



**NASSAU COUNTY WORK AUTHORIZATION #02**

<b>Contract Number:</b>	CM3490
<b>Consultant/Vendor:</b>	Environmental and Geotechnical Specialists, Inc.
<b>Consultant/Vendor Contact Name:</b>	Matt Landschoot
<b>Consultant/Vendor Contact Phone Number:</b>	904-580-8501
<b>Consultant/Vendor Contact Email Address:</b>	<a href="mailto:Matt.landschoot@egs-us.com">Matt.landschoot@egs-us.com</a>
<b>Project Short Title:</b>	Nassau County Animal Services New Building
<b>Total Amount of Previous Work Authorizations:</b>	\$13,600.00
<b>Amount of this Work Authorization:</b>	\$55,500.00
<b>New Contract Amount including this Work Authorization:</b>	\$69,100.00
<b>Funding Source:</b>	016221562-561000 NCPP3

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 forty-nine (49) 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: Robert Companion 3/28/2024  
Date

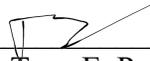
Procurement: Kanani Helms 4/1/2024  
Date

Office of Management & Budget: Chris Lacambra 4/1/2024 *JP* 4/1/2024  
Date

County Attorney: Denise C. May 4/2/2024 *DJ* 4/2/2024  
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.

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

  
By: Taco E. Pope  
Its: Designee  
Date: 4/2/2024

**ATTEST TO CHAIR'S  
SIGNATURE**

N/A  
**JOHN A. CRAWFORD**  
Its: Ex-Officio Clerk

**ENVIRONMENTAL AND GEOTECHNICAL  
SPECIALISTS, INC.**

BY: Tom Hayden  
Print Name: Thomas Hayden  
Title: Vice President  
Date: 4/1/2024

**VENDOR'S PROPOSAL**  
**ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.**

**EGS Proposal No.: 100-535-24**

March 13, 2024

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



**ATTN:** Ray Albury  
Capital Projects Management Director

**SUBJECT:** Cost Proposal for Geotechnical and Environmental Services  
Phase I Site Evaluation  
Animal Control Property  
State Road 200  
Nassau County, FL

Dear Ray:

Attached is the Cost Estimate for Environmental and Geotechnical Specialists, Inc. (**EGS**) to perform the above requested geotechnical design and environmental support services for the above-mentioned Project. As requested, the below cost estimate is based on the following Scope of Services;

**TASK A – Phase I Geotechnical Investigation – 12 Acre Parcel (Based On Attached Figure)**

- **EGS** will complete the attached Scope of Services in accordance with the Terms and Conditions that will be agreed to for this Contract. All work will be done in accordance with the understandings outlined in this Cost Proposal.

**TASK B – Environmental Support Services – Phase I ESA**

- **EGS** Conduct a Phase I Environmental Site Assessment in conformance with the current American Society of Testing and Materials (ASTM) guidelines – E 1527-21 and with the Terms and Conditions that will be agreed to for this Contract to identify recognized environmental conditions (RECs).

The attached Scope of Services and costs are based on the following understandings:

- Environmental and Geotechnical Specialists, Inc. (**EGS**) will have access to the soil boring locations and has permission to be on-site;
- Bid assumes that **EGS** can perform the work between the regular business hours of Monday through Friday, 7:00 am to 5:00 pm;

## ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

- **EGS** is not responsible for obtaining necessary permits (excluding utility locate ticket), should they be required, for the proposed site; and,
- Costs have not been included for design services other than those outlined in the above Scope of Services;
- **TASK A** Costs are based on preparing one (1) Phase I Limited Geotechnical Investigation to provide preliminary geotechnical data for the evaluation of the potential of the site. The Client understands that additional geotechnical investigation(s) will be required for final design.
- **TASK B** Costs are based on preparing one (1) Phase I ESA Reports;
  - Client to provide site contact information
  - Costs do not include soil or groundwater sampling/analysis;
  - A copy of the title search to be provided by the Client.
  - Costs do not include an environmental title search;
  - Phase I ESA report will be submitted electronically;
  - A verbal report of findings will be provided as soon as they are available.
- **EGS has approval and permission to clear a 10 Ft wide path to access our soil boring locations. The path will be cleared with a skid steer track unit with a mulching head attachment, and all brush and trees cleared will be mulched and will be placed on and around the proposed path. Care will be taken to avoid clearing larger trees (tree diameters in excess of 6 inches), but the Client understands that some larger trees will likely need to be removed in order to access the soil boring location. This cost proposal is based on the understanding that the Client or Owner has coordinated with the property owner and has obtained permission for us to clear, PRIOR to EGS mobilizing on site;**
- Costs have not been included to coordinate site access/site approval / clearing approval with private property owners. In cases where access is needed on private property or when clearing a path is required on private property to access the boring locations, EGS will mobilize on-site to begin the field investigation after we have received something in writing from the Client or Owner authorizing us to proceed with the investigation;
- The Client and the Owner understand that geotechnical rotary drill equipment causes an impact on grass and existing vegetation in order to access soil boring locations and in order to install soil borings as requested. Should the property owner want the grass and/or landscaping restored to its existing conditions, it is the responsibility of Others to perform that service;
- All work will be conducted in accordance with the Contract that will be agreed to for this Project, should it be approved.

**EGS estimates it can complete the attached Scope of Services for the following Lump-Sum Amounts:**

• <b>TASK A – Phase I Geotechnical Investigation:</b>	<b>\$52,000.00</b>
• <b>TASK B – Phase I ESA:</b>	<b>\$ 3,500.00</b>
• <b>TOTAL – TASK's A &amp; B:</b>	<b>\$55,500.00</b>

## ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

Environmental and Geotechnical Specialists appreciate the opportunity to provide the attached Cost Estimate under **EGS's** continuing service contract with Nassau County. Authorization of this Cost Proposal can be accomplished by providing **EGS** with a Contract for our review and signature.

If you have any questions concerning the costs, please call me. Thank you again for considering EGS for this Project.

Sincerely,

**Environmental and Geotechnical Specialists, Inc.**

*Matt Landschoot*

Matthew R. Landschoot, P.E.  
Vice President / Senior Geotechnical Engineer

**Attachment:            EGS Cost Proposal (3-13-2024)**  
**Site Location Figure**

**ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.**  
**PROJECT ESTIMATE - TASK A**

PROJECT: NASSAU COUNTY ANIMAL CONTROL PROPERTY DATE: 3/13/2024  
 LOCATION: NASSAU COUNTY, FLORIDA PROPOSAL: 100-535-24

CLIENT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

**TASK A: PHASE I GEOTECHNICAL STUDY - PROVIDE "LIMITED" PHASE I STUDY FOR FUTURE STRUCTURES, SWMF, AND PROPOSED ROADWAY/PARKING IMPROVEMENTS AS SHOWN IN ATTACHED FIGURE**

**Scope of Services:**

- Field**  
 Mobilize on Site  
**Utility Locates:** Based On 4 Hrs To Perform Utility Coordination / Utility Clearance  
**Clearing:** Based On 3 Days To Clear Path To Soil Boring Locations Throughout Proposed Site, Based On Proposed Site Layout In Attached **Figure**  
**Drilling:** Based On Installing 12-25 Ft SPT Soil Borings (300 Ft)  
 Install 4-10 Ft Cased Hole Piezometers Coupled With 20 Ft SPT Soil Borings (80 Ft)  
**Laboratory (Classification and Uniformity)**  
 Particle Size Analysis Every 10 Feet (38 Tests)  
 Plastic Limit and Liquid Limit Every 20 Feet (19 Tests)  
 Organic Test Every 20 Feet (19 Tests)  
**Report**  
 Prepare a Phase I "Limited" Geotechnical Report, Including:  
 Subsurface Materials Encountered  
 Measured Groundwater and Estimated "Normal" Seasonal High Groundwater  
 Provide Preliminary Recommendations For Site Suitability For Future Structures, Stormwater Management Facilities, And Proposed Roadway Improvements As Shown On Attached **Figure**

**\*\*UNIT RATES ARE NEGOTIATED, PLUS 3% ESCALATOR FOR 2024\*\***

	UNITS	NO. OF UNITS	COST/UNIT	COST
<b>LABOR CATEGORY</b>				
Senior Engineer	Hour	24	\$208.89	\$5,013.36
Engineering Intern	Hour	48	\$85.36	\$4,097.28
CADD / Computer Technician	Hour	48	\$94.84	\$4,552.32
<b>Total Labor</b>			<b>\$13,662.96</b>	
<b>FIELD CATEGORY</b>				
<b>UTILITY CLEARANCE</b>				
Senior Engineering Technician	Hour	4	\$115.44	\$461.76
<b>MOBILIZATION</b>				
Drill Rig - Truck Mounted	Each	1	\$618.00	\$618.00
<b>DRILLING</b>				
SPT - Track / ATV / Skid - 0-50 Ft	LF	380	\$29.87	\$11,350.60
Grout Boreholes - Track / ATV / Skid - 0-50 Ft	LF	380	\$11.33	\$4,305.40
Extra SPT Samples - Track / ATV / Skid - 0-50 Ft	Each	76	\$79.31	\$6,027.56
<b>CLEARING</b>				
Clearing Equipment - Mulching Attachment (Equipment Only)	Day	3	\$2,575.00	\$7,725.00
Chainsaw - (Equipment Only)	Day	3	\$154.50	\$463.50
<b>FIELD PERMEABILITY TESTING / PIEZOMETERS</b>				
Field Permeability - 0-10 Ft - Piezometer (Cased Hole) Method	Each	4	\$412.00	\$1,648.00
2-Inch Temporary Piezometer Installation - 0-50 Ft	LF	40	\$48.41	\$1,936.40
<b>Total Field</b>			<b>\$34,536.22</b>	
<b>LABORATORY CATEGORY</b>				
Particle Size Anlys AASHTO T88 (No Hydrometer)	Test	38	\$96.82	\$3,679.16
Liquid Limit AASHTO T89	Test	19	\$58.71	\$1,115.49
Plastic Limit & Plasticity Index AASHTO T90	Test	19	\$58.71	\$1,115.49
Organic Content Ignition FM 1 T-267	Test	19	\$44.29	\$841.51
<b>Total Laboratory</b>			<b>\$6,751.65</b>	

**SUBTOTAL \$54,950.83**

**TASK A - LUMP SUM TOTAL: \$52,000.00**

**NOTE: ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS AGREED TO FOR THIS CONTRACT.**

**ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.**  
**PROJECT ESTIMATE - TASK B**

**PROJECT:** NASSAU COUNTY ANIMAL CONTROL PROPERTY **DATE:** 3/13/2024  
**LOCATION:** NASSAU COUNTY, FLORIDA **PROPOSAL:** 100-535-24

**CLIENT:** NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

**TASK B:** PHASE I ENVIRONMENTAL SITE ASSESSMENT (ESA) - 12 ACRE SITE PLAN AS OUTLINED  
 IN ATTACHED FIGURE  
 ADDITIONAL SERVICE TO INCLUDE PRELIMINARY WETLAND DELINEATION

**Scope of Services:**

**PHASE I ENVIRONMENTAL SITE ASSESSMENT FOR 12 ACRE VACANT COMMERCIAL LAND  
 IN ACCORDANCE WITH ASTM STANDARD E1527-21**  
 Review Current and Historical Aerial Photographs  
 Review Other Reasonably Obtainable Federal, State, and Local Regulatory Records via Online Databases  
 and ERIS Generated Environmental Database Package  
 Conduct Interviews with Knowledgeable Persons  
 Conduct a Site Reconnaissance as well as Observe Adjacent Properties from Public Roadways

	UNITS	NO. OF UNITS	COST/UNIT	COST
<b>ENVIRONMENTAL SERVICES</b>				
<b>PHASE I ESA</b>				
Chief Engineer	Hour	1	\$193.11	\$193.11
Engineering Intern	Hour	7	\$85.36	\$597.52
CADD / Computer Technician	Hour	5	\$94.84	\$474.20
Senior Environmental Scientist	Hour	17	\$141.58	\$2,406.86
<b>Total Labor</b>			<b>\$3,671.69</b>	

**SUBTOTAL**      **\$3,671.69**

**TASK B - LUMP SUM TOTAL:**      **\$3,500.00**

**TOTAL - TASK's A AND B - LUMP SUM TOTAL:**      **\$55,500.00**

**NOTE:** ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS  
 AGREED TO FOR THIS CONTRACT.

# NASSAU COUNTY ARCHITECTURAL SITE PLAN



**Certificate Of Completion**

Envelope Id: 8A9B458468CC4E17BB01564C4BC78B58	Status: Completed
Subject: Contract No.:CM3490-WA02 Vendor Name: EGS, Inc. \$55500 Description: Geotech for Animal Services Site	
Source Envelope:	
Document Pages: 9	Signatures: 10
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator: George Murray gmurray@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 3/28/2024 3:19:18 PM	Holder: George Murray gmurray@nassaucountyfl.com	Location: DocuSign
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**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: 76.229.217.212 Signed using mobile
	Sent: 3/28/2024 4:15:26 PM Viewed: 3/28/2024 5:03:08 PM Signed: 3/28/2024 5:03:30 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: 3/28/2024 5:03:32 PM Viewed: 4/1/2024 8:19:20 AM Signed: 4/1/2024 8:19:29 AM
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**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: 4/1/2024 8:19:31 AM Viewed: 4/1/2024 8:52:22 AM Signed: 4/1/2024 8:53:31 AM
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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 Using IP Address: 50.238.237.26	Sent: 4/1/2024 8:53:33 AM Viewed: 4/1/2024 11:45:52 AM Signed: 4/1/2024 11:45:59 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Tom Hayden tom.hayden@egs-us.com Vice President Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/1/2024 12:58:45 PM ID: cd1088a5-cdfe-4593-826a-d5bc232c4c14</p>	  Signature Adoption: Pre-selected Style Using IP Address: 217.180.196.57 Signed using mobile	<p>Sent: 4/1/2024 11:46:01 AM Viewed: 4/1/2024 12:58:45 PM Signed: 4/1/2024 12:58:56 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/1/2024 12:59:00 PM Viewed: 4/2/2024 8:26:44 AM Signed: 4/2/2024 8:26:59 AM</p>
<p>Denise C May dmay@nassaucountyfl.com 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>	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	<p>Sent: 4/2/2024 8:27:03 AM Viewed: 4/2/2024 8:27:33 AM Signed: 4/2/2024 8:28:56 AM</p>
<p>Taco 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>	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26 Signed using mobile	<p>Sent: 4/2/2024 8:28:58 AM Viewed: 4/2/2024 8:55:45 AM Signed: 4/2/2024 8:55:55 AM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	<p>Sent: 4/2/2024 8:55:57 AM Viewed: 4/3/2024 10:48:43 AM Signed: 4/3/2024 10:48:51 AM</p>

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>

Carbon Copy Events	Status	Timestamp
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/3/2024 10:48:55 AM Viewed: 4/3/2024 11:27:26 AM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/3/2024 10:48:57 AM
Raymond Albury ralbury@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 4/3/2024 10:48:58 AM

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	3/28/2024 4:15:26 PM
Certified Delivered	Security Checked	4/3/2024 10:48:43 AM
Signing Complete	Security Checked	4/3/2024 10:48:51 AM
Completed	Security Checked	4/3/2024 10:48:58 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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

### **Getting paper copies**

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

### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

### **How to contact County of Nassau:**

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

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