

**WORK AUTHORIZATION #03  
NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**

<b>Consultant:</b>	Hubbard Construction Company
<b>Contract Number:</b>	CM3359
<b>Contact Name:</b>	P. Frederick O’Dea, Jr.
<b>Contact Number:</b>	904-288-6300
<b>Email:</b>	asphalt@hubbard.com

<b>CURRENT WORK AUTHORIZATION</b>			
<b>Project Short Title: 2023/2024 Road Overlays</b>			
		<b>CONTRACT OVERVIEW</b>	
<b>Date Submitted</b>	3/20/2024	<b>Total of Previous Authorizations</b>	\$3,991,784.59
<b>Amount</b>	\$4,543,669.93	<b>This Work Authorization</b>	\$4,543,669.93
<b>Scheduled Completion</b>	183 days after Execution	<b>New Contract Amount including this work authorization</b>	\$8,535,454.52

This Work Authorization is to the AGREEMENT between Nassau County and Hubbard Construction Company (“Vendor”) for Asphalt and Striping Services, dated June 26, 2023. The services to be provided under this Work Authorization are as follows:

ARTICLE 1. Services Described as:

Vendor shall provide asphalt services to overlay roadways and intersections listed for forty-one (41) roadways in accordance with the Scope of Work, a copy of which is attached to the original Contract, CM3359, as amended.

ARTICLE 2. Time Schedule

Vendor anticipates their earliest starting date to be three (3) days from receipt of execution of this Work Authorization with an estimated duration of one hundred eighty (180) days to complete the Scope of Work.

ARTICLE 3. Budget

Vendor will perform the services outlined herein for the lump sum amount of Four Million, Five Hundred Forty-Three Thousand, Six Hundred Sixty-Nine Dollars and 93/100 (\$4,543,669.93). Vendor’s fee amounts are detailed further in Exhibit “A”. Vendor will utilize previously established rates set forth in Contract CM3359, at a discounted rate.

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.

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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: P. Frederick O'Dea, Jr.

Print Name: P. Frederick O'Dea, Jr.

Title: President

Date: 3/28/2024

**[This space intentionally left blank.]**

**RECOMMENDED AND APPROVED BY NASSAU COUNTY:**

Department Head/Managing Agent: Doug Podiak 3/27/2024  
Doug Podiak

Procurement: Lanaee Gilmore 3/28/2024  
Lanaee Gilmore

Office of Management & Budget: Chris Lacambra 3/27/2024  
Chris Lacambra

*FP*

County Manager: Taco E. Pope, AICP 4/2/2024  
Taco E. Pope, AICP

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

*DJ*

ACCOUNT NO.: 03461541-546550 L&O

**HUBBARD CONSTRUCTION COMPANY**

1936 Lee Rd., Suite 300  
Winter Park, FL 32789  
Tel: 407.645.5500  
asphalt@hubbard.com

**To:** Nassau County BOCC  
**Address:** 96135 Nassau Pl., Suite 1  
Yulee, FL 32097  
**Phone:** (904) 530-6010

**Attn:** David Hearn  
**Email:** dhearn@nassaucountyfl.com  
**Mobile:** (904) 753-4005

**Estimate:** 6052-065497  
**Project:** (NC23-006) Work Authorization TBD  
**Bid Date:** 03/01/2024  
**Completion:** 3rd Quarter 2024

**Addenda:**  
**Revised:**

Item	Description	Quantity	Unit	Unit Price	Ext Price
<b>Mobilization (All Volumes)</b>					
1.1	MOBILIZATION (ASPHALT)	23.000	EA	\$12,100.00	\$278,300.00
1.1	MOBILIZATION (MILLING)	10.000	EA	\$1,260.00	\$12,600.00
<b>Hilliard Area</b>					
2.1	SP-9.5 (>2,401 TONS)	1,327.300	TN	\$ 172.00	\$228,295.60
<b>Callahan Area</b>					
3.1	SP-9.5 (101-800 TONS)	1,402.800	TN	\$ 177.00	\$248,295.60
3.1	SP-9.5 (>2,401 TONS)	2,301.800	TN	\$ 167.00	\$384,400.60
3.2	SP-12.5 (>2,401 TONS)	4,421.300	TN	\$ 163.00	\$720,671.90
<b>Yulee Area</b>					
4.1	SP-9.5 (101-800 TONS)	2,029.000	TN	\$ 180.00	\$365,220.00
4.2	SP-12.5 (101-800 TONS)	532.300	TN	\$ 176.00	\$93,684.80
<b>Fernandina Area</b>					
5.1	SP-9.5 (0-100 TONS)	115.000	TN	\$ 396.00	\$45,540.00
5.1	SP-9.5 (101-800 TONS)	4,150.300	TN	\$ 194.00	\$805,158.20
5.4	FC-12.5, PG 76-22 (>2,401 TONS)	4,150.600	TN	\$ 188.00	\$780,312.80
<b>Binder (In addition to ordered asphalt item)</b>					
<b>Milling (All Areas)</b>					
7.1	MILLING (ALL AREAS)	96,784.000	SY	\$ 5.15	\$498,437.60
<b>Painted Pavement Markings</b>					
1	PAINT, SOLID, 4" WHITE	16,548.000	LF	\$ 0.45	\$7,446.60
3	PAINT, SOLID, 12" WHITE	799.000	LF	\$ 1.50	\$1,198.50
4	PAINT, SOLID, 18" WHITE	472.000	LF	\$ 2.25	\$1,062.00
5	PAINT, SOLID, 24" WHITE	829.000	LF	\$ 3.00	\$2,487.00
6	PAINT, SOLID, 4" YELLOW	8,274.000	LF	\$ 0.45	\$3,723.30
13	PAINT, SKIP, 4" YELLOW	8,274.000	LF	\$ 0.65	\$5,378.10
14	PAINT, DOUBLE, 4" YELLOW	6,032.000	LF	\$ 0.90	\$5,428.80
15	PAINT, DOUBLE, 6" YELLOW	2,463.000	LF	\$ 1.05	\$2,586.15
18	PAINT, SKIP, 4" YELLOW	2.980	GM	\$ 890.00	\$2,652.20
19	PAINT, SKIP, 6" YELLOW	2.969	GM	\$1,040.00	\$3,087.76
20	PAINT, SOLID, 4" WHITE	8.128	GM	\$2,360.00	\$19,182.08

21	PAINT, SOLID, 4" YELLOW	1.000	GM	\$2,360.00	\$2,360.00
22	PAINT, SOLID, 6" WHITE	2.829	GM	\$2,760.00	\$7,808.04
23	PAINT, SOLID, 6" YELLOW	2.740	GM	\$2,760.00	\$7,562.40
25	MESSAGE, "R/R"	2.000	EA	\$ 179.00	\$ 358.00
31	ARROW, BIDIRECTIONAL	1.000	EA	\$ 97.00	\$ 97.00
32	ARROW, LEFT/RIGHT	42.000	EA	\$ 52.00	\$2,184.00
<b>Thermoplastic Pavement Markings</b>					
<b>Other Miscellaneous Items</b>					
71	RPM, BI-DIRECTIONAL	282.000	EA	\$ 8.95	\$2,523.90
76	BIKE LANE SYMBOL	17.000	EA	\$ 331.00	\$5,627.00
<b>GRAND TOTAL:</b>					<b>\$4,543,669.93</b>

Respectfully submitted,



Dustin Baker - Senior Estimator

# NASSAU COUNTY PROPOSED LIST OF OVERLAY ROADS

FY 2023/24

COUNTY	NO.	STREET NAME	LENGTH OF ROAD (LF)	WIDTH OF ROAD	YDS	MILLING 1.5 INCH	PAVING 1.5 INCH	PAVING 1.25 INCH
HILLIARD	01	ROWE ROAD	8,274.0	21.0	19,306.0	0.0		1327
CALLAHAN	01	RATLIFF ROAD	20,097.0	24.0	53,592.0	0.0	4,421.3	
	02	MAPLEWOOD COURT	6,120.0	20.0	13,600.0	0.0		935
	03	HURST ROAD	2,970.0	22.5	7,425.0	2,612.0		510
	04	WOODLAND COURT	276.0	20.0	613.3	0.0		42
	05	OAKWOOD LANE	1,143.0	17.0	2,159.0	0.0		148
	06	WOODLAND CIRCLE	9,134.0	18.0	18,268.0	0.0		1256
	07	KERI BLVD	1,158.0	18.0	2,316.0	0.0		159
	08	GAIL DRIVE	1,610.0	20.0	3,577.8	0.0		246
	09	JESSICA DRIVE	1,475.0	22.0	3,605.6	0.0		248
YULEE	01	CREEKWOOD DRIVE	724.0	24.0	1,930.7	2,152.0		133
	02	ST THOMAS STREET	1,751.0	21.0	4,085.7	0.0		281
	03	BAYVIEW RD	1,405.0	18.0	2,810.0	0.0		193
	04	SHADY OAK DR	750.0	21.0	1,750.0	0		120
	05	GENE LASSERRE BLVD	1,809.0	32.1	6,452.1	0.0		444
	06	DIAMOND STREET	1,568.0	20.0	3,484.4	0.0		240
	07	STILLMEADOW LANE	939.0	22.0	2,295.3	0.0		158
	08	DOLPHIN WAY	538.0	20.0	1,195.6	0.0		82
	09	LOFTON COURT	709.0	21.0	1,654.3	0.0		114
	10	JAMIE ROAD	978.0	20.0	2,173.3	0.0		149
	11	RAVENWOOD DRIVE	1,871.0	23.0	4,781.4	5,208.0		329
FERNANDINA BEACH	01	DIANE DR	1,306.0	22.0	3,192.4	0.0		219
	02	SCRIB JAY LANE	580.0	18.0	1,160.0	0.0		80
	03	OLD AMELIA LANE	928.0	21.0	2,165.3	0.0		149
	04	CIERA LANE	623.0	27.8	1,925.8	1,642.7		132
	05	CAPRICE LANE	836.0	21.0	1,950.7	2,389.3		134
	06	RIDGE COURT	220.0	21.0	513.3	0.0		35
	07	SANDPIPER LOOP	1,096.0	24.9	3,034.7	0.0		209
	08	FLORENCE POINT DR	2,157.0	24.0	5,752.0	5,901.3		395
	09	MANUCY ROAD	1,895.0	18.0	3,790.0	0.0		261
	10	SANTA JUANA ROAD	2,078.0	22.0	5,079.6	0.0		349
	11	ELLIS LANDING ROAD	1,714.0	21.0	3,999.3	0.0		275
FERNANDINA BEACH	12	SADLER RD	7,225.0	62.7	50,310.1	50,310.1	4,150.6	
	13	NASSAU LAKES CIRCLE	2,653.0	24.0	7,074.7	0.0		486
	14	CAUSEWAY PLACE	349.0	22.0	853.1	1,657.4		59
	15	BOARDWALK LNDG	894.0	22.0	2,185.3	3,040.6		150
	16	CRESCENT PARKE CT	437.0	26.0	1,262.4	2,117.7		87
	17	SCOTT RD BEACH ACCESS	575.0	69.0	4,410.9	0.0		303
	18	THERON COURT	619.0	22.0	1,513.1	0.0		104
	19	MARSH HEN ROAD	1,846.0	22.0	4,512.4	0.0		310
	20	RIVER MARSH DRIVE	2,095.0	24.0	5,586.7	0.0		384

DATE  
**3/20/2024**

**Requisition Form**  
**NASSAU COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**

96135 Nassau Place Suite 1  
Yulee, FL 32097

**VENDOR NAME/ADDRESS**  
Hubbard Construction Company  
1936 Lee Road, Suite 300  
Winter Park, FL 32789

**DEPARTMENT**  
Road

**REQUESTED BY**  
Idalia Gutierrez/David Hearn

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
1420	FY24 Road Overlays	03461541-546550 L&O		Encumber Contract	CM3359
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	FY24 Overlay Roads			\$ 0.00	Cash carry forward (Rolled PO 23000550)
1	Mobilization (Asphalt)	23.00	\$ 12,100.00	\$ 278,300.00	
2	Mobilization (Milling)	10.00	\$ 1,260.00	\$ 12,600.00	Requires Board Approval
3	Hilliard Area SP-9.5 (>2,401 Tons)	1,327.30	\$ 172.00	\$ 228,295.60	
4	Callahan Area SP-9.5 (101-800 Tons)	1,402.80	\$ 177.00	\$ 248,295.60	
5	Callahan Area SP-9.5 (>2,401 Tons)	2,301.80	\$ 167.00	\$ 384,400.60	
6	Callahan Area SP-12.5 (>2,401 Tons)	4,421.30	\$ 163.00	\$ 720,671.90	
7	Yulee Area SP-9.5 (101-800 Tons)	2,029.00	\$ 180.00	\$ 365,220.00	
8	Yulee Area SP-12.5 (101-800 Tons)	532.30	\$ 176.00	\$ 93,684.80	
9	Fernandina Area SP-9.5 (0-100 Tons)	115.00	\$ 396.00	\$ 45,540.00	
10	Fernandina Area SP-9.5 (101-800 Tons)	4,150.30	\$ 194.00	\$ 805,158.20	
11	Fernandina Area (FC-12.5, PG 76-22(>2,401 Tons)	4,150.60	\$ 188.00	\$ 780,312.80	
12	Milling (All Areas)	96,784.0	\$ 5.15	\$ 498,437.60	
13	Painted Pavement Markings	1.00	\$ 74,601.93	\$ 74,601.93	
14	RPM, Bi-directional	282.00	\$ 8.95	\$ 2,523.90	
15	Bike Lane Symbol	17.00	\$ 331.00	\$ 5,627.00	
	Contract Term: 6/26/2023-6/25/2026			\$ 0.00	
	Work Authorization #03			\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00  
COPY - DEPARTMENT Total \$ 4,543,669.93

**Department Head**

I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.

*Doug Podiak* 3/27/2024

**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**

I attest that, to the best of my knowledge, funds are available for payment.

*Chris Lacambra* 3/27/2024

**Procurement Director (signature required if greater than \$5,000.00)**

I attest that, to the best of my knowledge, this requisition is accurate and necessary and is consistent with the Nassau County Purchasing Policy.

*Annice Belmont* 3/28/2024

**County Manager (signature required if greater than \$100,000.00)**

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

*Taco E. Popey* 4/2/2024

Clerk: *LPB*  
Date: 4/3/2024

**Certificate Of Completion**

Envelope Id: A905DA272D574CF3B3C860987E08CAFF	Status: Completed
Subject: Work Authorization #03 Hubbard Construction \$4,543,669.93 FY24 Road Overlays	
Source Envelope:	
Document Pages: 7	Signatures: 10
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Idalia Gutierrez
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	igutierrez@nassaucountyfl.com
	IP Address: 50.238.237.26

**Record Tracking**

Status: Original	Holder: Idalia Gutierrez	Location: DocuSign
3/26/2024 11:39:06 AM	igutierrez@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: 3/26/2024 11:41:59 AM Viewed: 3/27/2024 3:21:03 PM Signed: 3/27/2024 3:21:12 PM
	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: 3/27/2024 3:21:13 PM Viewed: 3/27/2024 3:22:22 PM Signed: 3/27/2024 3:24:37 PM
	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: 3/27/2024 3:24:39 PM Viewed: 3/27/2024 3:36:28 PM Signed: 3/27/2024 3:38:45 PM
	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: 3/27/2024 3:38:47 PM Viewed: 3/28/2024 11:21:19 AM Signed: 3/28/2024 11:21:27 AM
	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>P. Frederick O'Dea, Jr.  asphalt@hubbard.com  Security Level: Email, Account Authentication (None)</p>	<p><i>P. Frederick O'Dea, Jr.</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 97.71.143.50</p>	<p>Sent: 3/28/2024 11:21:29 AM  Viewed: 3/28/2024 11:23:59 AM  Signed: 3/28/2024 2:06:49 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 3/28/2024 11:23:59 AM  ID: 961967b1-587b-4ac2-be89-afa8c53d3c41</p>		
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Deputy County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 3/28/2024 2:06:51 PM  Viewed: 4/2/2024 8:27:53 AM  Signed: 4/2/2024 8:28:00 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Denise C. May  dmay@nassaucountyfl.com  County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</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 8:28:03 AM  Viewed: 4/2/2024 9:05:14 AM  Signed: 4/2/2024 9:08:38 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Taco E. Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</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 9:08:40 AM  Viewed: 4/2/2024 12:58:27 PM  Signed: 4/2/2024 12:58:33 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>		
<p>Clerk Finance received  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</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 12:58:35 PM  Viewed: 4/3/2024 1:28:37 PM  Signed: 4/3/2024 1:28:47 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</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
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/3/2024 1:28:49 PM
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 4/3/2024 1:28:50 PM Viewed: 4/3/2024 2:06:09 PM
Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/24/2023 9:00:03 AM ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9	<b>COPIED</b>	Sent: 4/3/2024 1:28:51 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/26/2024 11:41:59 AM
Certified Delivered	Security Checked	4/3/2024 1:28:37 PM
Signing Complete	Security Checked	4/3/2024 1:28:47 PM
Completed	Security Checked	4/3/2024 1:28:51 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.