

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM2930-A4

SECTION 1 - GENERAL INFORMATION

Requesting Department: Fire Rescue Contact Person: Carolyn Kittle
Telephone: (904) 530-6600 Email: ckittle@nasaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: Nassau Oaks Volunteer Fire Department
Address: 56300 Nassau Oaks Circle
City: Callahan State: FL Zip Code: 32011
Vendor's Administrator Name: Craig Herr Title: Chief
Telephone: (904) 568-8885 Email: cherr79@icloud.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Craig Herr Title: Chief
Authorized Signatory Email: cherr79@icloud.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: Nassau Oaks VFD Vehicle Lease Agreement
Short Description of Product(s)/Service(s) Being Requested: _____
Amendment No.4 to the Nassau County Vehicle Lease Agreement with Nassau Oaks VFD, removing one (1) vehicle

(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: \$1.00/year

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: 04224522-544000

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: County to Insure NOAKS VFD

Risk Manager Initials: MP

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM2930 Amendment No: 4

Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope

Supplemental Agreement Other: Remove vehicle

Contract Amount with Previous Amendments: \$ 1.00 Amount of this Amendment: \$ 0.00

New Contract Amount including this Amendment: _____

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>[Signature]</u>
Department Head/Contract Manager | <u>6/12/2024</u>
Date | 3. _____
Procurement | _____ Date |
| 2. <u>Chris Lacambra</u>
Office of Mgmt. & Budget | <u>6/12/2024</u>
Date | <i>(Signature required only if procurement related)</i> | |
| | | 4. <u>Denise C. May, Esq.</u>
County Attorney | <u>6/14/2024</u>
Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 6/14/2024
County Manager Date

**AMENDMENT NO. 4 TO THE
VEHICLE LEASE AGREEMENT**

THIS AMENDMENT NO. 4 TO THE VEHICLE LEASE AGREEMENT is entered into this 6/14/24 day of June, 2024 by and between the **BOARD OF COUNTY COMMISSIONERS OF NASSAU COUNTY, FLORIDA**, a political subdivision of the **State of Florida**, (hereinafter referred to as “County”) and **NASSAU OAKS VOLUNTEER FIRE DEPARTMENT**, 56300 Nassau Oaks Drive, Callahan, Florida 32011, (hereinafter referred to as “Nassau Oaks”).

WITNESSETH:

WHEREAS, the parties entered into a Vehicle Lease Agreement dated October 23, 2020 (“Agreement”); and

WHEREAS, the Agreement provided for an initial term of one (1) year beginning October 1, 2020 and ending September 30, 2021, with an option to extend in one (1) year increments upon mutual agreement between the parties; and

WHEREAS, the term of the Agreement has been extended annually by mutual agreement of the parties, including most recently for an additional one (1) year period beginning October 1, 2023 and ending September 30, 2024.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Exhibit “A” of the Agreement is hereby amended to remove Vehicle 1: VIN 1HTWCADR13J075291 (Pumper 11) 2003 International Pumper Tanker (“Pumper”) from the Agreement effective on signature date (“Effective Date”). Nassau Oaks acknowledges that the Pumper has been inspected and it accepts the Pumper as is, and further acknowledges that all of the County’s obligations in the


Agreement as to the Pumper shall be the responsibility of Nassau Oaks as of the Effective Date.

- 2. All other provisions of said Agreement not in conflict with this Amendment shall remain in full force and effect.

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

THE COUNTY

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

Signature: 
 Print Name: Taco E. Pope, AICP
 Title: COUNTY MANAGER
 Date: 6/14/2024

REVIEWED FOR LEGAL FORM AND CONTENT: *EM*

Denise C. May, Esq., BLS 6/14/2024
DENISE C. MAY, County Attorney

NASSAU OAKS VOLUNTEER FIRE DEPARTMENT

Signature: Craig Herr
 By: Craig Herr
 Title: Chief
 Date: 6/13/2024

Signature: Craig Herr
 By: Craig Herr
 Title: President, Board of Directors
 Date: 6/13/2024

**VEHICLE LEASE AGREEMENT
EXHIBIT "A"**

Vehicle 1 VIN 1GCJK39647E599022 (Attack 11)
2007 Chevrolet Brush Truck


Certificate Of Completion

Envelope Id: 7011A852D67046BD8C7054D1F312B235	Status: Completed
Subject: Contract No.: CM2930-A4 Nassau Oaks VFD Vehicle Lease	
Source Envelope:	
Document Pages: 4	Signatures: 8
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Carolyn Kittle
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ckittle@nassaucountyfl.com
	IP Address: 50.238.237.26


Record Tracking

Status: Original	Holder: Carolyn Kittle	Location: DocuSign
6/7/2024 9:43:49 AM	ckittle@nassaucountyfl.com	


Signer Events

Signer Events	Signature	Timestamp
fd7574de-b0b6-4b14-b493-d8aeaacc9dbd brigdon@nassaucountyfl.com Fire Chief Nassau County Fire-Rescue Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 50.238.237.26	Sent: 6/7/2024 10:08:23 AM Viewed: 6/12/2024 9:19:26 AM Signed: 6/12/2024 9:19:39 AM


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/12/2024 9:19:40 AM Viewed: 6/12/2024 1:23:23 PM Signed: 6/12/2024 1:23:45 PM
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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)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/12/2024 1:23:46 PM Viewed: 6/12/2024 4:01:25 PM Signed: 6/12/2024 4:02:14 PM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/12/2024 4:02:16 PM Viewed: 6/13/2024 8:07:50 AM Signed: 6/13/2024 8:08:29 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Craig Herr
cherr79@icloud.com
Security Level: Email, Account Authentication (None)



Sent: 6/13/2024 8:08:31 AM
Viewed: 6/13/2024 6:37:15 PM
Signed: 6/13/2024 6:38:09 PM

Signature Adoption: Pre-selected Style
Using IP Address: 18.118.13.63

Electronic Record and Signature Disclosure:
Accepted: 6/13/2024 6:37:15 PM
ID: 6031db9c-5c41-4507-8377-f80c2e24bc33

Elizabeth Moore
emoore@nassaucountyfl.com
Assistant County Attorney
Nassau County
Security Level: Email, Account Authentication (None)



Sent: 6/13/2024 6:38:10 PM
Viewed: 6/14/2024 8:17:55 AM
Signed: 6/14/2024 8:19:47 AM

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

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Denise C. May, Esq., BCS
dmay@nassaucountyfl.com
County Attorney
Nassau County BOCC
Security Level: Email, Account Authentication (None)



Sent: 6/14/2024 8:19:49 AM
Viewed: 6/14/2024 8:33:45 AM
Signed: 6/14/2024 8:34:02 AM

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

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Taco Pope, AICP
tpope@nassaucountyfl.com
County Manager
Nassau County BOCC
Security Level: Email, Account Authentication (None)



Sent: 6/14/2024 8:34:04 AM
Viewed: 6/14/2024 5:23:04 PM
Signed: 6/14/2024 5:23:26 PM

Signature Adoption: Drawn on Device
Using IP Address: 50.238.237.26

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Clerk Services
BOCCclerkServices@nassauclerk.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/14/2024 5:23:28 PM
Viewed: 6/17/2024 8:35:06 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Lisa Brannan lbrannan@nassaucountyfl.com Administrative Specialist II Nassau County Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/14/2024 5:23:29 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

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	6/7/2024 10:08:23 AM
Certified Delivered	Security Checked	6/14/2024 5:23:04 PM
Signing Complete	Security Checked	6/14/2024 5:23:26 PM
Completed	Security Checked	6/14/2024 5:23:29 PM

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

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bsimmons@nassaucountyfl.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Nassau

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Nassau

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bsimmons@nassaucountyfl.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- 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.