

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.
CM3715

SECTION 1 - GENERAL INFORMATION
 Requesting Department: LIBRARY Contact Person: JULIE CANNAVINO
 Telephone: (904) 530-6502 Email: JCANNAVINO@NASSAUCOUNTYFL.COM

SECTION 2 - VENDOR INFORMATION
 Name: FLORIDA STATE COLLEGE AT JACKSONVILLE
 Address: 76346 WILLIAM BURGESS BLVD
 City: YULEE State: FL Zip Code: 32097
 Vendor's Administrator Name: TONI ABBOTT Title: ADMINISTRATIVE ASSISTANT III
 Telephone: (904) 766-6552 Email: TABBOTT@FSCJ.EDU

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: CAMERON FANSHER Title: EXECUTIVE DIRECTOR OF CAMPUS OPERATIONS
 Authorized Signatory Email: CAMERON.FANSHER@FSCJ.EDU
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)


SECTION 4 - CONTRACT INFORMATION
 Contract Name: FSCJ FACILITY USE AGREEMENT
 Short Description of Product(s)/Service(s) Being Requested: DAVID YULEE RENTAL FOR CHILDRENS' PROGRAMS FOR JULY, AUGUST, SEPTEMBER 2024
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source Single Source
 Other: PER POLICY/YULEE BRANCH LIBRARY LOCATED ON CAMPUS
 Amount of Initial Contract Term: \$3,281.50
 Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$3,285.10 (Estimate if necessary)
 Account Number: 01716571-544000
 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: _____
 Risk Manager Initials: _____

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: _____ Amendment No: _____
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
 Contract Amount with Previous Amendments: _____ Amount of this Amendment: _____
 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>Julie Cannavino</u> <u>6/27/2024</u>
Department Head/Contract Manager Date | 3. _____
Procurement Date
<i>(Signature required only if procurement related)</i> |
| 2. <u>Chris Lacambra</u> <u>6/27/2024</u>
Office of Mgmt. & Budget Date | 4. <u>Denise C May</u> <u>Denise C May</u>
County Attorney Date |

COUNTY MANAGER - FINAL SIGNATURE APPROVAL


 County Manager Date 7/8/2024

DATE
6/12/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
Yulee, FL 32097

VENDOR NAME/ADDRESS
FLORIDA STATE COLLEGE AT JACKSONVILLE 76346 WILLIAM BURGESS BLVD YULEE, FL 32097

DEPARTMENT
LIBRARY

REQUESTED BY
J. CANNAVINO

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE			STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
1361	FSCJ FACILITY AGREEMENT	01716571-544000	\$ 3,282.00			Standard PO	CM3715
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT			
	FSCJ DAVID YULEE ROOM RENTAL	1.00	\$ 3,285.10	\$ 3,285.10	01716571-544000		
	MON/WED JULY-SEPT 2024			\$ 0.00			
				\$ 0.00			
	BT Requested			\$ 0.00			
				\$ 0.00			
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				\$ 0.00			
				\$ 0.00			
				\$ 0.00			

ORIGINAL - FINANCE	Shipping	\$ 0.00
COPY - DEPARTMENT	Total	\$ 3,285.10

Department Head
I attest that, to the best of my knowledge, this requisition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County Purchasing Policy.
Julie Cannavino 6/27/2024

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 Calambrà 6/27/2024

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.

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.

L.BELTON
Clerk: 7/9/2024
Date: _____



FACILITY USE AGREEMENT

THIS AGREEMENT is by and between FLORIDA STATE COLLEGE AT JACKSONVILLE, a political subdivision of the State of Florida, for its Nassau Center (the "LESSOR") and Nassau County Board of County Commissioners, a political subdivision of the State of Florida, on behalf of the Nassau County Public Library, authorized to do business in the State of Florida (the "LESSEE").

In consideration of the mutual agreements contained herein the LESSOR hereby offers for use by the LESSEE, and the LESSEE hereby accepts subject to the terms and conditions herein for the use of the David Yulee Room (A114A/B) at the Nassau Center as follows:

Day(s) of Week	Date(s)	Room(s)	Time
Monday	July 1, 8, 15, 22, 29 August 5, 12, 19, 26 September 9, 16, 23, 30	A114A/B	10:30 am – 12:00 pm
Wednesday	July 3, 10, 17, 24, 31 August 7, 14, 21, 28 September 4, 11, 18, 25	A114A/B	9:30 am – 12:00 pm

1. The LESSEE agrees to pay the LESSOR as rent for the use of said facilities and the equipment and staff that goes along therewith the sum of \$3,281.50.
2. The LESSEE agrees to pay the LESSOR a Security Deposit for the use of said facilities the sum of \$0.00 to be returned within 30 days after the event if there are no damages or cleaning charges incurred above and beyond the customary charge.
3. In order to reserve the specific dates above set out, LESSEE must execute this contract no later than 4:00 pm the 17th day of June, 2024.
4. LESSEE shall not have the right to assign this agreement or any rights hereunder nor to sublet said premises or equipment without the written consent of the LESSOR.
5. LESSEE shall use and occupy said premises and equipment in a safe and careful manner; shall comply with all laws, rules, regulations, and ordinances Nassau County, and any state or governmental authority controlling or governing the demised premises or equipment or operation therein, and the attached Rental Policy.
6. LESSEE shall identify an official representative primary point of contact with LESSEE ("Representative"). The Representative will be present during the facility use and shall abide by the specific requirements listed herein.
7. LESSEE assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used or incorporated in the conduct of said events; and subject to the limits as set forth in Section 768.28, Florida Statutes, LESSEE agrees to indemnify and hold harmless LESSOR from all damages, costs, and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic right.

8. Subject to the limits as set forth in Section 768.28, Florida Statutes, LESSEE shall defend, indemnify and hold the LESSOR harmless from any and all claims, damages, actions, injuries, costs, expenses loss or liability including, but not limited to, injury to person or property and LESSEE will act, at its own cost and expense, to defend and protect LESSOR against any and all such claims or demands. Toward this end, LESSEE has provided a copy of their liability insurance coverage in the amount of \$1,000,000 and such copy is attached hereto.

9. LESSEE shall hold LESSOR harmless for any loss of revenue caused by the cancellation of an event.

10. The parties acknowledge and agree that LESSOR is a political subdivision of the State of Florida. As such, LESSOR's performance under this Agreement and any amendments hereto or attachments connected therewith, shall at all times be subject to any and all federal and state laws and regulations, as well as District Board of Trustees Rules which are applicable to the LESSOR's operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge that LESSOR's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein). Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the LESSOR to be sued; or (iii) a waiver of sovereign immunity of the LESSOR beyond the waiver provided in Section 768.28, F. S. As LESSOR is a political subdivision of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects in accordance with Florida law including Florida provisions for conflict of law.

11. LESSOR, as a political subdivision of the State of Florida, is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. The parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation, and provision of access to all public records related to this Agreement.

12. Either party shall have the right to terminate this Agreement with or without cause upon twenty-four (24) hours prior written notification to the other party. Such termination shall be in writing, signed by the duly authorized officer of the party terminating the contract, and shall be sent by certified mail, return receipt requested, hand delivery, or overnight delivery.

13. Due to the outbreak of COVID-19, as declared a worldwide pandemic on March 11, 2020, LESSEE agrees to adhere to all national, state, and local health guidelines, including, but not limited to, U.S Department of Health and Human Services Center for Disease Control and Prevention ("CDC") Guidelines, FSCJ rules and safety precautions implemented (as may be updated from time to time) while utilizing the facilities. Such precautions may include but are not limited to, wearing masks, taking temperature checks on all people participating/attending LESSEE events, and social distancing.

14. LESSEE shall be liable for any and all costs associated with disinfecting and cleaning LESSOR property and facilities for any outbreak of COVID-19 that occurs while LESSEE is in rental possession of the facilities associated with this agreement. Cleaning and disinfection must meet the protocols and standards provided by the CDC and the appropriate local and state regulations.

Michelle J. J.

15. _____ (initial/check) If the number of people participating/attending the event is greater than forty-nine (49) people, LESSEE shall provide the required number of certified crowd managers as stated on the Crowd Manager Safety Checklist. Where the number of people attending the event is greater than two hundred fifty (250), LESSEE shall provide additional crowd managers as stated on the Crowd Manager Safety Checklist.

- a. The LESSEE's designated crowd manager(s) shall take a crowd manager training course ("Course") that has been accepted and approved by the College. LESSEE shall provide LESSOR with proof of Course certification.

- b. The designated crowd manager(s) shall meet with LESSOR prior to its event and agrees to comply with the Crowd Manager Safety Checklist. A copy of the Crowd Manager Safety Checklist is attached hereto as Exhibit B. LESSEE will provide College with the signed Crowd Manager Safety Checklist.

16. Michelle Jrd (initial/check) If minors (children 17 years old and younger) are attending the LESSEE event:

- a. LESSEE shall provide a qualified adult supervisor to serve as the official representative and primary point of contact with the LESSEE ("Representative"). The Representative will remain on the LESSOR's premises at all times during the activities or events hosted by the LESSEE. LESSEE acknowledges Representative is lawfully qualified to supervise and care for minors and will take all reasonable steps to protect minors at the event.
- b. LESSEE shall solely be responsible for all activities and events it hosts on the LESSOR's premises.
- c. LESSEE shall be solely responsible for its members, guests, and representatives while on the LESSOR's premises and will be responsible for its members, guests, and representatives until all members and guests leave the premises. The Representative will remain on the premises until all guests have left the premises and the activity has ended.

17. Any notice required or permitted by this Agreement shall be given to the following representative of each party, at the address set forth below, by hand delivery; by registered mail, return receipt requested; or by overnight mail or courier service, signed acknowledgment of receipt required. Notice shall be deemed as given on the day of receipt of the notice, as indicated on the signed and dated receipt of an acknowledgment, or on the date of hand delivery:

If to College: Cameron Fansher
Florida State College at Jacksonville
4501 Capper Road, Room C103
Jacksonville, FL 32218



With a copy to: Office of General Counsel
Florida State College at Jacksonville
501 W. State Street, Suite 403
Jacksonville FL 32202

If to LESSEE: Taco Pope
Nassau County
96135 Nassau Place
Yulee, FL 32097

With a copy to: Julie Cannavino
Nassau County Public Library
76346 William Burgess Blvd.
Yulee, FL 32097

If, after this Agreement is executed, a party designates a new representative to accept the notice, the party shall furnish the new representative's name and address, in writing, to the other party, and a copy of the notice shall be attached to this Agreement.

In Witness Whereof, this Agreement has been executed as of the day and date have last written below by the authorized representatives of the parties hereto.

LESSEE  Date 7/8/2024 LESSOR  Date 7/7/2024
Signature Signature

Space Usage	\$2,730.00	Facility Rental	#100000 00 4641400
Labor	\$454.00	Use of College Facilities	#100000 00 4640000
Sales Tax	\$0.00	Sales Tax	#01-0000000-100000-2310200
Security Deposit	\$0.00	Deposit - Refundable	#100000 00 2400000
Amount Due	\$3,285.10		



**ATTACHMENT A
RENTAL POLICY**

Payment

The full rental rate must be paid prior to the LESSEE being permitted to use the space. If payment is made seven or fewer days prior to the event, only credit cards, money orders, cashiers, or certified checks will be accepted, unless LESSEE has previously established credit with LESSOR, or made prior arrangements. Personal checks may be used if received by LESSOR seven or more working days prior to the event. All checks are to be made payable to Florida State College at Jacksonville. If the agreed-upon rental term is exceeded, additional rental fees will be charged.

Cancellation

LESSOR reserves the right to cancel an event without penalty if it determines the event is not in the best interests of LESSOR, or the subject facilities are rendered inoperable. LESSOR shall be held harmless for any loss of revenue, or other damages, that may result from said cancellation. If the LESSEE cancels an event, no refunds or credit will be permitted, unless authorized by the Campus Director of Campus Operations.

Insurance

Proof of insurance of not less than \$1,000,000 is required before facilities can be rented. The insurance certificate must list Florida State College at Jacksonville and its District Board of Trustees as "Additional Insured" and "certificate holder". If the organization's commercial vehicles are to be used, evidence of auto or fleet liability insurance must be provided.

Loss or Damage to LESSEE's Property

LESSOR is not responsible for any loss or damage to LESSEE's property left on college premises before, during, or after the scheduled event.

Security Deposit

A security deposit is required for groups renting LESSOR facilities. The security deposit amount will be based upon the type of facility being rented, and the number of participants. The security deposit will be returned within thirty (30) days after the event if there are no damages or cleaning charges to be deducted.

Prohibited Use

The use of LESSOR property for any acts directed toward disruptive or violent activity, or for any events containing lewd or lascivious material is strictly prohibited. The use of any illegal drug, gambling activities, or devices on LESSOR property is prohibited. The possession or consumption of alcoholic beverages is prohibited unless such consumption is in compliance with Board Rules. Firearms are prohibited unless carried by federal or state law enforcement officers in the line of duty, or performing a security function. The scheduling of events, or services, that compete with those offered by LESSOR is prohibited.

Event Staff and Set-Up

The LESSOR Director of Campus Operations or its Designee will determine the need for campus personnel and/or off-duty police at an event. Relocation of furniture or equipment will be handled only by LESSOR staff, or under the direction of LESSOR staff.

Sales Tax

Florida sales tax on the rental amount will be charged to any organization that does not provide a certified copy of its exemption number.

Lessee's Initials TPA

Date 7/8/2024



ATTACHMENT B
CROWD MANAGER SAFETY CHECKLIST

Event: Story Time for Tots

Date of Event: Mondays & Wednesdays July-Sept 2024

Location of Event: David Yulee Room Nassau Campus

Phone Number for Security: (904) 557-4017

To be completed for assemblies of 50 or more in facilities leased by the College. The Crowd Manager must be present at the event during all hours that it is open to the public.

The Crowd Manager must complete this form with a designated College representative prior to the assembly. The checklist insures that the facility is safe to open to the public through a visual inspection of the property and that the Crowd Manager is familiar with the layout and emergency egress paths in the rented facility.

	<i>Inspection Item</i>	No	Yes	N/A
1	There must be 1 crowd manager on duty for every 250 occupants (for example, 251 people require 2 crowd managers). The number of crowd managers required: _____		✓	
2	The crowd manager shall ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests, and performers, the posted occupant load is: <u>50</u>		✓	
3	The crowd manager shall be trained and briefed by a College representative on the locations of the fire alarm pull stations, fire extinguishers, exits, and emergency evacuation plans and direct occupants to an exit in the event of an emergency.		✓	
4	All egress paths maintained clear, unlocked, accessible, and not blocked?		✓	
5	All exit doors operable?		✓	
6	All exit sign lighting operable?		✓	
7	Exterior stairways and means of egress clear and free of obstacles?			✓
8	The crowd manager shall brief the assembly on the location of exits and emergency evacuation routes.		✓	

If "No" to any of the above, then the event shall not be held until the situation is corrected. If "N/A", explain in the remarks section.

Remarks:

Crowd Manager Michelle Forde, Youth Librarian
Print Name

Michelle Forde
Signature

College Representative Cameron Fansher, Executive Director of Campus Operations
Print Name

Cameron Fansher
Signature

Certificate Of Completion

Envelope Id: 9E43B764677B4E3E951E11A71FE35EBD
Subject: Contract No.: CM3715 Vendor Name: FSCJ \$3285.10 Description:Rental Agreement
Source Envelope:
Document Pages: 8 Signatures: 11
Certificate Pages: 6 Initials: 7
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Anne Ford
aford@nassaucountyfl.com
IP Address: 50.144.43.162

Record Tracking

Status: Original
6/27/2024 12:00:31 PM
Holder: Anne Ford
aford@nassaucountyfl.com

Location: DocuSign

Signer Events

Signature

Timestamp

Julie Cannavino
jcannavino@nassaucountyfl.com
Nassau County
Security Level: Email, Account Authentication
(None)

Julie Cannavino

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

Sent: 6/27/2024 12:36:40 PM
Viewed: 6/27/2024 1:04:13 PM
Signed: 6/27/2024 1:04:42 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

Sent: 6/27/2024 1:04:44 PM
Viewed: 6/27/2024 1:09:49 PM
Signed: 6/27/2024 1:10:03 PM

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: 6/27/2024 1:10:06 PM
Viewed: 6/27/2024 2:58:31 PM
Signed: 6/27/2024 2:59:02 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Cameron Fansher
CAMERON.FANSHER@FSCJ.EDU
Security Level: Email, Account Authentication
(None)

Cameron Fansher

Signature Adoption: Drawn on Device
Using IP Address: 73.224.15.159
Signed using mobile

Sent: 6/28/2024 10:30:33 AM
Resent: 7/2/2024 9:39:56 AM
Viewed: 7/7/2024 12:46:26 AM
Signed: 7/7/2024 12:47:02 AM

Electronic Record and Signature Disclosure:
Accepted: 7/7/2024 12:46:26 AM
ID: 619b71ec-f7aa-41c5-9203-147a0709076f

Signer Events	Signature	Timestamp
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/7/2024 12:47:04 AM Viewed: 7/7/2024 12:49:02 AM Signed: 7/8/2024 1:15:50 PM</p>
<p>Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 7/8/2024 1:15:53 PM Viewed: 7/8/2024 1:18:49 PM Signed: 7/8/2024 1:20:06 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 7/8/2024 1:20:08 PM Viewed: 7/8/2024 1:24:10 PM Signed: 7/8/2024 1:24:18 PM</p>
<p>Michelle E. Forde mforde@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.144.43.162 Signed using mobile</p>	<p>Sent: 7/8/2024 1:24:21 PM Viewed: 7/8/2024 1:30:35 PM Signed: 7/8/2024 1:33:34 PM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 7/8/2024 1:30:35 PM ID: a542505b-7c2a-4fbc-aa53-881ce6660975</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 2/4/2021 9:59:11 AM ID: 6238f06a-a4ad-4d45-a7f5-929d04629059</p>	<p></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 7/8/2024 1:33:38 PM Viewed: 7/9/2024 11:10:16 AM Signed: 7/9/2024 11:12:34 AM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Clerk Services BOCCClerkServices@nassauclerk.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/9/2024 11:12:36 AM Viewed: 7/9/2024 11:25:56 AM

Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/9/2024 11:12:36 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/27/2024 12:36:40 PM
Envelope Updated	Security Checked	6/28/2024 10:30:33 AM
Envelope Updated	Security Checked	6/28/2024 10:30:33 AM
Certified Delivered	Security Checked	7/9/2024 11:10:16 AM
Signing Complete	Security Checked	7/9/2024 11:12:34 AM
Completed	Security Checked	7/9/2024 11:12:36 AM

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

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

Getting paper copies

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

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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>.

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