

DATE
9/11/2024

CS-24-013

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		01362534-531000	\$ 1,208,140.00	Encumber Contract	CM3621
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
1	Monthly Monitoring Well Water Elevations Field	1.00	\$ 15,270.00	\$ 15,270.00	WA-10 Task 0
	Measurements			\$ 0.00	
				\$ 0.00	*Time Sensitive*
				\$ 0.00	FY 24-25 FDEP Required to
				\$ 0.00	start October 1, 2024.
				\$ 0.00	
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				\$ 0.00	

ORIGINAL - FINANCE
COPY - DEPARTMENT

Shipping \$ 0.00
Total \$ 15,270.00

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.
Nassau 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 #10

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:	Inward Gradient Measurements for the WNLF – 11-Acre Unlined Area
Total Amount of Previous Work Authorizations:	\$290,123.00
Amount of this Work Authorization:	\$15,270.00
New Contract Amount including this Work Authorization:	\$305,393.00
Funding Source:	01362534-531000

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, or no later than September 30, 2025. 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.

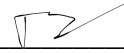
ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder 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>Janice Helms</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., ^{EM}BLS</u>	<u>9/12/2024</u>	<u>9/12/2024</u>
	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: 9/12/2024

S2L, INCORPORATED

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

EXHIBIT "A"

SCOPE OF SERVICES

Inward Gradient Measurements for the West Nassau Landfill – 11-Acre Unlined Area

Service Period: FY2025 (October 1, 2024 through September 30, 2025)

County Contract Number: CM3621-WA10

S2Li Project Number: 24-1058

Service Period: FY2019 (October 1, 2018 through September 30, 2019)

This Work Authorization (WA) tasks S2L, Incorporated (S2Li) to assist the County by measuring and recording the monthly inward gradient conditions at the northern slurry wall surrounding the West Nassau Landfill (Landfill) 11-acre unlined area. Based on an April 2020 permit modification, the County is not required to conduct inward gradient measurements for the 42-acre lined area of the West Nassau Landfill. Under the scope of services for this Work Authorization, S2Li will perform the following:

Monthly Monitoring of Well Water Elevations by Taking Field Measurements

S2Li will measure and record the water level elevations within wells at eight locations (two wells per sampling location) on each side of the northern slurry wall for the 11-acre unlined area of the Landfill. These measurements will be conducted monthly, while S2Li is on-site to monitor and test the landfill gas extraction wells. A copy of the field form filled out by S2Li's personnel will be provided to the County upon leaving the Site. S2Li's personnel will input the monthly slurry wall monitoring well water elevations into the County provided spreadsheet template and the electronic form will be sent to the County.

SCHEDULE

The services under this Work Authorization would be conducted monthly during the FY2025 service period of October 1, 2024 through September 30, 2025.

COST ESTIMATE

The cost estimate to conduct the Work as described in the above-listed Scope of Services is **\$15,270.00**. A detailed breakdown for each task in conjunction with the estimated labor hours, contract labor rates, and expenses is included in the attached Exhibit 1. Costs incurred will be invoiced on a time and material basis. The County will be notified when the overall project budget is nearing its limit.

July 18, 2024

Total Project Costs
S2Li Fee Estimate

ATTACHMENT 1 OF EXHIBIT "A"

Engineering Services
Inward Gradient Measurements and Evaluation
Service Period: FY2025 (October 1, 2024 through September 30, 2025)
West Nassau Class I Landfill
Nassau County, Florida

S2Li No. 24-1058
 County No. CM3621-WA10

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		
	Monthly Monitoring Well Water Elevations Field Measurements	2	28	0	0	12	36	0	10	88	\$13,830.00
	SUBTOTALS:	2	28	0	0	12	36	0	10	88	\$13,830.00

EXPENSES		Field Vehicle (\$120/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)						SUBTOTAL EXPENSES
TASK	DESCRIPTION										
	Monthly Monitoring Well Water Elevations Field Measurements	\$ 1,440.00	\$ -	\$ -			\$ -	\$0.00			\$ 1,440.00
	SUBTOTALS:	\$ 1,440.00	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0	\$0	\$ 1,440.00

Unlined WNLF - 36%; Lined WNLF - 64% of Fee

West Nassau Class I Lined Landfill (42 acre area): \$ -
 West Nassau Unlined Landfill (11 acre area): \$ 15,270.00

COST SUMMARY				
TASK	DESCRIPTION	SUBTOTAL S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
0	Monthly Monitoring Well Water Elevations Field Measurements	\$ 13,830.00	\$ 1,440.00	\$ 15,270.00
0	Monthly Monitoring Data Evaluation	\$ -	\$ -	\$ -
TOTALS		\$ 13,830.00	\$ 1,440.00	\$ 15,270.00



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="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 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	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	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 Nassau County Board of County Commissioners 96135 Nassau Place Suite 2 Yulee FL 32097	CANCELLATION 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: 01BE148F25B649C99E4BECF7B3E7F78B

Status: Completed

Subject: Complete with DocuSign: S2Li-WA10 requisition.pdf, Work Authorization Form -WA10.docx, S2LI WA1...

Source Envelope:

Document Pages: 6

Signatures: 9

Envelope Originator:

Certificate Pages: 6

Initials: 3

Amanda Johnson

AutoNav: Enabled

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

Holder: Amanda Johnson

Location: DocuSign

9/11/2024 10:49:34 AM

ajjohnson@nassaucountyfl.com

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 10:52:22 AM

Viewed: 9/11/2024 1:38:44 PM

Signed: 9/11/2024 1:38:54 PM

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 1:38:56 PM

Viewed: 9/11/2024 2:56:19 PM

Signed: 9/11/2024 2:57:12 PM

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 2:57:15 PM

Viewed: 9/11/2024 2:59:11 PM

Signed: 9/11/2024 2:59:37 PM

Electronic Record and Signature Disclosure:

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Lanae Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26


Sent: 9/11/2024 2:59:40 PM

Viewed: 9/12/2024 8:51:01 AM

Signed: 9/12/2024 8:51:34 AM

Electronic Record and Signature Disclosure:

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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: 9/12/2024 8:51:39 AM Viewed: 9/12/2024 4:08:02 PM Signed: 9/12/2024 4:08:14 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 9/12/2024 4:08:02 PM ID: e1c409d2-b802-46ab-a707-08656eb0008f</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: 9/12/2024 4:08:17 PM Viewed: 9/12/2024 4:14:01 PM Signed: 9/12/2024 4:14:53 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 9/12/2024 4:14:55 PM Viewed: 9/12/2024 4:15:32 PM Signed: 9/12/2024 4:15:39 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 9/12/2024 4:15:42 PM Viewed: 9/12/2024 6:41:15 PM Signed: 9/12/2024 6:41:20 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 9/12/2024 6:41:23 PM Viewed: 9/13/2024 10:17:46 AM Signed: 9/13/2024 10:17:52 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
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Procurement Department
Procurement@nassaucountyfl.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: 9/12/2024 6:41:24 PM
Viewed: 9/13/2024 10:10:13 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

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Viewed: 9/13/2024 4:03:20 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	9/11/2024 10:52:22 AM
Certified Delivered	Security Checked	9/13/2024 10:17:46 AM
Signing Complete	Security Checked	9/13/2024 10:17:52 AM
Completed	Security Checked	9/13/2024 10:17:55 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

To contact us by email send messages to: bsimmons@nassaucountyfl.com

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.

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