

NASSAU COUNTY WORK AUTHORIZATION #04

Contract Number:	CM3490
Consultant/Vendor:	Environmental and Geotechnical Specialists, Inc.
Consultant/Vendor Contact Name:	Matt Landschoot
Consultant/Vendor Contact Phone Number:	904-580-8501
Consultant/Vendor Contact Email Address:	Matt.landschoot@egs-us.com
Project Short Title:	Dove Road Extension
Total Amount of Previous Work Authorizations:	\$72,500.00
Amount of this Work Authorization:	\$27,450.00
New Contract Amount including this Work Authorization:	\$99,950.00
Funding Source:	63470541-563100 C0174

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 sixty (60) 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 5/7/2024
Date

Procurement: Lance Helms 5/7/2024
Date

Office of Management & Budget: Chris Lacambra 5/7/2024 *JP*
Date

County Attorney: Denise C. May 5/8/2024 *DJ*
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.

NASSAU COUNTY, FLORIDA


By: Taco E. Pope
Its: Designee
Date: 5/8/2024

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

BY: Tom Hayden
Print Name: Thomas Hayden
Title: Vice President
Date: 5/7/2024

EXHIBIT "A"
VENDOR'S PROPOSAL
ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

EGS Proposal No.: 100-538-24

April 29, 2024

Nassau County Board of County Commissioners
96161 Nassau Place
Yulee, FL 32097



ATTN: George Murray
Project Manager / Capital Projects Department

SUBJECT: Cost Proposal for Geotechnical and Environmental Services
Dove Road Extension
Yulee, Nassau County, FL

Dear George:

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 – Roadway Soil Survey – Dove Road Extension

- **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 – Dove Road Extension

- **Phase I Environmental Site Assessment**
 - 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).
- **Wetland Delineation**
 - Field verify wetlands present on the property and coordinate locations with the surveyor, to ensure wetland locations are incorporated into the plans; and
 - Meet with regulatory agency on-site to review wetland locations for concurrence.
- **Regulatory Review**
 - Conduct a virtual meeting with regulatory agencies to ensure proper permitting is performed for the project.

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

- **General Permit – Anticipated Due to Wetland Impacts**
 - Coordinate, submit, and obtain approval of General Permit to the St. Johns River Water Management District (**SJRWMD**) and Section 404 Permitting through the U.S. Army Corp of Engineers (**USACE**) (FDEP State 404 Program halted at the time of this proposal); and
 - **NOTE: Costs have not been included for permitting submittal fees. Any permitting fee and/or wetland mitigation fees.(if warranted) are to be paid for by the OWNER (costs TBD).**

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;
- **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 a geotechnical Roadway Soil Survey Report in accordance with the FDOT Soils and Foundations Handbook for the 320 Ft roadway extension discussed for this project;
- **TASK B** Costs are based on preparing one (1) Phase I ESA Report;
 - 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.
 - Costs based on the Phase I ESA and wetland delineation field visit conducted during one site visit.
 - Costs based on preparation of two permit packages (one to SJRWMD and one to USACE).
 - Costs based on two pre-application meetings.
- 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.

ENVIRONMENTAL AND GEOTECHNICAL SPECIALISTS, INC.

EGS estimates it can complete the attached Scope of Services within 60 days of NTP for the following Lump-Sum Amounts:

- **TASK A – Phase I Geotechnical Investigation:** \$11,000.00
- **TASK B – Environmental Support Services:** \$16,450.00
- **TOTAL – TASK's A & B:** \$27,450.00

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 (4-29-2024)

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

PROJECT: DOVE ROAD EXTENSION DATE: 4/29/2024
 LOCATION: NASSAU COUNTY, FLORIDA PROPOSAL: 100-538-24

CLIENT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

TASK A: ROADWAY SOIL SURVEY - BASED ON 320 FT OF ROADWAY EXTENSION, BASED ON 1-15 FT SPT SOIL BORING PER 100 LF OF IMPROVEMENTS

Scope of Services:

- Field**
- Mobilize on Site
- Utility Locates:** Based On 4 Hrs To Perform Utility Coordination / Utility Clearance
- Drilling:** Based On Installing 3-15 Ft SPT Soil Borings (45 Ft)
- Collect 2 Limerock Bearing Ratio (LBR) Samples (2 Tests)
- Laboratory (Classification and Uniformity)**
- Particle Size Analysis Every 10 Feet (5 Tests)
- Plastic Limit and Liquid Limit Every 20 Feet (2 Tests)
- Organic Test Every 10 Feet (5 Tests)
- Corrosion Series Tests (2 Tests)
- Report**
- Prepare a Roadway Soil Survey Report, Including:
- Subsurface Materials Encountered
- Measured Groundwater and Estimated "Normal" Seasonal High Groundwater
- Provide Over-Excavation Recommendations, Subgrade Compaction Recommendations, and a Plan Sheet For Inclusion In The Construction Plan Set

UNIT RATES ARE NEGOTIATED, PLUS 3% ESCALATOR FOR 2024

	UNITS	NO. OF UNITS	COST/UNIT	COST
LABOR CATEGORY				
Senior Engineer	Hour	4	\$208.89	\$835.56
Engineering Intern	Hour	24	\$85.36	\$2,048.64
CADD / Computer Technician	Hour	24	\$94.84	\$2,276.16
Total Labor			\$5,160.36	
FIELD CATEGORY				
UTILITY CLEARANCE				
Senior Engineering Technician	Hour	4	\$115.44	\$461.76
MOBILIZATION				
Drill Rig - Truck Mounted	Each	1	\$618.00	\$618.00
MOT Equipment	Each	1	\$515.00	\$515.00
TEMPORARY TRAFFIC CONTROL (TTC) / MAINTENANCE OF TRAFFIC (MOT)				
Portable Sign	Each	7	\$51.50	\$360.50
Cones	Each	20	\$10.30	\$206.00
DRILLING				
SPT - Truck - 0-50 Ft	LF	45	\$18.54	\$834.30
Grout Boreholes - Truck - 0-50 Ft	LF	45	\$8.24	\$370.80
Extra SPT Samples - Truck - 0-50 Ft	Each	9	\$70.04	\$630.36
Total Field			\$3,996.72	
LABORATORY CATEGORY				
Particle Size Anly AASHTO T88 (No Hydrometer)	Test	5	\$96.82	\$484.10
Liquid Limit AASHTO T89	Test	2	\$57.00	\$114.00
Plastic Limit & Plasticity Index AASHTO T90	Test	2	\$57.00	\$114.00
Organic Content Ignition FM 1 T-267	Test	2	\$44.29	\$88.58
Corrosion Series FM 5-550 through 5-553	Test	2	\$283.25	\$566.50
Limerock Bearing Ratio (LBR) FM 5-515	Test	2	\$350.00	\$700.00
Total Laboratory			\$2,067.18	

SUBTOTAL \$11,224.26

TASK A - LUMP SUM TOTAL: \$11,000.00

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: DOVE ROAD EXTENSION DATE: 4/29/2024
 LOCATION: NASSAU COUNTY, FLORIDA PROPOSAL: 100-538-24

CLIENT: NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

TASK B: ENVIRONMENTAL SUPPORT SERVICES - DOVE ROAD EXTENSION IN ATTACHED FIGURE
IN ATTACHED FIGURE
PHASE I ESA, WETLAND DELINEATION, AND ENVIRONMENTAL PERMITTING

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
- Preparation of Phase I ESA Report
- WETLAND DELINEATION**
- Literature and Map Review
- Coordination with Surveyors
- Mobilize on Site
- Delineate Wetlands on One (1) Approximately 0.4-Acre Area of the Proposed Roadway Extension
- Prepare Electronic Files to be Incorporated into Plan Set
- Review Plan Set
- AGENCY VERIFICATION OF WETLAND DATA**
- Mobilize on Site
- Conduct a Wetland Verification with the Regulatory Agencies
- ENVIRONMENTAL PERMIT PACKAGES**
- Preparation of a General ERP Package Submitted to SJRWMD and NWP Submitted to USACE
- Prepare Responses to Regulatory Review Comments

	UNITS	NO. OF UNITS	COST/UNIT	COST
ENVIRONMENTAL SERVICES				
PHASE I ESA				
Chief Engineer	Hour	1	\$193.11	\$193.11
Engineering Intern	Hour	5	\$85.36	\$426.80
CADD / Computer Technician	Hour	5	\$94.84	\$474.20
Senior Environmental Scientist	Hour	14	\$141.58	\$1,982.12
Total Labor			\$3,076.23	
PHASE I ESA SUBCONTRACTOR				
ERIS Database Report				
Chief Engineer	Hour	2	\$193.11	\$386.22
Total Phase I ESA			\$3,462.45	
WETLAND DELINEATION				
Engineering Intern	Hour	10	\$85.36	\$853.60
CADD / Computer Technician	Hour	4	\$94.84	\$379.36
Senior Environmental Scientist	Hour	10	\$141.58	\$1,415.80
Total Wetland Delineation			\$2,648.76	
REGULATORY FIELD REVIEW				
Senior Environmental Scientist	Hour	8	\$141.58	\$1,132.64
Total - Regulatory Field Review			\$1,132.64	
ENVIRONMENTAL PERMIT PACKAGES (SJRWMD AND USACE)				
Chief Engineer	Hour	3	\$193.11	\$579.33
Engineering Intern	Hour	24	\$85.36	\$2,048.64
CADD / Computer Technician	Hour	10	\$92.54	\$925.40
Senior Environmental Scientist	Hour	40	\$141.58	\$5,663.20
Total - Environmental Permitting			\$9,216.57	

SUBTOTAL \$16,460.42

TASK B - LUMP SUM TOTAL: \$16,450.00

TOTAL - TASK'S A AND B - LUMP SUM TOTAL: \$27,450.00

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



Certificate Of Completion

Envelope Id: FE3FC7F39BD74887BFE105257AC50F40 Status: Completed
Subject: Contract No.:CM3490 Vendor Name: EGS \$27,450.00 Description: Dove Rd Extension Geotechnical Analysis
Source Envelope:
Document Pages: 8 Signatures: 10 Envelope Originator:
Certificate Pages: 6 Initials: 4 George Murray
AutoNav: Enabled gmurray@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: George Murray Location: DocuSign
5/7/2024 11:22:40 AM gmurray@nassaucountyfl.com

Signer Events

Signature	Timestamp
Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	Sent: 5/7/2024 11:31:38 AM Viewed: 5/7/2024 11:47:14 AM Signed: 5/7/2024 11:47:41 AM
Signature Adoption: Pre-selected Style Using IP Address: 174.239.86.54 Signed using mobile	

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: 5/7/2024 11:47:44 AM Viewed: 5/7/2024 1:14:17 PM Signed: 5/7/2024 1:15:13 PM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

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)		Sent: 5/7/2024 1:15:15 PM Viewed: 5/7/2024 1:35:13 PM Signed: 5/7/2024 1:41:02 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: 5/7/2024 1:41:03 PM Viewed: 5/7/2024 4:25:11 PM Signed: 5/7/2024 4:25:17 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>Tom Hayden tom.hayden@egs-us.com Vice President Security Level: Email, Account Authentication (None)</p>	<p><i>Tom Hayden</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 142.190.44.218</p>	<p>Sent: 5/7/2024 4:25:19 PM Viewed: 5/7/2024 4:56:05 PM Signed: 5/7/2024 4:56:10 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 5/7/2024 4:56:05 PM ID: eeb9119d-9cd5-4066-9a23-222c751cffde</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: 5/7/2024 4:56:12 PM Viewed: 5/8/2024 2:35:01 PM Signed: 5/8/2024 2:35:08 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 5/8/2024 2:35:11 PM Viewed: 5/8/2024 2:35:56 PM Signed: 5/8/2024 2:36:04 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Taco Pope</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 5/8/2024 2:36:08 PM Viewed: 5/8/2024 3:00:29 PM Signed: 5/8/2024 3:00:55 PM</p>
<p>Electronic Record and Signature Disclosure: 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: 5/8/2024 3:00:58 PM Viewed: 5/9/2024 2:07:53 PM Signed: 5/9/2024 2:07:59 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
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/8/2024 2:36:08 PM Viewed: 5/9/2024 2:12:21 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/8/2024 2:36:09 PM Viewed: 5/9/2024 8:35:19 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	5/7/2024 11:31:38 AM
Certified Delivered	Security Checked	5/9/2024 2:07:53 PM
Signing Complete	Security Checked	5/9/2024 2:07:59 PM
Completed	Security Checked	5/9/2024 2:07:59 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

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.

