

NASSAU COUNTY WORK AUTHORIZATION #02 CS-24-357

Contract Number:	CM3380
Consultant/Vendor:	McCurdy-Walden Roofing, LLC
Consultant/Vendor Contact Name:	Mark Walden
Consultant/Vendor Contact Phone Number:	904-783-9000
Consultant/Vendor Contact Email Address:	mark@mccurdywalden.com
Project Short Title:	Nassau County Property Appraiser Office Nassau County Building
Total Amount of Previous Work Authorizations:	\$45,500.00
Amount of this Work Authorization:	\$74,095.64
New Contract Amount including this Work Authorization:	\$119,595.64
Funding Source:	01073519-546030

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 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: Doug Podiak 5/12/2025
Date

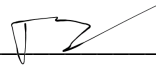
Procurement: Lanace Melmore 5/13/2025
Date

Office of Management & Budget: Chris Lacambra 5/12/2025
Date

County Attorney: Denise C. May, Esq., BCS 5/15/2025
Denise C. May DM Date
5/15/2025

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.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**



By: Taco E. Pope AICP-ICMA-CM

Its: County Manager

Date: 5/15/2025

McCurdy-Walden Roofing, LLC

BY: Mark Walden

Print Name: Mark Walden

Title: CEO

Date: 5/13/2025



McCURDY-WALDEN ROOFING



PROPOSAL

CUSTOMER: Nassau County

ATTENTION: Tony Lombardi

PROJECT: Nassau County Property Appraiser Office
45401 N Mickler St.
Callahan, FL 32011

PROPOSAL DATE: 5/8/2025

McCurdy-Walden is pleased to provide the following proposal for roofing work for the above referenced project. Our proposal includes all material, labor, equipment, supervision, permitting, taxes and warranties.

SCOPE OF WORK:

- Remove & dispose of existing roof system
 - Replaced deteriorated wood blocking as needed at **\$8.50/LF**
- Raise HVAC units on lower and upper roof onto a cope approved curb extension
- Fully adhere 115 mil Fleeceback TPO with Fast-100 low rise adhesive
- Install new TPO wall flashings on all walls
- Install new TPO flashing on all roof curbs
- Fabricate & install new .040 aluminum metal
 - To include: edge metal, skirt and termination bar
 - Existing coping, gutter and downspouts to remain
- Recaulk and seal all coping laps as needed
- Install new TPO Clad scuppers
- Install new plumbing pipe boots
- Includes a 2-year contractor's workmanship warranty
- Includes a 20-year manufacturer's warranty covering materials and labor
- Includes all permits, taxes and insurance

Entire Building Total Price: \$74,095.64



**Nassau County
Roof Maintenance Contract**



Project Name:	Nassau Co Property Appraisers Office Reroof
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Labor Breakdown

Crew size	Hours	Rate	Labor Total
8	60.5	\$125.00	\$60,500.00

Materials Breakdown

Product	Quantity	Unit	Unit Price	Net Cost
115 mil FB TPO	7	Roll	\$810.00	\$5,670.00
HFO Flex-Fast Adhesive	4	Tank	\$646.81	\$2,587.24
60 mil TPO	2	Roll	\$474.00	\$948.00
Cav Grip	2	Tank	\$690.00	\$1,380.00
Detail Strip	2	Roll	\$391.79	\$783.58
TPO PS Cover Strip	3	Roll	\$394.35	\$1,183.05
Membrane Cleaner	1	5gal	\$117.15	\$117.15
TPO Membrane Primer	1	Gal	\$48.90	\$48.90
Cut Edge Sealant	4	Each	\$20.52	\$82.08
Water Cut-Off Mastic	38	Tube	\$8.04	\$305.63
Single Ply Sealant	12	Tube	\$8.88	\$106.56
TPO T-Joint Covers	50	Each	\$0.85	\$42.50
TPO Pipe Boot	2	Each	\$46.00	\$92.00
Term-Bar	90	LF	\$1.49	\$134.10
T-Bar Nails	5	Box	\$22.97	\$114.85
Tax	1	LS	\$0.00	\$0.00

Material Total: \$13,595.64

Labor Total:	\$60,500.00
Material Total:	\$13,595.64
Invoice Total:	\$74,095.64



Jacksonville
3003 Phillips Hwy
Jacksonville, FL 32207

QUOTE**08-0011347509**

Account: MCCWAL 0074
Branch: 08JAX
Phone: (904)-783-9000
Fax: (904)-783-9011

Bill To: MCCURDY-WALDEN, INC.
5267 COMMONWEALTH AVE.
JACKSONVILLE, FL 32254

Ship To: NASSAU CO. PROPERTY APPRAISER
45401 NORTH MICKLER STREET
CALLAHAN, FL 32011

Page 1 of 2

PO:		Ref:		Job:	
Exp Delv Date: 04/09/25		Sales MHOWARD		Type: 01CTRDV	
Activation Date: 04/09/25		Agents		Quoted For:	
Close Date: 05/09/25				Quoted By: MHOWARD	
Ship Via: *CRS					
QUANTITY	UOM	ITEM/DESCRIPTION		PRICE/UOM	AMOUNT
4200	SQFT	C308642 (7 ROLLS) 115-MIL TPO 6' X 100' -TPO FLEECEBACK CARLISLE SURE-WELD #308642		1.35/SQFT	5,670.00
2	EACH	FLEXFASTDTHFOA HFO FLEXIBLE FAST ADH.-DUAL TANK (PART A CARLISLE #336119		646.81/EACH	1,293.62
2	EACH	FLEXFASTDTHFOB HFO FLEXIBLE FAST ADH.-DUAL TANK PART B CARLISLE #336341		646.81/EACH	1,293.62
1200	SQFT	C332860 (2 ROLLS) 60-MIL REIN TPO-6' X 100' CARLISLE SURE-WELD #332860 (OLD CODE # 303387)		0.79/SQFT	948.00
2	EACH	CAVGRIP3 CAV-GRIP III SPRAY ADHESIVE 40# CYLINDER CARLISLE #329902		690.00/EACH	1,380.00
2	ROLL	SW24F TPO.060 FLASHING-24" X 50' WHITE CARLISLE-SURE WELD #300474		391.79/ROLL	783.58
3	ROLL	SWPSCS TPO PS COVER STRIP-6"X100' CARLISLE-SW 2/CARTON #303102		394.35/ROLL	1,183.05
5	GAL	WMC5 (1 PAIL) WEATH.MEMBRANE CLEANER-5/GL CARLISLE-SURE WELD #302074		23.43/GAL	117.15
1	GAL	SWP TPO MEMBRANE PRIMER-1/GAL. CARLISLE-SURE WELD 6/CARTON #310471		48.90/GAL	48.90



Jacksonville
3003 Phillips Hwy
Jacksonville, FL 32207

QUOTE**08-0011347509****Account:** MCCWAL 0074**Branch:** 08JAX**Phone:** (904)-783-9000**Fax:** (904)-783-9011

Bill To: MCCURDY-WALDEN, INC.
5267 COMMONWEALTH AVE.
JACKSONVILLE, FL 32254

Ship To: NASSAU CO. PROPERTY APPRAISER
45401 NORTH MICKLER STREET
CALLAHAN, FL 32011

Page 2 of 2

PO:		Ref:		Job:	
Exp Delv Date: 04/09/25		Sales MHOWARD		Type: 01CTRDLV	
Activation Date: 04/09/25		Agents		Quoted For:	
Close Date: 05/09/25				Quoted By: MHOWARD	
				Ship Via: *CRS	
QUANTITY	UOM	ITEM/DESCRIPTION		PRICE/UOM	AMOUNT
4	EACH	SWCCES TPO"CLEAR" CUT-EDGE SEALANT CARLISLE-SURE WELD 8/CARTON #303436		20.52/EACH	82.08
38	TUBE	WCM WATER CUT-OFF MASTIC-TUBE CARLISLE-SURE WELD 25/CASE #319621		8.0429/TUBE	305.63
12	TUBE	USPS UNIV.SINGLE-PLY SEALANT CARLISLE-SURE WELD 24/CARTON #310131		8.88/TUBE	106.56
50	EACH	SWJC TPO T-JOINT COVER-WHITE CARLISLE SURE-WELD 100/CARTON #307476		0.85/EACH	42.50
2	EACH	SWPB TPO MOLDED PIPE BOOT-WHITE CARLISLE SURE-WELD 8/CARTON #316534		46.00/EACH	92.00
90	LF	TBAR (9 PCS) TERMINATION BAR-1" X 10' CARLISLE 500 LF/TUBE 300877		1.49/LF	134.10
5	C	2864 1/4" X 1-1/4" S.S. ZAMAC* STAINLESS STEEL NAIL(100/BOX & 5 BOX/CTN)POWERS MUSHROOM HEAD		22.9690/C	114.85
Subtotal					13,595.64
Sales Tax					865.73

Total: \$14,461.37



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 3655 North Point Pkwy, Suite 425 Alpharetta GA 30005	CONTACT NAME: René Fink PHONE (A/C, No, Ext): 678-935-9738 E-MAIL ADDRESS: rfink@higginbotham.net FAX (A/C, No): 770-641-0269														
License#: 2081754 COREROO-02	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : National Fire Ins Of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER B : The Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Fire Ins Of Hartford	20478	INSURER B : The Continental Insurance Company	35289	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B : The Continental Insurance Company	35289														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER: 520580578****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Deductible	Y	Y	5092136343	5/1/2025	5/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Deductible \$ \$0
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			5092136326	5/1/2025	5/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payment \$ \$5,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6080845732	5/1/2025	5/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 Agg. Products \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WC 5 92136357	5/1/2025	5/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insureds:

PB Roofing, LLC
 Core Roofing Acquisition, LLC
 CRS Holdings, Inc.
 McCurdy-Walden Roofing, LLC
 Core Intermediate, Inc.
 Core Roofing Holdings, LLC
 See Attached...

CERTIFICATE HOLDER**CANCELLATION**

Nassau County
 Board of County Commissioners
 96135 Nassau Place
 Yulee FL 32097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL REMARKS SCHEDULE

AGENCY Higginbotham Insurance Agency, Inc.		NAMED INSURED Core Roofing Systems, LLC McCurdy-Walden Roofing, LLC 5267 Commonwealth Avenue Jacksonville FL 32254	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Devore Properties, LLC
DVS Ventures, LLC

Contractors Pollution Liability - Policy # CBS 20883894728, Effective 5/1/2025 - 5/1/2026, (Columbia Casualty Co. NAIC 31127)
Limit: \$5,000,000, \$5,000,000 Aggregate, \$30,000 Retention
Contractors Professional Liability - Policy # CEO 20883894728, Effective 5/1/2025 - 5/1/2026, (Columbia Casualty Co. NAIC 31127)
Limit: \$2,000,000, \$2,000,000 Aggregate, \$25,000 Retention
Leased Rented Equipment - Policy # QT-630-1S10878A-TIL-25, Effective 5/1/2025 - 5/1/2026, - (Travelers Property Casualty Insurance Company. NAIC 36161)
Limit: \$100,000 Per Item, \$2,500 Deductible - Special- ACV
Installation Floater \$250,000 Max \$250,000 Temp Storage \$250,000 Transit \$5,000 Deductible - Special
Nassau County is included as additional insured with regard to Commercial General Liability as it pertains to the named insured's operations where required by written contract. Waiver of subrogation in favor of additional insureds applies where required by written contract and allowable by law.

Certificate Of Completion

Envelope Id: 6A58E903-DD43-47BD-AE95-B0FB6C9CF771

Subject: CM3380-WA02 for McCurdy-Walden to Replace Callahan County Building Roof \$74,095.64

Source Envelope:

Document Pages: 9

Certificate Pages: 7

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:

Keesha Deetlefs

kdeetlefs@nassaucountyfl.com

IP Address: 50.238.237.26

Record Tracking

Status: Original

5/8/2025 2:24:42 PM

Holder: Keesha Deetlefs

kdeetlefs@nassaucountyfl.com

Location: DocuSign

Signer Events

Becky Diden

bdiden@nassaucountyfl.com

Recycle Coordinator

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature

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

Timestamp

Sent: 5/8/2025 2:45:26 PM

Viewed: 5/8/2025 2:46:13 PM

Signed: 5/8/2025 2:57:56 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

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

Sent: 5/8/2025 2:58:00 PM

Viewed: 5/12/2025 9:08:57 AM

Signed: 5/12/2025 9:09:06 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

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

Sent: 5/12/2025 9:09:09 AM

Viewed: 5/12/2025 9:27:41 AM

Signed: 5/12/2025 9:28:14 AM

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: 5/12/2025 9:28:18 AM

Viewed: 5/12/2025 9:29:15 AM

Signed: 5/12/2025 9:29:50 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Keesha Deetlefs

kdeetlefs@nassaucountyfl.com

Security Level: Email, Account Authentication
(None)


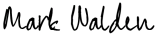




Completed

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Viewed: 5/13/2025 11:47:49 AM

Signed: 5/13/2025 11:48:14 AM

Signer Events	Signature	Timestamp
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: 5/12/2025 9:29:52 AM Resent: 5/13/2025 11:48:17 AM Viewed: 5/13/2025 11:49:10 AM Signed: 5/13/2025 11:49:29 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Mark Walden mark@mccurdywalden.com President Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.25.181.107	Sent: 5/13/2025 11:49:32 AM Viewed: 5/13/2025 12:03:22 PM Signed: 5/13/2025 12:04:06 PM
Electronic Record and Signature Disclosure: Accepted: 5/13/2025 12:03:22 PM ID: 915ed8ee-4fca-4c0b-bd03-5a792fcf1251		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/13/2025 12:04:08 PM Viewed: 5/15/2025 1:22:05 PM Signed: 5/15/2025 1:22:27 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/15/2025 1:22:31 PM Viewed: 5/15/2025 1:33:03 PM Signed: 5/15/2025 1:33:16 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 5/15/2025 1:33:19 PM Viewed: 5/15/2025 2:27:54 PM Signed: 5/15/2025 2:28:05 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 5/15/2025 2:28:08 PM Viewed: 5/16/2025 9:25:00 AM Signed: 5/16/2025 9:25:05 AM
Electronic Record and Signature Disclosure:		

Signer Events	Signature	Timestamp
Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059		
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
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/16/2025 9:25:08 AM Viewed: 5/16/2025 9:27:34 AM
Procurement Procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/16/2025 9:25:09 AM
Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/16/2025 9:25:11 AM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	COPIED	Sent: 5/16/2025 9:25:12 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/8/2025 2:45:26 PM
Envelope Updated	Security Checked	5/13/2025 11:47:25 AM
Envelope Updated	Security Checked	5/13/2025 11:47:25 AM
Envelope Updated	Security Checked	5/13/2025 11:47:25 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM

Envelope Summary Events	Status	Timestamps
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Envelope Updated	Security Checked	5/13/2025 11:47:26 AM
Certified Delivered	Security Checked	5/16/2025 9:25:00 AM
Signing Complete	Security Checked	5/16/2025 9:25:05 AM
Completed	Security Checked	5/16/2025 9:25:12 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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

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