CHANGE ORDER APPROVAL FORM

PROJECT: _Three	River Community Kayak Engineering & Permitting	<u></u>
CHANGE ORDER	NUMBER:02	
DATE:5/7/25_		
CONTRACT NUM	MBER:CM3501-WA04	
PURCHASE ORD	ER NUMBER (IF APPLICABLE): 24000506	
TO CONTRACTO	R: Pond & Company	
authorization.	ional funds required due to the project scope and des	
permitting strategy of Engineers (USA County. Change or Original Contract S Net Change by Pre Contract Sum Prior Amount of this Change Contract Sum	Order: _Due to design constraints, the project no loapproved by Nassau County on May 25, 2024. A State CE), will be required now to complete the project deris for Federal Environmental Permitting and State Cum	tandard Permit from the U.S. Army Corps lue to revised scope required from Nassau
Previous Substanti	al Completion: 7/8/2024 Previous Final Completion: 7/8/2025 New Final Completion: 7/8/2025	mpletion: <u>7/8/2024</u>
APPROVED BY:	Doug Podiak Department Head/Managing Agent	DATE: 5/7/2025
APPROVED BY:	Frocurement	DATE:
APPROVED BY:	Cliris Lacambra	DATE:5/13/2025
	Office of Management and Budget	

APPROVED BY:	Denise C. May, Esq., BCS	AF J	DATE:	5/22/2025	
	County Attorney				
APPROVED BY:			DATE:	5/22/2025	,
	County Manager				
APPROVED BY:			DATE:		
	Chairman				
ATTEST:	N/A		DATE:		
	Mitch L. Keiter, Clerk of Courts				
Account No(s).	61007572-563710 <u>64040872×363740-</u> C0089	Clerk Finai	J23/2025		
	New Acct Number for Change Order Request / 5/14/2025				

SECTION 00 63 63

CHANGE ORDER REQUEST FORM

PROJECT Three Rivers Community Kayak Engineering	& Permitting No. 02						
DATE OF ISSUANCE 5/7/25 EFFECTIVE DA	ATE 5/7/25						
NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS							
COUNTY Contract No.: CM 3501-WA04							
CONTRACTOR- Pond & Company	ENGINEER / ARCHITECT- Robert Companion						
Description of changes: Due to design constraints, the project no longer qualifies for the previously proposed permitting strategy approved by Nassau County on May 25, 2024. A Standard Permit from the U.S. Army Corps of Engineers (USACE), will be required now to complete the project due to revised scope required from Nassau County. Change order is for Federal Environmental Permitting and State Environmental Permitting. Attachments: (List documents supporting change) Vendor's change order request							
CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:						
	Original Contract Times						
Original Contract Price	Substantial Completion: 7/8/2024 (days and dates)						
\$ <u>66,980.92</u>	Ready for Final Payment: 7/8/2024						
Net change from previous Change Orders No. 00 to No. 01	(days and dates) Net change from previous Change Orders No. 00 to No. 01 365 (days)						
Contract Price prior to this Change Order \$\frac{66,980.92}{}\$	Contract Times Prior to This Change Order Substantial Completion: 7/8/2025 (days and dates) Ready for Final Payment: 7/8/2025 (days and dates)						
Net Increase (decrease)-of this Change Order	Net Increase (decrease) of this Change Order						
*	(days)						
Contract Price with all approved Change Orders \$84,980.92	Contract Times with all approved Change Orders Substantial Completion: 7/8/2025 (days and dates) 7/8/2025 Ready for Final Payment: (days and dates)						
RECOMMENDED: Robert Companion By: Engineer/Architect (Authorized Signature) 5/7/2025 Date: APPROVED: By: COUNTY (Authorized Signature) 5/7/2025 Date:	ACCEPTED: By: James McNabb						

CHANGE ORDER

ISSUED PURSUANT to MASTER CONSULTING SERVICE AGREEMENT dated October 23, 2023, between Nassau County and Pond & Company

BETWEEN:

Nassau County and Pond & Company

DATE:

May 6, 2025

SERVICE ORDER TYPE: Hourly, not to exceed

PROJECT UNDERSTANDING

On May 25, 2024, Nassau County approved Pond & Company's Task Order #4 to engineer, design and pursue state and federal environmental permits for the Three Rivers Community Kayak Ramp and Launch (project). Pond is pleased to continue supporting the project; however, the project scope and design have expanded since the acceptance of Task Order #4. Due to design constraints, the project no longer qualifies for the previously proposed permitting strategy. Per guidance received from Nassau County on February 26, 2025, a detailed description of the proposed revised scope is found below.

SCOPE OF WORK: Change Order #1

Task: Permitting

Federal Environmental Permitting:

Pond assumes a Standard Permit (or similar) from the U.S. Army Corps of Engineers (USACE), Jacksonville District (SAJ) will be required versus the originally scoped Regional General Permit. On Nassau County's behalf, Pond will prepare and submit an application for Department of the Army Standard Permit (ENG Form 4345) and supplemental information to USACE SAJ. Pond will participate in one (1) virtual preapplication meeting, respond to one (1) Request for Additional Information to achieve what USACE regulations term a federally complete application, and attend a one (1) site visit with USACE SAJ staff, if necessary. Pond will revise construction documents in response to one (1) request from USACE SAJ.

State Environmental Permitting:

Pond assumes an Individual Environmental Resource Permit (ERP) and SSL Letter of Consent from the St. Johns River Water Management District (SJRWMD) will be required. On Nassau County's behalf, Pond will prepare and submit an Application for Individual Environmental Resource Permit and Authorization to Use State-Owned Submerged Lands (including Section A, C and F) and supplemental information to SJRWMD. This will include a field visit to conduct a wetland functional assessment in accordance with the Uniform Mitigation Assessment Methodology (UMAM) and/or the Wetland Rapid Assessment Procedure (WRAP). Pond will participate in one (1) virtual preapplication meeting, respond to one (1) Request for Additional Information, and attend a one (1) site visit with SJRWMD staff, if necessary. Pond will revise construction documents in response to one (1) request from SJRWMD.

ASSUMPTIONS / QUALIFICATIONS / EXCLUSIONS

All assumptions / qualifications / exclusions included in the original task order #4 apply with the exception of the following which supersede the previous text:

- Additional environmental services <u>not</u> included in the scope: wetland delineations; listed species surveys; cultural resources assessments; contamination assessments; dewatering services and permitting; application fees; Mitigation services and fees; alternative analysis, consultation pursuant to the Endangered Species Act and National Historic Preservation Act, construction stormwater permitting; In water resources assessments; post-design and permitting services.
- Scope assumes that Nassau County has documentation of sufficient upland interest and the
 riparian rights necessary for construction and operation of the proposed structures and that the
 proposed structures will be designed to comply with Chapter 18-21, Florida Administrative Code
 (FAC), Chapter 62-330, FAC, Section 404 of the Clean Water Act, and Section 10 of the Rivers and
 Harbors Act of 1899.

SCHEDULE

A final schedule will be determined, and Pond will develop a project plan developed upon notice to proceed.

FEE STRUCTURE

Pond shall receive the following additional compensation for the above-described additional responsibilities as broken out below. Fees are to be billed monthly via percent complete not-to-exceed the amounts shown below. They include all labor associated with the project.

Task – Environmental Permitting	\$18,000.00
Fee Total	\$18,000.00

We appreciate the opportunity to provide these services to you. We look forward to working with you on these park projects.

Sincerely,

Leslie Oubre, PLA, ASLA

Project Manager

Andrew Kohr, PLA, ASLA

Principal

EXECUTION:

Nassau County:

By:

Name:

Title:

Date:

Pond & Company:

By:

Name: Andrew Kohr, PLA, ASLA

Title: Principal

Date:

\$ 18,000.00 Project Total

		STANDARD BILLING RATES	Hrs. Task: Permitting	0 Kickoff Meeting	0 Cover sheet	0 Environmental Design Review	1 Notes	7 Site Plan and Details	0 Erosion control plans and details	0 00PC	0 QA/QC	0 Address Comments and Resubmit	1 PM	53 Federal EV Permitting	33 State EV Permitting	0 QA/QC	0 Address Permit Comments and Resubmit	4 PM	99 HOURS SUBTOTAL	- \$ 16,495.04 Phase Subtotal	\$ 16,495.04 DESIGN SUBTOTAL (hourly not to exceed)	\$ 1,504.96 Expenses (not to exceed)	
	NIN	\$ 105.05																	0				
	(Geotech) ADI	₩.																	0	٠	阿拉克斯士工程		
	Env Scientist EGS (Geotech) EGS (Geotech) ADMIN																		0	٠٠			
	Scientist E	100.00												14	12				79	2,600.00 \$			
Senior Env		160.00 \$ 100.00												14	6				23	3,680.00 \$ 2,600.00 \$			
Senic	Scientist	131.22 \$												∞	4				12	1,574.64 \$			
		222.00 \$												4	4				∞	1,776.00 \$			
	hitect CV	257.00 \$ 224.63 \$ 151.30 \$					1	7											∞	\$ 1,210.40 \$ 1,776.00 \$ 1,574.64 \$			
	Sr. Architect Architect	224.63 \$																	0	٠			
	Sr. A												1	13	4			4	22	\$ 5,654.00 \$			
	PM	306.36 \$																	0	\$			
	PIC	٠,		1																\$			

docusign.

Certificate Of Completion

Envelope Id: 0B2547DF-67E6-4016-8A01-C169E1FBAC0E

Status: Completed

Subject: Pond Co Change Order Request \$18,000 CM3501-WA04 Three River Community Kayak Eng & Permitting

Source Envelope:

Document Pages: 7

Signatures: 9

Envelope Originator:

Certificate Pages: 8

Initials: 3

Becky Diden

AutoNav: Enabled

Envelopeld Stamping: Enabled

bdiden@nassaucountyfl.com IP Address: 10.101.81.73

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

Record Tracking

Status: Original

5/7/2025 9:50:07 AM

Holder: Becky Diden

bdiden@nassaucountyfl.com

Signature Adoption: Pre-selected Style

Signature Adoption: Pre-selected Style

Using IP Address: 10.101.81.137

Using IP Address: 10.101.81.73

Location: DocuSign

Timestamp

Signer Events

Robert Companion

RCompanion@nassaucountyfl.com

Deputy County Manager - County Engineer

Nassau County BOCC

Security Level: Email, Account Authentication

(None)

Doug Podiak

Signature

Robert Companion

Signed using mobile

Sent: 5/7/2025 10:16:32 AM Viewed: 5/7/2025 10:47:12 AM

Signed: 5/7/2025 10:47:19 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Doug Podiak

17

Sent: 5/7/2025 10:47:20 AM

dpodiak@nassaucountyfl.com

Facilities Director Nassau County BOCC

Security Level: Email, Account Authentication

Viewed: 5/7/2025 11:26:58 AM Signed: 5/7/2025 11:39:52 AM

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

Signature Adoption: Pre-selected Style

Sent: 5/7/2025 11:39:53 AM Viewed: 5/7/2025 12:24:42 PM Signed: 5/13/2025 11:44:29 AM

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)

Chris Lacambra

Sent: 5/13/2025 11:44:31 AM Viewed: 5/13/2025 11:45:47 AM

Signed: 5/13/2025 11:46:33 AM

Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Becky Diden	Completed	Sent: 5/14/2025 8:10:15 AM
bdiden@nassaucountyfl.com	Completed	Viewed: 5/14/2025 8:11:11 AM
Recycle Coordinator		Signed: 5/14/2025 8:11:37 AM
Nassau County BOCC	Using IP Address: 50.238.237.26	Signod: 6/14/2020 0:11:01 / W
Security Level: Email, Account Authentication		
(None)		
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Becky Diden	Completed	Sent: 5/14/2025 9:36:07 AM
bdiden@nassaucountyfl.com	•	Viewed: 5/14/2025 9:36:49 AM
Recycle Coordinator	Using IP Address: 50.238,237.26	Signed: 5/14/2025 9:37:06 AM
Nassau County BOCC	Osing ii Address. 50,250,257,20	
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Tracy Poore		Sent: 5/14/2025 9:37:10 AM
tpoore@nassaucountyfl.com	17	Viewed: 5/14/2025 10:39:09 AM
OMB Admin		Signed: 5/14/2025 10:40:00 AM
Nassau County BOCC		
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	
(None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Lanaee Gilmore		Sent: 5/13/2025 11:46:35 AM
lgilmore@nassaucountyfl.com	Sanace Helmole	Resent: 5/14/2025 8:11:40 AM
Procurement Director		Resent: 5/14/2025 10:40:03 AM
Nassau County BOCC		Viewed: 5/14/2025 11:10:49 AM
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	Signed: 5/14/2025 11:10:55 AM
(None)	Using IP Address: 50.238.237.26	olgitour 67 172020 11110.007 1111
Electronic Record and Signature Disclosure: Not Offered via Docusign		
James McNabb		Sent: 5/14/2025 11:12:06 AM
McNabbj@pondco.com	James McNabb	Resent: 5/16/2025 1:34:54 PM
Senior Vice President	•	Viewed: 5/16/2025 3:12:36 PM
Security Level: Email, Account Authentication		Signed: 5/21/2025 6:21:17 AM
(None)	Signature Adoption: Pre-selected Style	•
	Using IP Address:	
	2600:1700:3174:2750:91f9:b59c:da5:613b	
	Signed using mobile	
Electronic Record and Signature Disclosure: Accepted: 5/14/2025 11:23:13 AM ID: 30e6e018-fedb-4c5a-800a-61a51d4a24d5		
Abigail F. Jorandby		Sent: 5/21/2025 6:21:20 AM
ajorandby@nassaucountyfl.com	AFJ	Viewed: 5/22/2025 4:48:28 PM
Deputy County Attorney		Signed: 5/22/2025 4:49:08 PM
Nassau BOCC		
Security Level: Email, Account Authentication	Signature Adoption: Pre-selected Style	
(None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Hot Official via Boodsigii		

Signer Events	Signature	Timestamp		
Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney	Denise C. May, Esq., BCS	Sent: 5/22/2025 4:49:11 PM Viewed: 5/22/2025 4:49:45 PM Signed: 5/22/2025 4:50:19 PM		
Nassau County BOCC Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26			
Electronic Record and Signature Disclosure: Not Offered via Docusign				
Taco Pope, AICP		Sent: 5/22/2025 4:50:23 PM		
tpope@nassaucountyfl.com		Viewed: 5/22/2025 5:28:02 PM		
County Manager		Signed: 5/22/2025 5:28:13 PM		
Nassau County BOCC	Signature Adoption: Drawn on Device			
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26			
Electronic Record and Signature Disclosure: Not Offered via Docusign				
Clerk Finance		Sent: 5/22/2025 5:28:16 PM		
BOCCAP@nassauclerk.com	Clerk Finance	Viewed: 5/23/2025 11:16:49 AM		
Nassau County Clerk	•	Signed: 5/23/2025 11:17:12 AM		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Signodi Sizoizozo III.II.IZ AIVI		
Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059				
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 Admin	CODIED	Sent: 5/23/2025 11:17:15 AM		
BOCCClerkServices@nassauclerk.com	COPIED	Viewed: 5/23/2025 12:03:37 PM		
Security Level: Email, Account Authentication (None)				
Electronic Record and Signature Disclosure: Not Offered via Docusign				
James McNabb	CODIED	Sent: 5/23/2025 11:17:16 AM		
McNabbJ@pondco.com	COPIED			
Senior Vice President				
Security Level: Email, Account Authentication (None)				
Electronic Record and Signature Disclosure: Accepted: 5/14/2025 11:23:13 AM ID: 30e6e018-fedb-4c5a-800a-61a51d4a24d5				

Carbon Copy Events Status **Timestamp** Jennifer Kirkland Sent: 5/23/2025 11:17:17 AM **COPIED** 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 Jay Robertson Sent: 5/23/2025 11:17:19 AM **COPIED** jrobertson@nassaucountyfl.com Parks and Recreation Director Nassau County BOCC Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign Procurement Sent: 5/23/2025 11:17:20 AM **COPIED** Procurement@nassaucountyfl.com Security Level: Email, Account Authentication

(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Witness Events	Signature	Timestamp			
Notary Events	Signature	Timestamp			
Envelope Summary Events	Status	Timestamps			
Envelope Sent	Hashed/Encrypted	5/7/2025 10:16:32 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 8:10:14 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:06 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:07 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:07 AM			
Envelope Updated	Security Checked	5/14/2025 9:36:07 AM			
Certified Delivered	Security Checked	5/23/2025 11:16:49 AM			
Signing Complete	Security Checked	5/23/2025 11:17:12 AM			
Completed	Security Checked	5/23/2025 11:17:20 AM			

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-gigning-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.