

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3544-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Strategic Advancement Contact Person: Brandy Carvalho  
 Telephone: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: ANIMAL ARTS DESIGN STUDIOS, INC.  
 Address: 4520 BROADWAY STREET, STE E  
 City: BOULDER State: CO Zip Code: \_\_\_\_\_  
 Vendor's Administrator Name: \_\_\_\_\_ Title: Principal  
 Telephone: (303) 444-4413 Email: heather@animalarts.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Heather Lewis  
 Authorized Signatory Email: heather@animalarts.com  
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

**SECTION 4 - CONTRACT INFORMATION**  
 Contract Name: Contract for Animal Campus Site Evaluation and Design Consultation Services  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: Nassau County Animal Services - review and recommendations of new site.  
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)  
 Procured Method:  Quotes  ITB  RFP  RFQ  Piggyback  Exemption  Sole Source  Single Source  
 Other: \_\_\_\_\_  
 Amount of Initial Contract Term: \$6,800  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \_\_\_\_\_ (Estimate if necessary)  
 Account Number: 01121512 - 531000  
 Source of Funds:  County  State  Federal  Other: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

**SECTION 5 - INSURANCE**  
 Insurance Category:  Category L  Category M  Category H  Other: \_\_\_\_\_  
 Risk Manager Initials: MP

**SECTION 6 - AMENDMENT INFORMATION**  
 Contract Tracking No: CM 3544 Amendment No: 1  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Contract Amount with Previous Amendments: \$6,800 Amount of this Amendment: \$5,000  
 New Contract Amount including this Amendment: \$11,800  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- |   |                          |  |                         |
|---|--------------------------|--|-------------------------|
| 1. <u>Brandy Carvalho</u><br>Department Head/Contract Manager | <u>5/1/2024</u><br>Date  | 3. <u>Lanace Helmore</u><br>Procurement          | <u>5/3/2024</u><br>Date |
| 2. <u>Chris Tacambra</u><br>Office of Mgmt. & Budget          | <u>4-23-2024</u><br>Date | (Signature required only if procurement related) |                         |
|   |                          | 4. <u>Denise C. May</u><br>County Attorney       | <u>5/3/2024</u><br>Date |

*4/23/24*  
*Be*

*Elizabeth M*

*5/3/2024*

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**  
Taco E. Popey AICP 5/3/2024  
 County Manager Date

*7P*  
*5/2/2024*

# PO MODIFICATION FORM

**SECTION 1 - GENERAL INFORMATION**  
 Date Submitted: 04/22/2024 Requesting Department: Strategic Advancement Contact Person: Brandy Carvalho  
 Contact Phone Number: (904) 530-6013 Email: bcarvalho@nassaucountyfl.com

**SECTION 2 - ORIGINAL PURCHASE ORDER INFORMATION**  
 PO Number: PO24-090 Contract No. (if applicable) CM3544-A1  
 Vendor Name: Animal Arts Design Studios, Inc.

**SECTION 3 - MODIFICATION INFORMATION**  
 Type of Modification:  Amount Increase  Amount Decrease  Change to Account Code  Cancel PO  
 Re-Open for Amount \$ \_\_\_\_\_  Other: \_\_\_\_\_

Original PO Sum: ..... \$ 6,800.00  
 Total Sum of Previous Modifications: ..... \$ 0.00  
 PO Sum Prior to this Modification: ..... \$ 6,800.00  
 Amount of this Modification: ..... \$ 5,000.00  
 New PO Sum Including this Modification: ..... \$ 11,800.00

Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_

**SECTION 4 - REASON FOR MODIFICATION**  
 Animal Campus Site Evaluation and Design Consultation - additional and updated renderings of the site review and evaluation (i.e. new components to added so may need a another angle).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY**

1. Brandy Carvalho 5/1/2024  
 Department Head/Managing Agent Date
2. Chris Lacambra 5/2/2024  
 Office of Mgmt. & Budget Date  
*(Signature required if greater than \$1,000.00)*
3. Janice Melmore 5/3/2024  
 Procurement Date  
*(Signature required if greater than \$5,000.00)*
4. Taco E. Popey AICP 5/3/2024  
 County Manager Date  
*(Signature required if greater than \$100,000.00)*

5/2/2024

Clerk: LPB  
 Date: 5/6/2024

**FIRST AMENDMENT TO CONTRACT FOR ANIMAL CAMPUS SITE EVALUATION AND DESIGN CONSULTANT SERVICES**

**THIS FIRST AMENDMENT TO THE CONTRACT FOR CONTRACT FOR ANIMAL CAMPUS SITE EVALUATION AND DESIGN CONSULTANT SERVICES** (hereinafter “Amendment”) is made by and between the Board of County Commissioners of Nassau County, Florida, a political subdivision of the State of Florida (hereinafter the “County”), and **ANIMAL ARTS DESIGN STUDIOS, INC.**, located at 4520 Broadway Street, Suite E, Boulder, CO 80304 (hereinafter referred to as the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into that certain Contract for Animal Campus Site Evaluation and Design Consultant Services dated October 23, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions to allow additional services to be performed up to a not-to-exceed amount and subject to the provisions contained herein.

**NOW, THEREFORE**, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound, the Parties do agree to amend the Contract as follows:

**SECTION 1.** Section 4.1 of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract by Five Thousand Dollars and 00/100 (\$5,000.00) and the County shall now compensate the Vendor in an amount not to exceed Eleven Thousand, Eight Hundred Dollars and 00/100 (\$11,800.00).

**SECTION 2.** For any additional services performed by Vendor under this Amendment, such services shall be within the Scope of Work attached as Exhibit “A” to the Contract and billed at the hourly rates contained in said Exhibit “A”, in an amount not to exceed the Five Thousand Dollars and 00/100 (\$5,000.00) as identified in Section 1 of this Amendment.

**SECTION 3.** All other terms and conditions of the Contract not inconsistent with the provisions of this Amendment shall remain the same and in full force and effect.

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DCM

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**IN WITNESS WHEREOF**, the Parties have caused this Amendment to be executed by its duly authorized representatives, effective as of the last date below.

**NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**

Signature: Taco E. Pope, AICP  
Print Name: Taco E. Pope, AICP  
Title: County Manager  
Date: 5/3/2024

**REVIEWED FOR LEGAL FORM AND CONTENT:**

Denise C. May  
DENISE C. MAY, County Attorney

**ANIMAL ARTS DESIGN STUDIOS, INC.**

Signature: Heather Lewis  
By: Heather Lewis  
Title: Principal  
Date: 5/3/2024

EXHIBIT "A"  
SCOPE OF WORK

CM3544-A1

September 27, 2023

**SCOPE OF WORK**

Provide animal shelter design consultation services as described below:

**Site Planning**

1. **Utilizing the program developed in the Needs Assessment phase, validate a potential project site for Nassau County Animal Shelter.** The site is located in a location designated by Nassau County.
2. **Tasks shall include:**
  - a. Laying out the building, parking and drives, primary entrance locations and service yards, outside areas such as paddocks, and identifying areas for onsite stormwater management.
  - b. Locating key internal building adjacencies to ensure the site works for Nassau County's needs.
  - c. Focusing on efficiency and flow, to ensure the site will function well as a location for the animal shelter.
  - d. Review the layout and revise as needed. Two iterations are included.

**Preliminary Drawings**

The deliverables are a PDF drawing, to scale. If desired, a CAD drawing may also be provided to the County for their planning purposes.

Once the site is selected and purchased, Animal Arts can assist with further development of preliminary floor plan drawings.

**FEES**

Site Plan Drawing

**\$6,800, not including expenses.  
No expenses are anticipated.**

Fees will be billed monthly based on the percentage of the work completed.

**INFORMATION TO BE PROVIDED BY THE OWNER**

It is the Owner's responsibility to provide this office with:

- A current and accurate survey of the site.
- Size, location, and availability of utilities.
- Local zoning and site development requirements.

### **SPECIFIC SERVICES NOT BEING PROVIDED BY ANIMAL ARTS**

The following services are specifically not included as a part of this Agreement:

- Detailed site investigation.
- Services pertaining to clear title investigation.
- Encumbrance and easements.
- Mechanical, plumbing, electrical or structural design and engineering.
- Civil engineering or landscape design.
- Environmental studies and energy analysis.
- Architectural as-built drawings, construction drawings, and construction administration.
- Planning submittals.
- Soils analysis, geotechnical engineering, quantity surveys, and detailed cost estimating.
- Environmental assessment pertaining to asbestos, lead paint, mold, or other hazardous materials.
- Materials testing.
- The determining of flood plain or wetlands designation.

## Additional Terms

1. The Owner shall be responsible for coordinating all proposed construction with applicable zoning and planning requirements.
2. Fees will be billed monthly, due and payable within 45 days.
3. The individual executing this Agreement, if acting on behalf of a partnership, corporation, or funding agency, represents that he/she has the authority to do so, and to bind the entity to this Agreement.
4. Revisions to the drawings, specifications, or other documents when such revisions are inconsistent with approvals or instructions previously given by the Owner; adjustments in the Owner's program or budget; revisions of codes, laws or regulations; or failure of the Owner to make timely decisions, will be treated as Additional Services. As such, they will be billed hourly as they occur at the rates defined below.

Hourly rates are:

- \$200/hour Principal II
- \$180/hour Principal I
- \$150/hour Project Manager II
- \$125/hour Project Manager I
- \$100/hour Job Captain
- \$ 80/hour Drafting and production

5. The Owner agrees to pay for work performed in accord with the terms of the Agreement without regard to the success of the Project, acquisition of ground or approval of planning/zoning or building departments.
6. The scope of services does not include any services related to mold, lead paint, asbestos or other hazardous or toxic materials.
7. Animal Arts shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. Animal Arts shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. Animal Arts makes no warranties, either express or implied, with respect to services provided under this Agreement.
8. Animal Arts shall be deemed the authors and owners of their respective drawings and specifications and shall retain all common law, statutory and other reserved rights, including copyrights. Animal Arts grants to the Owner a nonexclusive license to use the drawings produced by this office for design, constructing, using, maintaining, altering or adding to this Project solely, provided the Owner substantially performs its obligations under this Agreement. If the Owner uses the drawings produced by this office on another project, and/or without retaining Animal Arts, the Owner agrees to release this office from all claims and causes of action arising from such use.

**Certificate Of Completion**

Envelope Id: 30517D69719D4E24876BB86D7CE592DF  
 Subject: Complete with DocuSign: CM 3544 A1 \$5,000  
 Source Envelope:  
 Document Pages: 7  
 Certificate Pages: 6  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
 Brandy Carvalho  
 bcarvalho@nassaucountyfl.com  
 IP Address: 50.238.237.26

**Record Tracking**

Status: Original  
 5/1/2024 4:33:02 PM

Holder: Brandy Carvalho  
 bcarvalho@nassaucountyfl.com

Location: DocuSign

**Signer Events****Signature****Timestamp**

Brandy Carvalho  
 bcarvalho@nassaucountyfl.com  
 Director of Strategic Advancement  
 Nassau County BOCC  
 Security Level: Email, Account Authentication  
 (None)

*Brandy Carvalho*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

Sent: 5/1/2024 4:50:34 PM  
 Viewed: 5/1/2024 4:50:45 PM  
 Signed: 5/1/2024 4:50:51 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)

*TP*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

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 Viewed: 5/2/2024 8:16:53 AM  
 Signed: 5/2/2024 8:20:04 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*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

Sent: 5/2/2024 8:20:07 AM  
 Viewed: 5/2/2024 8:29:53 AM  
 Signed: 5/2/2024 8:30:22 AM

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

Michelle Proctor  
 mproctor@nassaucountyfl.com  
 Risk Manager  
 Security Level: Email, Account Authentication  
 (None)

*MP*

Signature Adoption: Pre-selected Style  
 Using IP Address: 50.238.237.26

Sent: 5/2/2024 8:30:24 AM  
 Viewed: 5/2/2024 8:31:34 AM  
 Signed: 5/2/2024 8:38:00 AM

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



Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement 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>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/2/2024 8:38:02 AM Viewed: 5/3/2024 11:43:24 AM Signed: 5/3/2024 11:43:29 AM</p>
<p>Heather Lewis heather@animalarts.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 5/3/2024 11:56:38 AM ID: 63ab615d-93df-4656-87c4-19ec9c2f04c6</p>	<p><i>Heather Lewis</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 98.245.157.162</p>	<p>Sent: 5/3/2024 11:43:31 AM Viewed: 5/3/2024 11:56:38 AM Signed: 5/3/2024 11:56:56 AM</p>
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>Elizabeth Moore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 5/3/2024 11:56:59 AM Viewed: 5/3/2024 1:52:46 PM Signed: 5/3/2024 1:54:22 PM</p>
<p>Denise C. May dmay@nassaucountyfl.com 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: 5/3/2024 1:54:25 PM Viewed: 5/3/2024 2:07:01 PM Signed: 5/3/2024 2:07:22 PM</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: 5/3/2024 1:54:25 PM Viewed: 5/3/2024 1:57:44 PM Signed: 5/3/2024 1:57:52 PM</p>
<p>Clerk Finance received boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><i>LPB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 5/3/2024 2:07:24 PM Viewed: 5/6/2024 9:33:28 AM Signed: 5/6/2024 9:33:45 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>		

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
BOCC Procurement bocccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/6/2024 9:33:48 AM
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 5/6/2024 9:33:50 AM Viewed: 5/6/2024 10:05:22 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/1/2024 4:50:34 PM
Certified Delivered	Security Checked	5/6/2024 9:33:28 AM
Signing Complete	Security Checked	5/6/2024 9:33:45 AM
Completed	Security Checked	5/6/2024 9:33:50 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<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.