

### CHANGE ORDER APPROVAL FORM

PROJECT: NAU Booster Pump Station Replacement

CHANGE ORDER NUMBER: 8

DATE: 6/27/2024

CONTRACT NUMBER: CM3003

PURCHASE ORDER NUMBER (IF APPLICABLE): N/A

TO CONTRACTOR: Sawcross Contractors & Engineers, Inc.

Description: NAU Booster Pump Replacement.

Reason for Change Order: There was an issue with the high- pressure switches in the high- pressure monitoring panel that were identified in early March. It was determined they would need to be replaced and switches were ordered. The switches were received in late May and installed along with the new heater. Due to holidays start-up, demonstration, and training needed to be delayed until after week of July 4<sup>th</sup>. The sum of the delays for additional work is approximately 15 weeks.

Original Contract Sum.....	\$	<u>3,488,000.00</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>68,863.785</u>
Contract Sum Prior to This Change Order.....	\$	<u>3,556,863.75</u>
Amount of this Change Order (Add).....	\$	<u>36,990.68</u>
New Contract Sum Including this Change Order.....	\$	<u>3,593,854.43</u>

The Contract Time will be **increased or decreased (select one)** 120 days  
 Previous Substantial Completion: 05/31/2024 Previous Final Completion: 06/30/2024  
 New Substantial Completion: 09/28/2024 New Final Completion: 10/28/2024

APPROVED BY: Chris Lacambra DATE: 7/5/2024  
 Department Head/Managing Agent

APPROVED BY: Marshall Eyerman DATE: 7/9/2024  
 Procurement

7/5/2024 APPROVED BY: Chris Lacambra DATE: 7/5/2024  
 Office of Management and Budget

APPROVED BY: Denise C. May DATE: 7/5/2024  
 County Attorney

APPROVED BY:   
\_\_\_\_\_  
County Manager

DATE: 7/9/2024

APPROVED BY: N/A  
Chairman

DATE: \_\_\_\_\_

ATTEST: N/A  
John A. Crawford, Clerk of Courts

DATE: \_\_\_\_\_

563552

Account No(s). 71500533-~~562002~~ BPS (PO 22000101)

*77*

**SECTION 00 63 63**

**CHANGE ORDER REQUEST FORM**

(Instructions on 00 63 63-2)

No. 8

DATE OF ISSUANCE	PROJECT 12/20/21	EFFECTIVE DATE	12/20/21
NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS			
COUNTY Contract / Purchase Order No.: CM3003/PO 22000101		ENGINEER / ARCHITECT GAI Consultants	
CONTRACTOR Sawcross Contractors and Engineers, Inc.			

You are directed to make the following changes in the Contract Documents.

Furnish and install additional pipe supports, remove and replace pressure switches, and motor operations for overhead door.  
 Note, this project commenced during COVID and has experienced several supply chain issues as documented in previous change orders. The delay associated with the revised pressure switches and accompanying the startup delay to avoid a holiday startup has created the delays documented herein.

CHANGE IN CONTRACT PRICE:  Original Contract Price \$ <u>3,488,000.00</u>	CHANGE IN CONTRACT TIMES:  Original Contract Times  Ready for Final Payment: <u>3/23/2023</u> <u>575 days</u> (days and dates)
Net change from previous Change Orders No. <u>0</u> to No <u>7</u>  \$ <u>68,863.75</u>	Net change from previous Change Orders No. <u>0</u> to No. <u>7</u>  <u>244</u> (days)
Contract Price prior to this Change Order \$ <u>3,556,863.75</u>	Contract Times Prior to this Change Order  Substantial Completion: <u>05/31/24 (1010 days)</u>  Final Payment: <u>06/30/24 (1040 days)</u> (days and dates)
Net Increase (decrease) of this Change Order  \$ <u>36,990.68</u>	Net Increase (decrease) of this Change Order  <u>120 days</u> (days)
Contract Price with all approved Change Orders \$ <u>3,593,854.43</u>	Contract Times with all approved Change Orders  Substantial Completion: <u>09/28/24 (1130 days)</u>  Final Payment: <u>10/28/24 (10620 days)</u> (days and dates)

RECOMMENDED:  By: <u>Teresa Inby-Butler</u> Engineer/Architect (Authorized Signature) Signature)  Date: <u>06.24.24</u>	APPROVED:  By: <u>[Signature]</u> COUNTY (Authorized Signature)  Date: <u>6-28-24</u>	ACCEPTED:  By: <u>[Signature]</u> Contractor (Authorized  Date: <u>6-24-2024</u>
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**CHANGE ORDER  
INSTRUCTIONS**

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**A. GENERAL INFORMATION**

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed, any effect of a Change Order, thereon, should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract

Times, a Field Order may be used.

**B. COMPLETING THE CHANGE ORDER FORM**

Engineer / Architect / Etc. initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from the County or both.

Once Engineer / Architect / Etc. has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to the County for approval. Engineer should make distribution of executed copies after approval by the County.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

**END OF SECTION**



10970 NEW BERLIN ROAD JACKSONVILLE, FL 32226-2270  
904-751-7500 (VOICE) 904-751-0600 (FAX) WWW.SAWCROSS.COM (INTERNET)

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June 20<sup>th</sup> , 2024

Teresa Irby-Butler, FGUA  
Greg Kolb, GAI  
Nassau Booster Pump Station Replacement Project

**Subject – Change Order #08 – Additional Time and Materials**

Teresa & Greg,

The following Change Order proposal includes –

Additional materials that have been purchased and installed by Sawcross at the request of the engineer/owner/operations as the project has progressed. These materials have been itemized in the attached spreadsheet along with their invoices that are included for documentation.

The cost for Universal Electric to connect the motor operators for the (2) Overhead Doors. As discussed, this was not shown on the plans. Also included is MT and labor cost to connect the new heater being provided by Southern Flow.

The cost for Southern Flow to provide and install the new pressure switches in the High-Pressure Monitoring Panel. Pricing for a heater in the panel has been included as requested.

Contract Time – Current Substantial completion was 5/31/2024. Final is 6/30/2024.

The issue with the Pressure Switches in the High-Pressure Monitoring panel were identified in early March. It was determined they would need to be replaced and the switches were ordered shortly afterwards by our subcontractor, Southern Flow. The switches were received in late-May and installed 6/12 along with the new Heater as requested.

We inquired about scheduling start-up/demonstration/training on 6/18-6/19, but operations requested we delay until the week after July 4<sup>th</sup> (7/13/24 - 7/18/24).

The sum of the delays for the additional work described above is approximately 15 weeks.

Time Requested: 120 Days


New Substantial Completion: 10/31/2024

New Final Completion: 11/30/2024

Sincerely,

A handwritten signature in black ink, appearing to read 'Justin Hanson', is written over a light blue horizontal line.

Justin Hanson  
Project Manager  
904-751-7500 Ext. 127  
[justinh@sawcross.com](mailto:justinh@sawcross.com)

		SAWCROSS, INC.					
		2105 - NAU Booster Pump Station Replacement					
PREPARED FOR:	FGUA/GAI	PREPARED BY:	Justin Hanson	DATE:	6/24/2024	CHANGE ORDER	#08
LABOR		DESCRIPTION OF WORK	STANDARD HOURS	OVERTIME HOURS	BASE RATE	OVERTIME RATE	TOTAL \$
Pipe Foreman			0.0	0.0	\$ 0.00	\$ 0.00	\$ 0.00
Pipe Fitter		2 men for 2 weeks	160.0	0.0	\$ 45.00	\$ 0.00	\$ 7200.00
Equipment Operator			0.0	0.0	\$ 0.00	\$ 0.00	\$ 0.00
Pipe Fitter Helper			0.0	0.0	\$ 0.00	\$ 0.00	\$ 0.00
DIRECT LABOR HOURS			160.0				
DIRECT LABOR HOURS OVERTIME			0.0				
DIRECT LABOR HOURS TOTAL			160.0				
FOREMAN			80.0	0.0	\$ 65.00	\$ 0.00	\$ 5200.00
PROJECT MANAGER			8.0	0.0	\$ 50.00	\$ 0.00	\$ 400.00
						Labor Subtotal	\$ 12,800.00
						Contingency 0%	0
						Labor Total	\$ 12,800.00
MATERIALS		DESCRIPTION	QTY	UNIT COST	TOTAL COST	TOTAL	
316 SST Pipe Supports		Additional Supports as requested	1	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	
2" Corp Stops (2)		Added to isolate Soleniod Valve as requested	1	\$ 610.86	\$ 610.86	\$ 610.86	
2" PVC		Re-piping for the 2" Soleniod Valve line	1	\$ 252.15	\$ 252.15	\$ 252.15	
Robertshaw Vibration Switches (2)		Added as requested	1	\$ 1,901.30	\$ 1,901.30	\$ 1,901.30	
			1	\$ 0.00	\$ 0.00	\$ 0.00	
			1	\$ 0.00	\$ 0.00	\$ 0.00	
			1	\$ 0.00	\$ 0.00	\$ 0.00	
						Material Subtotal	\$ 4,564.31
						Tax 7%	\$ 319.50
						Contingency 0%	\$ 0.00
						Material Total	\$ 4,883.81
GENERAL CONDITIONS		DESCRIPTION	QTY. Rate	UNIT COST	WEEKS	TOTAL	
General Conditions		Equipment, MOT	1	\$ 500.00	2.00	\$ 1,000.00	
General Conditions		Description	1	\$ 0.00	0.00	\$ 0.00	
						GCs Subtotal	\$ 1,000.00
						Contingency 0%	\$ 0.00
						GCs Total	\$ 1,000.00
SUBCONTRACTORS		DESCRIPTION	QTY. Rate	UNIT COST	WEEKS	TOTAL	
Universal Electric		Electrical for Overhad Doors (\$4,436.16) & Heater (\$1,200.00)	1	\$ 5,636.16	1.00	\$ 5,636.16	
Southern Flow		Panel Modifications - Pressure Switches, Heater, Labor	1	\$ 9,219.93	1.00	\$ 9,219.93	
						SC Subtotal	\$ 14,856.09
						Contingency 0%	\$ 0.00
						SC Total	\$ 14,856.09
SUMMARY							
			LABOR (including Burden)		\$ 12,800.00		
			MATERIALS		\$ 4,883.81		
			EQUIPMENT		\$ 0.00		
			General Conditions		\$ 1,000.00		
			Subcontractors		\$ 14,856.09		
			TOTAL COSTS		\$ 33,539.90		
			MARK UPS ON LABOR (15%)		\$ 1,920.00		
			MARK UPS ON MATERIAL (15%)		\$ 732.57		
			MARK UPS ON EQUIPMENT (15%)		\$ 0.00		
			MARK UPS ON SUBCONTRACTORS (5%)		\$ 742.80		
			BOND		\$ 55.40		
			TOTAL:		\$ 36,990.68		

**INVOICE NO**  
**F33-85**

**PBM Constructors Inc**  
**PO Box 11089**  
**Jacksonville, FL 32239**  
**Phone: (904) 714-6353**  
**Fax: (904) 714-6354**

SOLD TO Sawcross, Inc.  
 Accounts Payable Department  
 10970 New Berlin Rd.  
 Jacksonville, FL 32226

SHIP TO Sawcross MISC FAB  
 Accounts Payable Department  
 10970 New Berlin Rd.  
 Jacksonville, FL 32226

ACCOUNT NO	PO NUMBER	TERMS	INVOICE DATE	PAGE
SAWCROSS		Net 30	7/23/2023	1

ITEM NO	QTY	DESCRIPTION	UNIT PRICE	EXTENDED
PIPE SUPPORT-2	1ea	Labor and Materials to fabricate: 3 " Adjustable Pipe Support 316SS	305.89ea	305.89
PIPE SUPPORT-2	3ea	Labor and Materials to fabricate: 4 " Adjustable Pipe Support 316SS	301.42ea	904.26
PIPE SUPPORT-2	2ea	Labor and Materials to fabricate: 5 " Adjustable Pipe Support 316SS	303.31ea	606.62
PIPE SUPPORT-2	2ea	Labor and Materials to fabricate: 6 " Adjustable Pipe Support 316SS	306.67ea	613.34
PIPE SUPPORT-2	2ea	Labor and Materials to fabricate: 8 " Adjustable Pipe Support 316SS	305.59ea	611.18

Thank you for your business !

**TOTAL AMOUNT      3,041.29**







1830 Craig Park Court  
St. Louis, MO 63146

**INVOICE**

RECEIVED

*email*

*OCT 26 2023*

SAWCROSS, INC.

Invoice # T826158  
Invoice Date 10/25/23  
Account # 040527  
Sales Rep MARCO LEMUS  
Phone # 239-334-1997  
Branch #085 Ft Myers, FL  
Total Amount Due \$673.34

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST. LOUIS, MO 63146

SAWCROSS INC 000/0000  
10970 NEW BERLIN RD 0000  
JACKSONVILLE FL 32226-2270

Shipped To:  
10970 NEW BERLIN ROAD  
JACKSONVILLE, FL

CUSTOMER JOB- PLANT TREATMENT PLANT

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
10/24/23	10/24/23	2105	TREATMENT PLANT	PLANT		UPS	T826158

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

3620FB1700NL	FB1700-7NL 2 BALLCORP MIPXFIP NO LEAD	2	2		305.43000 EA		610.86
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2105/Justin Job  
1500008 Code  
ACCT  
Ret %  
Ball corpe for Desc.  
new 2" stand line.

Freight Delivery Handling Restock Misc

\$16.67

Terms: NET 30

Ordered By: JUSTIN HANSON

Subtotal: 610.86  
Other: 16.67  
Tax: 45.81

Invoice Total: \$673.34

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

**HARRINGTON**  
 Process Solutions since 1959

PO Box 676273  
 Dallas, TX 75267-6273

**INVOICE**

<b>INVOICE NUMBER</b>	037E6910
<b>INVOICE DATE</b>	11/08/23
<b>PLEASE REMIT TO:</b>	Harrington Industrial Plastics LLC PO Box 676273 Dallas, TX 75267-6273 TEL: 809-597-8641

**BILL TO:**

SAWCROSS INCORPORATED  
 10970 NEW BERLIN ROAD  
 JACKSONVILLE, FL 32226-2270

**SHIP TO :**

SAWCROSS INCORPORATED  
 Customer Pick-Up,

CUSTOMER NUMBER	INVOICE DATE	FREIGHT TERMS		F.O.B	ORDER NUMBER	JOB NUMBER
052686	11/08/23	PREPAID FFA		SHIPPING POINT	037D8625	NASSAU BOOSTER PU
INVOICE NUMBER	DUE DATE	TERMS	CUSTOMER PO NUMBER	ORDER DATE	SHIP DATE	SHIP VIA
037E6910	12/08/23	NET 30	2105	11/08/23	11/08/23	CUSTOMER PICK UP

PRODUCT NUMBER/ DESCRIPTION	WHSE	ORDER QTY.	SHIP QTY.	BALANCE DUE	LIST PRICE	DISC	UNIT PRICE	AMOUNT
800-020 2" PIPE P/E PVC SCH80	037	20	20				2.37	47.40
836-020A 2" ADAPTER MPTxS PVC SCH80	037	2	2				10.22	20.44
711PG SOLVENT CEMENT PVC PT GRY LOW VOC HEAVY BODIED MED SET MC/AC	037	1	1				19.28	19.28
P70PP PRIMER PT PURP FOR PVC CPVC LOW VOC MC/AC	037	1	1				21.55	21.55
E-86-0100 1/2"ODx.375"IDx.062"W TUBING NAT PE 100' COIL	037	100	100				1.09	109.00
897-020A 2" UNION S PVC EPDM SCH80	037	1	1				16.89	16.89

**REMITTANCE ADDRESS HAS CHANGED. SEE ABOVE FOR UPDATED ADDRESS.**

WARRANTY DISCLAIMER: Harrington Industrial Plastics LLC (Harrington) makes no express or implied warranties, including those of merchantability or fitness for a particular purpose, with regard to goods and products not manufactured by Harrington. With regard to products manufactured by Harrington, Harrington warrants only that such products will be free of defects in material and workmanship for a period of one year from shipment date. Harrington makes no other express or implied warranties with respect to such goods. Any description of goods on the face of this document is for the sole purpose of identifying them and does not constitute a warranty of any kind.  
 ENTIRE AGREEMENT: The terms and conditions set forth in this invoice constitute the entire agreement between purchaser and Harrington and supersede any prior or contemporaneous representations or agreements, written or oral. NO additional oral or written terms, including any attempts by purchaser to alter or modify this invoice or any other document relating to this sale, shall become a part of this agreement without the express written consent of Harrington.

<b>SUBTOTAL</b>	234.56
<b>SALES TAX</b>	17.59
<b>FREIGHT &amp; HANDLING</b>	0.00
<b>TOTAL DUE</b>	252.15

## TERMS AND CONDITIONS OF SALE

**WARRANTY DISCLAIMER.** Harrington Industrial Plastics LLC (Harrington) makes no express or implied warranties, including those of merchantability or fitness for a particular purpose, with regard to goods and products not manufactured by Harrington. With regard to products manufactured by Harrington, Harrington warrants only that such products will be free of defects in material and workmanship for a period of one year from shipment date. Harrington makes no other express or implied warranties with respect to such goods. Any description of goods on the face of this document is for the sole purpose of identifying them and does not constitute a warranty of any kind.

**1. Acceptance of Terms.** This agreement consists of the following Terms and Conditions as well as the information set forth on the face of this document. By accepting delivery of the goods shown on this document, purchaser acknowledges that he/she has read and agrees to all Terms and Conditions of this agreement (hereafter the "Harrington Terms and Conditions"). If the purchaser has submitted a Harrington Credit Application, the Terms and Conditions contained therein are incorporated as if fully set forth herein. No Terms or Conditions herein or in the Harrington Credit Application may be changed except by written consent of either an Officer or the Manager of Credit Services of Harrington. Any counter offers with terms and/or conditions different from the Harrington Terms and Conditions are expressly rejected.

**2. Terms of Payment.** Unless otherwise indicated by Harrington on the face of this document, the total purchase price reflected by this document is due and payable in cash or check within 30 days. All invoices which are not paid within 30 days, and credit accounts which are delinquent, shall be assessed a 1-1/2% service charge (or the highest legal rate under applicable state law) for each month the invoice is not paid or the account is delinquent. No contractor or other discounts apply unless expressly set forth on the face of this document. No credit terms apply unless expressly set forth on the face of this document. Any sales taxes will be reflected on the face of this document and added to the total purchase price.

**3. Terms of Delivery.** Unless the purchaser and Harrington agree in writing otherwise, all shipments are F.O.B. point of original shipment. The risk of loss of goods, in the event of a breach or otherwise, passes to the purchaser upon Harrington's delivery of the goods to the carrier for shipment. The purchaser shall provide Harrington with the exact address of the place of delivery. Transportation charges when made freight prepaid by Harrington will be charged on the invoice as freight and handling. Transportation charges in all other cases will be paid by the purchaser directly to the carrier.

**4. Shortages.** Shortage claims will not be considered unless made in writing within 10 days of the purchaser's receipt of the goods. Freight shortage claims must be filed with the carrier.

**5. Returns.** Harrington will accept returned goods only if Harrington shipped them from its warehouse in error or under special circumstance expressly acknowledged by Harrington in writing. All return requests, other than requests pursuant to the limited warranty set forth in paragraph 8 below must be made within 10 days of receipt of shipment and must be approved by Harrington in writing. All written approvals will include the issuance of a Returned Goods Authorization Number. This number must be clearly marked on the outside of all cartons containing returned goods. All approved returns not caused by Harrington's shipping error will be subject to handling and restocking charges and must be in clean, resalable condition with freight prepaid. Harrington will deduct the amount of all proper approved returns from the invoice or account of purchaser, less any transportation, restocking and/or handling charges. Harrington will refuse any goods returned to Harrington without prior written approval and a return authorization number clearly marked on each carton. The refused returns will be returned to the purchaser. Goods returned to the purchaser for failure to observe this policy shall remain the purchaser's responsibility.

**6. Non-Standard Products.** Non-standard, special order or custom-made products are not subject to cancellation or return once the order has been placed by the purchaser.

**7. Products not Manufactured by Harrington.** All products not manufactured by Harrington carry the original manufacturer's warranty (copies on request). Harrington makes no express or implied warranties, including any warranties of merchantability or fitness for particular purpose, with respect to products not manufactured by Harrington.

**8. Products Manufactured by Harrington.** Harrington warrants that all products manufactured by Harrington will be free of defects in material and workmanship for a period of one (1) year from shipment date. This warranty does not cover the effects of normal wear and tear, abuse, abrasion, corrosion, extreme temperatures and/or improper storage or installation. Harrington makes no other express or implied warranties, including any warranty of fitness for a particular purpose with respect to such products. The purchaser acknowledges that the limited one-year warranty set forth in this paragraph 8 is Harrington's only warranty. No verbal agreement(s) or representations by Harrington's agents constitute a warranty of any kind. The purchaser acknowledges that all non-standard, special order or custom-made products have been produced by Harrington in reliance on specifications and information provided by the purchaser.

**9. Purchaser's Remedy Under One-Year Warranty.** If any product is found unsatisfactory under the one year warranty set forth in paragraph 8 above, the purchaser must notify Harrington promptly in writing and after receiving Harrington's approval described in paragraph 5 above, the purchaser may return it directly to the place of shipment. This limited warranty may be utilized only by the original purchaser. Harrington shall inspect properly returned products. If the returned products are determined to be defective due to material or workmanship, Harrington shall replace or repair the returned products, free of all charges except transportation costs. The correction of any defects by repair or replacement shall fulfill all of Harrington's obligations and liabilities under this limited warranty and this agreement. The purchaser's remedy is limited to repair or replacement of the defective product. As described in paragraph 13 below, Harrington shall not be liable for special, consequential or incidental damages in any claim, action, suit or proceeding arising under this limited warranty. Returned products which are not defective shall be returned to purchaser and shall remain the purchaser's responsibility, including transportation costs.

**10. Failure to Notify Voids Limited Warranty.** Purchaser's failure to promptly notify Harrington of unsatisfactory operation, defects or any improper or unauthorized installation, maintenance, use, repair, or adjustments, shall terminate the limited one year warranty and shall relieve Harrington from any further responsibility thereunder.

**11. Force Majeure.** Harrington shall not be responsible for any expense, loss, or damage resulting from delay or prevention of performance caused by fires, floods, Acts of God, strikes, labor disputes, labor shortages, lack of or reasonable inability to obtain materials, fuel, supplies, or equipment; riots; thefts, accidents, transportation delays; an act of failure to act by the Government; a major equipment breakdown; or any other cause beyond the reasonable control of Harrington.

**12. Disclaimer of Damages for Improper Use.** Harrington shall not be responsible for damage to its products, or damage caused by its products, resulting from improper installation, maintenance, unintended use or attempts to operate such products beyond their mechanical or electrical capacity, intentionally or otherwise, or any unauthorized repair of its products.

**13. Disclaimer for Incidental, Special, and Consequential Damages.** In no event will Harrington be liable, whether arising under contract, tort (including negligence), strict liability, any statutory remedy, or any other cause of action whatsoever, for labor costs, loss of anticipated profits or goodwill, loss by reason of plant shutdown, non-operation or increased expense of operation, service interruption, cost of purchase or replacement power, claims of customers, cost of money, loss of use of capital or revenue, fines or penalties assessed or levied against purchaser based on the operation, non-operation, or use of the goods, or for any special, incidental, or consequential loss or damage of any nature, arising at any time from any cause whatsoever.

**14. Limitation of Liability.** Harrington's cumulative maximum liability under this agreement arising from any cause whatsoever, including but not limited to breach of contract, quasi-contract, tort (including negligence), strict liability, any other statutory remedy, breach of warranty, or any other cause or form of action whatsoever will not exceed the purchase price.

**15. Catalog.** All information, recommendations and suggestions appearing in Harrington's catalog are based upon tests and data believed to be reliable. However, it is the purchaser's responsibility to determine the suitability of Harrington's products for each application. Harrington does not accept responsibility for the accuracy of the information contained in its catalog. Harrington reserves the right to change the prices set forth in its catalog at any time and without notice to the purchaser or other customers. The catalog is not a part of this agreement.

**16. Breach and Remedies.** Any failure by the purchaser to tender full payment when due, or any wrongful rejection or repudiation of the Harrington Terms and Conditions shall constitute a material breach, and shall entitle Harrington to pursue any or all of its remedies under the Uniform Commercial Code and applicable state law. Harrington's remedies are cumulative and shall include without limitation: (a) Withholding delivery of products, (b) Stopping delivery by the carrier, (c) Reselling the products and recovering damages; (d) Recovering damages for nonacceptance and/or nonpayment; (e) Cancelling this agreement; and, (f) Reclaiming delivered products.

**17. No Waiver.** Any delay or failure by Harrington to enforce or pursue any or all of its remedies upon a breach by purchaser shall not be construed as a waiver of Harrington's rights under this agreement or applicable state law. Any waiver of Harrington's rights or claims under this agreement must be in writing signed by Harrington and given in exchange for valuable consideration.

**18. Assignment and Delegation.** No right or interest under this agreement may be assigned by either party without the written consent of the other party. No duty or obligation under this agreement may be delegated by either party without the written consent of the other party. Any assignment or delegation not consented to in writing is void.

**19. Entire Agreement.** The Harrington Terms and Conditions set forth herein and the Harrington Credit Application, if applicable, constitute the entire agreement between purchaser and Harrington and supersede any prior or contemporaneous representations or agreements, written or oral. No additional oral or written terms, including any attempts by purchaser to modify the Harrington Terms and Conditions or any other document relating to this sales, shall become a part of this agreement without the express written consent of Harrington.

**20. Severability.** If any part of this agreement is deemed unenforceable for any reason, the remainder of the agreement and the Harrington Terms and Conditions shall remain in full force and effect.

**21. Governing Law.** This agreement shall be construed under and controlled in all respects by the law of the state in which Harrington's distributing warehouse, from which purchaser made his purchase, is located. Purchaser agrees that personal jurisdiction and venue shall lie in the county in which the distributing warehouse, from which purchaser made his/her purchase, is located.

**22. Headings.** All headings are organizational devices only. They are not intended by the parties to have any legal import.

**23. Attorney's Fees.** In the event that any action or proceeding is brought to enforce Harrington's rights under or arising from this agreement, Harrington shall be entitled to its actual attorney's fees and court costs, unless the law of the forum state requires that the prevailing party or either party be entitled to attorney's fees, in which event the Harrington Terms and Conditions are modified to incorporate the forum state's requirements.

**24. Acceptance of Terms and Conditions of Sale.** Harrington's performance is conditioned upon purchaser's assent to the Harrington Terms and Conditions. Harrington hereby gives notice of its objection to any additional or different terms or conditions contained in any purchaser acceptance, purchase order, acknowledgment or other document.



**American Backflow**  
 Products Company  
 P.O. Box 37025 • Tallahassee, Florida 32315 • (800) 575-9618

**PRICE QUOTE**

Page 1  
 Printed 08/01/23 JG

**Quoted**  
 Tom Evans Environmental, Inc  
 3200 Flightline Drive  
 Suite 302  
 Lakeland FL 33811  
 Tel:863-619-3789 Fax:863-619-8098

**Ship To**  
 Tom Evans Environmental, Inc  
 Attn: Mark VD  
 3200 Flightline Drive  
 Suite 302  
 Lakeland FL 33811

Quote #	Quote Date	Exp Date	Customer #	Customer P/O #	Ship Via	Writer
0615790	08/01/2023	08/31/2023	0011715		UPS Ground	JG
Job ID	Customer Terms			Salesman		
	Net 30 Days			Jason Gregg		

Product	Description	UM	Quant	Unit Price	Extension
MUNICIPAL SP	MUNICIPAL SPECIAL ORDER ITEM 366AA8E - VIBRATION SWITCH	EA	2	950.65	1901.30

X: _____ (Accepted by)	Sub Total	\$1,901.30	<b>T o t a l</b>
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$0.00	
			<b>\$1,901.30</b>

<b>MESSAGE</b>	<b>TERMS</b>
All Quotes are FOB Point of Origin unless otherwise noted.	All quotes are good for 30 days.

*Universal Electric of Tallahassee, Inc.*

5706 Kilowatt Road \* Tallahassee, Florida 32305  
Office (850) 825-1368 \* Mobile (850) 251-9923 \* Fax (850) 727-5114  
License #: EC13005701

### Change Order Breakdown #8

**PROJECT:** NASSAU AMELIA ISLAND WTP BOOSTER PUMP **DATE:** 3/19/2024

**DESCRIPTION OF WORK (Provide any additional supporting information as back-up):**

**Description:** Additional wiring/conduit to connect the Overhead door motors

Labor:	Craft	# of Hours	Hrs. @	Rate Per Hour	Total
SUPERVISOR		2	Hrs. @	\$ 115.00	\$ 950.00
JOURNEYMAN		10	Hrs. @	\$ 95.00	\$ 850.00
HELPER		10	Hrs. @	\$ 85.00	\$ 850.00
				Direct Labor	\$ 1,800.00
				Labor & Ins. Burden	\$ 720.00
				Total Labor	\$ 2,520.00

Materials:	Description	Quantity	@	Unit Price	Total
Misc			@		\$ 500.00
					\$ -
					\$ -
					\$ -
					\$ -
				Direct Material	\$ 500.00
				Sales Tax (7.5%)	\$ 37.50
				Total Material	\$ 537.50

Travel	Description	Quantity	@	Unit Price	Total
Travel			@		\$ 800.00
			@		\$ -
			@		\$ -
				Total Equipment	\$ 800.00

**SUBMITTED TO:**  
SAWCROSS CONTRACTORS & ENGINEERS  
10970 NEW BERLIN ROAD  
JACKSONVILLE, FL 32226  
**ATTN:**  
JUSTIN HANSON  
justinh@sawcross.com

Total Labor	2520.00
Total Material	537.50
Total Equipment	\$ 800.00
Sub Total	\$ 3,857.50
5% OH	\$ 192.88
10% Profit	\$ 385.75
P & P Bond	

**Total Change Request** \$ 4,436.13



6445 Industrial Way Suite A  
Alpharetta, GA 30004  
(770) 667-5169  
southernflowinc.com

May 23, 2024

Justin Hanson  
Sawcross Contractors & Engineers  
10970 New Berlin Road  
Jacksonville, FL 32226-2270

RE: NAU - Pressure Monitoring Panel Modifications

Justin,

As requested, please find below a list of materials and services required to complete the requested control system modifications.

Qty. 6 Ashcroft Pressure Switches LPAN4HB25XFSNH200#	\$2,515.84
Qty. 1 Hoffman DAH4001B 400 Watt Enclosure Heater	\$406.41
Overhead (15%)	\$515.69
Profit (10%)	\$381.99
<u>Sub-Total</u>	<u>\$3,819.93</u>
Qty. 3 Days Field Service (Travel included)	\$4,800.00
Qty. 3 Days Per Diem (Hotel, Meals, Expenses)	\$600.00
<u>Total Price:</u>	<u>\$9,219.93</u>

Southern Flow will hand over to the Owner the original pressure switches as well as any other existing items removed while making the necessary panel modifications. Please let us know if you have any questions or comments. Thank you!

Best regards,

Rod Strub  
President  
Southern Flow, Inc.

**INVOICE**

**Remit to:**  
Rawson OR Industrial Controls (ICD)  
PO Box 95605  
Grapevine TX 76099-9730  
ar@relevantsolutions.com



A FAMILY OF COMPANIES



INVOICE	
3364605	
Invoice Date	Page
5/9/2024	1 of 1
ORDER NUMBER	
1412941	

**Bill To:**  
SOUTHERN FLOW INC  
6445 INDUSTRIAL WAY  
SUITE A  
ALPHARETTA GA 30004  
US

**Ship To:** 263935  
SOUTHERN FLOW INC  
6445 INDUSTRIAL WAY  
SUITE A  
ALPHARETTA GA 30004  
US

Customer ID: 205595

Ordered By: ROD STRUB

PO Number	Term Description	Net Due Date	Disc Due Date	Discount Amount
21-0030-0015	NET 30	6/8/2024	6/8/2024	0.00

Order Date	Pick Ticket No	Account Manager	Inside Sales
4/1/2024	2364186	Kevin Wells	Nick Rambo

Quantities					Item ID Item Description	Pricing UOM Unit Size	Unit Price	Extended Price
Line	Ordered	Shipped	Remaining	UOM Unit Size				

Delivery Instructions: PPD/ADD

Carrier: UPS Next Day Air (10:30AM)

Tracking #: 1Z4702560192017203

003	6.00	6.00	0.00	EA	1	LPAN4HB25XFSNH200# ASHCROFT L-SERIES PRESSURE SWITCH Epoxy Coated/Single Setpoint, Adj. Deadband, General Purpose – AC-DC, Buna-N, 1/4in FNPT, Factory Adjusted Setpoint, Stainless Steel Tag, 200 psi	EA	368.86	2,213.16
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Ordered As: 351851

**Order Line Note:** TAGS WITH SET POINTS: TAGS WILL INCLUDE THE SET POINTS  
PSSL - FALLING 95 PSI IS ON, 105 PSI OFF.  
PS1- FALLING 100 PSI ON, 120 PSI OFF  
PS2 - FALLING 95 PSI ON, 123 PSI OFF  
PS3 - FALLING 90 PSI ON, 124 PSI OFF  
PS4- FALLING 85 PSI ON, 125 PSI OFF  
PSHH- RAISING 125 PSI ON, 135 PSI OFF.

\*\*\* Thank You for Choosing Rawson OR Industrial Controls (ICD) \*\*\*

**For EFT/ACH Payments**

ABA # 111900785  
Account # 0247444975

Please direct billing inquires to our Accounts Receivable department at ar@relevantsolutions.com

Total Lines: 1		<b>SUB-TOTAL:</b>	2,213.16
Total Freight In: 0.00	Total Freight Out: 302.68	<b>TOTAL FREIGHT &amp; HANDLING:</b>	302.68
		<b>AMOUNT DUE:</b>	<b>2,515.84</b>
		U.S. Dollars	

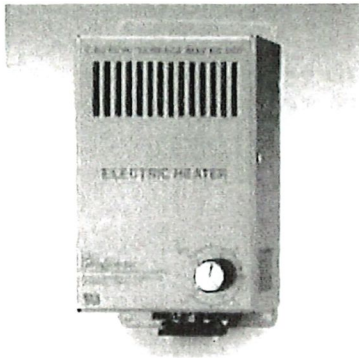
5/23/24, 4:50 PM

NVENT HOFFMAN DAH4001B Heaters | EESCO



**NVENT HOFFMAN #DAH4001B**  
**Enclosure Fan Driven Heater 400W 115V AC 3.3A**

SKU # 78351070570  
Manufacturer Series: DAH



**\$406.41**

**Availability**  
DC: 13  
National: 17

**Set Required Date**

**Qty**

1

Unit of Sale: Each  
Order in multiples of: 1

Add to Cart

Add to List

[Specifications](#)   [Description](#)   [Downloads](#)

## Specifications

**Country of Origin:** United States - Subject to change

**Heater Type:** Enclosure Fan Driven Heater

**Watts:** 400W

**Voltage:** 115V AC

**Amps:** 3.3A



**RIDER**

**TO BE ATTACHED TO AND FORM PART OF**

Performance and Payment Bonds \_\_\_\_\_ NO. 30135339  
 (Bond Type) (Bond Number)

IN FAVOR OF Board of County Commissioners Nassau County, FL  
 (Obligee)

ON BEHALF OF Sawcross, Inc.  
 (Principal)

EFFECTIVE August 02, 2021  
 (Original Effective Date)

**PROJECT:** Contract No.: CM3003, Bid No.: NC21-012-ITB; Nassau Amelia Utilities (NAU) Amelia Island Booster Pump Station Replacement, Base Map USGS, Amelia Nassau County 7.5 Minute Quadrangle

**IT IS AGREED THAT, in consideration of the original premium charged for this bond, and any additional premium that may be properly chargeable as a result of this rider.**

The Surety, Western Surety Company,  
 hereby gives its consent to change; Contract Amount/Bond Amount

(of) the attached bond FROM: \$3,488,000.00

TO: \$3,593,854.43

**REASON:** To include changes to the contract through and including Change Order No. 8

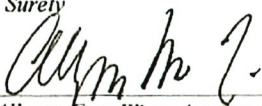
**EFFECTIVE:** June 25, 2024

**PROVIDED, however that the attached bond shall be subject to all its agreements, limitations, and conditions except as herein expressly modified, and that the liability of the Surety as changed by this rider shall not be cumulative.**

**SIGNED, AND SEALED** this 25th day of June, 2024.

Sawcross, Inc.  
Principal

By:   
Mark Hickinbotham, President

Western Surety Company  
Surety  
  
Allyson Foss Wing, Attorney in Fact  
Inquiries: (407) 834-0022



# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Bryce R Guignard, M Gary Francis, April L Lively, Jennifer L Hindley, Margie L Morris, Allyson Foss Wing, Deborah Ann Defoe, Christine A Morton, Kelly Phelan, David R Turcios, Mariel Urchipia, Amanda Jo Herstine, Individually**

of Longwood, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

### - In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 14th day of February, 2024.



WESTERN SURETY COMPANY

*Larry Kasten*

Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 14th day of February, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal, that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



*M. Bent*

M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of June, 2024.



WESTERN SURETY COMPANY

*Paula Kolsrud*

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

**Certificate Of Completion**

Envelope Id: E5E793BC400949AA82758CC1E955307D Status: Completed  
Subject: Complete with Docusign: Sawcross CM3003 CO # 08 \$36,990.68  
Source Envelope:  
Document Pages: 18 Signatures: 5 Envelope Originator:  
Certificate Pages: 6 Initials: 2 Tracy Poore  
AutoNav: Enabled tpoores@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: Tracy Poore Location: DocuSign  
7/5/2024 8:31:57 AM tpoores@nassaucountyfl.com

**Signer Events**

Signature	Timestamp
Tracy Poore tpoores@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 7/5/2024 8:38:41 AM Viewed: 7/5/2024 8:38:49 AM Signed: 7/5/2024 8:38:56 AM

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

Tracy Poore tpoores@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	<b>Completed</b> Using IP Address: 50.238.237.26	Sent: 7/5/2024 2:09:00 PM Viewed: 7/5/2024 2:11:03 PM Signed: 7/5/2024 2:20:36 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Chris Lacambra</i> Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/5/2024 8:38:58 AM Resent: 7/5/2024 2:20:37 PM Viewed: 7/5/2024 8:41:50 AM Signed: 7/5/2024 2:32:00 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	<i>Denise C. May</i> Signature Adoption: Pre-selected Style Using IP Address: 174.211.234.4 Signed using mobile	Sent: 7/5/2024 2:32:03 PM Viewed: 7/5/2024 2:36:48 PM Signed: 7/5/2024 2:58:02 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
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: 7/9/2024 11:46:18 AM Viewed: 7/9/2024 11:46:52 AM Signed: 7/9/2024 11:46:57 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Delegate Of: Lanaee Gilmore lgilmore@nassaucountyfl.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 7/5/2024 2:58:04 PM Resent: 7/9/2024 11:46:58 AM Viewed: 7/5/2024 3:00:14 PM Signed: 7/9/2024 12:14:14 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26 Signed using mobile	Sent: 7/9/2024 12:14:17 PM Viewed: 7/9/2024 1:35:31 PM Signed: 7/9/2024 1:35:36 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
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 BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	Sent: 7/9/2024 12:14:16 PM Viewed: 7/9/2024 12:27:30 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Shawn Boyle sboyle@govmserv.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	Sent: 7/9/2024 1:35:38 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
BOCC Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	Sent: 7/9/2024 1:35:40 PM

Carbon Copy Events	Status	Timestamp
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Teresa Irby-Butler teresa.irby-butler@fgua.com Security Level: Email, Account Authentication (None)	<div style="border: 1px solid blue; padding: 5px; display: inline-block;"><b>COPIED</b></div>	Sent: 7/9/2024 1:35:40 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 6/6/2024 8:09:58 AM ID: 1390d4d8-cf75-43d6-8c89-3e74807cdb97		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	7/5/2024 8:38:41 AM
Envelope Updated	Security Checked	7/5/2024 2:09:00 PM
Envelope Updated	Security Checked	7/5/2024 2:09:00 PM
Envelope Updated	Security Checked	7/5/2024 2:09:00 PM
Envelope Updated	Security Checked	7/5/2024 2:09:00 PM
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Envelope Updated	Security Checked	7/9/2024 11:46:17 AM
Envelope Updated	Security Checked	7/9/2024 11:46:17 AM
Envelope Updated	Security Checked	7/9/2024 11:46:17 AM
Envelope Updated	Security Checked	7/9/2024 11:46:18 AM
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Envelope Updated	Security Checked	7/9/2024 11:46:18 AM
Envelope Updated	Security Checked	7/9/2024 11:46:18 AM
Certified Delivered	Security Checked	7/9/2024 1:35:31 PM
Signing Complete	Security Checked	7/9/2024 1:35:36 PM
Completed	Security Checked	7/9/2024 1:35:40 PM

Payment Events	Status	Timestamps
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Nassau (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

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

### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

**How to contact County of Nassau:**

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

To contact us by email send messages to: [bsimmons@nassaucountyfl.com](mailto:bsimmons@nassaucountyfl.com)

**To advise County of Nassau of your new email address**

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

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

**To request paper copies from County of Nassau**

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

**To withdraw your consent with County of Nassau**

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

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

### **Required hardware and software**

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

### **Acknowledging your access and consent to receive and sign documents electronically**

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

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

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