

CS 23-036

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.  
CM3548

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Stormwater & Drainage Management Contact Person: Katie Peay  
 Telephone: (904) 530-6391 Email: kpeay@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: United States Department of Interior  
 Address: 1770 Corporate Drive Suite 500  
 City: Norcross State: Ga Zip Code: 30093  
 Vendor's Administrator Name: Robert Sobczak Title: Asst Director of Data - Georgia  
 Telephone: (470) 734-1524 Email: rsobczak@usgs.gov

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Victor Engel  
 Authorized Signatory Email: vengel@usgs.gov  
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: Funding Agreement for Water Resource Investigation  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: US Dept of Interior, Agreement 24MPJFAG0000025 Project MOO0 FY 24/28 Storm Gages for St. Mary's Ferry Landing and Thomas Creek at Lem Turner  
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)  
 Procured Method:  Quotes  ITB  RFP  RFQ  Piggyback  Exemption  Sole Source  
 Single Source  Other \_\_\_\_\_  
 Total Amount of Contract: \$69,750 (Estimate if necessary)  
 Account Number: 03336541-534000 BT Pending for FY24  
 Source of Funds:  County  State  Federal  Other: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

**SECTION 5 - INSURANCE**  
 Insurance Category:  Category L  Category M  Category H  Other: Waived  
 Risk Manager Initials: RM /27/2023

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: \_\_\_\_\_ Amendment No: \_\_\_\_\_  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Increased Amount to Existing Contract: \_\_\_\_\_ (if any) Total with Amended Amount: \_\_\_\_\_  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- |                                       |  |
|---------------------------------------|--|
| 1. <u>Katie Peay</u> 10/27/2023       | 3. <u>N/A</u>                                    |
| Department Head/Contract Manager Date | Procurement Date                                 |
|                                       | (Signature required only if procurement related) |
| 2. <u>Chris Lacambra</u> 10/27/2023   | 4. <u>Denise C. May</u> 11/3/2023                |
| Office of Mgmt. & Budget Date         | County Attorney Date                             |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL  
Taco E. Popey AICP 11/3/2023  
 County Manager Date



## United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
 South Atlantic Water Science Center  
 1770 Corporate Drive, Suite 500  
 Norcross, GA 30093

October 10, 2023

Robert Companion  
 Deputy County Manager-County Engineer  
 Nassau County  
 96161 Nassau Place  
 Yulee, Florida 32097

Dear Mr. Companion:

Thank you for your continuing support of U.S. Geological Survey (USGS) data programs, which we conduct across Georgia in cooperation with more than 70 local, State, and Federal agencies.

Attached is the Joint Funding Agreement (JFA) with original signature for the USGS South Atlantic Water Science Center, during the period October 1, 2023, through September 30, 2028 in the amount of \$69,750 from your agency. U.S. Geological Survey contributions for this agreement are \$0 for a combined total of \$69,750. Please sign and return the fully executed original to TiAuni Murphy at [tmurphy@usgs.gov](mailto:tmurphy@usgs.gov).

STATION NUMBER	STATION NAME	FY2024	FY2025	FY2026	FY2027	FY2028
02231175	St. Marys River at Ferry Landing near Folkston, GA	\$3,770	\$3,910	\$4,050	\$4,190	\$4,330
02231284	Thomas Creek at Lem Turner Bridge near Callahan, FL	\$9,600	\$9,750	\$9,900	\$10,050	\$10,200
<b>AGREEMENT TOTAL</b>		<b>\$13,370</b>	<b>\$13,660</b>	<b>\$13,950</b>	<b>\$14,240</b>	<b>\$14,530</b>
<b>AGREEMENT TOTAL ALL FIVE YEARS = \$69,750</b>						

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement as soon as possible. If you have any questions or require additional information, please contact Robert Sobczak at (470) 734-1524 or via email at [rsobczak@usgs.gov](mailto:rsobczak@usgs.gov).

This is a fixed cost agreement to be billed annually via Down Payment Request (automated Form DI-1040). Please allow 30 days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact TiAuni Murphy at phone number (803) 603-4783 or email at [tmurphy@usgs.gov](mailto:tmurphy@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Victor C. Engel  
 Director

Enclosure  
 24MPJFAG0000025

**Form 9-1366  
(May 2018)**

**U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations**

**Customer #: 600005126  
Agreement #: 24MPJFAG0000025  
Project #: MP00  
TIN #: 59-1863042**

**Fixed Cost Agreement YES[ X ] NO[ ]**

THIS AGREEMENT is entered into as of the October 1, 2023, by the U.S. GEOLOGICAL SURVEY, South Atlantic Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Nassau County party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation Water Resource Investigations (per attachment), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00.

- (a) \$0 by the party of the first part during the period October 1, 2023 to September 30, 2028
- (b) \$69,750 by the party of the second part during the period October 1, 2023 to September 30, 2028
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0.00.

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www2.usgs.gov/fsp/>).

**Form 9-1366  
(May 2018)**

**U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations**

**Customer #: 6000005126  
Agreement #: 24MPJFAG0000025  
Project #: MP00  
TIN #: 59-1863042**

9. Billing for this agreement will be rendered **quarterly**. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Robert Sobczak  
Assistant Director for Data- Georgia  
Address: 1770 Corporate Drive Suite 500  
Norcross, GA 30093  
Telephone: (470) 734-1524  
Fax: (678) 924-6710  
Email: [rsobczak@usgs.gov](mailto:rsobczak@usgs.gov)

**Customer Technical Point of Contact**

Name: Robert Companion  
Deputy County Manager-County  
Engineer  
Address: 96161 Nassau Place  
Yulee, Florida 32097  
Telephone: (904) 530-6010  
Fax:  
Email: [rcompanion@nassaucountyfl.com](mailto:rcompanion@nassaucountyfl.com)

**USGS Billing Point of Contact**

Name: TiAuni Murphy  
Budget Analyst  
Address: 720 Gracern Road  
Columbia, SC 29210  
Telephone: (803) 603-4783  
Fax:  
Email: [tmurphy@usgs.gov](mailto:tmurphy@usgs.gov)

**Customer Billing Point of Contact**

Name: Taco Pope  
County Manager  
Address: 96135 Nassau Place Suite 1  
Yulee, Florida 32097  
Telephone: (904) 530-6010  
Fax: (904) 321-5784  
Email: [tpope@nassaucountyfl.com](mailto:tpope@nassaucountyfl.com)

**U.S. Geological Survey  
United States  
Department of Interior**

**Nassau County**

Signature

By Victor Engel Date: 11/1/2023  
Name: Victor C. Engel  
Title: Director

Signatures

By Katie Peay Date: 10/27/2023  
Name:  
Title: Stormwater Director

By Robert Companion Date: 10/27/2023  
Name:  
Title: Deputy County Manager - County Engineer

By Taco E. Pope AICP Date: 11/3/2023  
Name:  
Title: County Manager

<b>Nassau County: 24MPJFAG0000025</b>					
<b>Year 1: 10/1/2023 to 9/30/2024</b>					
Site Name	Site Numbe	Collection Cod.	USGS CMF	Cooperator	Total Cost
ST MARYS RIVER AT FERRY LANDING NEAR FOLKST	02231175	QCONT-HIGH	\$ -	\$ 3,770	\$ 3,770
THOMAS CREEK AT SH 115 NR CALLAHAN, FLA.	02231284	PRECIPCONT	\$ -	\$ 9,600	\$ 9,600
		<b>Total Year 1</b>	<b>\$ -</b>	<b>\$ 13,370</b>	<b>\$ 13,370</b>
<b>Year 2: 10/1/2024 to 9/30/2025</b>					
Site Name	Site Numbe	Collection Cod.	USGS CMF	Cooperator	Total Cost
ST MARYS RIVER AT FERRY LANDING NEAR FOLKST	02231175	QCONT-HIGH	\$ -	\$ 3,910	\$ 3,910
THOMAS CREEK AT SH 115 NR CALLAHAN, FLA.	02231284	PRECIPCONT	\$ -	\$ 9,750	\$ 9,750
		<b>Total Year 2</b>	<b>\$ -</b>	<b>\$ 13,660</b>	<b>\$ 13,660</b>
<b>Year 3: 10/1/2025 to 9/30/2026</b>					
Site Name	Site Numbe	Collection Cod.	USGS CMF	Cooperator	Total Cost
ST MARYS RIVER AT FERRY LANDING NEAR FOLKST	02231175	QCONT-HIGH	\$ -	\$ 4,050	\$ 4,050
THOMAS CREEK AT SH 115 NR CALLAHAN, FLA.	02231284	PRECIPCONT	\$ -	\$ 9,900	\$ 9,900
		<b>Total Year 3</b>	<b>\$ -</b>	<b>\$ 13,950</b>	<b>\$ 13,950</b>
<b>Year 4: 10/1/2026 to 9/30/2027</b>					
Site Name	Site Numbe	Collection Cod.	USGS CMF	Cooperator	Total Cost
ST MARYS RIVER AT FERRY LANDING NEAR FOLKST	02231175	QCONT-HIGH	\$ -	\$ 4,190	\$ 4,190
THOMAS CREEK AT SH 115 NR CALLAHAN, FLA.	02231284	PRECIPCONT	\$ -	\$ 10,050	\$ 10,050
		<b>Total Year 4</b>	<b>\$ -</b>	<b>\$ 14,240</b>	<b>\$ 14,240</b>
<b>Year 5: 10/1/2027 to 9/30/2028</b>					
Site Name	Site Numbe	Collection Cod.	USGS CMF	Cooperator	Total Cost
ST MARYS RIVER AT FERRY LANDING NEAR FOLKST	02231175	QCONT-HIGH	\$ -	\$ 4,330	\$ 4,330
THOMAS CREEK AT SH 115 NR CALLAHAN, FLA.	02231284	PRECIPCONT	\$ -	\$ 10,200	\$ 10,200
		<b>Total Year 5</b>	<b>\$ -</b>	<b>\$ 14,530</b>	<b>\$ 14,530</b>
		<b>Total All Years</b>	<b>\$ -</b>	<b>\$ 69,750</b>	<b>\$ 69,750</b>



## Certificate Of Completion

Envelope Id: FCAC52841E9C426D81F93A4A4C79CC29

Status: Completed

Subject: Contract # CM3548 \$ 69,750 Description: Water Resource Investigation

Source Envelope:

Document Pages: 6

Signatures: 11

Envelope Originator:

Certificate Pages: 6

Initials: 3

Stephanie Walsh

AutoNav: Enabled

swalsh@nassaucountyfl.com

Envelope Stamping: Enabled

IP Address: 50.238.237.26

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

## Record Tracking

Status: Original

Holder: Stephanie Walsh

Location: DocuSign

10/26/2023 3:29:22 PM

swalsh@nassaucountyfl.com

## Signer Events

## Signature

## Timestamp

Katie Peay

kpeay@nassaucountyfl.com

Stormwater Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 10/26/2023 3:42:36 PM

Viewed: 10/27/2023 8:43:32 AM

Signed: 10/27/2023 8:43:50 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/2/2021 8:55:57 AM

ID: a37cb26b-663c-4683-bca2-fe14683393b0

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: 10/26/2023 3:42:36 PM

Viewed: 10/26/2023 4:03:11 PM

Signed: 10/26/2023 4:04:02 PM

### Electronic Record and Signature Disclosure:

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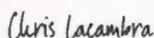
chris lacambra

clacambra@nassaucountyfl.com

OMB Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 10/27/2023 8:43:51 AM

Viewed: 10/27/2023 9:37:14 AM

Signed: 10/27/2023 9:40:11 AM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Ashley Metz

ametz@nassaucountyfl.com

Human Resources Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 10/27/2023 8:43:51 AM

Viewed: 10/27/2023 8:45:31 AM

Signed: 10/27/2023 8:45:38 AM

### Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
<p>Robert Companion  RCompanion@nassaucountyfl.com  Deputy County Manager - County Engineer  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Robert Companion</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 10/27/2023 9:40:13 AM  Viewed: 10/27/2023 9:40:35 AM  Signed: 10/27/2023 9:40:42 AM</p>
<p>Victor Engel  vengel@usgs.gov  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 11/1/2023 11:39:42 AM  ID: 9927c586-7aef-485b-9e74-118ae0c39d6b</p>	<p><i>Victor Engel</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 144.47.32.251</p>	<p>Sent: 10/27/2023 9:40:13 AM  Viewed: 11/1/2023 11:39:42 AM  Signed: 11/1/2023 11:40:07 AM</p>
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Assistant County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 11/1/2023 11:40:09 AM  Viewed: 11/3/2023 8:28:49 AM  Signed: 11/3/2023 8:33:46 AM</p>
<p>Denise C. May  dmay@nassaucountyfl.com  Assistant County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 11/3/2023 8:33:47 AM  Viewed: 11/3/2023 8:55:30 AM  Signed: 11/3/2023 8:56:18 AM</p>
<p>Taco E. Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Taco E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 11/3/2023 8:56:20 AM  Viewed: 11/3/2023 11:26:30 AM  Signed: 11/3/2023 11:26:41 AM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
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Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/3/2023 11:26:45 AM Viewed: 11/3/2023 2:47:22 PM
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BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/3/2023 11:26:46 AM
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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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Envelope Sent	Hashed/Encrypted	10/26/2023 3:42:36 PM
Envelope Updated	Security Checked	11/3/2023 12:22:15 PM
Certified Delivered	Security Checked	11/3/2023 11:26:30 AM
Signing Complete	Security Checked	11/3/2023 11:26:41 AM
Completed	Security Checked	11/3/2023 12:22:15 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](mailto: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](mailto: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](mailto: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](mailto: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.