



**NASSAU COUNTY WORK AUTHORIZATION #03**

<b>Contract Number:</b>	CM3621
<b>Consultant/Vendor:</b>	S2L, Inc.
<b>Consultant/Vendor Contact Name:</b>	Samuel B. Levin
<b>Consultant/Vendor Contact Phone Number:</b>	407-475-9163
<b>Consultant/Vendor Contact Email Address:</b>	slevin@s2li.com
<b>Project Short Title:</b>	Solid Waste Infrastructure for Recycling Grant Administration - Education and Outreach
<b>Total Amount of Previous Work Authorizations:</b>	\$23,929.00
<b>Amount of this Work Authorization:</b>	\$39,066.00
<b>New Contract Amount including this Work Authorization:</b>	\$62,995.00
<b>Funding Source:</b>	01005534-531000 SWIFR \$39,066.00

This Work Authorization is issued pursuant to the Contract referenced above between Nassau County and the Consultant/Vendor for the following services:

**ARTICLE 1. Description of Services.** Consultant/Vendor shall provide the services as set forth in Exhibit “A”, attached hereto and incorporated herein.

**ARTICLE 2. Time Schedule.** Consultant/Vendor anticipates the services to be completed pursuant to the time schedule contained in Exhibit “A”, attached hereto and incorporated herein, 275 days from the notice to proceed. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

**ARTICLE 3. Compensation.** Consultant/Vendor shall be compensated for the services in detailed in Attachment “1”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.


**ARTICLE 4. Other Provisions.** This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract 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. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

**RECOMMENDED AND APPROVED BY:**

Department Head/Managing Agent:	<i>Doug Podiak</i>	9/5/2024	
		Date	
Procurement:	<i>Tanace Helmore</i>	9/8/2024	
		Date	
Office of Management & Budget:	<i>Chris Lacambra</i>	9/6/2024	
		Date	
County Attorney:	<i>Denise C. May, Esq., BLS</i>	9/11/2024	9/11/2024
	Denise C. May	Date	

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

**NASSAU COUNTY, FLORIDA**



By: Taco Pope  
 Its: Designee  
 Date: 9/11/2024

**S2L, INCORPORATED**

BY: Samuel B. Levin  
 Print Name: Samuel B. Levin  
 Title: President  
 Date: 9/11/2024

**Attachment “A”**  
**Scope of Services**  
**Solid Waste Infrastructure for Recycling Grant Administration**  
**Education and Outreach**  
**Nassau County**

**County Contract Number: CM3621-WA03**  
**S2Li Project Number: 24-1068**

**BACKGROUND**

Nassau County (County) has been tasked with the development and administration of a public education and outreach campaign for the County’s Recycling Process Enrichment Program, funded under a United States Environmental Protection Agency (EPA) Solid Waste Infrastructure for Recycling (SWIFR) Grant Award (Grant Number 03D04624). The goals of the grant aim to increase recycling capacity at the County’s two public drop-off locations. This project also aims to educate the residents of Nassau County about these two locations and what materials are accepted.

This Work Authorization provides education and outreach assistance to the County to fulfill grant obligations and improve recycling capture rates at drop-off locations. Under the scope of services for this Work Authorization, S2L, Incorporated (“S2Li”) and its subconsultant, Kessler Consulting, Inc. (“KCI”) (collectively known as the “S2Li Team”) will perform the following:

**SCOPE OF SERVICES**

The required data tables in the Annual Solid Waste Management Report submission will be completed utilizing a combination of Florida Department of Environmental Protection (FDEP) certified reports, public facility data, municipal surveys, and County-generated reports. Throughout the process, S2Li Team staff will work with County staff to ensure that staff is engaged in the process and all data is verified.

**Task 1 – Project Initiation and Outreach Research**

*Purpose:* Obtain information to aid in the identification of outreach options that are cost-effective and will reach as many County residents as possible. The S2Li Team will research outreach options, share findings, and make recommendations, then hold a kick-off meeting to get County consensus on the selection of outreach options.

*Work Activities:*

1. Develop and submit a formal information request via email to obtain:
  - a. Communication tools and platforms currently used by the County related to solid waste and the purpose of each.
  - b. All existing messaging regarding drop-off recycling, including graphics used at drop-off centers.
2. Research various advertising and outreach options available in the County and associated costs. This information will be combined into a matrix for ease of comparison and shared with the County.
3. Conduct research to obtain and analyze County demographics to better understand and inform outreach methods and messaging.

4. Schedule and conduct a virtual kick-off meeting with County staff to discuss and select up to three final outreach options for implementation and for developing the Recycling Program Outreach Plan (Task 2).

*Deliverables:*

- Provide a comparison matrix of outreach options and costs.
- Virtual kick-off meeting to select final outreach options.

**Task 2 – Recycling Program Outreach Plan Development**

*Purpose:* Build upon selected options identified in Task 1 and develop a concise outreach plan to detail outreach method, messaging, implementation schedule, and methods for evaluating outreach effectiveness. This will include the identification of outreach messages that will inform residents about drop-off recycling in Nassau County, what recyclables are accepted, how to prepare their recyclables, and where to take them.

*Work Activities:*

1. Build upon identified outreach options in Task 1 to develop a concise draft outreach plan and submit it to the County for review and comment. This plan will include, but not be limited to: (1) selected outreach methods; (2) messaging for selected outreach methods; (3) implementation measures to execute outreach methods; (4) implementation of a schedule designed to meet EPA grant requirements; and (5) evaluation tools to be utilized to understand the effectiveness of outreach to meet EPA grant requirements.
2. Revise and finalize the draft outreach plan based upon a consolidated review of County comments and up to two virtual meetings, as needed, to discuss plan.

*Deliverables:*

- Draft and final Recycling Program Outreach Plan
- Up to two virtual meetings

**Task 3 – Recycling Program Outreach Plan Implementation**

*Purpose:* S2Li Team will assist the County in the implementation of the Recycling Program Outreach Plan with up to three outreach methods at the currently proposed cost. Due to the variable nature of implementation cost among different outreach methods, the S2Li Team will work with County staff to ensure any selected outreach method meets County objectives, EPA grant requirements, and remains within budget.

*Work Activities:*

1. Work activities conducted under this task are subject to the final selected outreach methods and are anticipated to include, but not be limited to items such as:
  - a. Vendor identification
  - b. Vendor sub-contracting
  - c. Vendor communications
  - d. Material review for quality assurance
  - e. Implementation timeline tracking
  - f. Implementation updates to County staff

*Deliverable:*

- Recycling Program Outreach Plan implementation

#### **Task 4 – Evaluation of Recycling Program Outreach Plan**

*Purpose:* The S2Li Team will use approved methodologies to analyze data gathered through the administration of the SWIFR grant and evaluate the effectiveness of the outreach to the community.

*Work Activities:*

1. Implement final evaluation methods defined within the Plan and prepare a technical memorandum defining the effectiveness of the programming. Work activities are anticipated to include, but not be limited to:
  - a. Development and submission of a formal information request via email to obtain:
    - i. Data gathered through the administration of the SWIFR grant that pertains to the methodologies identified for the evaluation of outreach effectiveness.
  - b. Evaluation of outreach effectiveness based on data analysis and provide a report to the County.
2. Prepare and submit a draft technical memorandum summarizing analysis results. Finalize after receiving one round of consolidated County comments.

*Deliverables:*

- Draft and final technical memorandum

#### **ASSUMPTIONS**

All media, graphics, or services required to implement outreach methods identified within the Plan will be additional costs to this scope of work. The budget included herein covers only anticipated time and materials associated with the management of implementing any education and outreach measures identified in the Plan.

#### **SCHEDULE**

The total expected time period for this work authorization is 275 days from the notice to proceed. The S2Li Team will submit an information request and will hold a kick-off meeting with the County in September 2024. The S2Li Team will develop the Recycling Program Outreach Plan and work with the County to complete the Plan by the end of November 2024. It is anticipated that the Plan is to be implemented beginning in December 2024.

An information request for data to analyze for Task 4 plan effectiveness will be submitted in February 2025 and a technical memorandum summarizing the effectiveness of the Recycling Program Outreach Plan will be submitted to the County by March 31, 2025.

#### **COST ESTIMATE**

The fee estimate to conduct the Work as described in the above-listed Scope of Services is **\$39,066.00**. A detailed breakdown for each task, in conjunction with the estimated labor hours and expenses, is included in the attached Exhibit 1. Costs will be on a time and material basis. The County will be notified when the overall project budget is nearing its limit.

August 12, 2024  
**Total Project Costs**

**EXHIBIT 1**

S2Li No. 24-1068  
 County No. CM3621-WA03

**Solid Waste Infrastructure for Recycling Grant Administration -  
 Education and Outreach  
 Nassau County, Florida**

**S2Li Fee Estimate**

LABOR		LABOR CATEGORY AND RATE								TOTAL HOURS	SUBTOTAL LABOR
		Project Dir./ Principal \$295.00	Regional Manager/ QC Officer/Senior Project Manager \$254.00	Principal Engineer \$204.00	Senior Engineer \$179.00	Project Engineer \$129.00	Associate Engineer/CADD \$95.00	Field Technician \$90.00	Office Manager \$116.00		
TASK	DESCRIPTION										
1	Project Initiation and Outreach Research	1	4	0	0	0	0	0	1	6	\$ 1,427.00
2	Recycling Program Outreach Plan Development	1	4	0	0	0	0	0	1	6	\$ 1,427.00
3	Recycling Program Outreach Plan Implementation	1	4	0	0	0	0	0	1	6	\$ 1,427.00
4	Evaluation of Recycling Program Outreach Plan	1	6	0	0	0	0	0	1	8	\$ 1,935.00
<b>SUBTOTALS:</b>		<b>4</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>26</b>	<b>\$ 6,216.00</b>

EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)			Kessler Consulting (see attached)			SUBTOTAL EXPENSES
TASK	DESCRIPTION										
1	Project Initiation and Outreach Research	\$ -	\$ -	\$ -	\$ -			\$ 7,980.00	\$ -		\$ 7,980.00
2	Recycling Program Outreach Plan Development	\$ -	\$ -	\$ -	\$ -			\$ 7,860.00			\$ 7,860.00
3	Recycling Program Outreach Plan Implementation	\$ -	\$ -	\$ -	\$ -			\$ 10,785.00			\$ 10,785.00
4	Evaluation of Recycling Program Outreach Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,225.00			\$ 6,225.00
<b>SUBTOTALS:</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,850.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,850.00</b>

COST SUMMARY				
TASK	DESCRIPTION	S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
1	Project Initiation and Outreach Research	\$ 1,427.00	\$ 7,980.00	\$ 9,407.00
2	Recycling Program Outreach Plan Development	\$ 1,427.00	\$ 7,860.00	\$ 9,287.00
3	Recycling Program Outreach Plan Implementation	\$ 1,427.00	\$ 10,785.00	\$ 12,212.00
4	Evaluation of Recycling Program Outreach Plan	\$ 1,935.00	\$ 6,225.00	\$ 8,160.00
<b>TOTALS</b>		<b>\$ 6,216.00</b>	<b>\$ 32,850.00</b>	<b>\$ 39,066.00</b>

August 12, 2024

**Solid Waste Infrastructure for Recycling Grant Administration - Education and Outreach**

S2Li No. 24-1068  
County No. CM3621-WA03

**Attachment - Kessler Consulting, Inc. Fee Estimate - Subconsultant**

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE											TOTAL HOURS	SUBTOTAL LABOR
		Principal Consultant \$240.00	Project Director \$195.00	Project Manager \$185.00	Senior Consultant II \$170.00	Senior Consultant I \$160.00	Consultant II \$130.00	Consultant I \$120.00	Research Analyst II \$105.00	Research Analyst I \$95.00	Admin/Tech Support \$90.00			
TASK	DESCRIPTION													
1	Project Initiation and Outreach Research	2	6	10	0	0	0	20	0	20	2	0	60	\$ 7,980.00
2	Recycling Program Outreach Plan Development	0	6	10	0	0	0	20	0	20	6	0	62	\$ 7,860.00
3	Recycling Program Outreach Plan Implementation	0	2	7	0	0	0	45	0	20	20	0	94	\$ 10,785.00
4	Evaluation of Recycling Program Outreach Plan	0	2	5	0	0	0	30		10	4	0	51	\$ 6,225.00
	<b>SUBTOTALS:</b>	<b>2</b>	<b>16</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>115</b>	<b>0</b>	<b>70</b>	<b>32</b>	<b>0</b>	<b>267</b>	<b>\$ 32,850.00</b>

EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)		Subcontractors (est.) (see attached)							SUBTOTAL EXPENSES
TASK	DESCRIPTION													
1	Project Initiation and Outreach Research	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
2	Recycling Program Outreach Plan Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
3	Recycling Program Outreach Plan Implementation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
4	Evaluation of Recycling Program Outreach Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
	<b>SUBTOTALS:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>					<b>\$ -</b>

<b>TOTAL</b>													<b>\$32,850.00</b>
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# Scope of Work



August 9, 2024

*via electronic delivery*

Sam Levin  
President, S2Li  
531 Versailles Dr, Ste 202  
Maitland, FL 32751-7301

**Re: Scope of Work – Subconsultant Services for 2024 Nassau County Solid Waste Infrastructure for Recycling Grant Administration- Education and Outreach**  
KCI Project Number: 99-90

Dear Mr. Levin:

Kessler Consulting, Inc. (KCI) is pleased to submit this proposed Scope of Work to provide S2L, Incorporated (S2Li) support to Nassau County (County) with the development and administration of a public education and outreach campaign for the *Nassau County Recycling Process Enrichment Program*, funded under a United States Environmental Protection Agency (EPA) Solid Waste Infrastructure for Recycling (SWIFR) Grant Award (Grant Number 03D04624).

## **Background**

Nassau County has contracted with S2Li to provide technical assistance in the administration and implementation of the SWIFR Grant awarded to the County by the EPA. The goals of the grant aim to increase recycling capacity at the County's two public drop-off locations. This project also aims to educate the residents of Nassau County about these two locations and what materials are accepted. This scope is to provide education and outreach assistance to fulfill grant obligations and improve recycling capture rates at drop-off locations.

## **Scope of Work**

### *Task 1 – Project Initiation and Outreach Research*

*Purpose:* Obtain information to aid in the identification of outreach options that are cost-effective and will reach as many County residents as possible. KCI will research outreach options, share findings, and make recommendations, then hold a kick-off meeting to get County consensus on the selection of outreach options.

#### *Work Activities:*

1. Develop and submit a formal Information Request via email to obtain:
  - a. Communication tools and platforms currently used by the County related to solid waste and the purpose of each.
  - b. All existing messaging regarding drop-off recycling, including graphics used at drop-off centers.
2. Research various advertising and outreach options available in the County and associated costs. This information will be made into a matrix for ease of comparison and shared with the County.

3. Conduct research to obtain and analyze County demographics to better understand and inform outreach methods and messaging.
4. Schedule and conduct virtual kick-off meeting with County staff to discuss and select up to three final outreach options for implementation and for developing the Recycling Program Outreach Plan of Task 2 and the County's budget for implementing such outreach options.

*Deliverables:*

- ✓ Provide comparison matrix of outreach options and costs.
- ✓ Virtual kick-off meeting to select final outreach options.

*Proposed Cost: \$7,980*

*Task 2 – Recycling Program Outreach Plan Development*

*Purpose:* Build upon selected options identified in Task 1 and develop a concise outreach plan to detail outreach method, messaging, implementation schedule, and methods for evaluating outreach effectiveness. This will include the identification of outreach messages that will inform residents about drop-off recycling in Nassau County; what recyclables are accepted; how to prepare their recyclables; and where to take them.

*Work Activities:*

1. Build upon identified outreach options in Task 1 to develop a concise draft outreach plan and submit to client for review and comment. This plan will include, but not be limited to, (1) selected outreach methods, (2) messaging for selected outreach methods, (3) implementation measures to execute outreach methods and identified roles and responsibilities of the County, (4) implementation schedule designed to meet EPA grant requirements, and (5) evaluation tools to be utilized to understand effectiveness of outreach to meet EPA grant requirements.
2. Revise and finalize draft outreach plan based upon a consolidated review of County comments and up to two virtual meetings, as needed, to discuss plan.

*Deliverables:*

- ✓ Draft and final Recycling Program Outreach Plan
- ✓ Up to two virtual meetings

*Proposed Cost: \$7,860*

*Task 3 – Recycling Program Outreach Plan Implementation Management*

*Purpose:* KCI will assist the County in the implementation of the Recycling Program Outreach Plan with up to three outreach methods at the currently proposed cost. Due to the variable nature of implementation cost among different outreach methods, KCI will work with County staff to ensure any selected outreach method meets County objectives, EPA grant requirements, and remains within the County's implementation budget.

*Work Activities:*

1. Work activities conducted under this task are subject to the final selected outreach methods and are anticipated to include, but not be limited to items such as:
  - a. Vendor identification
  - b. Vendor communications
  - c. Material review for quality assurance
  - d. Implementation timeline tracking
  - e. Implementation updates to County staff

*Note: All media, graphics, or services required to implement outreach methods identified within the Plan will be additional costs to this scope of work. The budget included herein covers only anticipated time and materials associated with the management of implementing any education and outreach measures identified in the Plan.*

*Deliverable:*

- ✓ Recycling Program Outreach Plan implementation support

*Proposed Cost: \$10,785*

*Task 4 – Evaluation of Recycling Program Outreach Plan*

*Purpose:* KCI will use approved methodologies to analyze data gathered through the administration of the SWIFR grant and evaluate the effectiveness of the outreach to the community.

*Work Activities:*

1. Implement final evaluation methods defined within the Plan and prepare a summary technical memorandum defining effectiveness of the programming. Work activities are anticipated to include, but not be limited to:
  - a. Develop and submit a formal Information Request via email to obtain:
    - i. Data gathered through the administration of the SWIFR grant that pertains to the methodologies identified for the evaluation of outreach effectiveness.
  - b. Evaluate outreach effectiveness based on data analysis and provide report to the County.
2. Prepare and submit a draft technical memorandum summarizing analysis results. Finalize after receiving one round of consolidated County comments.

*Deliverables:*

- ✓ Draft and final tech memo

*Proposed Cost: \$6,225*

*Additional Technical Services*

In addition to the tasks outlined within the scope, KCI would be happy to discuss assisting the County with other recycling education and outreach services that may include:

1. Additional or repeat outreach activities identified within the Plan.
2. Presentation assistance to the Board of County Commissioners, County staff, or public groups.

3. Assistance in holding a public interest meeting.
4. Creation and administration of a public survey to identify outreach successes and gaps.

Proposed Cost: TBD

**Proposed Budget**

KCI proposes to provide work activities as described in Tasks 1 through 4 on a time and materials basis for an amount not to exceed \$32,850 without prior authorization. Should the County select to not utilize KCI services for Task 3 (Recycling Program Outreach Plan Implementation), KCI proposes to do Tasks 1, 2, and 4 on a time and materials basis for an amount not to exceed \$22,065. This budget includes all professional fees, overhead, and indirect costs. All invoices will be submitted monthly and will include staff hours with a detailed list of work activities completed during the invoice period.

LABOR							
CATEGORY (NAME)	HOURLY RATE	Task 1	Task 2	Task 3	Task 4	TOTAL HOURS	TOTAL DOLLARS
		Project Initiation and Outreach Research	Recycling Program Outreach Plan Development	Recycling Program Outreach Plan Implementation	Evaluation of Recycling Program Outreach Plan		
Principal	\$240	2.0	0.0	0.0	0.0	2.0	\$480
Project Director	\$195	6.0	6.0	2.0	2.0	16.0	\$3,120
Project Manager	\$185	10.0	10.0	7.0	5.0	32.0	\$5,920
Consultant	\$120	20.0	20.0	45.0	30.0	115.0	\$13,800
Research Analyst	\$95	20.0	20.0	20.0	10.0	70.0	\$6,650
Admin./Technical Support	\$90	2.0	6.0	20.0	4.0	32.0	\$2,880
<b>TOTAL LABOR HOURS</b>		<b>60.0</b>	<b>62.0</b>	<b>94.0</b>	<b>51.0</b>	<b>267.0</b>	
<b>TOTAL LABOR DOLLARS</b>		<b>\$7,980</b>	<b>\$7,860</b>	<b>\$10,785</b>	<b>\$6,225</b>		<b>\$32,850</b>

**Proposed Timeline**

KCI will submit an information request in August 2024 and will hold a kick-off meeting with the County in September 2024. KCI will develop the Recycling Program Outreach Plan and work with the County to complete it by the end of November 2024. The plan is to be implemented beginning in December 2024. An information request for data to analyze for Task 4 plan effectiveness will be submitted in February 2025 and a technical memo summarizing the effectiveness of the Recycling Program Outreach Plan will be submitted to the County by March 31, 2025.

**Summary**

KCI would be happy to discuss this proposed Scope of Work and revise as necessary to best meet the County’s needs and objectives. We look forward to assisting S2Li and Nassau County with this important project. Our goal is to provide the services and support that you need to achieve your objectives, therefore if you would like to discuss and refine the scope described above, please do not hesitate to

contact me or Sarah Adams at [sadams@kesconsult.com](mailto:sadams@kesconsult.com).

Sincerely,

Kessler Consulting, Inc.



Mitch Kessler  
President



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/23/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Marsh & McLennan Agency, LLC 1000 Corporate Dr Ste 400 Ft Lauderdale FL 33334	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> FLCertificates@Marshmma.com														
<b>INSURED</b> S2L, Inc. 531 Versailles Dr Ste 202 Maitland FL 32751	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Continental Casualty Company</td> <td style="text-align: center;">20443</td> </tr> <tr> <td>INSURER B : Transportation Insurance Company</td> <td style="text-align: center;">20494</td> </tr> <tr> <td>INSURER C : Evanston Insurance Company</td> <td style="text-align: center;">35378</td> </tr> <tr> <td>INSURER D : National Fire Insurance Co of Hartford</td> <td style="text-align: center;">20478</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Continental Casualty Company	20443	INSURER B : Transportation Insurance Company	20494	INSURER C : Evanston Insurance Company	35378	INSURER D : National Fire Insurance Co of Hartford	20478	INSURER E :		INSURER F :	
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INSURER C : Evanston Insurance Company	35378														
INSURER D : National Fire Insurance Co of Hartford	20478														
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER: 1369368866** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	2075876503	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
D	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	2075880437	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	2095585866	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	WC275880387	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			MKLV2ENV103891	1/1/2024	1/1/2025	Ea Claim \$2,000,000 Deductible \$5,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Continuing Contract for Professional Engineering Services - Solid Waste Landfills and Other Related Ancillary Facilities for Nassau County, Florida.

Certificate holder, as Designated Organization, is an Additional Insured as respects General Liability and Automobile Liability. Umbrella follows form to the underlying policies as respects to Additional Insureds. Waiver of Subrogation as respects General Liability, Auto and Workers Compensation in favor of Additional Insured. 30 Day notice of Cancellation (10 days for non-payment) in favor of Additional Insured as respects General Liability. All of the above applies when required by written contract subject to the terms, conditions and exclusions of the policy.

**CERTIFICATE HOLDER**

**CANCELLATION**

Nassau County Board of County Commissioners 96135 Nassau Place Suite 2 Yulee FL 32097	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

**Certificate Of Completion**

Envelope Id: 3FC38FFB5A244ABF8F810757DE4AFAEE

Status: Completed

Subject: Complete with DocuSign: S2Li-WA03 requisition.pdf, Work Authorization Form -WA03.docx, S2Li\_WA0...

Source Envelope:

Document Pages: 14

Signatures: 9

Envelope Originator:

Certificate Pages: 6

Initials: 3

Amanda Johnson

AutoNav: Enabled

ajjohnson@nassaucountyfl.com

Enveloped Stamping: Enabled

IP Address: 50.238.237.26

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

**Record Tracking**

Status: Original

Holder: Amanda Johnson

Location: DocuSign

9/3/2024 3:13:01 PM

ajjohnson@nassaucountyfl.com

**Signer Events****Signature****Timestamp**

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Sent: 9/3/2024 3:44:04 PM

Viewed: 9/3/2024 8:51:28 PM

Signed: 9/5/2024 9:49:11 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)

Sent: 9/5/2024 9:49:13 AM

Viewed: 9/5/2024 4:10:33 PM

Signed: 9/5/2024 4:11:08 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: 9/5/2024 4:11:11 PM

Viewed: 9/6/2024 7:44:22 AM

Signed: 9/6/2024 7:45:06 AM

Signature Adoption: Pre-selected Style  
Using IP Address: 50.238.237.26**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication  
(None)


Sent: 9/6/2024 7:45:09 AM

Viewed: 9/8/2024 9:57:37 PM

Signed: 9/8/2024 9:57:54 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>Samuel B. Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)</p>	<p><i>Samuel B. Levin</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 72.188.176.10</p>	<p>Sent: 9/8/2024 9:57:57 PM Resent: 9/11/2024 8:57:09 AM Viewed: 9/11/2024 9:13:08 AM Signed: 9/11/2024 9:14:16 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 9/11/2024 9:13:08 AM ID: aff4f3b9-94ba-4a70-a2ce-374e8f7967dd</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/11/2024 9:14:20 AM Viewed: 9/11/2024 9:15:59 AM Signed: 9/11/2024 9:26:15 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/11/2024 9:26:18 AM Viewed: 9/11/2024 9:32:30 AM Signed: 9/11/2024 9:32:53 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 9/11/2024 9:32:56 AM Viewed: 9/11/2024 1:54:01 PM Signed: 9/11/2024 1:54:08 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>L.BELTON</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 9/11/2024 1:54:11 PM Viewed: 9/12/2024 4:47:15 PM Signed: 9/12/2024 4:48:01 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> 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
Procurement Department Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 9/11/2024 1:54:12 PM Viewed: 9/11/2024 4:02:33 PM
Clerk Services Clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 1/24/2022 11:47:51 AM ID: c578204b-138e-4b31-a24f-82d040e40d69	COPIED	Sent: 9/12/2024 4:48:05 PM Viewed: 9/13/2024 3:15:05 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/3/2024 3:44:04 PM
Envelope Updated	Security Checked	9/3/2024 3:54:43 PM
Envelope Updated	Security Checked	9/3/2024 3:54:44 PM
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Envelope Updated	Security Checked	9/3/2024 3:54:44 PM
Envelope Updated	Security Checked	9/3/2024 3:54:44 PM
Envelope Updated	Security Checked	9/9/2024 2:46:02 PM
Certified Delivered	Security Checked	9/12/2024 4:47:15 PM
Signing Complete	Security Checked	9/12/2024 4:48:01 PM
Completed	Security Checked	9/12/2024 4:48:05 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](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>.

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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.

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- 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.