

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3386-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Strategic Advancement Contact Person: Brandy Carvalho
 Telephone: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: DIAL, CORDY & ASSOCIATES, INC.
 Address: 490 Osceola Avenue
 City: Jacksonville State: FL Zip Code: 32250
 Vendor's Administrator Name: Lee Swain Title: Vice President
 Telephone: (904) 241-8821 Email: lswain@dialcordy.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Lee Swain
 Authorized Signatory Email: lswain@dialcordy.com
(IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: Beach Light Survey Services
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Two beach lighting surveys
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
 Other: _____
 Amount of Initial Contract Term: \$10,000
 Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$10,000 (Estimate if necessary)
 Account Number: 001.121.512.51.531000
 Source of Funds: County State Federal Other: _____
 County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: w/ Professional
 Risk Manager Initials: MP

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: CM3386 Amendment No: A1
 Type of Amendment: Renewal Time Only Extension Additional Scope Other: with One Year Time Extension
 Contract Amount with Previous Amendments: \$10,000 Amount of this Amendment: \$10,000
 New Contract Amount including this Amendment: \$20,000
 Account Code Change From: _____ To: _____
 County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|---|--|
| 1. <u>Brandy Carvalho</u> 4/2/2024
Department Head/Contract Manager Date | 3. <u>Denise C May</u> 4/2/2024
Procurement Date
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> 4/3/2024
Office of Mgmt. & Budget Date | 4. <u>Denise C May</u> 4/2/2024
County Attorney Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Pope, AICP 4/2/2024

County Manager Date

LPB
4/3/2024

DATE
3/27/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
DIAL, CORDY & ASSOCIATES, INC.
490 Osceola Avenue, Jacksonville, FL 32250

DEPARTMENT
Strategic Advancement

REQUESTED BY
Brandy Carvalho

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Sea Turtle Lighting Survey	001 .121.512.51.531000		Encumber Contract	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	Lighting Survey 1 of 2	1.00	\$ 5,000.00	\$ 5,000.00	Enter additional information or details, as needed.
	Lighting Survey 2 of 2	1.00	\$ 5,000.00	\$ 5,000.00	
				\$ 0.00	
				\$ 0.00	
				\$ 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 \$ 10,000.00

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.

Brandy Carvalho 4/2/2024

Office of Management and Budget (signature required if over Department Head signature authority or \$5,000, whichever is less.)

I attest that, to the best of my knowledge, funds are available for payment.

Chris Lacambra 4/2/2024

Procurement Director (signature required if over Department Head signature authority or \$5,000, whichever is less.)

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 Helmore 4/2/2024

County Manager (signature required if over Department Head signature authority or \$5,000, whichever is less.)

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.

Taco E. Popey AICP 4/2/2024

Clerk: LPB
Date: 4/3/2024

FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES
[BEACH LIGHT SURVEY]

THIS FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES [BEACH LIGHT SURVEY] (hereinafter “**Amendment**”) is made by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the State of Florida (hereinafter the “**County**”), and **DIAL, CORDY & ASSOCIATES, INC.**, a business having its primary business location at 490 Osceola Avenue, Jacksonville, FL 32250 (hereinafter the “**Vendor**”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Beach Light Survey Services dated May 5, 2023 (hereinafter “**Contract**”); and

WHEREAS, the Parties now desire to amend the Contract terms and conditions subject to the provisions contained herein.

NOW, THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

SECTION 1. Section 6.1. of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year. The Contract shall now terminate on May 5, 2025.

SECTION 2. Section 7.1. of the Contract is hereby amended to increase the compensation amount for the services to be provided under the Contract by TEN THOUSAND AND 00/100 DOLLARS (\$10,000.00) due to the inclusion of two (2) additional surveys as outlined in Exhibit “A” – Vendor’s Proposal, a copy of which is attached hereto and incorporated herein. The County shall now compensate the Vendor in an amount not to exceed TWENTY THOUSAND AND 00/100 DOLLARS (\$20,000.00).

SECTION 3. All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

[The remainder of this page left intentionally blank.]

DCM

TP

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Taco E. Pope, AICP
By: Taco Pope
Its: Designee
Date: 4/2/2024

Approved as to form and legality by the Nassau County Attorney

Denise C. May
DENISE C. MAY

DIAL, CORDY & ASSOCIATES, INC.

LEE SWAIN
By: Lee Swain
Its: Vice-President
Date: 4/2/2024

EXHIBIT "A" - VENDOR'S PROPOSAL



490 Osceola Avenue
Jacksonville Beach, FL 32250
(904) 241-8821 Fax (904) 241-8885

March 8, 2024

Brandy Carvalho
Director of Strategic Advancement & Economic Resources
Nassau County, FL Board of County Commissioners
96135 Nassau Place, Yulee FL 32097

Re: County-Wide Sea Turtle Lighting Survey

Dear Ms. Carvalho,

Dial Cordy and Associates Inc. (DC&A) is pleased to provide to Strategic Advancement & Economic Resources, Nassau County (Nassau County) a proposal for professional services in support of the above referenced project.

Task I – Lighting Survey and Report

A lighting survey will be conducted prior to the beginning of the sea turtle nesting season (between April 1 and April 15) from the north end of Peters Point to the southern end of the Amelia Island State Park, approximately five miles.

The lighting survey will be conducted from the top of the foreshore slope (i.e., the seaward edge of the filled berm before it slopes into the water), facing landward. The survey will follow standard techniques for such a survey, such as including the number and type of visible lights, location of lights, and photo documentation.

A summary report will be prepared identifying potentially adverse artificial light sources and will include the number and type of visible lights, location of lights, and photo-documentation of the light sources. The location map will include property parcel number and ownership as available on the Nassau County Property Appraisers website. Recommendations will be provided to address corrective actions to eliminate or mitigate these sources.

Contact and coordination of individual property owners regarding corrective actions will be the responsibility of Nassau County.

Lump-Sum \$5,000.00

EXHIBIT "A" - VENDOR'S PROPOSAL

Page 2

Dial Cordy and Associates Inc. agrees to provide services associated with Task I for a lump-sum fee of \$5,000.00. The project will be invoiced monthly on a percent completion basis with payment due upon receipt of invoice. Payment not received within 30 days of invoice date will be considered past due and Dial Cordy and Associates Inc. may stop work should any payment become past due. A finance charge of 1.5 percent per month shall accrue and be due and payable for the period 30 days from the date of this invoice until such amount is paid. This proposal and cost estimate will be void after 60 days from the date hereon, unless accepted by Nassau County in writing. In any litigation arising out of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs, including those attorneys' fees and costs arising out of any appellate proceeding.

Should the terms of this agreement be satisfactory, please sign below and return one original to this office. A signed agreement will serve as authorization for us to proceed.

We look forward to assisting you.

Sincerely,

DIAL CORDY AND ASSOCIATES INC.



Lee Swain
Vice President

Accepted and Agreed:

Brandy Carvalho

Date
P 24-1966

EXHIBIT "A" - VENDOR'S PROPOSAL



490 Osceola Avenue
 Jacksonville Beach, FL 32250
 (904) 241-8821 Fax (904) 241-8885

March 8, 2024

Brandy Carvalho
 Director of Strategic Advancement & Economic Resources
 Nassau County, FL Board of County Commissioners
 96135 Nassau Place, Yulee FL 32097

Re: County-Wide Sea Turtle Lighting Survey 2

Dear Ms. Carvalho,

Dial Cordy and Associates Inc. (DC&A) is pleased to provide to Strategic Advancement & Economic Resources, Nassau County (Nassau County) a proposal for professional services in support of the above referenced project.

Task I – Mid-Season Lighting Survey and Report

A second follow up survey from the north end of Peters Point to the southern end of the Amelia Island State Park, approximately five miles, will be conducted during the middle of the sea turtle nesting season (during July) to assess any remaining visible lights requiring corrective action. The lighting surveys will be conducted from the top of the foreshore slope (i.e., the seaward edge of the filled berm before it slopes into the water), facing landward. The survey will follow standard techniques for such a survey, such as including the number and type of visible lights, location of lights, and photo documentation.

A summary report will be prepared identifying potentially adverse artificial light sources and will include the number and type of visible lights, location of lights, and photo-documentation of the light sources. The location map will include property parcel number and ownership as available on the Nassau County Property Appraisers website.

Lump-Sum	\$5,000.00
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Dial Cordy and Associates Inc. agrees to provide services associated with Task I for a lump-sum fee of \$5,000.00. The project will be invoiced monthly on a percent completion basis with payment due upon receipt of invoice. Payment not received within 30 days of invoice date will be considered past due and Dial Cordy and Associates Inc. may stop work should any payment become past due. A finance charge of 1.5 percent per month shall accrue and be due and payable for the period 30 days from the date of this invoice until such amount is paid. This proposal and cost estimate will be void after 60

EXHIBIT "A" - VENDOR'S PROPOSAL

Page 2

days from the date hereon, unless accepted by Nassau County in writing. In any litigation arising out of this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs, including those attorneys' fees and costs arising out of any appellate proceeding.

Should the terms of this agreement be satisfactory, please sign below and return one original to this office. A signed agreement will serve as authorization for us to proceed.

We look forward to assisting you.

Sincerely,

DIAL CORDY AND ASSOCIATES INC.



Lee Swain
Vice President

Accepted and Agreed:

Brandy Carvalho

Date

P 24-1966


Certificate Of Completion

Envelope Id: 325A61205D234A73A54C86660F0595C3	Status: Completed
Subject: FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES [BEACH LIGHT SURVEY] - \$10,000	
Source Envelope:	
Document Pages: 8	Signatures: 12
Certificate Pages: 6	Initials: 8
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Brandy Carvalho
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	bcarvalho@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Brandy Carvalho	Location: DocuSign
4/2/2024 12:28:33 PM	bcarvalho@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Brandy Carvalho bcarvalho@nassaucountyfl.com Director of Strategic Advancement Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 4/2/2024 12:54:45 PM Viewed: 4/2/2024 12:54:56 PM Signed: 4/2/2024 12:55:48 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: 4/2/2024 12:55:49 PM Viewed: 4/2/2024 1:28:52 PM Signed: 4/2/2024 1:29:48 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: 4/2/2024 1:29:51 PM Viewed: 4/2/2024 1:31:52 PM Signed: 4/2/2024 1:34:29 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)		Sent: 4/2/2024 1:34:31 PM Viewed: 4/2/2024 1:35:18 PM Signed: 4/2/2024 1:35:53 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>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.53.146.123 Signed using mobile</p>	<p>Sent: 4/2/2024 1:35:55 PM Viewed: 4/2/2024 2:54:06 PM Signed: 4/2/2024 2:54:24 PM</p>
<p>LEE SWAIN lswain@dialcordy.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 4/2/2024 2:56:58 PM ID: f42ecc76-0307-4b1e-8f43-3e1c3a3ec1ca</p>	<p><i>LEE SWAIN</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 199.200.116.242</p>	<p>Sent: 4/2/2024 2:54:26 PM Viewed: 4/2/2024 2:56:58 PM Signed: 4/2/2024 2:57:06 PM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 4/2/2024 2:57:08 PM Viewed: 4/2/2024 3:14:17 PM Signed: 4/2/2024 3:21:23 PM</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 2:57:08 PM Viewed: 4/2/2024 3:08:03 PM Signed: 4/2/2024 3:09:20 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: 50.238.237.26</p>	<p>Sent: 4/2/2024 3:21:25 PM Viewed: 4/2/2024 3:26:39 PM Signed: 4/2/2024 3:26:48 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 3:26:51 PM Viewed: 4/3/2024 1:47:06 PM Signed: 4/3/2024 1:47:18 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
Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/2/2024 3:26:51 PM Viewed: 4/3/2024 2:11:01 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/3/2024 1:47:21 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/2/2024 12:54:45 PM
Certified Delivered	Security Checked	4/3/2024 1:47:06 PM
Signing Complete	Security Checked	4/3/2024 1:47:18 PM
Completed	Security Checked	4/3/2024 1:47:21 PM
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.

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.