

DATE
12/20/2024

Requisition Form

NASSAU COUNTY

BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
CBRE, Inc.
225 Water St, Suite 110
Jacksonville, FL 32202

DEPARTMENT
Capital Projects

REQUESTED BY
Scott Pedigo

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE		STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	Scotts Landing Park and Water	00112151251- 531000			Encumber Contract	CM3644-WA02
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT		
	Appraisal of Parcel 41-4N-23-0000-0001-0050	1.00	\$ 7,715.00	\$ 7,715.00		Enter additional information or details, as needed.
				\$ 0.00		
				\$ 0.00		
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				\$ 0.00		
				\$ 0.00		
				\$ 0.00		

ORIGINAL - FINANCE	Shipping	\$ 0.00
COPY - DEPARTMENT	Total	\$ 7,715.00

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.
Robert Companion 1/6/2025

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 Laramora 1/6/2025 *TL*

Procurement Director (signature required if greater than \$5,000.00)
 I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.
Janice Belmonte 1/7/2025

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.
[Signature] 1/9/2025

UPB
 Clerk: [Signature]
 Date: 1/9/2025

NASSAU COUNTY WORK AUTHORIZATION #02 CS-24-171

Contract Number:	CM3644
Consultant/Vendor:	CBRE, Inc.
Consultant/Vendor Contact Name:	Nick Chop, MAI
Consultant/Vendor Contact Phone Number:	(904)367-2011
Consultant/Vendor Contact Email Address:	nick.chop@cbre.com
Project Short Title:	29506 Scotts Landing Road
Total Amount of Previous Work Authorizations:	\$20,220.00
Amount of this Work Authorization:	\$7,715.00
New Contract Amount including this Work Authorization:	\$27,935.00
Funding Source:	00112151251- 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 thirty (30) days from the issuance of this Work Authorization. The parties agree that this Work Authorization shall be considered as the Notice to Proceed.

ARTICLE 3. Compensation. Consultant/Vendor shall be compensated for the services in detailed in Exhibit “A”, attached hereto and incorporated herein, using rates previously established in the Contract referenced above.

ARTICLE 4. Other Provisions. This Work Authorization shall become a part of the Contract when executed by both parties. Any Work Authorization entered into prior to expiration or termination set forth in the Contract shall continue in effect through the earlier of: (i) the date all of the Services thereunder have been fully completed and accepted by Nassau County, or (ii) until such time as such Work Authorization expires or is terminated in accordance with its terms or is terminated pursuant to Article 2 hereof. Consultant/Vendor acknowledges that all drawings, data, electronic files and other information required for this Work Authorization has been accepted by


Consultant/Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work Authorization.

RECOMMENDED AND APPROVED BY:

Department Head/Managing Agent:	<u>Robert Companion</u>	1/6/2025	
		Date	
Procurement:	<u>Sanace Almore</u>	1/7/2025	
		Date	
Office of Management & Budget:	<u>Chris Lacambra</u>	1/6/2025	JP
		Date	
County Attorney:	<u>Denise C. May, Esq., BCS</u>	1/9/2025	DJ
	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 E. Pope
 Its: Designee
 Date: 1/9/2025

CBRE, INC.

BY: Nick Chop
 Print Name: Nick Chop
 Title: Director
 Date: 1/8/2025

Proposal

EXHIBIT "A"

January 6, 2025

Scott Pedigo, P.E., PTOE, RSP1, Senior Project Manager

NASSAU COUNTY

96161 Nassau Place

Yulee, FL 32097

Phone: 904.530.6374

Email: spedigo@nassaucountyfl.com

RE: Proposal – Valuation of Proposed Scotts Landing Road Park
29506 Scotts Landing Road (RE #: 41-4N-23-0000-0001-0050) Hilliard,
Nassau County, FL 32046

CBRE, Inc.
1 Independent Drive, Suite 3000
Jacksonville, FL 32202
904.367.2011

www.cbre.us/valuation

Nick Chop, MAI
Executive Vice President - Right of Way

Dear Mr. Pedigo:

We are pleased to submit this proposal for this assignment. This site is known as St. Marys River Fish Camp & Campgrounds. It is owned by Karen Lynn Beck. The property is improved with several buildings and RV &/or mobile home rental spaces. The Property Appraiser website indicates the total area of land contains 10.44 AC. Below is an Exhibit created to display the general area of the improvements, rental spaces, boat ramp and the St. Marys River.



PROPOSAL SPECIFICATIONS

Fee:	\$7,715.00 (see Details of Costs and Fees)
Purpose:	To estimate the Market Value of the subject property.
Premise:	As Is
Rights Appraised:	Fee Simple
Intended Use:	Internal Decision-Making purposes
Intended User:	The intended user is NASSAU COUNTY ("Client"), and such other parties and entities (if any) expressly recognized by CBRE as "Intended Users" (as further defined herein).
Reliance:	Reliance on any reports produced by CBRE under this Agreement is extended solely to parties and entities expressly acknowledged in a signed writing by CBRE as Intended Users of the respective reports, provided that any conditions to such acknowledgement required by CBRE or hereunder have been satisfied. Parties or entities other than Intended Users who obtain a copy of the report or any portion thereof (including Client if it is not named as an Intended User), whether as a result of its direct dissemination or by any other means, may not rely upon any opinions or conclusions contained in the report or such portions thereof, and CBRE will not be responsible for any unpermitted use of the report, its conclusions or contents or have any liability in connection therewith.
Inspection:	CBRE will conduct a physical inspection of the subject property and its surrounding environs on the effective date of appraisal.
Likely Valuation Approaches:	Sales Comparison Approach; Income Capitalization Approach
Report Type:	Standard Appraisal Report
Appraisal Standards:	USPAP
Expenses:	Fee includes all associated expenses
Retainer:	A retainer is not required for this assignment
Delivery Instructions:	CBRE encourages our clients to join in our environmental sustainability efforts by accepting an electronic copy of the report. An Adobe PDF file via email will be delivered to spedigo@nassaucountyfl.com . The client has requested no (0) bound final copies.
Delivery Schedule:	
Draft Report:	Within 15 days (or less) after executed agreement and the subject financials that will allow the proper analysis to analyze the income of the Fish Camp facility.
Final Report:	Upon Client's request
Start Date:	The appraisal process will start upon receipt of your signed agreement and the property specific data as requested above.
Acceptance Date:	These specifications are subject to modification if this proposal is not accepted within 30 days from the date of this letter.

We appreciate this opportunity to be of service to you on this assignment. If you have additional questions, please contact us.

Sincerely,

CBRE, Inc.
Valuation & Advisory Services

A handwritten signature in blue ink that reads "Nick Chop". The signature is written in a cursive, flowing style.

Nick Chop, MAI
Executive Vice President - Right of Way
As Agent for CBRE, Inc.
T 904.367.2011
nick.chop@cbre.com

VALUATION & ADVISORY SERVICES

SPECIFIC PROPERTY DATA REQUEST

If available, please provide any of the following:

1. Current title report and title holder name
2. Legal description
3. Survey and/or plat map
4. Site plan for proposed or entitled development, if applicable
5. Details on any sale, contract, or listing of the property within the past three years.
6. Engineering studies, soil tests or environmental assessments
7. Ground lease, if applicable
8. Planning/Zoning application or approval, if applicable
9. Name and telephone number of property contact for physical inspection and additional information needed during the appraisal process.
10. Any other information that might be helpful in valuing this property

Nick Chop, MAI
Executive Vice President - Right of Way
nick.chop@cbre.com
CBRE, Inc.
Valuation & Advisory Services
1 Independent Drive, Suite 3000
Jacksonville, FL 32202

**APPRAISAL CONSULTANT SERVICES
DETAILS OF COSTS AND FEES BY PARCEL**

Hourly Rate Breakout - Proposal (CBRE).xlsx
APPRAISAL SUPPORT SERVICES: CBRE

29506 Scotts Landing Road, Hilliard, FL - 10 AC Tract

DATE: January 6, 2025

TASK	DIRECTOR/ PRINCIPAL APPRAISER	MAI APPRAISER	APPRAISER	SENIOR VALUATION ASSOCIATE	VALUATION ASSOCIATE	ADMINISTRATIVE SUPPORT
Site Inspection of Subject and Neighborhood	1.00	1.00	1.00	0.00	0.00	0.00
Subject Research & Forensic Analysis & Confirmation	1.00	3.00	0.50	1.00	1.00	0.00
Planning Analysis	0.50	2.00	0.50	0.00	0.00	0.00
Highest & Best Use/Development Potential	0.50	0.50	0.50	0.00	0.00	0.00
Market Data Research/Verification/Inspection/Preparation	1.00	3.00	2.00	1.00	1.00	0.00
Report Preparation	1.50	4.00	2.50	0.00	0.00	0.00
Meetings, Client / Team Coordination	1.00	1.00	1.00	0.50	0.00	0.00
Final Preparation for Delivery	0.50	2.00	1.00	0.00	0.00	0.75
TOTAL MANHOURS	7.00	16.50	9.00	2.50	2.00	0.75
Hourly Rate	\$275.00	\$220.00	\$175.00	\$130.00	\$100.00	\$80.00
Job Class Subtotal	\$1,925.00	\$3,630.00	\$1,575.00	\$325.00	\$200.00	\$60.00
TOTAL:	\$7,715.00					

Owner and Property Description		Parcel Map
Owner Name:	BECK KAREN LYNN	
Mailing Address:	23 SHARMAN STREET JACKSONVILLE FL 32254	
Site Address:	29506 SCOTTS LANDING RD HILLIARD FL 32046	
Subdivision:		
County:	NASSAU	
Land Use Code:	3600	
Land Use Desc:		
Land Use FDOR Code:	36	
Land Use FDOR Desc:	Campground or Camp	
Zoning:		
Acres:	10.44	
PIN:	414N23000000010050	
PIN2:		
ALTKEY:		
Last Data Update:	10/15/2024	

Legal Description (not official)

IN OR 522 PG 561

Building Summary		2024 Certified Values	
Actual Year Built:	2001	Land:	\$256,448
Effect. Year Built:	2001	Land Agricultural:	\$0
Living SqFt:		Building:	\$95,010
Total SqFt:		Misc:	\$43,930
Adjusted SqFt:	1764	Just Value:	\$395,388
Beds:		Assessed Value:	\$395,388
Baths:			
Stories:			
Num. of Buildings:	2		

Recent Sales

Sale Date	Book/Page	Docnum	Price	Instrument	Qualified	Vac. or Impr.	Grantor

Sunbiz Corporate Data

Title	Name	Address1	City	State	Zip Code

Map Layer Stats

Soils							
MUID	Map Unit Name	Component Name	Component Pct	Hydric	Hydric Grp	Percent of Total	Acres
13	GOLDHEAD FINE SAND	GOLDHEAD	50	NO	B/D	51.9	5.42
16	ELLABELLE MUCKY FINE SAND, FREQUENTLY FLOODED	ELLABELLE	91	YES	B/D	16.2	1.69
21	BLANTON FINE SAND, 0 TO 5 PERCENT SLOPES	BLANTON	90	NO	A	14.5	1.51
49	OUSLEY AND MANDARIN FINE SANDS, OCCASIONALLY FLOODED	OUSLEY	68	NO	A	17.3	1.81
TOTAL ACRES							10.44
Land Cover 2023 (includes wetlands)							
LUCODE	Description	WMD	YEAR	Percent of Total	Acres		
1840	Marina's and Fish Camps	SJR	2013-2016	68	7.13		
4340	Upland Mixed - Coniferous / Hardwood	SJR	2013-2016	10	1.02		
5100	Streams and Waterways	SJR	2013-2016	2	0.18		
6170	Mixed Wetland Hardwoods	SJR	2013-2016	20	2.1		
TOTAL ACRES							10.44
Future Land Use							
FLU Code	Description	Jurisdiction	County	Percent of Total	Acres		
AGRICULTURAL		UNINCORPORATED	NASSAU	99.7	10.4		
CONSERVATION IV		UNINCORPORATED	NASSAU	1	0.1		
TOTAL ACRES							10.44
City Limits							
City name	County	Percent of Total	Acres				
TOTAL ACRES			10.44				
Census Demographics							
Census Tract							
12089050400							

Nick Chop, MAI

Right-of-Way Practice Leader – Executive Vice President



T + 1 615 248 3500
C + 1 904 903 1332
nick.chop@cbre.com
222 2nd Ave. S., Suite 1800
Nashville, TN 37202

Clients Represented

- Atkins
- City of Jacksonville
- Duke Energy
- FPL
- FDEP
- FDOT (Florida)
- Florida's Turnpike
- HDR
- HNTB
- Independence Acquisition
- Jacksonville Aviation Authority
- Jacksonville Electric Authority
- Jacksonville Transportation Authority
- Manatee County
- Miami-Dade County
- Nextera
- NCDOT (North Carolina)
- Okefenoke Electric
- Orange County
- Orlando Utilities Commission
- Pasco County
- Polk County
- St. Johns County
- TxDOT (Texas)

Experience

Nick Chop, MAI is CBRE's Right-of-Way Practice Leader for the South Region and has over 30 years of real estate appraisal, appraisal review, cost estimating and consulting experience. A majority of Mr. Chop's career has centered around litigation support, primarily in eminent domain valuation. Mr. Chop has been qualified as an expert witness in several courts. Mr. Chop is an approved appraiser for FDOT (Florida), NCDOT (North Carolina), TxDOT (Texas) and TDOT (Tennessee).

Mr. Chop has performed real estate valuations and reviews of fee simple, easement, leased fee/ leasehold interests of land, retail, restaurant, hotel, self-storage, office, industrial, medical buildings, mixed use-developments, single-family subdivisions, apartment projects, automotive dealership, and service facilities. Specialty valuations include percentage fee rights of easements including for utilities and rail (utilizing corridor factors). Mr. Chop regularly contributes to the Appraisal Institute and the International Right of Way Association. He is the past President of his local Appraisal Institute Chapter and current University Relations Ambassador.

Mr. Chop has worked extensively with large scale right-of-way infrastructure projects which include the valuation of fee simple and easement estates for proposed and existing corridors, roadway expansions and public utility lines. Recent, notable right-of-way projects include:

- Polk Regional Water Cooperative, Southeast Wellfield and Water Production Facility
- Florida's Turnpike, Central Polk Parkway, Bartow, Polk County
- Manatee County, Upper Manatee River Road, Lakewood Ranch
- FDOT, District Seven - #447536-2 US 301, Dade City, Pasco County
- FDOT, District Seven - #4475363 US 301, Dade City, Hernando County
- City of Jacksonville – Old Middleburg Road
- Jacksonville Electric Authority, Various Parcels & Projects
- City of Jacksonville – Chaffee Road
- NCDOT – U-5753 – Lindsay Road – Wayside Road, Raeford, Hoke County
- FDOT, District Five - #435859-4 SR 50 E. of CR 757 to Lake County Line
- NCDOT - U-4758 - Johnson St. - Sandy Ridge Rd., High Point, Guilford County
- NCDOT - P-5717 - Cornwallis Rd., Durham, Durham County
- 250+ Parcel 230-kV Transmission Line Project in Central Florida
- FDOT, District Four - #4369631 I-95 and 6th Ave., Palm Beach County
- FDOT, District Two - #4322592 Interstate-95, Duval County
- NCDOT, 13 Cost Estimates in 11 Counties representing over 2,000 parcels
- FDOT, District One - #4258432 S.R. 951, Collier County
- FDOT, District Seven - #2578623 Sam Allen Rd., Hillsborough County
- Manatee County – Moccasin Wallow Road
- Polk County, #5400114 Johnson Road, Polk County
- City of Jacksonville, The Landing Litigation
- City of Jacksonville, Jacksonville Power Plant Litigation

Mr. Chop has consulted on and appraised property for litigation, specifically eminent domain proceedings and various valuation litigation purposes. Mr. Chop has testified as an expert witness in counties throughout Florida.

Professional Affiliations / Accreditations

- Appraisal Institute, Designated Member (MAI)
- International Right of Way Association, Member
- Certified General Real Estate Appraiser – Alabama (G01476), Florida (RZ2660), Georgia (351619), Maryland (33958), Mississippi (GA-1354), North Carolina (A8408), South Carolina (063020) Tennessee (5693), Texas (1380190), Virginia (4001018413)

Education

- Florida State University, B.S. Real Estate and Finance

Certificate Of Completion

Envelope Id: 83F7377F-FB0F-4792-8CF4-517A9E5B6495

Status: Completed

Subject: Contract No.: CM3644 WA02 Vendor : CBRE \$7,715 Description: Scott Landing Rd Park Appraisal

Source Envelope:

Document Pages: 11

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 4

Scott Pedigo

AutoNav: Enabled

spedigo@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: Scott Pedigo

Location: DocuSign

1/6/2025 12:40:46 PM

spedigo@nassaucountyfl.com

Signer Events

Signature

Timestamp

Robert Companion

RCompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 1/6/2025 12:49:02 PM

Viewed: 1/6/2025 12:50:23 PM

Signed: 1/6/2025 12:50:30 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: 1/6/2025 12:50:33 PM

Viewed: 1/6/2025 2:36:52 PM

Signed: 1/6/2025 2:37:10 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: 1/6/2025 2:37:12 PM

Viewed: 1/6/2025 4:04:30 PM

Signed: 1/6/2025 4:05:01 PM

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
Using IP Address: 50.238.237.26

Sent: 1/6/2025 4:05:03 PM






Resent: 1/7/2025 2:22:53 PM

Viewed: 1/7/2025 5:32:05 PM

Signed: 1/7/2025 5:32:10 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Nick Chop nick.chop@cbre.com Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Uploaded Signature Image Using IP Address: 208.68.247.152	<p>Sent: 1/7/2025 5:32:13 PM Resent: 1/8/2025 9:31:04 AM Viewed: 1/8/2025 9:39:45 AM Signed: 1/8/2025 9:40:24 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 1/8/2025 9:39:45 AM ID: c3d4762b-d6de-40ab-9548-cab6b239aecc</p>		
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 1/8/2025 9:40:29 AM Viewed: 1/9/2025 10:07:15 AM Signed: 1/9/2025 10:07:35 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>	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 1/9/2025 10:07:38 AM Viewed: 1/9/2025 10:13:35 AM Signed: 1/9/2025 10:13:43 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>	 Signature Adoption: Drawn on Device Using IP Address: 174.254.55.95 Signed using mobile	<p>Sent: 1/9/2025 10:13:46 AM Viewed: 1/9/2025 10:19:17 AM Signed: 1/9/2025 10:20:11 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>	 Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254	<p>Sent: 1/9/2025 10:20:14 AM Viewed: 1/9/2025 1:14:39 PM Signed: 1/9/2025 1:14:44 PM</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
Capital Projects capitalprojects@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/9/2025 1:14:46 PM
Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/9/2025 1:14:46 PM Viewed: 1/9/2025 1:19:54 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 1/9/2025 1:14:46 PM Viewed: 1/9/2025 1:17:16 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/6/2025 12:49:02 PM
Certified Delivered	Security Checked	1/9/2025 1:14:39 PM
Signing Complete	Security Checked	1/9/2025 1:14:44 PM
Completed	Security Checked	1/9/2025 1:14:46 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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- 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.