

NASSAU COUNTY WORK AUTHORIZATION #13

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:	Updates to Nassau County’s Solid Waste Ordinance
Total Amount of Previous Work Authorizations:	\$554,851.14
Amount of this Work Authorization:	\$29,060.00
New Contract Amount including this Work Authorization:	\$583,911.14
Funding Source:	01357534-531000 - \$29,060.00

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 180 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>	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>	10/31/2024	EM
	Denise C. May	Date	10/31/2024

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: 10/31/2024

S2L, INCORPORATED

BY: Samuel B. Levin
Print Name: Samuel B. Levin
Title: President
Date: 10/30/2024

EXHIBIT “A”
Scope of Services

Preparation
of
Updates to Nassau County’s Solid Waste Ordinance

S2L, Inc.’s Contract and Work Authorization Number: CM3621-WA13
S2Li Project Number: 24-1075

The Nassau County (“County”) solid waste ordinance (Chapter 30 ½) (“Ordinance”) establishes rules, regulations, and standards to ensure the health, welfare, and safety of the citizens of the County and the general public and to protect the natural environment from Solid Waste contamination. The County’s solid waste ordinance dates back to the mid-1970s, with periodic updates through the 1990s. Since the last update, the County’s solid waste system has transitioned from the County operating its own municipal solid waste landfill to closing the landfill and providing for disposal capacity out of the County. Additionally, the State of Florida enacted a Solid Waste Management Act (“Act”) to provide comprehensive programs to promote recycling and reduce the volume of materials going to landfills. The Act has given the County the responsibility and authority to provide for the operation of solid waste disposal facilities to meet the needs of all incorporated and unincorporated areas of the County. Finally, other provisions of the Ordinance are out-of-date, inaccurate, inadequate, or otherwise in need of revision to accomplish the County’s goals.

S2L, Incorporated (“S2Li”), in conjunction with Kessler Consulting, Inc. (“KCI”) collectively known as “Consultant” is to assist the County in updating its Ordinance to meet the County’s goals.

SCOPE OF SERVICES

Services to be provided by the Consultant for this Scope of Services include the following:

Task 1 – Project Launch (Kick-off)

Purpose: Upon adoption of the Solid Waste Management Plan (SWMP), meet with County staff to discuss concerns regarding the current solid waste ordinance. The discussion will address portions of the current ordinance that are out-of-date, inaccurate, inadequate, or otherwise in need of revision to accomplish County goals and implement the objectives of the adopted SWMP.

Work Activities:

- Conduct a comprehensive, comparative review of the final adopted SWMP and current solid waste ordinance to identify potential modifications needed for SWMP implementation to ensure a productive discussion during the kick-off meeting.
- Schedule, develop an agenda, prepare for, and conduct a project kick-off meeting for County staff to discuss County goals and ordinance concerns to define areas requiring revision.

Deliverables:

- Kick-off meeting agenda
- One virtual meeting with the County

Task 2 – Nassau County Solid Waste Ordinance Updates

Purpose: Prepare draft and final ordinance updates and conduct one virtual meeting to discuss County questions and modifications.

Work Activities:

- Based upon results from Task 1, prepare a draft ordinance Chapter 30 ½ - Trash and Solid Wastes and submit it to County staff for consideration. All proposed revisions to the current ordinance will be highlighted with tracked changes.
- Upon receipt of one consolidated version of comments from County staff, the Consultant will schedule, prepare for, and conduct one virtual meeting with County staff to discuss questions, comments, and requested modifications.
- Prepare a second clean draft and submit it to the County staff for use.

Deliverables:

- First draft ordinance Chapter 30 ½ in track changes.
- One virtual meeting with County staff.
- Clean second draft ordinance Chapter 30 ½.

Task 3 – Presentations and Ordinance Finalization

Purpose: Upon request, support County staff in discussing the proposed ordinance with County Administration, County Commissioners, and at one public meeting (workshop) with key stakeholders. Revise the proposed second draft, as directed by the County.

Work Activities:

- Schedule, prepare for, and participate in one virtual meeting with County staff and the County Manager to discuss the proposed ordinance and answer questions or concerns.
- At the County's request, participate in-person at one public meeting (workshop) with key stakeholders (e.g., waste hauling companies) to discuss the proposed ordinance. This meeting, to be announced and scheduled by the County, will provide the County with an opportunity to receive public questions and comments before the ordinance is presented to the Board of County Commissioners (Board) for adoption.
- Upon request, revise the proposed ordinance, as directed by the County based on comments received at the public meeting.
- Upon request, support County staff by attending (in person) the meeting of the Board when the ordinance is presented for adoption.

Deliverables:

- One virtual meeting with County staff and County Manager.
- Participation in one public meeting (workshop), if requested.
- Ordinance revisions, if requested.
- Attend one Board meeting, if requested.

ASSUMPTIONS

Consultant's scope of services and estimated fee are subject to the following conditions:

- Proposed changes to the Solid Waste Ordinance will be prepared after the Board adopts the SWMP.
- Consultant will attend no more than a total of five meetings: two meetings with the County staff (Task 1 and 2); one meeting with the County Staff/County Manager, one meeting at a public workshop with stakeholders, and one meeting with the Board, if necessary.
- The new Ordinance will be adopted without any significant or prolonged disputes involving stakeholders or other third parties.
- No services required for administrative or civil proceedings, or appeals, challenging the County's adoption of the new Ordinance.
- Consultant and the County will be able to reach consensus on the content of the proposed Ordinance in a timely and efficient manner, without prolonged debate and the need for multiple iterations of the draft Ordinance.

SCHEDULE

Work under the Scope of Services provided above will begin upon receipt of the signed Work Authorization. The draft Ordinance for County review will be submitted within 180 days from receipt of the Work Authorization so that corrections and finalization can be made before submittal to the Board. The period to prepare the Board presentation and place it on the Board's agenda is assumed to be up to 90 days, then another 45 days to finalize the Ordinance based on Board comments and acceptance. Total Work time is expected to be 315 days.

COST ESTIMATE

The cost estimate to conduct the Work as described in the above-listed Scope of Services is **\$29,060**. A detailed breakdown for each task, in conjunction with the estimated labor hours, contract labor rates, and expenses, are 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.

**ATTACHMENT 1 OF
EXHIBIT "A"**

October 21, 2024
Total Project Costs
S2Li Fee Estimate

S2Li No. 24-1075
 County No. CM3621-WA13

Solid Waste Ordinance Update
 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 Launch (Kick-off)	0	2	0	0	0	0	0	2	4	\$ 740.00
2	Nassau County Solid Waste Ordinance Updates	2	2	0	0	0	0	0	2	6	\$ 1,330.00
3	Presentations and Ordinance Finalization	4	22	0	0	0	0	0	2	28	\$ 7,000.00
	SUBTOTALS:	6	26	0	0	0	0	0	6	38	\$ 9,070.00

EXPENSES		Field Vehicle	Lab Testing (est.)	Equipment Rental (est.)	Parts (est.)			Kessler Consulting (see attached)			SUBTOTAL EXPENSES
TASK	DESCRIPTION										
1	Project Launch (Kick-off)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 3,680.00	\$ -		\$ 3,680.00
2	Nassau County Solid Waste Ordinance Updates	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 8,810.00			\$ 8,810.00
3	Presentations and Ordinance Finalization	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 7,500.00			\$ 7,500.00
	SUBTOTALS:	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 19,990.00	\$ -	\$ -	\$ 19,990.00

COST SUMMARY				
TASK	DESCRIPTION	S2Li LABOR	SUBTOTAL EXPENSES including Subconsultants	TASK TOTAL
1	Project Launch (Kick-off)	\$ 740.00	\$ 3,680.00	\$ 4,420.00
2	Nassau County Solid Waste Ordinance Updates	\$ 1,330.00	\$ 8,810.00	\$ 10,140.00
3	Presentations and Ordinance Finalization	\$ 7,000.00	\$ 7,500.00	\$ 14,500.00
	TOTALS	\$ 9,070.00	\$ 19,990.00	\$ 29,060.00

Scope of Work



ATTACHMENT 2 OF EXHIBIT "A"

October 14, 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 Ordinance 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

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). Upon adoption of the SWMP, the County seeks S2Li to provide review and recommended updates to the Nassau County Solid Waste Ordinance (Chapter 30 ½ – Trash and Solid Wastes). The requested scope outlined below will allow KCI to take primary responsibility for assisting S2Li and the County in this process.

Scope of Services

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 Launch (Kick-off)

Purpose: Upon adoption of the SWMP, meet with County staff to discuss concerns regarding the current solid waste ordinance. The discussion will address portions of the current ordinance that are out-of-date, inaccurate, inadequate, or otherwise in need of revision to accomplish County goals and implement the objectives of the adopted SWMP.

Work Activities:

- Conduct a comprehensive, comparative review of the final adopted SWMP and current solid waste ordinance to identify potential modifications needed for SWMP implementation to ensure a productive discussion during the kick-off meeting.
- Schedule, develop an agenda, prepare for, and conduct a project kick-off meeting for County staff in coordination with S2Li to discuss County goals and ordinance concerns to define areas requiring revision. If deemed necessary, KCI may conduct a preparation call with S2Li staff to ensure coordination.

Deliverables:

- ✓ Kick-off meeting agenda
- ✓ One virtual meeting with S2Li and County
- ✓ One virtual prep meeting or call with S2Li, if necessary

Task 2 – Nassau County Solid Waste Ordinance Updates

Purpose: Prepare draft and final ordinance updates in coordination with S2Li and County staff and conduct one virtual meeting to discuss County questions and modifications.

Work Activities:

- Based upon results from Task 1, prepare a draft ordinance Chapter 30 ½ - Trash and Solid Wastes and submit to County staff for consideration. All proposed revisions to the current ordinance will be highlighted with track changes. Prior to submission to County staff, the draft will be submitted to S2Li for review to ensure project coordination. If necessary, minor modifications will be made prior to submitting draft to County.
- Upon receipt of one consolidated version of comments from County staff, KCI will schedule, prepare for, and conduct one virtual meeting with S2Li and County staff to discuss questions, comments and requested modifications.
- Prepare a second final clean draft and submit to County staff for use.

Deliverables:

- ✓ First draft ordinance Chapter 30 ½ in track changes
- ✓ One virtual meeting with S2Li and County staff
- ✓ Clean second draft ordinance Chapter 30 ½

Task 3 – Presentations and Ordinance Finalization

Purpose: Upon request, support County staff in discussing proposed ordinance with County Administration, County Commissioners, and at one public meeting (workshop) with key stakeholders. Revise the proposed second draft, as directed by the County.

Work Activities:

- Schedule, prepare for, and participate in one virtual meeting with County staff and County Manager to discuss proposed ordinance and answer questions or concerns.
- At County's request, participate in person at one public meeting (workshop) with key stakeholders (e.g., waste hauling companies) to discuss the proposed ordinance. This meeting, to be announced and scheduled by the County, will provide the County with an opportunity to receive public questions and comments before the ordinance is presented to the Board of County Commissioners for adoption.
- Upon request, revise proposed ordinance, as directed by the County based on comments received at the public meeting.
- Upon request, support County staff by attending (in person) the meeting of the Board of County Commissioners when the ordinance is presented for adoption.

Deliverables:

- ✓ One virtual meeting with County staff and County Manager
- ✓ Participation in one public meeting (workshop), if requested

- ✓ Ordinance revisions, if requested
- ✓ Attend one Board of County Commissioner meeting, if requested

Proposed Budget

KCI understands S2Li has budgeted \$20,000 for this project and proposes to conduct the Scope of Work outlined herein on a time-and-materials basis for an amount not to exceed \$20,000 without prior written approval from S2Li. KCI billing rates for this project shall be those approved by S2Li and Nassau County for the current contracting period as presented in Attachment A. Invoices shall be submitted at the beginning of each month for work activities conducted during the prior month and shall include a write up of all work activities conducted during the invoiced period. The table below provides an breakdown of estimated hours to complete the proposed scope.

LABOR						
CATEGORY (NAME)	HOURLY RATE	Task 1 Project Launch	Task 2 Ordinance Updates	Task 3 Presentation and Ordinance Finalization	TOTAL HOURS	TOTAL DOLLARS
Principal	\$240.00	1.0	2.0	2.0	5.0	\$1,200
Project Manager	\$185.00	16.0	40.0	28.0	84.0	\$15,540
Consultant II	\$130.00	3.0	3.0	10.0	16.0	\$2,080
Consultant I	\$120.00	0.0	0.0	0.0	0.0	\$0
Research Analyst I	\$95.00	0.0	0.0	0.0	0.0	\$0
Admin/Technical Support	\$90.00	1.0	6.0	6.0	13.0	\$1,170
SUBTOTAL LABOR HOURS		21.0	51.0	46.0	118.0	\$19,990
SUBTOTAL LABOR DOLLARS		\$3,680	\$8,810	\$7,500		\$19,990
TOTAL PROJECT BUDGET						

Proposed Timeline

KCI will work in coordination with S2Li and County staff to develop an appropriate timeline upon final adoption of the SWMP. It is anticipated that Task 1 work activities will commence within 30 days of SWMP adoption. However, KCI will await a Notice to Proceed from S2Li prior to commencing work activities.

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

Attachment A. Nassau County 2024 Rate Schedule

Labor: Professional services will be provided to Nassau County at the billing rates set out below. These rates include all overhead and direct and indirect costs. KCI shall provide additional personnel as needed and approved by the Client to perform the services specified by the contract. KCI invoices monthly for work completed, and payment is due upon receipt of the invoice.

POSITION	HOURLY RATE
PRINCIPAL	\$240
PROJECT DIRECTOR	\$195
PROJECT MANAGER	\$185
SENIOR CONSULTANT II	\$170
SENIOR CONSULTANT I	\$160
CONSULTANT II	\$130
CONSULTANT I	\$120
RESEARCH ANALYST II	\$105
RESEARCH ANALYST I	\$95
ADMIN / TECH SUPPORT	\$90

Certificate Of Completion

Envelope Id: 2C559AD00C7A4F28BDBC4ABD5E704701

Status: Completed

Subject: WORK AUTHORIZATION: S2LI WA#13 - CM3621 - \$29,060.00

Source Envelope:

Document Pages: 11

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

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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
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Signed: 10/25/2024 12:07:08 PM

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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

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Signed: 10/25/2024 2:28:56 PM

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)Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Samuel B. Levin slevin@s2li.com President Security Level: Email, Account Authentication (None)</p>	<p><i>Samuel B. Levin</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 108.188.110.185</p>	<p>Sent: 10/28/2024 11:46:28 AM Viewed: 10/30/2024 9:59:11 AM Signed: 10/30/2024 9:59:34 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 10/30/2024 9:59:11 AM ID: e0993c2a-01b7-41cd-b0d1-3a649b65b632</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: 10/30/2024 9:59:37 AM Viewed: 10/31/2024 8:09:29 AM Signed: 10/31/2024 8:12:16 AM</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: 10/31/2024 8:12:18 AM Viewed: 10/31/2024 8:19:50 AM Signed: 10/31/2024 8:19:57 AM</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: 10/31/2024 8:20:00 AM Viewed: 10/31/2024 8:28:46 AM Signed: 10/31/2024 10:55:50 AM</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: 10/31/2024 10:55:53 AM Viewed: 10/31/2024 2:54:40 PM Signed: 10/31/2024 2:54:44 PM</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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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: 10/31/2024 2:54:48 PM Viewed: 10/31/2024 3:01:14 PM
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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	10/31/2024 2:54:44 PM
Completed	Security Checked	10/31/2024 2:54:48 PM

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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