

BOCC CONTRACT APPROVAL FORM
(Request for Contract Preparation)

CONTRACT TRACKING NO.

GENERAL INFORMATION

Requesting Department _____ County Manager/PIO

Contact Person: Sabrina Robertson AR

Telephone: (904) 530-6003 Fax: () _____ Email: srobertson@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Newsleader

Address: 511 Ash Street Fernandina Beach FL 32034
City State Zip

Contractor's Administrator Name: Meghan Miller Title: Advertising Specialist

Telephone: (904) 261-3696 Fax: () _____ Email: megmiller@cninewspapers.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: _____

Authorized Signatory Email: _____

CONTRACT INFORMATION

Contract Name: Advertising Agreement

Description: This agreement is for publication of our weekly "County Corner" newspaper ad
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: _____
APPROXIMATE IF NECESSARY

Source of Funds/Account: 549002 Termination/Cancellation: Must cancel 30 days prior to renewal date

Authorized Signatory: Taco Pope, County Manager

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: 4/20/22 to: 4/16/23

Status: ___ New **Renew** _____ Amend# _____ WA/Task Order

How Procured: **Sole Source** Single Source ITB RFP RFQ Coop. Other _____

If Processing an Amendment:

Contract #: _____ Increased Amount to Existing Contract: _____

New Contract Dates: _____ to _____ Total or Amended Amount: _____

Continued on next page

CHECKLIST		
<i>Review/Complete before sending contract for final signature</i>		
Requirement	Description	Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract.	Dept <i>AR</i>
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept <i>AR</i>
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept <i>AR</i>
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	Dept Cnty Atty
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	Cnty Atty
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	Cnty Atty
Term of Contract	Start and end dates of contract are included . Any renewals are included .	Cnty Atty
Warranties/Guarantees	Warranties or guarantees give satisfactory protection .	Cnty Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	Dept <i>n/a</i>
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	Cnty Atty
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	Cnty Atty
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures .	Router

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. *Taso E. Popy AICP* 3/21/2022
Department Head/Contract Manager Date
2. *Nassau County* 3/23/2022
Procurement Date
3. *Chris Lacambra* 3/22/2022 *Jessy Pace* 3/21/2022
Office of Mgmt & Budget Date
4. *Denise C. May* 3/23/2022
County Attorney Date

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. *Taso E. Popy AICP* 3/24/2022
County Manager Date *BOCC AP*

RETURN ORIGINAL(S) TO CONTRACTS MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)
Copies: Department; Procurement; RLS Distribution; Clerk Services BOCC

Nassau County Board of County Commissioners
Sole Source/Single Source Certification Form

CM3162

Vendor Name: Newsleader Department: County Manager *DK*
Address: 511 Ash Street
Fdna. Bch, FL 32034
Phone: (904) 261-3696 Date: 3/9/22
Contact Name: Meghan Miller
Account: 01121512-549002 Cost: \$4,420

Description of Goods and/or Service:
Weekly "County Corner" Ad

Check one (1) of the following two (2) choices:

- Sole Source: The goods or services can be legally purchased from only one source.
- Single Source: The goods or services can be purchased from multiple sources, but, in order to meet certain functional or performance requirements, there is only one economically feasible source for this purchase.

Please check all of the following that apply:

- Purchase can only be obtained from original manufacturer-not available through distributors.
- Only authorized area distributor of the original manufacturer.
- Parts/Equipment are not interchangeable with similar parts of another manufacturer.
- This is the only known source that will meet the specialized needs of this department or perform the intended function.
- This source must be used to meet warranty or service maintenance requirements.
- This source is required for standardization.
- None of the above apply.

Comments/Explanations: (required)

The Newsleader is the largest publication in Nassau County with the most reach. They also own the only other "for cost" publication, the Nassau County Record. The only other publication is a free publication, the Westside Journal, which is only available to residents within a certain demographic.

Department Head/Managing Agent

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

[Signature] 3/14

Office of Management and Budget

I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy.

Chris Lacambra 3/22/2022

County Manager

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

Tara E. Poppy AICP 3/21/2022



511 Ash Street • Fernandina Beach, FL 32034 • (904) 261-3696

Advertisers Name

NCBOCC

Account # 29490

Contract Type: Reach & Frequency

Retail Display Classified Display

ADVERTISING AGREEMENT

VOLUME AGREEMENT

The undersigned advertiser authorizes the News-Leader to publish _____ column inches of advertising under the volume agreement. The fifty-two week period beginning _____ at a rate of \$ _____ per column inch.

PREPRINT AGREEMENT

The undersigned advertiser authorizes the News-Leader to distribute a minimum of _____ preprints. The fifty-two week agreement beginning _____ at a rate of \$ _____ per thousand.

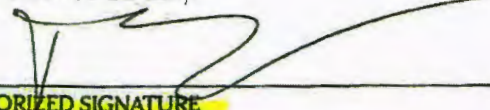
FREQUENCY CONTRACT PLAN

The undersigned advertiser authorizes the News-Leader to publish a 15 inch ad for 52 consecutive runs at a rate of \$ 85.00 per run.

Starting Date 4/20/22, Ending Date 4/19/23

This agreement shall remain in effect for the period stated and will renew automatically at the prevailing rate unless cancelled in writing 30 days prior to the renewal date.
The News-Leader reserves the right to revise the rates in effect in this agreement at anytime and will give a 30 day notice when a new rate schedule is to be published. Either party may cancel this agreement by giving written notice at that time.
Advertising inches under one agreement do not apply toward fulfillment of the other agreements. Preprint equivalency inches count towards annual bulk agreement fulfillment.
Payment on account is due at the time of ad placement unless credit has been established in advance. Accounts not paid by the 25th day of each month following publication shall bear interest at a rate of 15% per month (18% annually).
The advertiser acknowledges receipt of a copy of the advertising rate card of the News-Leader now in effect applicable to the advertising designated above. Advertiser agrees by signing the contract to the terms and conditions set forth in this agreement and the rate card.

ADVERTISER



AUTHORIZED SIGNATURE

Taco E. Pope

PRINTED NAME

(904) 530-6010 Srbovtson@nassaucountyfl.com www.nassaucountyfl.com
PHONE EMAIL ADDRESS WEBSITE

96135 Nassau Place, Suite 1, Yulee FL 32097
BILLING ADDRESS

Meghan Miller
NEWS-LEADER SALES REPRESENTATIVE

NEWS-LEADER ADVERTISING MANAGER

3/24/2022
DATE

Certificate Of Completion

Envelope Id: 1EFA93D4117B41F18C48FBC2BB0DE4C7

Status: Completed

Subject: NewsLeader Advertising Agreement - County Corner Ads - \$4,420

Source Envelope:

Document Pages: 4

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 0

Sabrina Robertson

AutoNav: Enabled

srobertson@nassaucountyfl.com

Enveloped Stamping: Enabled

IP Address: 50.238.237.26

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

Record Tracking

Status: Original

Holder: Sabrina Robertson

Location: DocuSign

3/21/2022 12:02:45 PM

srobertson@nassaucountyfl.com

Signer Events

Taco E. Pope, AICP

tpope@nassaucountyfl.com

County Manager

Nassau County BOCC

Security Level: Email, Account Authentication
(None)**Signature**Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26**Timestamp**

Sent: 3/21/2022 12:09:31 PM

Viewed: 3/21/2022 3:17:52 PM

Signed: 3/21/2022 3:18:01 PM

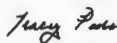
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore

tpoore@nassaucountyfl.com

OMB Admin

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/21/2022 12:09:32 PM

Viewed: 3/21/2022 12:50:59 PM

Signed: 3/21/2022 12:54:22 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Chris Lacambra

clacambra@nassaucountyfl.com

Lacambra

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/21/2022 12:09:32 PM

Viewed: 3/22/2022 2:16:31 PM

Signed: 3/22/2022 2:16:39 PM

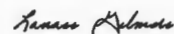
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lanaee Gilmore

lgilmore@nassaucountyfl.com

Procurement Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 3/22/2022 2:16:41 PM

Viewed: 3/23/2022 4:42:19 PM

Signed: 3/23/2022 4:42:26 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Denise C. May dmay@nassaucountyfl.com Assistant 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: 3/23/2022 4:54:57 PM Viewed: 3/23/2022 4:56:00 PM Signed: 3/23/2022 4:56:35 PM</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: 3/23/2022 4:56:38 PM Viewed: 3/24/2022 9:40:47 AM Signed: 3/24/2022 9:40:53 AM</p>
<p>Meghan Miller megmiller@cninewspapers.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 3/24/2022 10:28:49 AM ID: 98138710-6e6f-4adc-b84b-0d5affdd87c2</p>	<p><i>Meghan Miller</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 76.160.23.226</p>	<p>Sent: 3/24/2022 9:40:57 AM Viewed: 3/24/2022 10:28:49 AM Signed: 3/24/2022 10:29:24 AM</p>
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>BOCC AP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 3/24/2022 10:29:25 AM Viewed: 3/24/2022 10:49:00 AM Signed: 3/24/2022 10:49:42 AM Freeform Signing</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>Michael Mullin mmullin@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure:</p>	<div style="border: 2px solid black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;"> COPIED </div>	<p>Sent: 3/23/2022 4:54:58 PM</p>

Carbon Copy Events	Status	Timestamp
Not Offered via DocuSign		
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/24/2022 10:49:45 AM
RLS Distro RLSDistribution@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/24/2022 10:49:48 AM
Procurement Staff procurementstaff@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/24/2022 10:49:50 AM
Sabrina Robertson srobertson@nassaucountyfl.com Public Information Officer Nassau County BOCC Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 3/24/2022 10:49:52 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/21/2022 12:09:32 PM
Certified Delivered	Security Checked	3/24/2022 10:49:00 AM
Signing Complete	Security Checked	3/24/2022 10:49:42 AM
Completed	Security Checked	3/24/2022 10:49:52 AM

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

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

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.