles (or "glass fines") may exist on the pane surface. This flaw is common for tempered or hurricane-proof glass often installed in Florida. During a normal cleaning process, these glass fines can break off and cause hairline scratches. Removal of paint, adhesives, calcium deposits, or construction debris may require the use of scrubbing pads or scrapers, which increases the risk of scratched glass, and is a separate service from standard window cleaning. When cleaning glass to remove calcium deposits, some brands of tinted or soft glass may be micro-scratched with vinyl buffing pads. Preexisting scratches may be visible or apparent after the glass is cleaned.

Terms of payment: The total amount stated is due upon completion. Where applicable, credit cards will be charged for the total amount upon completion based on the credit card information provided in advance. All late payments (over 30 days) may bear interest at the highest rate permissible under Florida law calculated daily and compounded monthly. Customer shall also be responsible for paying all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees.

Estimate Accepted By:

Accepted Date:

DATE
3/11/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

| VENDOR NAME/ADDRESS |
|---|
| Kept Companies, Inc. dba Krystal Klean 13679 Atlantic Blvd Jacksonville, FL 32225 |

| DEPARTMENT |
|------------------------|
| Facilities Maintenance |

| REQUESTED BY |
|-------------------------|
| T. Lombardi / E. Burton |

| VENDOR NUMBER | PROJECT NAME | FUNDING SOURCE | AMOUNT AVAILABLE | STANDARD PO OR ENCUMBER ONLY | CONTRACT NO. |
|---------------|--|-----------------|------------------|------------------------------|--------------|
| 18491 | Painting Services Contract | 01073519-546030 | | Encumber Contract | CM3169 |
| ITEM NO. | DESCRIPTION | QUANTITY | UNIT PRICE | AMOUNT | |
| | WORK AUTHORIZATION # CM3169-WA-02 | 1.00 | \$ 25,488.70 | \$ 25,488.70 | |
| | Hilliard Library - Clean roof, building and sidewalks; | | | \$ 0.00 | |
| | Seal brick and exterior restoration located at: | | | \$ 0.00 | |
| | 15821 County Road 108, Hilliard FL, 32046 | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | Piggyback Agreement - Reference St. John's | | | \$ 0.00 | |
| | County Painting Services Master Contract No: | | | \$ 0.00 | |
| | 20-MCC-KRY-12220 | | | \$ 0.00 | |
| | | | | \$ 0.00 | |
| | Purchasing Policy: Section 1-141(d)(3) | | | \$ 0.00 | |
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| | | | | \$ 0.00 | |

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 25,488.70

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.
 _____ Doug Podiak _____ 3/13/2024

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 _____ 3/13/2024

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.
 _____ Nanase Almore _____ 3/14/2024

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.

Clerk: LPB
 Date: 3/11/2024

Certificate Of Completion

| | |
|---|---|
| Envelope Id: 9A691D8919DC4281A81173BF9FE4B9BD | Status: Completed |
| Subject: Work Authorization CM3169-WA02; Krystal Klean; Painting Services-Hilliard Library; \$25,488.70 | |
| Source Envelope: | |
| Document Pages: 9 | Signatures: 9 |
| Certificate Pages: 6 | Initials: 4 |
| AutoNav: Enabled | Envelope Originator: Evelyn Burton eburton@nassaucountyfl.com |
| Enveloped Stamping: Enabled | IP Address: 50.238.237.26 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |


Record Tracking

| | | |
|---|---|--------------------|
| Status: Original 3/11/2024 12:03:43 PM | Holder: Evelyn Burton eburton@nassaucountyfl.com | Location: DocuSign |
|---|---|--------------------|


Signer Events

| Signer Events | Signature | Timestamp |
|--|---|---|
| Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None) |  | Sent: 3/11/2024 12:35:57 PM Viewed: 3/13/2024 9:34:38 AM Signed: 3/13/2024 9:35:01 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: 3/13/2024 9:35:02 AM Viewed: 3/13/2024 9:41:30 AM Signed: 3/13/2024 9:44:25 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: 3/13/2024 9:44:26 AM Viewed: 3/13/2024 3:02:19 PM Signed: 3/13/2024 3:03:29 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: 3/13/2024 3:03:31 PM Viewed: 3/14/2024 12:51:51 PM Signed: 3/14/2024 12:51:57 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>Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/21/2024 3:22:31 PM ID: 67b72586-d7f4-4c42-a37e-49f955c5253b</p> | <p><i>Lorraine Matarazzo</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.215.160.17</p> | <p>Sent: 3/14/2024 12:51:59 PM Viewed: 3/21/2024 3:22:31 PM Signed: 3/21/2024 3:22:41 PM</p> |
| <p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | <p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p> | <p>Sent: 3/21/2024 3:22:43 PM Viewed: 3/28/2024 11:44:02 AM Signed: 3/28/2024 11:44:10 AM</p> |
| <p>Denise C. May dmay@nassaucountyfl.com 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: 3/28/2024 11:44:13 AM Viewed: 3/28/2024 6:01:59 PM Signed: 3/28/2024 6:02:53 PM</p> |
| <p>Taco E. Pope, AICP 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>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.104.69.174 Signed using mobile</p> | <p>Sent: 3/28/2024 6:02:55 PM Viewed: 3/28/2024 10:19:15 PM Signed: 3/28/2024 10:19:24 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>CPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p> | <p>Sent: 3/28/2024 10:19:26 PM Viewed: 4/1/2024 10:55:31 AM Signed: 4/1/2024 10:55:37 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 | Status | Timestamp |
|---|------------------|---|
| <p>Clerk Admin boccllegal@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | COPIED | <p>Sent: 4/1/2024 10:55:39 AM Viewed: 4/1/2024 10:56:59 AM</p> |
| <p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p> | COPIED | <p>Sent: 4/1/2024 10:55:40 AM</p> |
| <p>Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9</p> | COPIED | <p>Sent: 4/1/2024 10:55:41 AM</p> |
| <p>Tony Lombardi tlombardi@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/4/2023 2:18:45 PM ID: 8e7919b6-1c62-4fa4-82d2-bb5f64ec1d06</p> | COPIED | <p>Sent: 4/1/2024 10:55:43 AM</p> |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 3/11/2024 12:35:57 PM |
| Certified Delivered | Security Checked | 4/1/2024 10:55:31 AM |
| Signing Complete | Security Checked | 4/1/2024 10:55:37 AM |
| Completed | Security Checked | 4/1/2024 10:55:43 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.

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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>.

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