

CS-22-039

CONTRACT TRACKING NO.  
3260

**BOCC CONTRACT APPROVAL FORM**  
(Request for Contract Preparation)

**GENERAL INFORMATION**

Requesting Department: OMB

Contact Person: Marshall Everman

Telephone: 904-530-6010 Email: meyerman@nassaucountyfl.com

**CONTRACTOR INFORMATION**

Name: All About Events - Jacksonville, LLC

Address: 4556 St. Augustine Rd.

Contractor's Administrator Name: Jeffery J. Cotto Title: Owner and Founder

Telephone: 904 379 6822 Email: jeff@allabouteventsjax.com

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

Authorized Signatory Name: Jeffery J. Cotto

Authorized Signatory Email: jeff@allabouteventsjax.com

**CONTRACT INFORMATION**

Contract Name: All About Events

Description: Rental of items for Dickens on Centre festival 2022  
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$7,729.13  
APPROXIMATE IF NECESSARY

Source of Funds:  County  State  Federal  Other Account: 37523552-54852-DOC

Authorized Signatory: Taco Pope

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: Execution to: 9/30/2023 Termination/Cancellation: \_\_\_\_\_

Status:  New  Renew  Amend#  WA/Task Order  Supplemental Agreement

How Procured:  Exemption  Sole Source  Single Source  ITB  RFP  RFQ  Coop  
 Piggyback  Quotes  Other \_\_\_\_\_

**If Processing an Amendment:**

Contract #: \_\_\_\_\_ Increased Amount to Existing Contract: \_\_\_\_\_

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ Total or Amended Amount: \_\_\_\_\_

*Continued on next page*

RCVD OMB  
'22 NOV 4 AM 8:18

<b>CHECKLIST</b>		
<i>Review/Complete before sending contract for final signature</i>		
<b>Requirement</b>	<b>Description</b>	<b>Complete By</b>
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 LG
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept LG
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept LG
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 LG 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 LG
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. Marshall Eyerman 11/17/2022  
 Department Head/Contract Manager Date **GL** 11/16/2022
2. James Adams 11/17/2022  
 Procurement Date **JP** 11/16/2022
3. Chris Lacambra 11/17/2022  
 Office of Mgmt & Budget Date **AL** 11/21/2022
4. Denise C. May 11/21/2022  
 County Attorney Date **AL** 11/21/2022

**COUNTY MANAGER – FINAL SIGNATURE APPROVAL**

5. Taco E. Popey AICP 11/21/2022  
 County Manager Date

Contract No.: CM 3260

**CONTRACT FOR ALL ABOUT EVENTS – JACKSONVILLE, LLC SERVICES**

THIS CONTRACT entered into on \_\_\_\_\_, by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA, a political subdivision of the State of Florida**, hereinafter referred to as the “County”, and **ALL ABOUT EVENTS – JACKSONVILLE, LLC**, located at 4556 St. Augustine Rd., Jacksonville, FL 32207, hereinafter referred to as the “Vendor”.

**WHEREAS**, the County received a proposal for rental services, on August 12, 2022 for the Dickens on Centre Festival; and a copy of the Vendor’s quote is attached hereto as Attachment “A” and “A-1” and made part hereof; and

**WHEREAS**, the County has completed the necessary steps for retention of rental services under applicable County policy; and

**NOW, THEREFORE**, in consideration of the terms and conditions herein set forth, the County and the Vendor agree as follows:

**SECTION 1. Description of Services and/or Materials to be Provided**

The County does hereby retain the Vendor to provide the services and/or materials further described in the *Quote*, a copy of which is attached hereto and incorporated herein as Attachment “A” and “A-1”. This Contract standing alone does not authorize the performance of any work or require the County to place any orders for work. The Vendor shall commence the work in accordance with the issuance of a written Notice to Proceed for services and/or materials issued by the County.

**SECTION 2. Receiving/Payment/Invoicing**

As to any outstanding payments, no payment will be made for services and/or materials without proper County authorization and approval. The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice by the Director of Procurement, pursuant to and in accordance with the promulgations set forth by the State of Florida’s Prompt Payment Act. (Florida Statutes Section 218.70). The Vendor shall also submit a copy of all invoices submitted to Director of Procurement for payment to [invoices@nassaucountyfl.com](mailto:invoices@nassaucountyfl.com). Payment shall not be made until services and/or materials have been received, inspected and accepted by the County in the quantity and/or quality ordered. Payment will be accomplished by submission of an invoice, with the contract number referenced thereon. If for any reason beyond

Initials: TP

Initials: JH

Contract No.: CM 3260

the County's control, the event is cancelled, the vendor shall credit 50% of any previously paid monies towards the payment for a future Dickens on Centre event. The date and time of the future event shall be agreed to by the parties in writing.

The invoice submitted shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the awarded bid.

**SECTION 3. Acceptance of Services and/or Materials**

Receipt of services and/or materials shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the services and/or materials meet bid specifications and conditions. Should the quantity and/or quality differ in any respect from specifications, payment will be withheld until such time as the Vendor takes necessary corrective action. If the proposed corrective action is not acceptable to the County, the County Manager's Office may authorize the recipient to refuse final acceptance of the quantity and/or quality received. Should a representative of the County agree to accept the services and/or materials on condition that the Vendor will correct their performance within a stipulated time period, then payment will be withheld until said corrections are made.

**SECTION 4. Firm Prices**

Prices for services and/or materials covered in the specifications of this Contract shall remain firm for the period of this Contract pursuant to pricing as reflected in Attachment "A" and "A-1"; net delivered to the ordering agency, **F.O.B. DESTINATION**. No additional fees or charges shall be accepted.

**SECTION 5. Fund Availability**

This Contract is deemed effective only to the extent that appropriations are available. Pursuant to Florida Statutes all appropriations lapse at the end of the Fiscal Year. Multi-year awards may be adequately funded but the County reserves the right not to appropriate for an ongoing procurement if it is deemed in its best interest.

**SECTION 6. Expenses**

Vendor shall be responsible for all expenses incurred while performing the services under this Contract. This includes, without limitation, license fees, memberships and dues; automobile and other travel expenses; meals and entertainment; insurance premiums; and all salary, expenses

Initials: TP

Initials: JC

Contract No.: CM 3260

and other compensation paid to Vendor's agents, if any, hired by Vendor to complete the work under this Contract.

**SECTION 7. Taxes**

The County is tax exempt. As such, the County will not pay any Federal Excise or State of Florida Sales Tax. The Vendor will refrain from including taxes in any billing.

**SECTION 8. Laws Governing this Contract**

This Contract shall be consistent with, and be governed by, the Ordinances of Nassau County, the whole laws and rules of the State of Florida, both procedural and substantive, and applicable federal statutes, rules and regulations. Any and all litigation arising under this Contract shall be brought in Nassau County, Florida. Any mediation, pursuant to litigation, shall occur in Nassau County, Florida.

**SECTION 9. Changes**

The County reserves the right to order, upon mutual consent of the parties, in writing, changes in the work within the scope of the Contract, such as change in quantity or delivery schedule. The Vendor has the right to request an equitable price adjustment in cases where changes to the Contract under the authority of this clause result in increased costs to the Vendor.

**SECTION 10. Modifications**

In addition to modifications made under the changes clause, this Contract may be modified within the scope of the Contract upon the written and mutual consent of both parties, and approval by appropriate legal authority in the County.

**SECTION 11. Assignment & Subcontracting**

The Vendor will not be permitted to assign its Contract with the County, or to subcontract any of the work requirements to be performed without obtaining prior written approval by the County. The provisions of this section do not prohibit Vendor from acquiring or using equipment or staff from other agencies.

**SECTION 12. Severability**

If any section, subsection, sentence, clause, phrase, or portion of this Contract is, for any reason, held invalid, unconstitutional, or unenforceable by any Court of Competent Jurisdiction, such portion shall be deemed as a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Initials: TP

Initials: JN

Contract No.: CM 3260

**SECTION 13. Termination for Default**

If the Vendor fails to perform any of its obligations under this Contract, and if such default remains uncured for a period of more than five (5) days after notice thereof was given in writing by the County to the Vendor, then the County may, without prejudice to any right or remedy the County may have, terminate this Contract.

**SECTION 14. Reserved**

**SECTION 15. Force Majeure**

Neither party of this Contract shall be liable to the other for any cost or damages if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the parties. Such causes may include, but are not restricted to, acts of nature, fires, quarantine restriction, strikes and freight embargoes. In all cases, the failure to perform must be totally beyond the control and without any fault or negligence of the party.

**SECTION 16. Access and Audits**

The Vendor shall maintain adequate records to justify all charges, expenses, and costs incurred in providing the services and materials for at least three (3) years after completion of this Contract. The County and the Clerk of Courts shall have access to such books, records, and documents as required in this Section for the purpose of inspection or audit during normal business hours, at the County's or the Clerk's cost, upon five (5) days' written notice.

**SECTION 17. Vendor Responsibilities**

The Vendor will provide the services and materials agreed upon in a timely and professional manner in accordance with specifications referenced herein and in accordance with the *Quote*.

**SECTION 18. Reserved**

**SECTION 19. Period of Contract**

The performance period of this Contract shall begin upon full execution by the last party to execute this Contract and terminate on December 31, 2022.

**SECTION 20. Reserved.**

**SECTION 21. Independent Vendor Status**

Vendor and County agree that: (a) Vendor has the right to perform services for others during the term of this Contract; (b) Vendor has the sole right to control and direct the means, manner and method by which the services required by this Contract will be performed; (c) Vendor

TP  
Initials: \_\_\_\_\_

4

JC  
Initials: \_\_\_\_\_

Contract No.: CM 3260

has the right to perform the services required by this Contract at any location or time; (d) Vendor has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Contract.

**SECTION 22. Indemnification and Insurance**

Vendor shall indemnify and hold harmless County and its agents and employees from liabilities, damages, losses and costs, including but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Vendor and any persons employed or utilized by Vendor, in the performance of the Contract.

Vendor shall maintain such commercial (occurrence form) or comprehensive general liability, workers compensation, professional liability, and other insurance as is detailed in Exhibit “1” and as is appropriate for the goods or services being performed hereunder by Vendor, its employees or agents.

**SECTION 23. Dispute Resolution**

The County may utilize this section, at their discretion, as to disputes regarding Contract interpretation. The County may send a written communication to the Vendor by email, overnight mail, UPS, FedEx, or certified mail. The written notification shall set forth the County’s interpretation of the Contract. A response shall be provided in the same manner prior to the initial meeting with the County Manager. This initial meeting shall take place no more than twenty (20) days from the written notification of the dispute addressed to the Vendor. The Vendor should have a representative, at the meeting that can render a decision on behalf of the Vendor.

If there is no satisfactory resolution as to the interpretation of the contract, the dispute may be submitted to mediation in accordance with mediation rules as established by the Florida Supreme Court. Mediators shall be chosen by the County and the cost of mediation shall be borne by the Vendor. The Vendor shall not stop work during the pendency of mediation or dispute resolution.

**SECTION 24. E-Verify System**

Consultant must comply with F.S. 448.095 and use the United States Department of Homeland Security’s E-Verify system (“E-Verify”) to verify the employment eligibility of all persons hired by Consultant during the term of this Agreement to work in Florida. Additionally, if Consultant uses subcontractors to perform any portion of the Work (under this Agreement),

Initials: TP

Initials: JM

Contract No.: CM 3260

Consultant must include a requirement in the subcontractor's contract that the subcontractor use E-Verify to verify the employment eligibility of all persons hired by subcontractor to perform any such portion of the Work. Answers to questions regarding E-Verify as well as instructions on enrollment may be found at the E-Verify website: [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify).

**SECTION 25. Public Records**

The County is a public agency subject to Chapter 119, Florida Statutes. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 530-6090, [RECORDS@NASSAUCOUNTYFL.COM](mailto:RECORDS@NASSAUCOUNTYFL.COM), 96135 NASSAU PLACE, SUITE 6, YULEE, FLORIDA 32097.** Under this agreement, to the extent that the Vendor is providing services to the County, and pursuant to section 119.0701, Florida Statutes, the Vendor shall:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of the Contract if the Vendor does not transfer the records to the public agency.
- d. Upon completion of the Contract, transfer, at no cost, to the public agency all public records in possession of the Vendor or keep and maintain public records required by the public agency to perform the service. If the Vendor transfers all public records to the public agency upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Contract, the Vendor shall meet all applicable

Initials: TP

6

Initials: JK



Contract No.: CM 3260

requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**SECTION 26. Request for Records; Noncompliance**

A request to inspect or copy public records relating to a public agency's contract for materials must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Vendor of the request, and the Vendor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a Vendor does not comply with the public agency's request for records, the public agency shall enforce the Contract provisions in accordance with the Contract.

A Vendor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under §119.10, Florida Statutes.

**SECTION 27. Civil Action**

If a civil action is filed against the Vendor to compel production of public records relating to the Contract, the Court shall assess and award against the Vendor the reasonable costs of enforcement, including reasonable attorney fees if:

(a) The Court determines that the Vendor unlawfully refused to comply with the public records request within a reasonable time; and

(b) At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Vendor has not complied with the request, the public agency and to the Vendor.

A notice complies with subparagraph (b), if it is sent to the public agency's custodian of public records and to the Vendor at the Vendor's address listed on its Contract with the public agency or to the Vendor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Vendor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

Initials: TP

Initials: JK

Contract No.: CM 3260

**SECTION 28. Disclosure of Litigation, Investigations, Arbitration or Administrative Decisions**

The Vendor, during the term of this Contract, or any extension, has a continual duty to properly disclose to the County Attorney, in writing, upon occurrence, all civil or criminal litigation, arbitration, mediation, or administrative proceeding involving the Vendor. If the existence of the proceeding causes the County concerns that the Vendor's ability or willingness to perform this contract is jeopardized, the Vendor may be required to provide the County with reasonable written assurance to demonstrate the Vendor can perform the terms and conditions of the Contract.

**SECTION 29. Conflicting Terms**

In the event of any conflict between the terms of this contract and the terms of any attachments, the terms of this contract prevail.

**SECTION 30. Entire Agreement**

The written terms and provisions of this Contract shall supersede all prior verbal statements of any official or other representative of the County. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or Contract Documents.

**IN WITNESS WHEREOF**, the parties have executed this Contract which shall be deemed an original on this day and year first above written.

**NASSAU COUNTY, FLORIDA**

*Taco E. Pope, AICP*

\_\_\_\_\_  
TACO E. POPE

Its: County Manager

Date: 11/21/2022

Approved as to form and legality by the  
Nassau County Attorney

*Denise C. May* 11/21/2022

\_\_\_\_\_  
DENISE C. MAY

Initials: TP

*JM*  
Initials: \_\_\_\_\_

Contract No.: CM 3260

**ALL ABOUT EVENTS –  
JACKSONVILLE, LLC**

*Jeffery J Cotto*

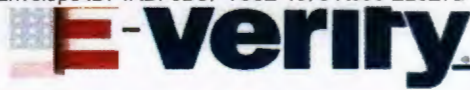
By: Jeffery J Cotto

Its: Owner and Founder

Date: 11/21/2022

Initials: TP

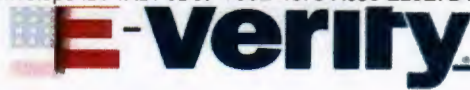
Initials: JJC



Company ID Number: 945837

**Approved by:**

<b>Employer</b> All About Events - Jacksonville LLC	
<b>Name (Please Type or Print)</b> Jeffrey J Crotto	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 02/11/2016
<b>Department of Homeland Security – Verification Division</b>	
<b>Name (Please Type or Print)</b> USCIS Verification Division	<b>Title</b>
<b>Signature</b> Electronically Signed	<b>Date</b> 02/11/2016



Company ID Number: 945837

<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	All About Events - Jacksonville LLC
Company Facility Address	4556 St Augustine Rd Jacksonville, FL 32207
Company Alternate Address	
County or Parish	DUVAL
Employer Identification Number	273412744
North American Industry Classification Systems Code	812
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	1 site(s)



**Company ID Number:** 945837

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

FL

1



**Company ID Number:** 945837

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

<b>Name</b>	Jeffrey J Crotto
<b>Phone Number</b>	9043796822
<b>Fax</b>	9043522372
<b>Email</b>	ieff@allabouteventsiax.com

Exhibit "1"

ALLABOU-05

GGARCIA



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**10/21/2022**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> The Browning Agency 2109 Sawgrass Village Dr Ponte Vedra Beach, FL 32082	<b>CONTACT NAME:</b> Georgette Garcia <b>PHONE (A/C, No, Ext):</b> (904) 285-3430
	<b>FAX (A/C, No):</b> (904) 285-3572 <b>E-MAIL ADDRESS:</b> georgette@browningagency.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>NAIC #</b>
	<b>INSURER A :</b> AXIS Insurance Company <span style="float: right;"><b>37273</b></span>
	<b>INSURER B :</b> Technology Insurance Company <span style="float: right;"><b>42376</b></span>
	<b>INSURER C :</b>
	<b>INSURER D :</b>
	<b>INSURER E :</b>
	<b>INSURER F :</b>

**INSURED**

All About Events - Jacksonville LLC  
 4556 St. Augustine Road  
 Jacksonville, FL 32207

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDD/ SUBR/ INSD/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>		A1ALFL020-034553-12	10/21/2022	10/21/2023	EACH OCCURRENCE \$ <b>1,000,000</b>
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
						MED EXP (Any one person) \$ <b>5,000</b>
						PERSONAL & ADV INJURY \$ <b>1,000,000</b>
						GENERAL AGGREGATE \$ <b>2,000,000</b>
						PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
				EPLI \$ <b>100,000</b>		
A	<b>AUTOMOBILE LIABILITY</b>		A1ALFL020-034553-12	10/21/2022	10/21/2023	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
A	<b>UMBRELLA LIAB</b>		A5ALFL020-034556-10	10/21/2022	10/21/2023	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input checked="" type="checkbox"/> EXCESS LIAB	X				AGGREGATE \$ <b>2,000,000</b>
	DED	RETENTION \$				
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>		TWC4145076	9/1/2022	9/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N				E L EACH ACCIDENT \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E L DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
						E L DISEASE - POLICY LIMIT \$ <b>1,000,000</b>
A	<b>Blanket InlandMarine</b>		A1ALFL020-034553-12	10/21/2022	10/21/2023	\$2500 deductible <span style="float: right;"><b>1,700,000</b></span>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Nassau County Board of County Commissioners is listed as additional insured per written contract.

**CERTIFICATE HOLDER**

**CANCELLATION**

Nassau County Board of County Commissioners 96136 Nassau Pl Yulee, FL 32097	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
-----------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**NASSAU COUNTY  
BOARD OF COUNTY COMMISSIONERS**  
96135 Nassau Place Suite 1  
Yulee, FL 32097

**VENDOR NAME & ADDRESS**  
Vendor All About Events - Jacksonville, LLC  
Address 4556 St. Augustine Rd.  
Jacksonville, FL 32207  
Jeffery Cotto - jeff@allabouteventsjax.com  
Phone 904-379-6822

DEPARTMENT  
AITDC

**REQUISITION 2023**

REQUESTED BY: Gil Langley

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FUND ACCOUNT NUMBER
	<b>Rental of kitchen items for Dickens on Centre Enchanted Village</b>				
Upon Execution	Deposit Due	1		\$ 3,864.57	37523552-548520 DOC
11/15/2022	Final Payment Due	1		\$ 3,864.56	37523552-548520 DOC
					<i>JP</i>
					11/16/2022
<p><b>Purchasing Process</b>  <b>4.2 Sole Source/Single Source (see attached form)</b>                       W-9 - Attached                      E-Verify - Attached                      COI - Attached</p>					
					<i>GL</i> 11/22/2022

ORIGINAL - FINANCE COPY  
COPY - DEPARTMENT COPY

Subtotal:  
Total: **\$7,729.13**

**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.

*Marshall Eyerman*      11/17/2022

**GL**  
11/16/2022

**Office of Management and Budget**

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

*dennis lacambra*      11/17/2022

**Procurement Director**

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

*Annex Simon*      11/17/2022

**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.

\_\_\_\_\_

**Amelia Island Tourist Development Tax - Nassau County Board of County Commissioners**

**Exemptions / Sole Source / Single Source Certification Form**

Date:	<u>11/3/2022</u>	Account:	<u>37523552-54852</u>
Vendor Name:	<u>All About Events - Jacksonville, LLC</u>	Project:	<u>Dickens on Centre</u>
Address:	<u>4556 St. Augustine Rd., Jacksonville, FL 32207</u>	FY Cost:	<u>\$7,729.13</u>
Phone:	<u>904-379-6822</u>	Total Cost:	<u>\$7,729.13</u>
Contact Name:	<u>Tori Woods</u>		

Description of Goods and/or Service:  
Rental items for Dickens on Centre holiday festival.

Comments/Explanation for Exemption/Sole/Single (required)  
Rental items for kid's zone, kitchen within Enchanted Village, chairs for Oliver's Alley, and benches at 2nd St. stage. The only rental provider of kitchen equipment & kid's size table and chairs. Their pricing is competitive within this market for the additional rental items and they are a repeat supplier of rentals for Dickens on Centre.

Check one (1) of the following choices:

- Exempt purchase:
  - Artistic Services (FS 287.057 (e)) as defined under FS 287.012
  - Professional Services: Nassau County Purchasing Policy (Chapter 1, Article VII, Section 1-141) - Purchasing policy Section (e) Purchases exempt from competitive or alternative methods.
  - Communications (5.2 - Nassau County Purchasing Policy Exemption)
  - Publications (5.3 - Nassau County Purchasing Policy Exemption)
  - Lodging and Transportation (5.5 - Nassau County Purchasing Policy Exemption)
  - Other Professional Services (5.8 - Nassau County Purchasing Policy Exemption)
- 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.

If Sole or Single Source: Explanation: All About Events is the only renter of kitchen equipment needed for the Enchanted Village as well as the kid sized tables and chairs for the kid's zone at the festival. Their pricing is competitive for this type of rental market.

GL

**Department Manager**

*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.*

Marshall Eyerman 11/17/2022

11/16/2022

**Procurement Manager**

*I certify that I have reviewed this request and concur that it is an Exempt, Sole or Single Source and is consistent with the Nassau County Purchasing Policy.*

Janice Adams 11/17/2022

**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.*

clris lacambra 11/17/2022

**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.*

Taco E. Popey AICP 11/21/2022



*All About Events is the premier rental company for Northern Florida and the only rental company with the kitchen equipment needed for the Dickens on Centre Enchanted Village. All About Events is also the only rental company with children's sized tables and chairs available for the festival dates. Pricing is competitive and because of past knowledge and work on the event, are uniquely qualified to provide these rental services.*

4556 St. Augustine Road; Jacksonville, FL 32207

Phone (904) 379-6822

**All About Events**

4556 St. Augustine Rd.  
Jacksonville, FL 32207  
www.allabouteventsjax.com

904-379-6822 Phone  
904-352-2372 Fax

**Status: Quote**

Quote #: q44845

Event Beg: Fri 12/ 9/2022 3:00PM  
Event End: Fri 12/ 9/2022 5:00PM  
Operator: Tori Woods

Customer #: 16714

Amelia Island Convention & Visitors Bureau  
2398 Sadler Road, Suite 200  
Fernandina Beach, FL 32034

Job Descr: Dickens on Centre

Ordered By: Mariela Murphy 904-504-1408  
Salesman: Tori Woods tori.woods@allabouteventsjax.com

**Delivery Wed 12/ 7/2022 9:00AM**

Mariela 904-504-1408  
Hampton Inn Harbor Front  
19 S 2nd St  
Fernandina Beach, FL 32034

**Pickup Sun 12/11/2022 6:30PM**

Mariela 904-504-1408  
Hampton Inn Harbor Front  
19 S 2nd St  
Fernandina Beach, FL 32034

Qty	Items Rented	Each	Status	Disc%	Price
1	FRIDGE - SINGLE DOOR 29"	\$312.44	Rental		\$312.44
2	FRIDGE - SINGLE DOOR 29"	\$495.00	Rental		\$990.00
1	DELIVERY/PICK-UP SPECIFIC TIME Begin at: Wed 12/ 7/2022 9:00:00AM	\$100.00	Labor		\$100.00
1	DELIVERY 32034	\$279.00	Delivery		\$279.00
1	Sunday Pick Up Price includes weekend delivery and pick-up between the hours of 8am & 5pm	\$199.00	Delivery		\$199.00

**Deposits made to reserve items is non-refundable. 50% Down Payment to hold dates and balance due after event.**

**Quote**

Cancellation / Reschedule Policy – You may cancel your order up until 14 days prior to delivery/customer pick-up and receive a store credit for the amount paid less a 25% service fee. This store credit is good for 12 months from issuance. This excludes special order and/or sub-rented items. These may not be cancelled. There are no refunds/store credits given on cancellations made less than 14 days prior to delivery/customer pick-up.

In the event that you need to reschedule, you must do so in writing at least 5 days prior to delivery/customer pick-up.

A one-time direct date transfer of all items (subject to availability). To make this transfer, contract must be paid in full.

Rental:	\$1,302.44
Damage Waiver:	\$126.99
Sales:	\$100.00
Delivery Charge:	\$478.00
<b>Subtotal:</b>	<b>\$2,007.43</b>
<b>Total:</b>	<b>\$2,007.43</b>
<b>Paid:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$2,007.43</b>

Quote #: q42489

ALLABOUTEVENTS

**All About Events**

4556 St. Augustine Rd.  
Jacksonville, FL 32207

www.allabouteventsjax.com

904-379-6822 Phone

904-352-2372 Fax

**Status: Quote**

Quote #: q42489

Event Beg: Fri 12/ 9/2022 9:00AM

Event End: Sun 12/11/2022 6:00PM

Operator: Tori Woods

Amelia Island Convention & Visitors Bureau

2398 Sadler Road, Suite 200

Fernandina Beach, FL 32034

Ordered By: Mariela Murphy 904-504-1408

Salesman: Tori Woods tori.woods@allabouteventsjax.com

**Delivery Thu 12/ 8/2022 8:00PM**

**Pickup Sun 12/11/2022 7:00PM**

Mariela 904-504-1408  
2398 Sadler Road, Suite 200  
Fernandina Beach, FL 32034

Mariela 904-504-1408  
2398 Sadler Road, Suite 200  
Fernandina Beach, FL 32034

Deliveries

Kid's Zone - N 3rd Street  
Artist Alley - N 2nd Street  
Enchanted Village - S 2nd Street  
Main Stage - Centre Street

Qty	Items Rented	Each	Status	Disc%	Price
1	10' X 30' FRAME TENT Kid's Zone	\$461.25	Rental		\$461.25
8	TENT WEIGHT CONCRETE - 350	\$36.25	Rental		\$290.00
8	CONCRETE WEIGHT COVER (350)	\$6.25	Rental		\$50.00
8	TENT PIPE - LEG 7'	\$0.50	Rental		\$4.00
4	SIDEWALL - 20' SECTION SOLID Kid's Zone (10x30)	\$43.75	Rental		\$175.00
4	KID'S 48" ROUND TABLE Kid's Zone Client responsible for set-up and breakdown of tables unless otherwise noted.	\$12.44	Rental		\$49.76
24	KID'S WHITE FOLDING CHAIR Kid's Zone	\$2.19	Rental		\$52.56
4	LINEN - 90" ROUND BLACK Kid's Zone	\$12.44	Rental		\$49.76
18	STANCHION - CHROME Kid's Zone	\$13.69	Rental		\$246.42
15	BLACK VELVET ROPE - 8' Kid's Zone	\$9.94	Rental		\$149.10
8	FARMHOUSE BENCH - KESTELL Artist Alley 8'2"L x 13"W	\$32.44	Rental		\$259.52
4	6' BANQUET TABLE Enchanted Village Client responsible for set-up and breakdown of tables unless otherwise noted.	\$12.44	Rental		\$49.76
4	WHITE CHIAVARI CHAIR Enchanted Village Client responsible for set-up and breakdown of chairs unless otherwise noted.	\$11.19	Rental		\$44.76
1	10' X 20' FRAME TENT Enchanted Village	\$311.25	Rental		\$311.25
6	TENT WEIGHT CONCRETE - 350	\$36.25	Rental		\$217.50
6	CONCRETE WEIGHT COVER (350)	\$6.25	Rental		\$37.50
6	TENT PIPE - LEG 7'	\$0.50	Rental		\$3.00
3	SIDEWALL - 20' SECTION SOLID Enchanted Village (10x20)	\$43.75	Rental		\$131.25
2	BOXWOOD CHAMPAGNE WALL Enchanted Village (Reversible)	\$618.75	Rental		\$1,237.50
200	BLACK ALUMINUM FOLDING CHAIR Main Stage Client responsible for set-up and breakdown of chairs unless otherwise noted.	\$2.31	Rental		\$462.00
1	TENT PRODUCTION FEE	\$38.85	Retail		\$38.85
1	TENT PRODUCTION FEE	\$25.35	Retail		\$25.35

Qty	Items Rented	Each	Status	Disc%	Price
1	DELIVERY/PICK-UP SPECIFIC TIME Begin at: Thu 12/ 8/2022 8:00:00PM	\$100.00	Labor		\$100.00
2	DELIVERY 32034 2 Truck Delivery	\$295.00	Delivery		\$590.00
2	Sunday Pick Up 2 Truck Pick Up Price includes weekend delivery and pick-up between the hours of 8am & 5pm	\$199.00	Delivery		\$398.00

**A down payment is required to book the date. No dates will be held  
without a deposit.**

**Quote**

Cancellation / Reschedule Policy – You may cancel your order up until 14 days prior to delivery/customer pick-up and receive a store credit for the amount paid less a 25% service fee. This store credit is good for 12 months from issuance. This excludes special order and/or sub-rented items. These may not be cancelled. There are no refunds/store credits given on cancellations made less than 14 days prior to delivery/customer pick-up.

In the event that you need to reschedule, you must do so in writing at least 5 days prior to delivery/customer pick-up.

A one-time direct date transfer of all items (subject to availability). To make this transfer, contract must be paid in full.

Rental:	\$4,281.89
Damage Waiver:	\$287.61
Sales:	\$164.20
Delivery Charge:	\$988.00
<b>Subtotal:</b>	<b>\$5,721.70</b>
<b>Total:</b>	<b>\$5,721.70</b>
<b>Paid:</b>	<b>\$0.00</b>
<b>Amount Due:</b>	<b>\$5,721.70</b>


**Certificate Of Completion**

Envelope Id: 4ADF3D571C5E4875A836E25E7B496653 Status: Completed  
 Subject: Complete with DocuSign: All About Events Contract Approval CM3260.pdf, All About Evernts Contra...  
 Source Envelope:  
 Document Pages: 22 Signatures: 15 Envelope Originator:  
 Certificate Pages: 6 Initials: 25 Tracy Poore  
 AutoNav: Enabled tpoore@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: Tracy Poore Location: DocuSign  
 11/16/2022 12:11:33 PM tpoore@nassaucountyfl.com

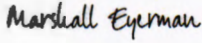
**Signer Events**

Signer	Signature	Timestamp
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: 11/16/2022 12:25:39 PM Viewed: 11/16/2022 12:26:07 PM Signed: 11/16/2022 12:26:16 PM


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Gil Langley glangley@ameliaisland.com Amelia Island CVB Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.229.121.3 Signed using mobile	Sent: 11/16/2022 12:26:20 PM Viewed: 11/16/2022 1:28:12 PM Signed: 11/16/2022 1:28:54 PM
-----------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Marshall Eyerman MEyerman@nassaucountyfl.com Assistant County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 11/16/2022 1:29:02 PM Viewed: 11/17/2022 7:12:51 AM Signed: 11/17/2022 7:14:37 AM
-----------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

**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: 11/17/2022 7:14:41 AM Viewed: 11/17/2022 8:18:51 AM Signed: 11/17/2022 8:19:01 AM
-----------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>chris lacambra  lacambra@nassaucountyfl.com  OMB Director  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>chris lacambra</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 11/17/2022 8:19:08 AM  Viewed: 11/17/2022 9:57:13 AM  Signed: 11/17/2022 9:57:19 AM</p>
<p>Abigail Jorandby  ajorandby@nassaucountyfl.com  Assistant County Attorney  Nassau BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>AJ</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 50.238.237.26</p>	<p>Sent: 11/17/2022 9:57:24 AM  Viewed: 11/21/2022 10:36:08 AM  Signed: 11/21/2022 10:36:14 AM</p>
<p>Denise C. May  dmay@nassaucountyfl.com  Assistant County Attorney  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  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: 11/21/2022 10:36:21 AM  Viewed: 11/21/2022 10:47:20 AM  Signed: 11/21/2022 10:48:44 AM</p>
<p>Taco E. Pope, AICP  tpope@nassaucountyfl.com  County Manager  Nassau County BOCC  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  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: 11/21/2022 10:48:49 AM  Viewed: 11/21/2022 1:46:59 PM  Signed: 11/21/2022 1:47:15 PM</p>
<p>Jeffery J Cotto  jeff@allabouteventsjax.com  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Not Offered via DocuSign</p>	<p><i>Jeffery J Cotto</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 76.18.202.101</p>	<p>Sent: 11/21/2022 1:47:22 PM  Viewed: 11/21/2022 7:35:59 PM  Signed: 11/21/2022 7:36:25 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 11/21/2022 7:35:59 PM  ID: 2e7f5ad7-696a-4b00-970c-2c1a5c9c41ac</p>		
<p>Clerk Finance  boccap@nassauclerk.com  Nassau County Clerk  Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b>  Accepted: 2/4/2021 9:59:11 AM  ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p><i>CF</i></p> <p>Signature Adoption: Pre-selected Style  Using IP Address: 12.23.69.254</p>	<p>Sent: 11/21/2022 7:36:33 PM  Viewed: 11/22/2022 8:35:48 AM  Signed: 11/22/2022 8:36:03 AM</p>



In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	Status	Timestamp
<b>Agent Delivery Events</b>	Status	Timestamp
<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp
<b>Carbon Copy Events</b>	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/22/2022 8:36:10 AM Viewed: 11/22/2022 8:39:58 AM
PCR PCR@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/22/2022 8:36:15 AM
AICVB billing@ameliaisland.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/22/2022 8:36:20 AM
Nate Aron naron@ameliaisland.com Amelia Island CVB Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/22/2022 8:36:25 AM
Mariela Murphy mmmurphy@ameliaisland.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 11/22/2022 8:36:29 AM
<b>Witness Events</b>	Signature	Timestamp
<b>Notary Events</b>	Signature	Timestamp
<b>Envelope Summary Events</b>	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/16/2022 12:25:39 PM
Certified Delivered	Security Checked	11/22/2022 8:35:48 AM
Signing Complete	Security Checked	11/22/2022 8:36:03 AM
Completed	Security Checked	11/22/2022 8:36:30 AM
<b>Payment Events</b>	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

## **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.