

**WORK AUTHORIZATION #03
 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	\$196,528.35
Amount	\$26,391.39	This Work Authorization	\$26,391.39
Scheduled Completion	120 days (<i>approx.</i>)	New Contract Amount including this work authorization	\$222,919.74

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 exterior painting of Fire Station 60 located at 8348 U.S. 301, Bryceville, FL 32009 in accordance with the Vendor’s Proposal dated ~~October 18, 2023~~, a copy of which is attached hereto as Exhibit “A”.

December 19, *LM*
 2023

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-Six Thousand, Three Hundred Ninety-One Dollars and 39/100 (\$26,391.39). 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: Lanese Helms

Office of Management & Budget: Chris Lacambra *FP*

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

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

ACCOUNT NO.: 01073519-546030



EXHIBIT "A" VENDOR'S PROPOSAL

Estimate 1014064651

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

DATE	12/19/2023
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 Fire Station 60 8348 U.S. 301 Bryceville, FL, 32009 (904) 753-6435 tlombardi@nassaucountyfl.com

DESCRIPTION
Paint Exterior of Fire Station 60

Estimate

Estimate

Description	Qty	Rate	Total
Scope of Work - Painting Fire Station 60 *Pricing Below references the St John's County Painting Services Master Contract No: 20-MCC-KRY-12220 Exterior Cleaning and Painting of Fire Station 60. Clean Building Remove and Replace failed caulking Prep and Paint all Bollards Prep and Paint all 6 Garage Doors Prime and Paint 2 top coats on all Metal Siding from Gutter and Top of Gables down to brick Seal Brick with one Coat Sealer Prep, Prime and Paint all Doors and Door Frames -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

<p>Commercial Soft Wash - Fire Station 60</p> <p>Total Surfaces to Clean: 8,356 sqft</p> <p>Section 1. Surface Preparation A Line 4 Chemical Cleaning \$0.09/sqft 8,356 x \$0.09 = \$752.04</p> <p>-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.</p> <p>*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.</p>	8356.00	\$0.09	\$752.04
<p>General Labor - Caulking Labor and Materials</p> <p>Section 1. Surface Preparation: 9b: Remove Caulking 1/2" or greater. \$0.80 per linear foot 10b: Caulking Urethane 1/2" or greater \$2.25 per linear foot Total: \$3.05 per linear foot</p> <p>711 Linear Feet of Caulking Brick to Metal, Door Frames, Window Frames.</p> <p>711 x \$3.05 = \$2,168.55</p> <p>Materials 50 Sausages Dowsil Contractors Paintable Sealant @ \$9.25 x 3% = \$476.50</p>	1.00	\$2,645.05	\$2,645.05
<p>Painting - Bollards Labor and Materials</p> <p>12 Bollards Approx 95 Sqft</p> <p>Section 1. Surface Preparation A Cost by Task 2 Sanding/Scraping \$0.20 / sqft 96 x \$0.20 = \$19.20 Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft 96 x \$0.60 = \$57.60 Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll) \$0.64 / sqft (2 Coats) 96 x \$0.64 x 2 coats = \$122.88</p> <p>Materials: 1 gal Kem Kromic \$41.55 x 3% mark up = \$42.80 1 gal Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup = \$41.33 Total: \$84.13</p>	1.00	\$283.81	\$283.81
<p>Painting - Garage Doors Labor and Materials</p> <p>6 Garage Doors, 225 sqft each door = 1,350 sqft</p> <p>Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft 1,350 x \$0.60 = \$810.00 Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll) \$0.64 / sqft (2 Coats)</p>	1.00	\$3,054.87	\$3,054.87

1,350 x \$0.64 x 2 coats = \$1,728
 Total Labor: \$2,538

Materials:

Primer: 3 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30 x 3 = \$144.90
 Top Coats: 9 gal SW Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup = \$41.33 x 9 = \$371.97
 Total Materials: \$516.87

Painting - Doors and Frames Labor and Materials

1.00 \$1,953.76 \$1,953.76

4 Doors

Section 2: Painting Services B Exterior - Line 36 \$65 Per Door Face Patching
 4 x \$65 = 260
 Section 2: Painting Services B Exterior - Line 37 \$50.00 Per Door Face Primer
 4 x \$50 = \$200
 Section 2: Painting Services B Exterior - Line 37 \$50.00 Per Door Face Top Coats (2)
 4 x \$50 x 2 = \$400
 Total: \$860

Section 2: Painting Services B Exterior - Line 36a \$65 Per Door Frame Patching
 4 x \$65 = 260
 Section 2: Painting Services B Exterior - Line 39 \$55.00 Per Door Frame Primer
 4 x \$55 = \$220
 Section 2: Painting Services B Exterior - Line 39 \$55.00 Per Door Frame Top Coats (2)
 4 x \$55 x 2 = \$440
 Total: \$920

Total Labor = \$1,780 Doors and Frames

Materials:

1 gal Kem Kromic Spot Prime Rust Areas: \$41.55 x 3% mark up = \$42.80
 Primer: 1 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30
 Top Coats: 2 gal Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup = \$41.33 x 2 = \$82.66
 Total Materials: \$173.76

Painting - Metal Wall Sections

1.00 \$11,789.48 \$11,789.48

Metal Surfaces: 6,271 sqft (All Walls from Gutters down Small Gable area over the roof)

Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft
 6,271 x \$0.60 = \$3,762.60

Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll) \$0.64 / sqft (2 Coats)
 6,271 x \$0.64 x 2 coats = \$8,026.88

Total Labor: \$11,789.48

Painting - Brick Wall Sections

1.00 \$1,042.50 \$1,042.50

Section 2: Painting Services B: Exterior 25. Sealing - Exterior Masonry (Spray/Backroll) \$0.50/sqft

Total Brick area: 2,085 sqft

2,085 x \$0.50 = \$1,042.50

Materials - Metal and Brick

1.00 \$3,747.60 \$3,747.60

Metal Wall Paint:

Primer: 14 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30 x 14 = \$676.20

Top Coats: 40 gal SW Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup = \$41.33 x 40 = \$1,653.20

Total Wall Materials: \$2,329.40

Brick Sealer: 20 gal Loxon 40% Siloxane

\$68.84/gal x 3% mark up = \$70.91

20 x \$70.91 = \$1,418.20

46' Boom Lift 4WD DSL

1.00 \$1,122.28 \$1,122.28

Equipment Share Rental: 1 Week plus fees

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

* Weight: 16,600 lbs

* Width: 7' 7" wide

Estimate Total: \$26,391.39

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 I
 Yulee, FL 32097

VENDOR NAME/ADDRESS
 Kept Companies, Inc. dba Krystal Klean
 13679 Atlantic Blvd
 Jacksonville, Blvd 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-03	1.00	\$ 26,391.39	\$ 26,391.39		
	Fire Station 60 - Paint Exterior of Fire Station			\$ 0.00		
	located at: 8348 U.S. 301 Bryceville, FL 32009			\$ 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		
				\$ 0.00		

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 26,391.39

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.

Janice Helms 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: 4/5/2024

Certificate Of Completion

Envelope Id: 22D466C2B09D42E4877FCEEA6312F30E Status: Completed
Subject: Work Authorization-CM3169-WA03; Krystal Klean; Painting Services-FS60; \$26,391.39
Source Envelope:
Document Pages: 8 Signatures: 9 Envelope Originator:
Certificate Pages: 6 Initials: 5 Evelyn Burton
AutoNav: Enabled eburton@nassaucountyfl.com
Envelopeld Stamping: Enabled IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)


Record Tracking

Status: Original Holder: Evelyn Burton Location: DocuSign
3/11/2024 12:36:39 PM eburton@nassaucountyfl.com


Signer Events

Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 3/11/2024 12:46:17 PM Viewed: 3/13/2024 9:34:15 AM Signed: 3/13/2024 9:34:25 AM

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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 3/13/2024 9:34:28 AM Viewed: 3/13/2024 9:44:36 AM Signed: 3/13/2024 9:44:47 AM
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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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 3/13/2024 9:44:49 AM Viewed: 3/13/2024 11:48:32 AM Signed: 3/13/2024 11:49:29 AM
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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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 3/13/2024 11:49:31 AM Viewed: 3/14/2024 12:52:41 PM Signed: 3/14/2024 12:52:47 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 73.215.160.17	Sent: 3/14/2024 12:52:48 PM Viewed: 3/21/2024 3:23:02 PM Signed: 3/21/2024 3:23:11 PM
Electronic Record and Signature Disclosure: Accepted: 3/21/2024 3:23:02 PM ID: bcdf4787-5110-42ae-9f95-94cf1a2ed624		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 3/21/2024 3:23:13 PM Viewed: 4/4/2024 2:37:02 PM Signed: 4/4/2024 3:49:21 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 71.104.15.210	Sent: 3/28/2024 3:20:23 PM Viewed: 4/4/2024 10:24:32 AM Signed: 4/4/2024 10:24:43 AM
Electronic Record and Signature Disclosure: Accepted: 4/4/2024 10:24:32 AM ID: 491eaedd-d8f8-4f8c-916c-28f0ecaa29b8		
Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/4/2024 3:49:26 PM Viewed: 4/4/2024 3:50:45 PM Signed: 4/4/2024 3:53:08 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/4/2024 3:53:13 PM Viewed: 4/4/2024 3:54:06 PM Signed: 4/4/2024 3:54:12 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 4/4/2024 3:54:15 PM Viewed: 4/5/2024 12:29:58 PM Signed: 4/5/2024 12:30:06 PM
Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		

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 Admin boclegal@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/5/2024 12:30:08 PM Viewed: 4/5/2024 12:40:43 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/5/2024 12:30:09 PM
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	COPIED	Sent: 4/5/2024 12:30:10 PM
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	COPIED	Sent: 4/5/2024 12:30:11 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/11/2024 12:46:17 PM
Envelope Updated	Security Checked	3/28/2024 3:20:22 PM
Envelope Updated	Security Checked	3/28/2024 3:20:22 PM
Certified Delivered	Security Checked	4/5/2024 12:29:58 PM
Signing Complete	Security Checked	4/5/2024 12:30:06 PM
Completed	Security Checked	4/5/2024 12:30:12 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

Electronic Record and Signature Disclosure created on: 1/26/2021 7:14:58 AM

Parties agreed to: Lorraine Matarazzo, Lorraine Matarazzo, Clerk Finance received, Jennifer Kirkland, Tony Lombardi

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.