

DATE
9/11/2024

CS-24-009

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
 96135 Nassau Place Suite 1
 Yulee, FL 32097

VENDOR NAME/ADDRESS
 S2L INCORPORATED
 531 VERSAILLES DRIVE
 SUITE 202

DEPARTMENT
 Public Works

REQUESTED BY
 A.Johnson / Doug Podiak

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
14452		** See Note	\$ 1,208,140.00	Encumber Contract	CM3621

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Facility Inspections	1.00	\$ 2,750.00	\$ 2,750.00	WA-08 -Task 1
2	FDEP Forms & Updated Cost Estimates	1.00	\$ 19,870.00	\$ 19,870.00	WA-08 -Task 2
3	Escrow Balance and Report	1.00	\$ 6,172.00	\$ 6,172.00	WA-08 -Task 2.2
				\$ 0.00	
				\$ 0.00	*Time Sensitive*
				\$ 0.00	FY 24-25 FDEP Required to
				\$ 0.00	start October 1, 2024.
				\$ 0.00	** Funding will be split between
				\$ 0.00	accounts
				\$ 0.00	01362534-531000 \$22,169.84 /
				\$ 0.00	01362534-531000 \$5,622.16
				\$ 0.00	01361534-531000
				\$ 0.00	\$6,622.16
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 28,792.00

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.

Doug Podiak 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.

Chris Lacambra 9/11/2024 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.

Janice Belmont 9/12/2024

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.

L.BELTON

Clerk:
 Date: 9/13/2024

NASSAU COUNTY WORK AUTHORIZATION #08

Contract Number:	CM3621
Consultant/Vendor:	S2L, Inc.
Consultant/Vendor Contact Name:	Samuel B. Levin
Consultant/Vendor Contact Phone Number:	407-475-9163
Consultant/Vendor Contact Email Address:	slevin@s2li.com
Project Short Title:	2025 Solid Waste Financial Assurance Report WNLF-Closed Lined 42-Acre and 11-Acre Areas
Total Amount of Previous Work Authorizations:	\$251,627.00
Amount of this Work Authorization:	\$28,792.00
New Contract Amount including this Work Authorization:	\$280,419.00
Funding Source:	01362534-531000 \$22,169.84 01361534-531000 \$6,622.16

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, or no later than 240 days from 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 Exhibit “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:	<u>Doug Podiak</u>	<u>9/11/2024</u>	
			Date
Procurement:	<u>Lanace Belmont</u>	<u>9/12/2024</u>	
			Date
Office of Management & Budget:	<u>Chris Lacambra</u>	<u>9/11/2024</u>	
			Date
County Attorney:	<u>Denise C. May, Esq., BLS</u>	<u>9/12/2024</u>	<u>9/12/2024</u>
	<u>Denise C. May</u>		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: 9/12/2024

S2L, INCORPORATED

BY: Samuel B. Levin
 Print Name: Samuel B. Levin
 Title: President
 Date: 9/12/2024

EXHIBIT "A"
Scope of Services

**Preparation
of the
2025 Solid Waste Financial Assurance Report
West Nassau Landfill - Closed Lined 42-Acre and 11-Acre Areas**

**Nassau County
S2L, Inc.'s Contract and Work Authorization Number: CM3621-WA08
S2Li Project Number: 24-1064**

Every five years, Nassau County (County) must prepare new estimates and submit them to the Florida Department of Environmental Protection (FDEP or Department) third-party cost to maintain long-term care of its closed solid waste disposal facilities. This Work Authorization (WA) allows S2Li to prepare the annual financial assurance documentation for the two County landfill facilities (42-acre lined area and 11-acre area) at the West Nassau Landfill.

These updates are to reflect the requirements of Rule 62-701.630(4)(a), Florida Administrative Code (F.A.C.), which is the Financial Assurance section under the State Solid Waste Regulations. As specified in this rule, updated long-term care cost estimates must be submitted to the FDEP between July 1 and September 1 of each year. However, this estimate will be submitted as part of the West Nassau Landfill long-term care permit renewal due in May 2025.

S2L, Incorporated (S2Li) is pleased to submit this cost proposal for providing professional services to inspect the two West Nassau Landfills, prepare the annual cost estimate adjustments, and prepare the required financial assurance documentation for the closed solid waste disposal facilities to submit to FDEP. The following sections of this cost proposal include the scope of services to be provided, an estimated schedule, a cost estimate, and terms and conditions.

SCOPE OF SERVICES

Using the FDEP-provided inflation factor, S2Li will perform an inflationary adjustment for post-closure care for the two West Nassau Landfills rather than preparing new long-term care cost estimates. This approach assumes that during S2Li's annual inspections, no issues are found that will significantly affect the approved long-term care costs. An inflationary adjustment would be inappropriate should the site inspection uncover necessary repairs not included in the prior estimates.

County Responsibilities:

- 1) County personnel are to accompany S2Li staff to provide access to each of the landfill sites, as well as, for safety purposes during the site inspections;
- 2) County staff will conduct and document required inspections and perform all reporting requirements for landfill post-closure care, as specified within the FDEP permits. The sole purpose of S2Li's inspections under this scope of services is for use in financial assurance reporting, and is not intended to serve as a substitute for County inspection and reporting as required by FDEP landfill permit-specific conditions; and
- 3) On March 28, 2024, County staff has provided the third-party audited balances of the landfill escrow accounts for the period ending September 30, 2023.

The following details the scope for each task, as proposed:

Task 1: Facility Inspections

Facility inspections will be conducted so that the conditions of the two West Nassau Landfills can be documented by a third-party engineer, as required by FDEP. S2Li will prepare for and visit each landfill with a representative of the County and complete the landfill inspection forms for the County’s use. The inspection forms will note any deficiencies that require correction by the County. Note: Only the two West Nassau Landfills will be inspected as part of this task.

Task 2: FDEP Forms, Cost Estimate, Escrow Account Balance, and Report

2.1 FDEP Forms and Landfill Cost Estimates.

New cost estimates will utilize FDEP Form 62-701.900(28) and will be completed for each West Nassau facility. Rule 62-701.630(4)(b) requires that new post-closure estimates be prepared every five years and Section 2.F.3 of the County’s Long-Term Care permit requires a revised cost estimate to be submitted to FDEP no later than May 23, 2025. The last time new estimates were prepared was in 2020. Therefore, revised landfill post-closure cost estimates are required in Fiscal Year 2025. The Engineer will prepare the new estimates under this scope of services by recalculating the total cost of long-term care, in 2025 dollars.

2.2 Escrow Account Balance, and Report

Estimates will be prepared for the amount of the required escrow balance as of September 30, 2024, and the amount required (if any) to be deposited into the landfill escrow accounts. In addition, an estimate for long-term liability over the term of the long-term care period for each facility will be prepared. No calculations or documentation for meeting GASB18 requirements are included in this scope of services. A draft report will be prepared that details the work performed, the rationale behind the calculations, and the cost approach. The report will then be submitted to the County for review. Upon receipt of comments from the County, the report will be revised as necessary, signed and sealed by a registered Professional Engineer, and submitted to FDEP and the County.

SCHEDULE

Work under the Scope of Services provided above will begin upon receipt of the signed Work Authorization. The draft report for County review will be submitted such that corrections and finalization can be made to allow for final submittal to FDEP by May 23, 2025. The total time for this Work Authorization is 240 days.

ENGINEERING SERVICES FEE ESTIMATE

The fee estimate to conduct the Work as described in the above-listed Scope of Services is **\$28,792.00**. 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.

The proposed budget by landfill is broken down as follows:

S2Li Budget Summary – Nassau County LF Financials - 2025			
Task	Total \$	West Nassau 42 Acres	West Nassau 11 Acres
Task 1 – Facility Inspections	\$ 2,750.00	\$2,117.50	\$ 632.50
Task 2.1 - FDEP Forms & Updated Cost Estimates	\$19,870.00	\$15,299.90	\$4570.10
Task 2.3 - Escrow Balance & Report	\$ 6,172.00	\$4,752.44	\$1419.56
	\$28,792.00	\$22,169.84	\$6,622.16

July 22, 2024

ATTACHMENT 1 OF EXHIBIT "A"

S2Li No. 24-1064

County No. CM3621-WA08

Total Project Costs

S2Li Fee Estimate

**Preparation of the
2025 Landfill Financial Assurance Report**

Nassau County, Florida

LABOR		LABOR CATEGORY AND RATE								TOTAL HOURS	SUBTOTAL LABOR
		Project Dir./ Principal	Regional Manager/ QC Officer/Senior Project Manager	Principal Engineer	Senior Engineer	Project Engineer	Associate Engineer/CADD	Field Technician	Office Manager		
TASK	DESCRIPTION	\$295.00	\$254.00	\$204.00	\$179.00	\$129.00	\$95.00	\$90.00	\$116.00		
1	Facility Inspections	0	9	0	0	0	0	0	4	13	\$2,750.00
2.1	FDEP Forms & Updated Cost Estimates	2	24	0	16	80	0	0	0	122	\$19,870.00
2.2	Escrow Balance and Report	4	8	0	4	12	0	0	6	34	\$6,172.00
	SUBTOTALS:	6	41	0	20	92	0	0	10	169	\$28,792.00

EXPENSES		Field Vehicle (\$120/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)						SUBTOTAL EXPENSES
TASK	DESCRIPTION										
1	Facility Inspections	\$ -	\$ -	\$ -			\$ -	\$0.00			\$ -
2.1	FDEP Forms & Updated Cost Estimates	\$ -	\$ -	\$ -			\$ -	\$0.00			\$ -
2.2	Escrow Balance and Report										
	SUBTOTALS:	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0	\$0	\$ -

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
1	Facility Inspections	\$ 2,750.00	\$ -	\$ 2,750.00
2.1	FDEP Forms & Updated Cost Estimates	\$ 19,870.00	\$ -	\$ 19,870.00
2.2	Escrow Balance and Report	\$ 6,172.00	\$ -	\$ 6,172.00
TOTALS		\$ 28,792.00	\$ -	\$ 28,792.00



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).

PRODUCER Marsh & McLennan Agency, LLC 1000 Corporate Dr Ste 400 Ft Lauderdale FL 33334	CONTACT NAME: PHONE (A/C, No. Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: FLCertificates@Marshmma.com														
INSURED S2L, Inc. 531 Versailles Dr Ste 202 Maitland FL 32751	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">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 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"/> COMMERCIAL GENERAL LIABILITY <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"/> AUTOMOBILE LIABILITY <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"/> UMBRELLA LIAB <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"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (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
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Certificate Of Completion

Envelope Id: E50FA50DA22B44FA99C6111083666397	Status: Completed
Subject: Complete with DocuSign: S2Li-WA08 requisition.pdf, Work Authorization Form -WA08.docx, S2Li WA0...	
Source Envelope:	
Document Pages: 7	Signatures: 9
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator: Amanda Johnson ajjohnson@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


Record Tracking

Status: Original 9/11/2024 10:08:16 AM	Holder: Amanda Johnson ajjohnson@nassaucountyfl.com	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/11/2024 10:14:51 AM Viewed: 9/11/2024 10:36:06 AM Signed: 9/11/2024 10:36:17 AM


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/11/2024 10:36:21 AM Viewed: 9/11/2024 1:07:25 PM Signed: 9/11/2024 1:09:22 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Amanda Johnson ajjohnson@nassaucountyfl.com Administrative Specialist II Nassau County Board of County Commissioners Security Level: Email, Account Authentication (None)	Completed Using IP Address: 50.238.237.26	Sent: 9/11/2024 1:43:13 PM Viewed: 9/11/2024 1:44:20 PM Signed: 9/11/2024 1:44:28 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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/11/2024 1:09:25 PM Resent: 9/11/2024 1:44:31 PM Viewed: 9/11/2024 1:52:04 PM Signed: 9/11/2024 1:53:17 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/11/2024 1:53:19 PM Viewed: 9/12/2024 8:48:18 AM Signed: 9/12/2024 8:48:25 AM</p>
<p>Samuel B. Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 9/12/2024 4:02:09 PM ID: 7abd8ac6-0027-4133-91f0-0da10a687124</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 72.188.176.10</p>	<p>Sent: 9/12/2024 8:48:29 AM Viewed: 9/12/2024 4:02:09 PM Signed: 9/12/2024 4:02:26 PM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/12/2024 4:02:28 PM Viewed: 9/12/2024 4:17:32 PM Signed: 9/12/2024 4:21:36 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/12/2024 4:21:39 PM Viewed: 9/12/2024 4:31:44 PM Signed: 9/12/2024 4:32:00 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 9/12/2024 4:32:04 PM Viewed: 9/12/2024 5:52:47 PM Signed: 9/12/2024 5:52:52 PM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	 <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 9/12/2024 5:52:55 PM Viewed: 9/13/2024 9:50:56 AM Signed: 9/13/2024 9:51:06 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Procurement Department Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/13/2024 9:51:09 AM Viewed: 9/13/2024 10:18:31 AM
Clerk Services Clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 1/24/2022 11:47:51 AM ID: c578204b-138e-4b31-a24f-82d040e40d69	COPIED	Sent: 9/13/2024 9:51:11 AM Viewed: 9/13/2024 3:51:31 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/11/2024 10:14:51 AM
Envelope Updated	Security Checked	9/11/2024 1:43:11 PM
Envelope Updated	Security Checked	9/11/2024 1:43:11 PM
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Envelope Updated	Security Checked	9/11/2024 1:43:12 PM
Envelope Updated	Security Checked	9/11/2024 1:43:12 PM
Envelope Updated	Security Checked	9/11/2024 1:43:12 PM
Certified Delivered	Security Checked	9/13/2024 9:50:56 AM
Signing Complete	Security Checked	9/13/2024 9:51:06 AM
Completed	Security Checked	9/13/2024 9:51:11 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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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

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