

**NASSAU COUNTY WORK AUTHORIZATION #2** CS-23-522

|   |  |
|---|--|
| <b>Contract Number:</b>                                       | CM3583                                 |
| <b>Consultant/Vendor:</b>                                     | Terracon Consultants, Inc.             |
| <b>Consultant/Vendor Contact Name:</b>                        | Brett Anderson                         |
| <b>Consultant/Vendor Contact Phone Number:</b>                | (904)470-2205                          |
| <b>Consultant/Vendor Contact Email Address:</b>               | Brett.Anderson@Terracon.com            |
| <b>Project Short Title:</b>                                   | Pirates Woods Boat Ramp Sediment Study |
| <b>Total Amount of Previous Work Authorizations:</b>          | \$2,814.25                             |
| <b>Amount of this Work Authorization:</b>                     | \$9,447.00                             |
| <b>New Contract Amount including this Work Authorization:</b> | \$12,261.25                            |
| <b>Funding Source:</b>  | 03336541-531000                        |

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. 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 Exhibit “A”, 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: | <u>Katie Peay</u>               | 9/11/2024 |           |
|                                 |                                 | Date      |           |
| Procurement:                    | <u>Kanani Helms</u>             | 9/13/2024 | TP        |
|                                 |                                 | Date      |           |
| Office of Management & Budget:  | <u>Chris Lacambra</u>           | 9/11/2024 | 9/11/2024 |
|                                 |                                 | Date      |           |
| County Attorney:                | <u>Denise C. May, Esq., BLS</u> | 9/16/2024 | EM        |
|                                 | Denise C. May                   | Date      |           |
|                                 |                                 |           | 9/16/2024 |

**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**

Taco E. Pope AICP

By: Taco E. Pope  
Its: Designee  
Date: 9/16/2024

**Terracon Consultants, Inc.**

BY: Brett Anderson

Print Name: Brett Anderson

Title: Group Manager

Date: 9/13/2024



8001 Baymeadows Way, Suite 1  
Jacksonville, FL 32256  
P (904) 900-6494  
F (904) 268-5255  
Terracon.com

September 4, 2024

Ms. Katie Peay, P.E.  
Nassau County Stormwater and Drainage Management  
96161 Nassau Place  
Yulee, Florida 32097

Telephone: (904) 530-6392  
E-mail: [kpeay@nassaucountyfl.com](mailto:kpeay@nassaucountyfl.com)

Re: Proposal for Sediment Analysis Services  
Blackbeard Boat Ramp  
Yulee, Nassau County, Florida  
Terracon Proposal No. PEQ247348

Dear Ms. Peay:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Nassau County Stormwater and Drainage Management (Client) to provide sediment analysis services for the above referenced project in Yulee, Florida. Work will be completed under Contract Tracking No. CM3583 between Terracon and the Client. This proposal outlines our understanding of the project, our planned work scope, and associated fee.

We appreciate the opportunity to provide this proposal. If you have questions or comments regarding this proposal or require additional services, please give us a call.

Sincerely,  
Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read "Brett Anderson".

Brett Anderson  
Group Manager  
(904) 470-2205  
[Brett.Anderson@Terracon.com](mailto:Brett.Anderson@Terracon.com)

A handwritten signature in black ink, appearing to read "Ryan Taylor".

Ryan Taylor  
Senior Project Manager  
(904) 470-2221  
[Ryan.Taylor@Terracon.com](mailto:Ryan.Taylor@Terracon.com)

Attachments: Detailed Scope of Services  
Rate Sheet

Proposal for Environmental Services  
Blackbeard Boat Ramp ■ Nassau County, Florida  
September 4, 2024 ■ Terracon Proposal No. PEQ247348



## DETAILED SCOPE OF SERVICES

### 1.0 PROJECT INFORMATION

The site is located at 97569 Blackbeard's Way in Yulee, Nassau County, Florida. Sediment deposits at an HOA-owned and operated boat ramp will require dredging to ensure proper boat ramp operation. The cause of the sedimentation is unknown at this time. The Client is requesting Terracon to perform a series of sediment sampling and analysis at the boat ramp and nearby locations, including a County-maintained drainage easement, to provide comparative data as it relates to grain size and composition. The following sections outline Terracon's scope and fees to provide the requested sediment analysis.

### 2.0 SEDIMENT GRAIN SIZE ANALYSIS

Terracon will collect up to five (5) sediment samples at various locations immediately surrounding the subject boat ramp. These samples will be collected at low tide with the use of a petit ponar dredge. Upon completion of sample collection, Terracon will perform a hydrometer analysis consistent with industry standards to determine grain size and composition of each sample. This data will be provided to the Client along with a narrative describing collection and analysis methods. This data can be used in a comparative analysis to determine potential sources of sedimentation at the boat ramp.

### 3.0 ADDITIONAL SERVICES NOT INCLUDED

Should it be necessary to expand our services beyond those outlined in this proposal, we will notify you and send a supplemental proposal stating the additional services and fee. We will not proceed without your authorization.

### 4.0 SCOPE AND REPORT LIMITATIONS

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third-party information (such as from interviewees) or regulatory agency information used in the compilation of plans or reports. No warranties, express or implied, are intended or made.

Proposal for Environmental Services  
Blackbeard Boat Ramp ■ Nassau County, Florida  
September 4, 2024 ■ Terracon Proposal No. PEQ247348



## 5.0 SCHEDULE

Terracon is prepared to begin upon receipt of written notice to proceed (NTP). It is anticipated that the sampling effort and associated reporting will be completed within no more than 60 calendar days of NTP.

## 6.0 COMPENSATION

| Task                         | Fees       |
|------------------------------|------------|
| Sediment Grain Size Analysis | \$9,447.00 |

The project will be invoiced monthly. Payments on invoices will be due in full within 45 days from the date of the invoice, as indicated in the Nassau County Standard Purchase Order Terms and Conditions.

## 7.0 OUR COMMITMENT TO SAFETY

Safety is one of Terracon's core values and our commitment to an Incident and Injury-Free® philosophy is one of the pillars of our current Strategic Plan. Incident and Injury-Free (IIF) is about care and concern for our people. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. It is where safety is held as a core value as well as an operational priority. Working safely is an inseparable part of working correctly, just as much as other operational priorities, in particular quality, profitability and schedule. IIF is our commitment to our people, who we value for who they are and what they do. We strive to build health and safety into all aspects of our business and into the thinking of our employees.

| <b>Nassau County Contract CM3583</b>         |                             |                        |                             |
|--|-----------------------------|------------------------|-----------------------------|
| <b>Terracon Consultants, Inc. Rate Sheet</b> |                             |                        |                             |
| <b>Job Class</b>                             | <b>Approved Hourly Rate</b> | <b>Estimated Hours</b> | <b>Estimated Total Cost</b> |
| Senior Engineer                              | \$223                       | 3                      | \$669                       |
| Project Engineer                             | \$175                       | 22                     | \$3,850                     |
| Field Technician                             | \$90                        | 28                     | \$2,520                     |
| CADD/Computer Technician                     | \$102                       | 4                      | \$408                       |
| Labor Total                                  |                             | 57                     | <b>\$7,447</b>              |
|  | Units                       | Rate                   |                             |
| 618 - Mobilization Support Boat              | 1                           | \$750                  | \$750                       |
| 809 - Soils Hydrometer Only AASHTO T88       | 5                           | \$250                  | \$1,250                     |
| Expense Total                                |                             |                        | <b>\$2,000</b>              |
|  |                             |                        |                             |
| <b>TOTAL ESTIMATE</b>                        |                             |                        | <b>\$9,447</b>              |

|                         |
|-------------------------|
| DATE<br><b>9/6/2024</b> |
|-------------------------|

## Requisition Form

### NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1  
Yulee, FL 32097

| VENDOR NAME/ADDRESS   |
|---|
| Terracon<br>8001 Baymeadows Way, Suite 1<br>Jacksonville FL 32256 |

| DEPARTMENT            |
|-----------------------|
| Stormwater & Drainage |

| REQUESTED BY |
|--------------|
| Katie Peay   |

| VENDOR NUMBER | PROJECT NAME            | FUNDING SOURCE  | AMOUNT AVAILABLE | STANDARD PO OR ENCUMBER ONLY | CONTRACT NO. |
|---------------|-------------------------|-----------------|------------------|------------------------------|--------------|
| 15478         | Pirates Woods Boat Ramp | 03336541-531000 | \$ 1,987,738.75  | Encumber Contract            | CM3583-WA2   |

| ITEM NO. | DESCRIPTION                | QUANTITY | UNIT PRICE  | AMOUNT      |
|----------|----------------------------|----------|-------------|-------------|
| 1        | Sediment Analysis Services | 1.00     | \$ 9,447.00 | \$ 9,447.00 |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |
|          |                            |          |             | \$ 0.00     |

|                    |          |             |
|--------------------|----------|-------------|
| ORIGINAL - FINANCE | Shipping | \$ 0.00     |
| COPY - DEPARTMENT  | Total    | \$ 9,447.00 |

**Department Head**

*I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.*

*Katie Peay*  
\_\_\_\_\_ 9/11/2024

**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**

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

*Luis Llamora*  
\_\_\_\_\_ 9/11/2024

**Procurement Director (signature required if greater than \$5,000.00)**

*I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.*

*Anna R. Williams*  
\_\_\_\_\_ 9/13/2024

**County Manager (signature required if greater than \$100,000.00)**

*I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.*

*Taco E. Pope, AICP*  
\_\_\_\_\_ 9/16/2024

**L.BELTON**

Clerk: \_\_\_\_\_  
Date: **9/17/2024**


**Certificate Of Completion**

|  |  |
|--|--|
| Envelope Id: 2C0F9C340C344BE2B4DD6C6609ED8834  | Status: Completed  |
| Subject: Complete with DocuSign: CM3583-WA2 - Pirates Woods Sediment Study - Terracon - \$9,447.00 |  |
| Source Envelope:   |  |
| Document Pages: 7  | Signatures: 10   |
| Certificate Pages: 6   | Initials: 3  |
| AutoNav: Enabled   | Envelope Originator:<br>Stephanie Walsh<br>swalsh@nassaucountyfl.com |
| Enveloped Stamping: Enabled  | IP Address: 50.238.237.26  |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)  |  |


**Record Tracking**

|   |  |                    |
|---|--|--------------------|
| Status: Original<br>9/11/2024 10:10:27 AM | Holder: Stephanie Walsh<br>swalsh@nassaucountyfl.com | Location: DocuSign |
|---|--|--------------------|


**Signer Events**

| Signer Events   | Signature   | Timestamp   |
|---|---|---|
| Katie Peay<br>kpeay@nassaucountyfl.com<br>Stormwater Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 174.212.39.10<br>Signed using mobile | Sent: 9/11/2024 10:17:29 AM<br>Viewed: 9/11/2024 10:21:06 AM<br>Signed: 9/11/2024 10:21:21 AM |


**Electronic Record and Signature Disclosure:**  
Accepted: 11/2/2021 8:55:57 AM  
ID: a37cb26b-663c-4683-bca2-fe14683393b0

|   |   |   |
|---|---|---|
| Tracy Poore<br>tpoore@nassaucountyfl.com<br>OMB Admin<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26 | Sent: 9/11/2024 10:21:25 AM<br>Viewed: 9/11/2024 1:06:16 PM<br>Signed: 9/11/2024 1:06:58 PM |
|---|---|---|

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

|  |  |  |
|--|--|--|
| chris lacambra<br>clacambra@nassaucountyfl.com<br>OMB Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26 | Sent: 9/11/2024 1:07:00 PM<br>Viewed: 9/11/2024 1:54:20 PM<br>Signed: 9/11/2024 1:54:50 PM |
|--|--|--|

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

|   |  |  |
|---|--|--|
| Lanaee Gilmore<br>lgilmore@nassaucountyfl.com<br>Procurement Director<br>Nassau County BOCC<br>Security Level: Email, Account Authentication (None) | <br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 50.238.237.26 | Sent: 9/11/2024 1:54:52 PM<br>Viewed: 9/13/2024 1:29:14 PM<br>Signed: 9/13/2024 1:29:30 PM |
|---|--|--|

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



| Signer Events   | Signature   | Timestamp   |
|---|---|---|
| <p>Brett Anderson<br/> Brett.Anderson@Terracon.com<br/> Security Level: Email, Account Authentication (None)</p>  | <p><i>Brett Anderson</i></p> <p>Signature Adoption: Pre-selected Style<br/> Using IP Address: 107.133.65.249</p>          | <p>Sent: 9/13/2024 1:29:33 PM<br/> Viewed: 9/13/2024 3:20:35 PM<br/> Signed: 9/13/2024 3:21:05 PM</p>   |
| <p><b>Electronic Record and Signature Disclosure:</b><br/> Accepted: 9/13/2024 3:20:35 PM<br/> ID: 29fe2e8a-ffae-4b08-9724-51929496284f</p>                         |   |   |
| <p>Elizabeth Moore<br/> emoore@nassaucountyfl.com<br/> Assistant County Attorney<br/> Nassau County<br/> Security Level: Email, Account Authentication (None)</p>   | <p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style<br/> Using IP Address: 50.238.237.26</p>                       | <p>Sent: 9/13/2024 3:21:07 PM<br/> Viewed: 9/16/2024 8:45:37 AM<br/> Signed: 9/16/2024 8:45:59 AM</p>   |
| <p><b>Electronic Record and Signature Disclosure:</b><br/> Not Offered via DocuSign</p>   |   |   |
| <p>Denise C. May, Esq., BCS<br/> dmay@nassaucountyfl.com<br/> County Attorney<br/> Nassau County BOCC<br/> Security Level: Email, Account Authentication (None)</p> | <p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style<br/> Using IP Address: 50.238.237.26</p> | <p>Sent: 9/16/2024 8:46:01 AM<br/> Viewed: 9/16/2024 9:28:15 AM<br/> Signed: 9/16/2024 9:28:27 AM</p>   |
| <p><b>Electronic Record and Signature Disclosure:</b><br/> Not Offered via DocuSign</p>   |   |   |
| <p>Taco E. Pope, AICP<br/> tpope@nassaucountyfl.com<br/> County Manager<br/> Nassau County BOCC<br/> Security Level: Email, Account Authentication (None)</p>       | <p><i>Taco E. Pope, AICP</i></p> <p>Signature Adoption: Pre-selected Style<br/> Using IP Address: 50.238.237.26</p>       | <p>Sent: 9/16/2024 9:28:30 AM<br/> Viewed: 9/16/2024 11:08:45 AM<br/> Signed: 9/16/2024 11:08:51 AM</p> |
| <p><b>Electronic Record and Signature Disclosure:</b><br/> Not Offered via DocuSign</p>   |   |   |
| <p>BOCC AP<br/> boccap@nassauclerk.com<br/> Nassau County Clerk<br/> Security Level: Email, Account Authentication (None)</p>                                       | <p><i>L.BELTON</i></p> <p>Signature Adoption: Uploaded Signature Image<br/> Using IP Address: 12.23.69.254</p>            | <p>Sent: 9/16/2024 11:08:55 AM<br/> Viewed: 9/17/2024 9:35:43 AM<br/> Signed: 9/17/2024 9:35:50 AM</p>  |
| <p><b>Electronic Record and Signature Disclosure:</b><br/> Accepted: 2/4/2021 9:59:11 AM<br/> 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   |
|---|------------------|---|
| Stephanie Walsh<br>swalsh@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                    | <b>COPIED</b>    | Sent: 9/17/2024 9:35:53 AM<br>Resent: 9/17/2024 9:36:04 AM  |
| George Murray<br>gmurray@nassaucountyfl.com<br>Project Manager<br>Nassau County<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign | <b>COPIED</b>    | Sent: 9/17/2024 9:35:54 AM                                  |
| Procurement<br>procurement@nassaucountyfl.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                   | <b>COPIED</b>    | Sent: 9/17/2024 9:35:56 AM<br>Viewed: 9/17/2024 10:05:18 AM |
| BOCC Clerk<br>BOCCClerkservices@nassauclerk.com<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                 | <b>COPIED</b>    | Sent: 9/17/2024 9:35:57 AM<br>Viewed: 9/17/2024 10:30:45 AM |
| Witness Events  | Signature        | Timestamp   |
| Notary Events   | Signature        | Timestamp   |
| Envelope Summary Events   | Status           | Timestamps  |
| Envelope Sent   | Hashed/Encrypted | 9/11/2024 10:17:29 AM                                       |
| Certified Delivered   | Security Checked | 9/17/2024 9:35:43 AM  |
| Signing Complete  | Security Checked | 9/17/2024 9:35:50 AM  |
| Completed   | Security Checked | 9/17/2024 9:35:57 AM  |
| 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>.

### **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.