

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.  
CM3532-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: AICVB Contact Person: Linda Van Haren  
 Telephone: (912) 288-3800 Email: lvanharen@ameallisland.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: Kristen Siech d/b/a Kristen Sparrow Circus  
 Address: 12735 Dunns View Dr.  
 City: Jacksonville State: FL Zip Code: 32218  
 Vendor's Administrator Name: Kristen Siech Title: Owner  
 Telephone: (904) 945-2243 Email: XXXXXXXXXXXX ksiech0821@yahoo.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Kristen Siech  
 Authorized Signatory Email: XXXXXXXXXXXX ksiech0821@yahoo.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: Kristen Siech d/b/a Kristen Sparrow Circus 2024  
 Type:  New Contract  Work Authorization  Supplemental Agreement  
 Short Description of Product(s)/Service(s) Being Requested: 2024 Perform throughout the Dickens on Centre Holiday festival  
 (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: 14179.40  
 Amount of Renewal Options (if applicable): Year 1: 14179.40 Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term Renewal Options): \$28358.80 (Estimate if necessary)  
 Account Number: 37523552-548520 DOC  
 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: CM3532 Amendment No: A1  
 Type of Amendment:  Renewal  Time Only Extension  Additional Scope  Other: \_\_\_\_\_  
 Contract Amount with Previous Amendments: 14179.40 Amount of this Amendment: 14179.40  
 New Contract Amount including this Amendment: 28358.80  
 Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

5/28/2024

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Marshall Eyerman 5/29/2024  
 Department Head/Contract Manager Date

3. Janice Adams 5/29/2024  
 Procurement Date

59 4117

5/28/2024

2. [Signature] 4.18.24  
 Office of Mgmt. & Budget Date

4. Denise C. May 6/17/2024  
 County Attorney Date

RFJ

5/28/2024

Chris Lacambra COUNTY MANAGER - FINAL SIGNATURE APPROVAL  
 County Manager Date

6/17/2024

CM3532-A1

**FIRST AMENDMENT TO CONTRACT TO PERFORM FOR THE DICKENS ON  
CENTRE FESTIVAL**

**THIS FIRST AMENDMENT TO THE CONTRACT TO PERFORM FOR THE DICKENS ON CENTRE FESTIVAL**(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 **KRISTEN SIECH D/B/A KRISTEN SPARROW CIRCUS**, a business having its primary business location at 12735 Dunns View Dr. Jacksonville, FL 32218 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into a Contract for artistic services for the Dickens on Centre event dated October 19, 2023 (hereinafter “Contract”); and

**WHEREAS**, the Parties now desire to amend the Contract terms and conditions 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. Payment and Invoicing. is hereby amended to read as follows: The County shall pay the Vendor in an amount not to exceed Fourteen Thousand, One Hundred Seventy-Nine Dollars and Forty Cents (\$14,179.40) for the goods and/or services referenced in Exhibit “A”. The County shall make an initial payment of Eleven Thousand, Three Hundred and Forty-Three Dollars and Fifty-Two Cents (\$11,343.52) to the Vendor within 5 days of the execution of this Amendment by all parties. The County shall make a final payment of Two Thousand, Eight Hundred Thirty-Five Dollars and Eighty-Eight Cents (\$2,835.88) to the Vendor upon completion of the goods/services by the Vendor at the Dickens Event (December 13, 2024 - December 15, 2024). The Vendor shall submit a copy of all invoices to both [billing@ameliaisland.com](mailto:billing@ameliaisland.com) and to [invoices@nassaucountyfl.com](mailto:invoices@nassaucountyfl.com) for payment. The invoice submitted shall include the contract number referenced and shall be in sufficient detail as to item, quantity and price in order for the County to verify compliance with the specifications and conditions of this Contract. Except as provided above, payment shall not be made until goods and/or services have been received, inspected and accepted by the County in the quantity and/or quality ordered. Except as provided above, payment in advance of receipt of goods and/or services by the County **cannot** be made. The County shall pay the Vendor within forty-five (45) calendar days of receipt and acceptance of invoice by the CEO of AICVB, pursuant to and in accordance with the promulgations set forth by the State of Florida’s Prompt Payment Act found at Section 218.70, Florida Statutes. The Vendor shall honor all purchase orders or work authorizations issued prior to the expiration of the term of this Contract. In the event that Dickens on Centre Event or any performance contemplated under this Contract is cancelled for any reason, Vendor agrees to work with the County to provide performances at alternate dates and times.

**SECTION 2.** Section 6.1 is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on September 30, 2025.



CM3532-A1

**SECTION 3.** All other terms and conditions of the Contract not inconsistent with the provisions of this Addendum shall remain the same and 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 MANAGER**

Signature:  \_\_\_\_\_

Print Name: Taco Pope

Title: County Manager

Date: 6/18/2024

**ATTEST:**

N/A

\_\_\_\_\_

**REVIEWED FOR LEGAL FORM AND CONTENT:**

*Denise C. May*

\_\_\_\_\_  
**DENISE C. MAY, County Attorney**

**Kristen Siech d/b/a Kristen Sparrow Circus:**

Signature:  \_\_\_\_\_

By: Kristen Siech

Title: Owner

Date: 6/17/2024

**TDC REQUISITION FORM 2024**

CM 3532 -A1

**VENDOR NAME & ADDRESS**

Vendor Kristen Siech d/b/a Kristen Sparrow Circus  
 Address 12735 Dunns View Drive  
Jacksonville, FL 32218  
 Email kseich0821@yahoo.com  
 Phone 904-945-2243

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

DEPARTMENT
OMB / TDC

REQUESTED BY: Gil Langley

VENDOR NUMBER	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	PURCHASE ORDER TOTAL	DISCOUNT TERMS	
DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	FUND ACCOUNT NUMBER
On contract signing	Payment 80%	1	\$ 11,343.52	\$ 11,343.52	37523552-548520 DOC
12/11/2024	Payment 20%	1	\$ 2,835.88	\$ 2,835.88	37523552-548520 DOC
	per contract			\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	

**Purchasing Process**  
 Artistic Services FL SS 287.057 (3) (e) 1.

ORIGINAL - FINANCE  
 COPY- DEPARTMENT

Shipping: \$ -  
 Total: **\$14,179.40**

**Department Head / Managing Agent**

*I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County*

Marshall Eyerman 5/29/2024

EL  
5/28/2024

**Office of Management and Budget (signature required if greater than \$1,000.00 for services or if greater than \$5,000 for goods)**

*I attest that, to the best of my knowledge, funds are available for payment.*

Chris Lacambra 5/29/2024

FP  
5/28/2024

**Procurement Director (signature required if greater than \$5,000.00)**

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

[Signature] 5/29/2024

**County Manager (signature required if greater than \$100,000.00)**

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

[Signature]

**L. BELTON**

Clerk: 6/10/2024  
 Date: \_\_\_\_\_

purchasing method	Description
Competitive Verbal Quotes \$1,000-\$4,999	
Competitive Written Quotes \$5,000-\$50,000	
4.2 Sole Source/Single Source (see attached form)	Sole Source: the goods or services can be legally purchased from only one source. Single Source: when goods or services can be purchased from multiple sources, but in order to meet certain functional or performance requirements, there is only one economic source.
5.1 Best interest of the Public (see attached form)	The purchase of any goods or services, or combination thereof, which, in the sole discretion of the BOCC, is in the best interest of the public to be procured by any means so long as, in the sole discretion of the County Attorney, the Procurement does not violate any federal, state, or other local law.
5.2 Communications	Equipment, supplies, materials, or services, including Internet access service and newspaper ads that are used as modes of communication.
5.3 Publications	Books, periodicals, printed materials, artwork, photographs, film, film strips, video tapes, disk or tape recordings, materials purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent with the state, a governmental agency, or a recognized educational institute.
5.5 Lodging and Transportation	Seminars, workshop, training, overnight lodging, transportation, dues, members.
5.8 Other Professional Services	Acquisition of other Professional Services for lobbyist, legal services, medical services, financial services, planning or any other professional services not defined in s. 287.057.
Artistic Services FL SS 287.057 (3) (e) 1.	FLSS287.057(E)1 The following contractual services and commodities are NOT subject to the competitive-solicitation requirements of the section: 1. Artistic services. As used in this subsection, the term "artistic services" does not include advertising or typesetting. As used in the subparagraph, the term "advertising" means a representation in any form in connection with a trade, business, craft, or profession in order to promote the supply of commodities or services by the person promoting the representation.
Advertising	See 10/7/2019 email by Megan Diehl stating "professional marketing services" can be considered recommended by the AITDC and approved by the BOCC until the update is ratified...
Media Insertion Order	
Carry Forward - PO Balance to next FY	

Non-Competitive Justification Form (Exemptions / Sole Source / Single Source)

Date: April 4, 2024 Project: \_\_\_\_\_  
 Vendor Name: Kristen Siech d/b/a Kristen Sparrow Circus FY Cost: 11343.52  
 Address: 12735 Dunns View Drive Jacksonville, FL 32218 Total Cost: 14179.40  
 Phone: 904-945-2243 Account: 37523552-548520 DOC  
 Contact Name: Kristen Seich

Description of Goods and/or Services:  
Dickens on Centre street performers

Source of Funds:  County  State  Federal  Other \_\_\_\_\_

Check one (1) of the following choices:

- Exempt purchase:
  - Artistic Services FS 287.057 (3)(e)1. as defined under FS 287.012
  - Communications including Internet Service and Newspaper Ads (5.2 – Nassau County Purchasing Policy)
  - Publications (5.3 – Nassau County Purchasing Policy Exemption)
  - Real Property- purchase, lease, or rental (5.4 – Nassau County Purchasing Policy)
  - Lodging and Transportation (5.5 – Nassau County Purchasing Policy)
  - Other Professional Services not defined by F.S. 287.055 (5.8 – Nassau County Purchasing Policy)
- 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. (Attach letter from the vendor)
- Sole Source: The goods or services can be legally purchased from only one source. (Attach letter from the manufacturer of product). Were alternatives evaluated? Yes  (If yes, explain why alternatives are unacceptable) No  (If no, explain why alternatives were evaluated)

If Sole or Single Source: Why are the requested goods or services the only goods or services that can satisfy your requirements? Indicate the unique features of the product or qualifications that are not available in any other product or service. Provide what steps have been undertaken to make this determination.

Actors and performers for Dickens on Centre

*GL*  
 5/28/2024 **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 Eyerma* 5/29/2024

**Procurement Director** -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. *Nassau Belmont* 5/29/2024

*AP*  
 5/28/2024 **Office of Management and Budget Director** - I certify that, to the best of my knowledge, funds are available for payment and this purchase is consistent with the Nassau County Purchasing Policy. *Chris Lacambra* 5/29/2024

**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. *[Signature]* 6/18/2024





**Certificate Of Completion**

Envelope Id: 7D88C9D08E6642A5ACAB8EADC669EB3F	Status: Completed
Subject: Complete with DocuSign: CM 3532-A1 KRISTEN SPARROW CIRCUS	
Source Envelope:	
Document Pages: 6	Signatures: 15
Certificate Pages: 7	Initials: 9
AutoNav: Enabled	Envelope Originator: Tracy Poore tpoore@nassaucountyfl.com IP Address: 50.238.237.26
EnvelopeId Stamping: Enabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 5/28/2024 1:20:34 PM	Holder: Tracy Poore tpoore@nassaucountyfl.com	Location: DocuSign
--	--	--------------------

**Signer Events**

Signer Events	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: 5/28/2024 1:40:28 PM Viewed: 5/28/2024 1:40:38 PM Signed: 5/28/2024 1:40:52 PM


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

Gil Langley glangley@ameliaisland.com Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.196.104.105	Sent: 5/28/2024 1:40:54 PM Viewed: 5/28/2024 3:35:49 PM Signed: 5/28/2024 3:36:28 PM
--	--	--

**Electronic Record and Signature Disclosure:**  
Accepted: 5/28/2024 3:35:49 PM  
ID: 5e208d67-6eab-445b-a49c-99f866ce1a37

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: 5/28/2024 3:36:32 PM Viewed: 5/29/2024 8:30:21 AM Signed: 5/29/2024 8:30:38 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)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/29/2024 8:30:40 AM Viewed: 5/29/2024 8:32:27 AM Signed: 5/29/2024 8:33:09 AM
--	--	--

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

Signer Events	Signature	Timestamp
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: 5/29/2024 8:33:11 AM Viewed: 5/29/2024 8:35:59 AM Signed: 5/29/2024 8:36:46 AM
<b>Electronic Record and Signature Disclosure:</b> 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: 5/29/2024 8:36:48 AM Viewed: 5/29/2024 10:57:00 AM Signed: 5/29/2024 10:57:13 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	<b>Completed</b> Using IP Address: 50.238.237.26	Sent: 5/29/2024 12:01:04 PM Viewed: 5/29/2024 12:01:30 PM Signed: 5/29/2024 12:01:35 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Kristen Siech ksiech0821@yahoo.com Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 99.58.203.125 Signed using mobile	Sent: 5/29/2024 10:57:15 AM Resent: 5/29/2024 12:01:37 PM Resent: 5/29/2024 12:17:04 PM Resent: 6/12/2024 7:52:03 AM Viewed: 6/17/2024 12:14:52 PM Signed: 6/17/2024 12:23:19 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 10/18/2023 4:33:38 PM ID: 993a77a4-2ae1-404f-95f4-6f716f5e8a2e		
Abigail F. Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/17/2024 12:23:21 PM Viewed: 6/17/2024 4:58:07 PM Signed: 6/17/2024 4:58:31 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C. May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 6/17/2024 4:58:33 PM Viewed: 6/17/2024 5:00:44 PM Signed: 6/17/2024 5:01:00 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		





<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Updated	Security Checked	5/29/2024 12:01:03 PM
Envelope Updated	Security Checked	5/29/2024 12:01:03 PM
Envelope Updated	Security Checked	6/18/2024 8:11:17 AM
Envelope Updated	Security Checked	6/18/2024 8:11:17 AM
Certified Delivered	Security Checked	6/18/2024 9:53:34 AM
Signing Complete	Security Checked	6/18/2024 9:53:41 AM
Completed	Security Checked	6/18/2024 9:53:44 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.