

**WORK AUTHORIZATION #04
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS**

Contractor:	Kept Companies, Inc. dba Krystal Klean
Contract Number:	CM3169
Contact Name:	Lorraine Matarrazzo
Contact Number:	904-220-3337
Email:	lorraine@keptcompanies.com

CURRENT WORK AUTHORIZATION			
Project Short Title: Painting Services			
		CONTRACT OVERVIEW	
Date Submitted	3/11/2024	Total of Previous Authorizations	\$222,919.74
Amount	\$31,578.85	This Work Authorization	\$31,578.85
Scheduled Completion	120 days (<i>approx.</i>)	New Contract Amount including this work authorization	\$254,498.59

WHEREAS, this Work Authorization is to the AGREEMENT between Nassau County and Kept Companies, Inc., dba Krystal Klean (“Vendor”) for Painting Services, dated June 13, 2022. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide exterior painting of Fire Station 40 located at 37230 Pea Farm Road, Hilliard, FL 32046 in accordance with the Vendor’s Proposal dated October 18, 2023, a copy of which is attached hereto as Exhibit “A”.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be approximately *thirty (30) days* from receipt of execution of this Work Authorization with an estimated duration of *one hundred twenty (120) days* to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Thirty-One Thousand, Five Hundred Seventy-Eight Dollars and 85/100 (\$31,578.85). Vendor will be using rates previously established under Contract CM3169.

ARTICLE 4. Other Provisions

The Services covered by this Work Authorization will be performed in accordance with the provisions set forth in the AGREEMENT referenced above and any of its attachments

or schedules. Additional terms or contract provisions whether submitted purposely or inadvertently, shall have no force or effect. This Work Authorization will become a part of the referenced AGREEMENT when executed by both parties.

Any Work Authorization entered into prior to expiration or termination set forth in the AGREEMENT 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.

In presenting this Work Authorization, Vendor agrees that:

Unless detailed herein, all drawings, data, electronic files and other information required for this Work Authorization has been accepted by Vendor. Specifically, all electronic files have been reviewed and accepted for the purposes of this Work assignment. Any additional information, including detailed scope of services are attached.

AGREED TO BY:

BY: Lorraine Matarazzo
Print Name: Lorraine Matarazzo
Title: CAO
Date: 3/21/2024

[This space intentionally left blank.]

RECOMMENDED AND APPROVED BY NASSAU COUNTY:

Department Head/Managing Agent: Doug Podiak

Procurement: Janice Helmore

Office of Management & Budget: Chris Lacambra *TL*

County Manager: Taco E. Pope, AICP
Taco E. Pope, AICP

County Attorney: Denise C. May *DJ*
Denise C. May

ACCOUNT NO.: 01073519-546030



EXHIBIT "A" VENDOR'S PROPOSAL

Estimate 1014064509

PO Box 51289
Jacksonville Beach FL 32240
(877) 875-5326, (904) 220-3331
Info@krystalklean.com

DATE	10/18/2023
PO #	
Provided By	Jason Krynock jkrynock@krystalklean.com

CUSTOMER
Nassau County Facilities Maint Dept Tony Lombardi 76347 Veterans Way Ste. 4000 Yulee, FL, 32097 (904) 753-6435 tlombardi@nassaucountyfl.com

SERVICE LOCATION
Nassau County Facilities Maint Dept Fire Station 40 37230 Pea Farm Road Hilliard, FL, 32046 (904) 753-6435 tlombardi@nassaucountyfl.com

DESCRIPTION	Paint Exterior of Fire Station 40
-------------	-----------------------------------

Estimate

Estimate

Description	Qty	Rate	Total
<p>Scope of Work</p> <p>*Pricing Below references the St John's County Painting Services Master Contract No: 20-MCC-KRY-12220</p> <p>Exterior Cleaning and Painting of Fire Station 40.</p> <p>Clean Building Remove and Replace failed caulking Repair wrapped trim on 6 Garage Door Sides. Prep and Paint all Bollards Prep and Paint all 6 Garage Doors Prime and Paint 2 top coats on all Metal Siding from Gutter and Top of Gables down to brick Seal Brick with one Coat Sealer Prep, Prime and Paint all Doors and Door Frames</p> <p>Because of the small wall area on the outside of the overhang at entrance, I included the roof section to paint so there is not a drastic look between the new and old paint.</p> <p>-Safety of building occupants and Krystal Klean employees is our top priority. -Access to surfaces being cleaned may be from aerial lifts which can maneuver and articulate into tight spots. Krystal Klean technicians possess Certified Lift Operator training. -Technicians will wear and inspect required PPE daily. Copies of Daily Safety Talks and Equipment Inspections can be submitted to Customer upon request. -Cones and caution tape used to section off working areas and prevent foot traffic underneath equipment.</p>	1.00	\$0.00	\$0.00

- Krystal Klean will daily record areas which are completed and connect with Building Manager to inspect and sign-off on satisfactory completion.
- Krystal Klean is fully insured and carries workers compensation on every employee!

Commercial Soft Wash - Fire Station 40

8846.00

\$0.09

\$796.14

Total Surfaces to Clean: 8,846 sqft

Section 1. Surface Preparation A Line 4 Chemical Cleaning \$0.09/sqft

8,846 x \$0.09 = \$796.14

- Exterior of building to be cleaned using professional 'Soft Wash' process in order to avoid damage to façade and window seals.
- Solution include algaecides, fungicides and phosphate-free detergents to extend life of cleaning and provide optimal results.
- Locks and electrical elements to be protected during cleaning process.
- Extra care/precaution to be taken with landscaping.
- We provide vehicular/pedestrian traffic control and maintain highest safety standards, in compliance with OSHA guidelines at all times.
- Water to be provided on-site.

*Soft washing removes most mildew, dirt, and algae which accounts for 95% of roof discoloration in Florida. This process potentially expose mineral deposit stains that would require additional chemical treatment to remove. Please discuss any questions with your Krystal Klean representative.

General Labor - Caulking Labor and Materials

1.00

\$2,715.96

\$2,715.96

Section 1. Surface Preparation:

9b: Remove Caulking 1/2" or greater. \$0.80 per linear foot

\$2,220.40 + \$495.56 = \$2,715.96

10b: Caulking Urethane 1/2" or greater \$2.25 per linear foot

Total: \$3.05 per linear foot **\$0.80 + \$2.25 = \$3.05**

728 Linear Feet of Caulking Brick to Metal, Door Frames, Window Frames.

728 x \$3.05 = \$2,220.40

Materials52 Sausages Dowsil Contractors Paintable Sealant @ \$9.25 x 3% = \$495.56 **\$9.25 + 3%(\$0.28) = \$9.53 * 52 = \$495.56****Painting - Bollards Labor and Materials**

1.00

\$283.81

\$283.81

12 Bollards

Approx 95 Sqft

\$19.20 + \$57.60 + \$122.88 + \$42.80 + \$41.33 = \$283.81**Section 1. Surface Preparation A Cost by Task 2 Sanding/Scraping \$0.20 / sqft**

96 x \$0.20 = \$19.20

Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft

96 x \$0.60 = \$57.60

Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll)**\$0.64 / sqft (2 Coats)**

96 x \$0.64 x 2 coats = \$122.88

Materials:1 gal Kem Kromic \$41.55 x 3% mark up = \$42.80 **\$41.55 + 3%(\$1.25) = \$42.80**1 gal Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup = \$41.33 **\$40.13 + 3%(\$1.20) = \$41.33**

Total: \$84.13

Painting - Garage Doors Labor and Materials

1.00

\$3,054.60

\$3,054.60

6 Garage Doors, 225 sqft each door = 1,350 sqft

\$2,538.00 + \$144.90 + \$371.70 = \$3,054.60

Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft
 1,350 x \$0.60 = \$810.00

Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll)
 \$0.64 / sqft (2 Coats)
 1,350 x \$0.64 x 2 coats = \$1,728
 Total Labor: \$2,538

Materials:

Primer: 3 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30 x 3 =
 \$144.90 **\$46.89 + 3%(\$1.41) = \$48.30 * 3 = \$144.90**

Top Coats: 9 gal SW Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup
 = \$41.33 x 9 = \$371.70 **\$40.13 + 3%(\$1.20) = \$41.30 * 9 = \$371.70**

Total Materials: \$516.60

General Labor - Repair Wood and Wrapped Trim along sides of Garage Doors Labor and Materials	1.00	\$3,575.00	\$3,575.00
---	------	------------	------------

Section 3 Hourly Rate for Carpenter Work \$55/hr

65 hours x \$55 = \$3,575

Wood and Metal trim appear to be good. If wood is rotten or metal trim gets bent they will need to be replaced.

All that is needed is Concrete Screws to reattach wood to brick and then re-caulk. (Caulking is already calculated above.)

Painting - Doors and Frames Labor and Materials	1.00	\$2,398.70	\$2,398.70
--	------	------------	------------

5 Doors

\$2,225.00 + \$42.80 + \$48.30 + \$82.60 = \$2,398.70

Section 2: Painting Services B Exterior - Line 36 \$65 Per Door Face Patching
 5 x \$65 = 325

Section 2: Painting Services B Exterior - Line 37 \$50.00 Per Door Face Primer
 5 x \$50 = \$250

Section 2: Painting Services B Exterior - Line 37 \$50.00 Per Door Face Top Coats (2)
 5 x \$50 x 2 = \$500

Total: \$1,075

Section 2: Painting Services B Exterior - Line 36a \$65 Per Door Frame Patching
 5 x \$65 = 325

Section 2: Painting Services B Exterior - Line 39 \$55.00 Per Door Frame Primer
 5 x \$55 = \$275

Section 2: Painting Services B Exterior - Line 39 \$55.00 Per Door Frame Top Coats (2)
 5 x \$55 x 2 = \$550

Total: \$1,150

Total Labor = \$2,225 Doors and Frames

Materials:

1 gal Kem Kromic Spot Prime Rust Areas: \$41.55 x 3% mark up = \$42.80 **\$41.55 + 3%(\$1.25) = \$42.80**

Primer: 1 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30 **\$46.89 + 3%(\$1.41) = \$48.30**

Top Coats: 2 gal Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup =
 \$41.33 x 2 = \$82.60 **\$40.13 + 3%(\$1.20) = \$41.30 * 2 = \$82.60**

Total Materials: \$173.70

Painting - Metal Wall Sections	1.00	\$12,712.56	\$12,712.56
---------------------------------------	------	-------------	-------------

Metal Surfaces: 6,762 sqft (includes Roof over Entry, Ceiling under Entry and All Walls from Gutters down Small Gable area over the roof)

Section 2. Painting Services B. Exterior 21 Prime Coat (spray/backroll) \$0.60 / sqft

6,762 x \$0.60 = \$4,057.20

Section 2. Painting Services B. Exterior 30 Architectural Coating (spray/backroll)

\$0.64 / sqft (2 Coats)

6,762 x \$0.64 x 2 coats = \$8,655.85

Total Labor: \$12,712.56

Painting - Brick Wall Sections

1.00 \$1,042.50 \$1,042.50

Section 2: Painting Services B: Exterior 25. Sealing - Exterior Masonry (Spray/Backroll) \$0.50/sqft

Total Brick area: 2,085 sqft

2,085 x \$0.50 = \$1,042.50

Materials - Metal and Brick

1.00 \$3,877.30 \$3,877.30

Metal Wall Paint:

Primer: 15 gal SW Extreme Bond Primer \$46.89/gal x 3% markup = \$48.30 x 15 =

\$724.50 **\$46.89 + 3%(\$1.41) = \$48.30 * 15 = \$724.50**

Top Coats: 42 gal SW Pro Industrial Waterbased Alkyd Urethane \$40.13 x 3% markup

= \$41.33 x 42 = \$1,734.60 **\$40.13 + 3%(\$1.20) = \$41.30 * 42 = \$1,734.60**

Total Wall Materials: \$2,459.10

Brick Sealer: 20 gal Loxon 40% Siloxane

\$68.84/gal x 3% mark up = \$70.91

20 x \$70.91 = \$1,418.20

\$724.50 + \$1,734.60 + \$1,418.20 = \$3,877.30

46' Boom Lift 4WD DSL

1.00 \$1,122.28 \$1,122.28

Equipment Share Rental: 1 Week plus fees

* JLG 460SJ 46' Telescoping Boom Lift w/ Skypower/SkyLight

* Weight: 16,600 lbs

* Width: 7' 7" wide

Estimate Total: \$31,578.85

CUSTOMER MESSAGE

Thank you for the opportunity to serve you!

We uphold the highest industry standards for glass cleaning tools and methods but must inform and educate its customers about the inherent risk of scratches when cleaning glass. Given the facts below, we cannot be held liable for glass scratches. Minuscule glass particles (or "glass fines") may exist on the pane surface. This flaw is common for tempered or hurricane-proof glass often installed in Florida. During a normal cleaning process, these glass fines can break off and cause hairline scratches. Removal of paint, adhesives, calcium deposits, or construction debris may require the use of scrubbing pads or scrapers, which increases the risk of scratched glass, and is a separate service from standard window cleaning. When cleaning glass to remove calcium deposits, some brands of tinted or soft glass may be micro-scratched with vinyl buffing pads. Preexisting scratches may be visible or apparent after the glass is cleaned.

Terms of payment: The total amount stated is due upon completion. Where applicable, credit cards will be charged for the total amount upon completion based on the credit card information provided in advance. All late payments (over 30 days) may bear interest at the highest rate permissible under Florida law calculated daily and compounded monthly. Customer shall also be responsible for paying all reasonable costs incurred in collecting any late payments, including, without limitation, attorneys' fees.

Estimate Accepted By:

Accepted Date:

Certificate Of Completion

Envelope Id: 77279194EB9D49A296059E0D015D8D1D	Status: Completed
Subject: Work Authorization CM3169-WA04; Krystal Klean; Painting Services-FS 40; \$31,578.85	
Source Envelope:	
Document Pages: 9	Signatures: 9
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Evelyn Burton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	eburton@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Evelyn Burton	Location: DocuSign
3/11/2024 12:48:24 PM	eburton@nassaucountyfl.com	

Signer Events

Signer Events	Signature	Timestamp
Doug Podiak dpodiak@nassaucountyfl.com Facilities Director Nassau County BOCC Security Level: Email, Account Authentication (None)		Sent: 3/11/2024 12:58:08 PM Viewed: 3/13/2024 9:21:23 AM Signed: 3/13/2024 9:33:09 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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)		Sent: 3/13/2024 9:33:11 AM Viewed: 3/13/2024 9:44:59 AM Signed: 3/13/2024 9:45:10 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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)		Sent: 3/13/2024 9:45:12 AM Viewed: 3/13/2024 11:38:18 AM Signed: 3/13/2024 11:46:08 AM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

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)		Sent: 3/13/2024 11:46:11 AM Viewed: 3/14/2024 12:41:42 PM Signed: 3/14/2024 12:45:42 PM
	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lorraine Matarazzo lorrainem@keptcompanies.com CAO Kept Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/21/2024 3:27:04 PM ID: f32acd70-d17e-4544-b617-8169d706675e</p>	<p><i>Lorraine Matarazzo</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 73.215.160.17</p>	<p>Sent: 3/14/2024 12:45:44 PM Viewed: 3/21/2024 3:27:04 PM Signed: 3/21/2024 3:27:14 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: 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: 3/21/2024 3:27:17 PM Viewed: 4/2/2024 11:35:54 AM Signed: 4/2/2024 11:35:58 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: 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: 4/2/2024 11:36:01 AM Viewed: 4/2/2024 11:41:30 AM Signed: 4/2/2024 11:41:44 AM</p>
<p>Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: 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: 4/2/2024 11:41:48 AM Viewed: 4/2/2024 12:57:56 PM Signed: 4/2/2024 12:58:14 PM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 4/2/2024 12:58:16 PM Viewed: 4/3/2024 1:27:27 PM Signed: 4/3/2024 1:27:34 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
<p>Clerk Admin boccllegal@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 4/3/2024 1:27:37 PM Viewed: 4/3/2024 2:02:37 PM</p>
<p>Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 4/3/2024 1:27:39 PM</p>
<p>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</p>	COPIED	<p>Sent: 4/3/2024 1:27:40 PM</p>
<p>Tony Lombardi tlombardi@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/4/2023 2:18:45 PM ID: 8e7919b6-1c62-4fa4-82d2-bb5f64ec1d06</p>	COPIED	<p>Sent: 4/3/2024 1:27:41 PM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/11/2024 12:58:08 PM
Certified Delivered	Security Checked	4/3/2024 1:27:27 PM
Signing Complete	Security Checked	4/3/2024 1:27:34 PM
Completed	Security Checked	4/3/2024 1:27:41 PM
Payment Events	Status	Timestamps
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.