

NASSAU COUNTY WORK AUTHORIZATION #12

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:	Solid Waste Management Plan Update - 2025
Total Amount of Previous Work Authorizations:	\$487,983.14
Amount of this Work Authorization:	\$66,868.00
New Contract Amount including this Work Authorization:	\$554,851.14
Funding Source:	01357534-531000 - \$66,868.00

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, 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>	10/25/2024	
		Date	
Procurement:	<u>Lanace Helms</u>	10/28/2024	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	10/25/2024	
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	10/28/2024	<i>EM</i>
	Denise C. May	Date	10/28/2024

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



By: Taco Pope
Its: Designee
Date: 10/28/2024

S2L, INCORPORATED

BY: Samuel B. Levin
Print Name: Samuel B. Levin
Title: President
Date: 10/28/2024

EXHIBIT “A”

Scope of Services Solid Waste Management Plan Update - 2025 Nassau County

**County Contract Number: CM3621-WA12
S2Li Project Number: 24-1074**

BACKGROUND

In 2019, Nassau County (County) contracted with S2L, Incorporated (“S2Li”) to provide technical assistance in evaluating the County’s existing solid waste management system and in developing a Solid Waste Management Plan (“SWMP”) with short-term (less than 5 years) and long-term (up to 20 years) recommendations. S2Li retained Kessler Consulting, Inc. (“KCI”) to assist with certain aspects of this planning process, specifically with benchmarking collection and recycling operations and finances, identifying and evaluating potential improvements to these operations, identifying options for funding solid waste operations and explaining potential impacts of existing and proposed Florida State solid waste legislation. After receiving general directions and goals from Nassau County Board of County Commissioners (Board) members and County staff, a draft report was prepared and submitted to the County in 2022. Since that time, the County’s population has grown to now exceed 100,000 people. There have also been some changes within the Board, and, post-Covid, some changes to the solid waste system have occurred. As a result of these issues, portions of the SWMP need to be updated.

This Work Authorization provides updates to the draft SWMP. Under the scope of services for this Work Authorization, S2Li and its subconsultant, KCI (collectively known as the “S2Li Team”) will perform the following:

SCOPE OF SERVICES

Task 1 – Project Reinitiation

Purpose: Coordinate with County project staff to ensure current goals and objectives for the County’s solid waste system is included in the final SWMP.

Work Activities:

- Meet with County staff to discuss the County’s review of the draft SWMP and gain an understanding of needed changes.
- Identify updated data required to ensure the County moves forward with the adoption of a SWMP meeting current programmatic and policy needs, as well as State legislative mandates.

Deliverables:

- One virtual meeting with the County staff.

Task 2 – Information Gathering

Purpose: Gather all necessary information to update the SWMP.

Note: KCI has obtained a limited amount of the data sought below through its assistance to the County with Annual Solid Waste Reporting to the Florida Department of Environmental Protection and proposes to only survey as necessary to update data within the SWMP relevant to the County’s current objectives and goals for the SWMP and their solid waste system. The degree of surveying will be discussed in coordination with County staff.

Work Activities:

- Develop and submit a formal Information Request for information regarding County solid waste operations for recent years to ensure all projections are current. This may include, but not be limited to:
 - Citizen Convenience Center (CCC) operations and tonnages.
 - Revenue, expenditures, and year-to-date budget data.
 - Staff information (headcount, salary, work allocation, and hours worked).
 - Processing, disposal, and other service contracts.
 - Processing, disposal, and other service fees.
 - Equipment replacement schedule.
 - Capital improvement plans.
 - Other related information, as identified and applicable.
- Conduct one virtual meeting with County staff to review submitted data from the Information Request and understand any new County objectives pertinent to the SWMP and planning process.
- Survey private haulers providing collection services within the County to obtain information as available, including but not limited to:
 - Number of customers serviced.
 - Types and tonnages of materials collected.
 - Disposal and processing facilities utilized.
 - Other related information.
- Survey the incorporated cities within the County to obtain information, including but not limited to:
 - Collection operations.
 - Contracts and service rates.
 - Number of customers receiving collection service.
 - Anticipated service changes.
 - Other relevant information.

Deliverables:

- ✓ Information Request
- ✓ One virtual meeting with and County
- ✓ Hauler and city surveys, as applicable

Task 3 – Data and Information Compilation and Analysis

Purpose: Organize and analyze data obtained in Task 1 and integrate updates into the draft SWMP, where applicable, including Solid Waste Comprehensive Plan Element revisions. Review the resulting SWMP draft updates with the County for any required feedback before finalization.

Work Activities:

- Compile and analyze the received information provided in Task 1.
- Research recently adopted or proposed legislation with potential implications and impacts on the County's solid waste system.
 - Update summary of the solid waste legislative requirements that will be placed on the County since it has likely exceeded a population of 100,000 residents.
 - Review any proposed or pending solid waste legislation and prepare a summary of the potential implications for the County. To the extent available, the S2Li Project Team will also indicate the likelihood of any proposed legislation being enacted and, if enacted, the effective date.

- Integrate updates into the existing draft SWMP, where applicable in “tracked changes.” Identification of any suggested modifications to implementation activities will be identified through a “comment” feature in MS Word.
- Review prior recommendations and SWMP implementation activities to ensure they remain applicable and will lead the County on the best path for obtaining current solid waste system goals and objectives. Identify any activities no longer relevant and require further discussion with the County.
- Submit an updated draft to the County for review.
- One virtual meeting with S2Li to coordinate, discuss updates, and discuss any potential changes necessary to the short-term, mid-term, and long-term recommendations to meet the County’s current goals.
- Participate in up to two virtual meetings with County staff to discuss the draft SWMP and obtain County staff input on final recommendations.

Deliverables:

- ✓ Updated draft SWMP (with red/line “tracked changes”)
- ✓ Up to three virtual meetings and associated calls, as needed.

Task 4 – Finalize SWMP Update and Presentation Support

Purpose: Incorporate and finalize necessary modifications to create a final updated SWMP.

Work Activities:

- Prepare draft PowerPoint slides into a presentation to the Public Works Director, the County Manager’s office, and the Board.
- Prepare for and participate in meetings with the Public Works Director and County Manager’s office to review the draft SWMP and recommendations to be presented to the Board.
- Revise relevant portions of the SWMP and PowerPoint slides, as needed.
- Upon request, assist in presenting the study results and recommendations to the Board.

Deliverables:

- ✓ Final updated SWMP.
- ✓ Draft PowerPoint slides.
- ✓ Participation in up to five virtual meetings.
- ✓ Participation in one in-person half-day session or meeting with County Staff and/or Board.

ASSUMPTIONS

It is assumed that the framework established in the draft 2022 SWMP will not drastically change. If the County elects to change the framework and wants to consider other options and implementation goals, there may need to be a change in scope and resulting fee.

SCHEDULE

The total expected period for this Work is to occur through the end of Fiscal Year 2025 or by September 30, 2025. Based on the timing of the SWMP approval by the Board, this Work may need to be extended into Fiscal Year 2026.

COST ESTIMATE

The fee estimate to conduct the Work as described in the above-listed Scope of Services is **\$66,868.00**. 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.

H:\PROPOSALS AND MISC CORRESPONDENCE\Nassau County\Solid Waste Management Plan Update - 2025\NC SWM Plan Update.sbl.docx

September 26, 2024
Total Project Costs

S2Li No. 24-1074
 County No. CM3621-WA12

S2Li Fee Estimate

Solid Waste Management Plan Update - 2025
 Nassau County, Florida

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 Reinitiation	4	16	0	0	0	0	0	4	24	\$ 5,708.00
2	Information Gathering	1	4	0	0	0	0	0	1	6	\$ 1,427.00
3	Data and Information Compilation and Analysis	8	24	0	0	16	0	0	1	49	\$ 10,636.00
4	Finalize SWMP Update and Presentation Support	24	24	0	0	8	0	0	4	60	\$ 14,672.00
SUBTOTALS:		37	68	0	0	24	0	0	10	139	\$ 32,443.00

EXPENSES		Field Vehicle (\$100/day)	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)			Kessler Consulting (see attached)			SUBTOTAL EXPENSES
TASK	DESCRIPTION										
1	Project Reinitiation	\$ -	\$ -	\$ -	\$ -			\$ 1,755.00	\$ -		\$ 1,755.00
2	Information Gathering	\$ -	\$ -	\$ -	\$ -			\$ 4,605.00			\$ 4,605.00
3	Data and Information Compilation and Analysis	\$ -	\$ -	\$ -	\$ -			\$ 12,425.00			\$ 12,425.00
4	Finalize SWMP Update and Presentation Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,640.00			\$ 15,640.00
SUBTOTALS:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,425.00	\$ -	\$ -	\$ 34,425.00

COST SUMMARY				
TASK	DESCRIPTION	S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
1	Project Reinitiation	\$ 5,708.00	\$ 1,755.00	\$ 7,463.00
2	Information Gathering	\$ 1,427.00	\$ 4,605.00	\$ 6,032.00
3	Data and Information Compilation and Analysis	\$ 10,636.00	\$ 12,425.00	\$ 23,061.00
4	Finalize SWMP Update and Presentation Support	\$ 14,672.00	\$ 15,640.00	\$ 30,312.00
TOTALS		\$ 32,443.00	\$ 34,425.00	\$ 66,868.00

Scope of Work

ATTACHMENT 2
OF EXHIBIT "A"



September 26, 2024

via electronic delivery

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

Re: Scope of Work – Subconsultant Services for Nassau County Solid Waste Management Plan Update
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) with solid waste management expertise and assistance.

Background

In 2019, Nassau County (County) contracted with S2Li to provide technical assistance in evaluating the County's existing solid waste management system and in developing a Solid Waste Management Plan (SWMP) with short-term (less than 5 years) and long-term (up to 20 years) recommendations. S2Li retained KCI to assist with certain aspects of this planning process, specifically with benchmarking collection and recycling operations and finances, identifying and evaluating potential improvements to these operations, identifying options for funding solid waste operations, and explaining potential impacts of existing and proposed Florida State solid waste legislation. Due to the impacts of the COVID-19 pandemic, the County selected to temporarily suspend the project and now seeks to retain S2Li in finalizing the SWMP.

Scope of Services

The tasks proposed below are designed to support S2Li in updating the draft SWMP. KCI is happy to discuss any modifications sought by S2Li or County staff to ensure all objectives and goals for the project are met.

Task 1 – Project Reinitiation

Purpose: Coordinate with County project staff to ensure current goals and objectives for the County's solid waste system are included in the final SWMP.

Work Activities:

- Meet with County staff and S2Li to discuss the County's review of the draft SWMP and gain understanding of needed changes.
- Identify updated data required to ensure the County moves forward with the adoption of a SWMP meeting current programmatic and policy needs, as well as State legislative mandates.

Deliverables:

- One virtual meeting with the County staff and S2Li.

Task 2 – Information Gathering

Purpose: Gather all necessary information to update the SWMP.

Note: KCI has obtained a limited amount of the data sought below through its assistance to the County with Annual Solid Waste Reporting to the Florida Department of Environmental Protection and proposes to only survey as necessary to update data within the SWMP relevant to the County's current objectives and goals for the SWMP and their solid waste system. Degree of surveying will be discussed in coordination with S2Li and County staff.

Work Activities:

- Develop and submit a formal Information Request for information regarding County solid waste operations for recent years to ensure all projections are current. This may include, but not be limited to:
 - Citizen Convenience Center (CCC) operations and tonnages.
 - Revenue, expenditures, and year-to-date budget data.
 - Staff information (headcount, salary, work allocation, and hours worked.)
 - Processing, disposal, and other service contracts.
 - Processing, disposal, and other service fees.
 - Equipment replacement schedule.
 - Capital improvement plans.
 - Other related information, as identified and applicable.
- Conduct one virtual meeting with S2Li and County staff to review submitted data from the Information Request and understand any new County objectives pertinent to the SWMP and planning process.
- Survey private haulers providing collection services within the County to obtain information as available, including but not limited to:
 - Number of customers serviced.
 - Types and tonnages of materials collected.
 - Disposal and processing facilities utilized.
 - Other related information.
- Survey the incorporated cities within the County to obtain information, including but not limited to:
 - Collection operations.
 - Contracts and service rates.
 - Number of customers receiving collection service.
 - Anticipated service changes.
 - Other relevant information.

Deliverables:

- ✓ Information Request
- ✓ One virtual meeting with S2Li and County
- ✓ Hauler and city surveys, as applicable

Task 3 – Data and Information Compilation and Analysis

Purpose: Organize and analyze data obtained in Task 1 and integrate KCI updates into the SWMP where applicable. Review the resulting KCI submitted SWMP draft updates with S2Li to ensure coordination. Support S2Li in discussing the draft SWMP with the County for any required feedback prior to finalization.

Work Activities:

- Compile and analyze received information provided in Task 1.
- Research recently adopted or proposed legislation with potential implications and impacts to the County’s solid waste system.
 - Update summary of the solid waste legislative requirements that will be placed on the County since it has likely exceeded a population of 100,000 residents.
 - Review any proposed or pending solid waste legislation and prepare a summary of the potential implications for the County. To the extent available, KCI will also indicate the likelihood of any proposed legislation being enacted and, if enacted, the effective date.
- Integrate updates into the existing draft SWMP, where applicable in “tracked changes.” Identification of any suggested modifications to implementation activities will be identified through a “comment” feature in MS Word.
- Review prior recommendations and SWMP implementation activities to ensure they remain applicable and will lead the County on the best path for obtaining current solid waste system goals and objectives. Identify any activities no longer relevant and requiring further discussion with S2Li.
- Submit draft to S2Li for review.
- One virtual meeting with S2Li to coordinate, discuss updates, and discuss any potential changes necessary to the short-term, mid-term, and long-term recommendations to meet the County’s current goals.
- Participate in up to two virtual meetings with S2Li and County staff to discuss the draft SWMP and obtain County staff input on final recommendations.

Deliverables:

- ✓ Updated draft SWMP (with red/line “tracked changes”) (KCI sections only)
- ✓ Up to three virtual meetings and associated calls, as needed.

Task 4 – Finalize SWMP Update and Presentation Support

Purpose: Incorporate and finalize necessary modifications to create a final updated SWMP. Updates and modifications will be limited to those sections KCI previously supplied data and drafting support. S2Li will retain authorship of all sections previously written by S2Li staff (e.g., introduction, transfer stations,

landfill, etc.). Provide review of S2Li Solid Waste Comprehensive Plan Element revisions and provide presentation support to S2Li and County staff necessary for the adoption of the final SWMP.

Work Activities:

- Support S2Li staff in updating final modifications determined appropriate by the County.
- Review and provide comments on the final SWMP compiled by S2Li.
- Review and provide comments on the draft Solid Waste Comprehensive Plan Element revisions compiled by S2Li.
- Prepare draft PowerPoint slides related to KCI's work for incorporation by S2Li into the presentation to the Public Works Director, County Manager, and Board of County Commissioners (BCC).
- Prepare for and participate in meetings with the Public Works Director and County Manager to review the draft SWMP and recommendations to be presented to the BCC.
- Revise relevant portions of the SWMP and PowerPoint slides, as needed.
- Upon request, assist in presenting the study results and recommendations to the BCC.

Deliverables:

- ✓ Final updated SWMP (KCI sections submitted to S2Li)
- ✓ One review/comment of S2Li final SWMP
- ✓ One review/comment of S2Li Solid Waste Comprehensive Plan Element revisions
- ✓ Draft PowerPoint slides (KCI sections)
- ✓ Participation in up to five virtual meetings
- ✓ Participation in one in-person half-day session or meeting with County Staff and/or BCC

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Proposed Budget

Due to the nature of work activities required for updating the SWMP and the potential variability in the level of effort required, KCI proposes to conduct the Scope of Work outlined herein on a time-and-materials basis for an amount not to exceed \$34,425 billed at the fully loaded contracted labor rates to include associated potential travel. The table below provides the anticipated potential hours to complete the scope of work identified herein.

LABOR							
CATEGORY (NAME)	HOURLY RATE	Task 1 Project Reinitiation	Task 2 Information Gathering	Task 3 Data and Information Compilation and Analysis	Task 4 Finalize SWMP Update / Presentation Support	TOTAL HOURS	TOTAL DOLLARS
Principal	\$240.00	1.0	1.0	2.0	4.0	8.0	\$1,920
Project Manager	\$185.00	3.0	5.0	15.0	28.0	51.0	\$9,435
Consultant II	\$130.00	3.0	3.0	10.0	2.0	18.0	\$2,340
Consultant I	\$120.00	4.0	16.0	46.0	60.0	126.0	\$15,120
Research Analyst I	\$95.00	0.0	10.0	20.0	12.0	42.0	\$3,990
Admin/Technical Support	\$90.00	1.0	2.0	5.0	10.0	18.0	\$1,620
SUBTOTAL LABOR HOURS		12.0	37.0	98.0	116.0	263.0	\$34,425
SUBTOTAL LABOR DOLLARS		\$1,755	\$4,605	\$12,425	\$15,640		\$34,425
TOTAL PROJECT BUDGET							

Proposed Timeline

KCI proposes to initiate Task 1 work activities within 45 days of a Notice to Proceed and will work with S2Li and County staff to determine a final project timeline during Task 1.

Summary

As stated earlier, 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 Bethany Jewell at bjewell@kesconsult.com.

Sincerely,

Kessler Consulting, Inc.



Mitch Kessler
President


Certificate Of Completion

Envelope Id: FDF108C1595D4AF5983D786BA242250B	Status: Completed
Subject: WORK AUTHORIZATION: S2LI WA#12 - CM3621 - \$66,868.00	
Source Envelope:	
Document Pages: 13	Signatures: 9
Certificate Pages: 6	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Amanda Johnson
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ajjohnson@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Amanda Johnson	Location: DocuSign
10/24/2024 11:09:11 AM	ajjohnson@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/24/2024 11:09:54 AM Viewed: 10/25/2024 12:06:40 PM Signed: 10/25/2024 12:06:48 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	


Electronic Record and Signature Disclosure:
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Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/25/2024 12:06:50 PM Viewed: 10/25/2024 2:29:24 PM Signed: 10/25/2024 3:02:05 PM
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Electronic Record and Signature Disclosure:
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chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/25/2024 3:02:07 PM Viewed: 10/25/2024 3:15:40 PM Signed: 10/25/2024 3:17:17 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 10/25/2024 3:17:19 PM Viewed: 10/28/2024 11:52:49 AM Signed: 10/28/2024 11:53:11 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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: 108.188.110.185</p>	<p>Sent: 10/28/2024 11:53:14 AM Viewed: 10/28/2024 1:17:19 PM Signed: 10/28/2024 1:17:58 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 10/28/2024 1:17:19 PM ID: e0175977-5034-4a48-aa1b-31a3e8603543</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: 10/28/2024 1:18:00 PM Viewed: 10/28/2024 2:03:09 PM Signed: 10/28/2024 2:10:45 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: 10/28/2024 2:10:48 PM Viewed: 10/28/2024 2:17:42 PM Signed: 10/28/2024 2:20:05 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><i>Taco Pope</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 10/28/2024 2:20:08 PM Viewed: 10/28/2024 2:20:45 PM Signed: 10/28/2024 2:20:50 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>G. Higginbotham boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>G. Higginbotham</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 10/28/2024 2:20:53 PM Viewed: 10/29/2024 7:44:53 AM Signed: 10/29/2024 7:45:06 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

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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

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Sent: 10/29/2024 7:45:09 AM
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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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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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Signing Complete	Security Checked	10/29/2024 7:45:06 AM
Completed	Security Checked	10/29/2024 7:45:11 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.

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.