

**WORK AUTHORIZATION #05
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	\$254,498.59
Amount	\$28,002.34	This Work Authorization	\$28,002.34
Scheduled Completion	120 days (<i>approx.</i>)	New Contract Amount including this work authorization	\$282,500.93

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 restroom and gazebo painting located at 95570 Burney Road, Fernandina Beach, FL 32034 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-Eight Thousand Two Dollars and 34/100 (\$28,002.34). 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

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RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Doug Podiak

Procurement: Janice Melmore

Office of Management & Budget: Chris Lacambra *FL*

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

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

ACCOUNT NO.: 01075572-546000



EXHIBIT "A" VENDOR'S PROPOSAL

Estimate 1025799960

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 Burney Park 95570 Burney Road Fernandina Beach, FL, 32034 (904) 753-6435 tlombardi@nassaucountyfl.com

DESCRIPTION	Restroom and Gazebo Painting
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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 and Painting: Restroom Building Gazebo Surrounding Concrete Sidewalks -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 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!	1.00	\$0.00	\$0.00
Commercial Soft Wash - Restroom, Gazebo and Sidewalks Section 1(A) #4 on pricing Restroom:	13669.00	\$0.09	\$1,230.21

Roof: 3,190
 Building: 4,400

Gazebo:
 Roof: 897
 Building: 897

Sidewalks:
 Sidewalks and Gazebo Pad: 2,645
 Restroom Patio: 1,640

Total SQFT: 13,669

- 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.

Painting - Restroom Metal Roof	1.00	\$5,997.20	\$5,997.20
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Section 2 Painting Services B Exterior Line 21 Prime Coat Spray and Backroll: \$0.60 sqft
 Section 2 Painting Services B Exterior Line 30 Architectural Coat Spray and Backroll: \$0.64 sqft (2 coats - 2 x \$0.64 = \$1.28)

All surfaces need 1 coat SW Extreme Bond Prime Coat: 3,190 x \$0.60 = \$1,914
 2 coats Pro Industrial WB Enamel on all painted surfaces. 3,190 x \$0.64 x 2 coats = \$4,083.20

3,190 total surface area to prime and paint in these areas.
 46' Lift Needed (1 week)

Materials - Restroom Metal Roof	1.00	\$1,346.29	\$1,346.29
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Metal Roof:
 SW Extreme Bond Primer: 7 gal x \$46.89 x 3% markup = \$337.89
 SW Pro Industrial WB Enamel 20 gal x \$48.95 x 3% markup = \$1,008.40

Painting - Restroom Exterior	1.00	\$7,132.00	\$7,132.00
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Section 1 Painting Services A Cost by Task Line 2 Sanding/Scraping: \$0.20 sqft
 Section 2 Painting Services B Exterior Line 30 Architectural Coating Spray and Backroll: \$0.64 sqft (2 coats - 2 x \$0.64 = \$1.28)

All surfaces need Prep with sanding/scraping: 4,400 x \$0.20 = \$880.00
 2 coats SW Latitude on all painted surfaces. 4400 x \$0.64 x 2 coats = \$5,632
 Total: \$6,512

4,400 total surface area to prime and paint in these areas.
 Walls: 2,350 sqft
 Ceilings/Exposed Trusses: 2,050 sqft

Doors and Frames:

2 Doors both sides and 2 frames (2 coats)

Section 2. Painting Services B. Exterior 37 Architectural Coating (Metal Door): \$50 per door side

Section 2. Painting Services B. Exterior 39 Architectural Coatings (Metal Frames) \$55.00 per door frame

2 Coats

2 Doors x \$50 x 2 sides x 2 coats = \$400

2 Frame x \$55 x 2 coats = \$220

Total: \$620.00

Materials - Restroom Exterior

1.00

\$1,213.24

\$1,213.24

Walls, Ceilings, Columns, Rafters and Doors:

Walls, Ceilings, Columns and Rafters:

SW Latitude: 30 gal x \$36.00 x 3% markup = \$1,112.40

Doors and Frames:

SW Pro Industrial WB Enamel 2 gal x \$48.95 x 3% markup = \$100.84

Painting - Gazebo Roof

1.00

\$1,386.36

\$1,386.36

Section 2 Painting Services B Exterior Line 21 Prime Coat Spray and Backroll: \$0.60 sqft

Section 2 Painting Services B Exterior Line 30 Architectural Coat Spray and Backroll: \$0.64 sqft (2 coats - 2 x \$0.64 = \$1.28)

All surfaces need 1 coat SW Extreme Bond Prime Coat: 897 x \$0.60 = \$538.20

2 coats Pro Industrial WB Enamel on all painted surfaces. 897 x \$0.64 x 2 coats = \$1,148.16

897 total surface area to prime and paint in these areas.

46' Lift Needed (2-3 days)

Materials - Gazebo Roof

1.00

\$399.06

\$399.06

Gazebo Metal Roof:

SW Extreme Bond Primer: 2 gal x \$46.89 x 3% markup = \$96.54

SW Pro Industrial WB Enamel 6 gal x \$48.95 x 3% markup = \$302.52

Painting - Gazebo Underside and Columns

1.00

\$6,445.40

\$6,445.40

Wood Sealer:

Section 2 Painting Services B Exterior Line 30 Architectural Coat Spray and Backroll: \$0.64 sqft (2 coats - 2 x \$0.64 = \$1.28)

2 coats SW Helmans Clear Coat Sealer on all Wood Surfaces. 1780 x \$0.64 x 2 coats = \$2,278.40

Structural Support Beams Preparation for Paint:

Section 3 Hourly Rate: Hourly Rate for Carpenter Work (if needed for repairs with coating projects) \$55/hour

NTE 45 hours: 45 x \$55 = \$2,475

Priming and Painting Beams:

Section 2 Painting Services B Exterior Line 21 Prime Coat Spray and Backroll: \$0.60

sqft
 Section 2 Painting Services B Exterior Line 30 Architectural Coat Spray and Backroll:
 \$0.64 sqft (2 coats - 2 x \$0.64 = \$1.28)

All surfaces need 1 coat SW Kem Kromic Coat: 900 x \$0.60 = \$540
 2 coats Pro Industrial WB Enamel on all beam surfaces. 900 x \$0.64 x 2 coats =
 \$1,152

Materials - Gazebo Underside and Columns	1.00	\$864.91	\$864.91
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Wood Sealer:

SW Helmans Clear Coat: 4 gal x \$70.59 x 3% markup = \$290.83

Metal Beams:

SW Kem Kromic: 5 gal x \$41.55 x 3% markup = \$214.00

SW Pro Industrial WB Enamel: 6 gal x \$48.95 x 3% markup = \$302.52

Bondo Kit for holes in Beams: (1 qt \$13.97) 4 quarts x \$13.97 x 3% markup = \$57.56

46' Boom Lift 4WD DSL - Month	1.00	\$1,987.67	\$1,987.67
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Equipment Share Rental: 1 Month plus fees.

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

Weight: 16,600 lbs

Width: 7' 7" wide

Estimate Total: \$28,002.34

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.

Photos and/or videography may be taken and used for warranty, educational, and advertising purposes. By signing this estimate, you agree to allow us to use the content taken for the above intent. Krystal Klean will not take photos or videos if you request us not to, in writing, when you execute this estimate.

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
 Fac. Maint. / Parks & Rec

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	01075572-546000		Encumber Contract	CM3169
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	WORK AUTHORITY # CM3169-WA-05	1.00	\$ 28,002.34	\$ 28,002.34	
	Burney Park - Restroom and Gazebo Painting			\$ 0.00	
	located at: 95570 Burney Road,			\$ 0.00	
	Fernandina Beach, FL 32034			\$ 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	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 28,002.34

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 3/14/2024

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 3/14/2024 *CL*

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.
Nassau [Signature] 3/18/2024

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: 3/13/2024

Certificate Of Completion

Envelope Id: FE961A272FCA4633AEF1FA72A12B8725	Status: Completed
Subject: Work Authorization CM3169-WA05; Krystal Klean; Painting Services-Burney Park; \$28,002.34	
Source Envelope:	
Document Pages: 8	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Evelyn Burton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	eburton@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Evelyn Burton	Location: DocuSign
3/11/2024 1:00:14 PM	eburton@nassaucountyfl.com	


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 1:09:03 PM Viewed: 3/14/2024 12:46:47 PM Signed: 3/14/2024 12:47:09 PM
	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: 3/14/2024 12:47:11 PM Viewed: 3/14/2024 1:43:01 PM Signed: 3/14/2024 1:43:35 PM
	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: 3/14/2024 1:43:38 PM Viewed: 3/14/2024 1:52:52 PM Signed: 3/14/2024 1:53:42 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: 3/14/2024 1:53:44 PM Viewed: 3/18/2024 1:36:35 PM Signed: 3/18/2024 1:37:12 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 3:18:59 PM ID: 6abc64a2-99d0-4dd2-9062-09e5819eb234</p>	<p><i>Lorraine Matarazzo</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.215.160.17</p>	<p>Sent: 3/18/2024 1:37:15 PM Viewed: 3/21/2024 3:18:59 PM Signed: 3/21/2024 3:19:18 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 3:19:22 PM Viewed: 4/2/2024 11:36:48 AM Signed: 4/2/2024 11:36:54 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: 4/2/2024 11:36:56 AM Viewed: 4/2/2024 11:42:40 AM Signed: 4/2/2024 11:42:53 AM</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: 50.238.237.26</p>	<p>Sent: 4/2/2024 11:42:55 AM Viewed: 4/2/2024 12:54:50 PM Signed: 4/2/2024 12:54:59 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>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/2/2024 12:55:03 PM Viewed: 4/3/2024 1:25:51 PM Signed: 4/3/2024 1:25:57 PM</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: 4/3/2024 1:26:01 PM Viewed: 4/3/2024 1:41:47 PM</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: 4/3/2024 1:26:02 PM</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: 4/3/2024 1:26:03 PM</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: 4/3/2024 1:26:04 PM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/11/2024 1:09:03 PM
Certified Delivered	Security Checked	4/3/2024 1:25:51 PM
Signing Complete	Security Checked	4/3/2024 1:25:57 PM
Completed	Security Checked	4/3/2024 1:26:04 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Nassau:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bsimmons@nassaucountyfl.com

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Nassau as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Nassau during the course of your relationship with County of Nassau.