

CS-23-508

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3708-A1

SECTION 1 - GENERAL INFORMATION
 Requesting Department: FIRE RESCUE Contact Person: SCOTT TITTLE
 Telephone: (904) 753-1391 Email: TTITTLE@NASSAUCOUNTYFL.COM

SECTION 2 - VENDOR INFORMATION
 Name: PURVIS SYSTEM
 Address: 88 SILVA LN
 City: MIDDLETOWN State: RI Zip Code: 02842
 Vendor's Administrator Name: J. MASOLA Title: SALES
 Telephone: (401) 862-1184 Email: JMOSCOLA@PURVIS@COM

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: DANIELLE FLYNN Title: CONTRACT MANAGER
 Authorized Signatory Email: DFLYNN@PURVIS.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: MESSAGE BOARDS FOR FIRE STATION 10
 Short Description of Product(s)/Service(s) Being Requested: MESSAGE BOARD PURCHAE WITH INSTALLATION

(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: ONE YEAR AFTER EXECUTION
 Amount of Renewal Options (if applicable): Year 1: _____ Year 2: _____
 Year 3: _____ Year 4: _____
 Total Amount of Contract (Initial Term + Renewal Options): \$47,291.65 FORTY-SEVEN THOUSAND, TWO HUNDRED NINETY-ONE AND 65/100 (Estimate if necessary)
 Account Number: 04223522 & 01261526-564001
 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: CM3708 Amendment No: A1
 Type of Amendment: Renewal Time Extension with Increase Time Only Extension Additional Scope
 Supplemental Agreement Other: _____
 Contract Amount with Previous Amendments: \$30,041.62 Amount of this Amendment: \$47,291.65
 New Contract Amount including this Amendment: \$77,333.27
 Account Code Change From: NO CHANGE To: NO CHANGE
 County Authorized Signatory: BOCC Chairman County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

[Signature] 9/6/2024
Department Head/Contract Manager Date

3. [Signature] 9/10/2024
Procurement Date
(Signature required only if procurement related)

[Signature] 9/6/2024
Office of Mgmt. & Budget Date

4. [Signature] 9/10/2024
County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 9/10/2024
County Manager Date

**FIRST AMENDMENT TO CONTRACT FOR MESSAGE BOARDS AND
INSTALLATION SERVICES**

THIS FIRST AMENDMENT TO THE CONTRACT FOR MESSAGE BOARDS AND INSTALLATION 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 PURVIS SYSTEMS INCORPORATED, a business having its primary business location at 88 SILVA LANE MIDDLETON, RI 02842 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Message Boards and Installation Services dated July 9, 2024 (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 of the Contract is hereby amended to increase the compensation amount for the goods/services to be provided under the Contract due to addition of new Fire Rescue Station 10 into the scope of work. The County shall now compensate the Vendor in an amount not to exceed Seventy-seven thousand three hundred thirty-three dollars and 27/100 (\$77,333.27). The attached Exhibit “A” that is attached hereto and incorporated herein is hereby added to the original Exhibit A under the Contract.

SECTION 2. 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.

[The remainder of this page left intentionally blank.]

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, FLORIDA

Signature:  _____

Print Name: TACO POPE

Title: COUNTY MANAGER

Date: 9/10/2024

REVIEWED FOR LEGAL FORM AND CONTENT:

 _____
DENISE C. MAY, County Attorney

VENDOR: PURVIS SYSTEMS

Signature:  _____

By: DANIELLE FLYNN

Title: CONTRACT MANAGER

Date: 9/9/2024

PURVIS PRICE QUOTATION



Tax ID #: 11-2299301

Date: August 2, 2024

Quote #: PC2025-024.3

Customer: Nassau County Fire Rescue

Address: 96160 Nassau Place

Yulee, FL 32097

Customer POC: Greg Roland, Asst Fire Chief

E-mail: groland@nassaucountyfl.com

Phone #: 904-530-6600

88 Silva Ln
 Middletown, RI 02842
 Sales: J. Mascola 401-862-1184
jmascola@purvis.com
 Contracts: D Flynn 401-845-8432
DFlynn@purvis.com

EXHIBIT "A"

TASK:

Procurement and implementation of the PURVIS Fire Station Alerting System™ (PURVIS FSAS™) for Nassau County Fire & Rescue Station 10. Please refer to the attached "PURVIS FSAS SOW Nassau County Fire Station 10 Rev B" for additional details associated with our quote.

Customer is responsible for supplying all 120V power, conduit, backboxes, 70v speakers and system cabling required for the PURVIS FSAS components in each location.

Installation services include installing the PURVIS FSAS components only and do not include cabling.

The 42" Message Boards will be installed in the apparatus bay based on the customer defined location. Two (2) 32" message boards will be provided by the customer, including associated mounting brackets and HDMI receivers, to be installed in a customer defined location. The two (2) Message Boards were previously purchased for a separate PURVIS FSAS project. The customer would like to utilize one (1) 32" Message Board, previously designated for Station 30, and one (1) 32" Message Board, previously designated for Station 50, for Station 10.

Implementation services include configuration of one (1) SCU relay to activate common speaker/LEDs. The speaker/LEDs will be part of a future installation and is not included as part of this project.

This project is to be purchased under the Sourcewell Contract No. 042021-PUR

HARDWARE:

Item	PURVIS Part #	Qty	Unit Price	Adjusted Unit Price	Extended Price
Station Control Unit (SCU)	315-030005-131-NN	1	\$18,000.00	\$17,460.00	\$17,460.00
24 Port Unmanaged Network Switch	315-290005-131-LAN	1	\$225.00	\$218.25	\$218.25
Uninterruptible Power Supply (UPS) - 2U - Line Interactive 1500VA	315-040308-131	1	\$1,120.00	\$1,086.40	\$1,086.40
Audio/Relay Expansion Module (ARXM)					
25/70v, 8 Zone/8 Relay	315-442000-131-8/8	1	\$4,775.00	\$4,631.75	\$4,631.75
Amplifier 1 Ch (25/70v) 250w	315-070304-131	1	\$1,410.00	\$1,367.70	\$1,367.70
Volume Control Switch (25/70v) 100w	315-110003-131	3	\$55.00	\$53.35	\$160.05
Message Board - 42" Monitor	315-190000-131-42	2	\$950.00	\$921.50	\$1,843.00
Message Board HDMI Video Receiver	315-190400-131-RX	2	\$105.00	\$101.85	\$203.70
Wall Mounting Bracket, Swing Arm/Tilt,	315-190300-131	2	\$70.00	\$67.90	\$135.80
8 Port Unmanaged Message Board Switch	315-290003-131-MB	1	\$95.00	\$92.15	\$92.15
Power Strip - Rack Mount	315-010500-131	1	\$65.00	\$63.05	\$63.05
19" Rack Shelf 1U, 10" Deep	315-383001-131	1	\$55.00	\$53.35	\$53.35
TOTAL					\$27,315.20
Sales and Use Tax					\$0.00
TOTAL HARDWARE					\$27,315.20

Hardware Prices do not include installation or any system configuration, if applicable. Any applicable manufacturer warranties will be extended to the customer.

Hardware lead time is at least 12 weeks after receipt of order (ARO)

SOFTWARE:

Item	PURVIS Part #	Qty	Unit Price	Adjusted Unit Price	Extended Price
Text-to-Speech (TTS) Voice Module					
Software License (Annual)	315-990400-120	1	\$1,410.00	\$1,367.70	\$1,367.70
Station Control Unit (SCU) FSAS Software License (Perpetual)	315-990300-120	1	\$500.00	\$485.00	\$485.00
TOTAL					\$1,852.70
Sales and Use Tax					\$0.00
TOTAL SOFTWARE					\$1,852.70

FIXED PRICE SERVICES:

Description	Unit Price	Adjusted Unit Price	Price
Implementation Services (Project Management, Configuration, Integration, Test, & Training)	\$7,500.00	\$7,275.00	\$7,275.00
Installation Services	\$10,875.00	\$10,548.75	\$10,548.75
Freight/Shipping & Handling		\$300.00	\$300.00
1 Year Warranty & Maintenance		Included	\$0.00
TOTAL SERVICES			\$18,123.75

GRAND TOTAL	\$47,291.65
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PAYMENT MILESTONES:

Key Milestone	Deliverable	Payment Amount
Milestone # 1	Delivery and Installation of FSAS Hardware	\$40,000.00
Milestone # 2	Final Testing and Cutover	\$7,291.65
GRAND TOTAL		\$47,291.65

SALES AND USE TAX: Any required sales and use tax not identified in this quote is responsibility of the quote recipient or Fire Station Alerting System end-user. PURVIS is not responsible for the collection of any required taxes and payments to any tax collection agencies.

BONDS: Quote does not include any bid, payment, or performance bonds.

PERMITS: Quote does not include any permits that may be required

PREVAILING WAGE RATES: Pricing is not based on prevailing wage rates.

PAYMENT TERMS: Net 30

VALIDITY: This FFP Quote is valid for 90 days

WARRANTY: First Year Remote Warranty & Maintenance begins upon Functional System Validation conducted jointly by PURVIS and the customer using standard PURVIS FSAS manual alerting tools.

END-USER LICENSE/MAINTENANCE AGREEMENTS: All purchased hardware and software resulting from this quote will be licensed, warrantied and maintained under the existing PURVIS FSAS End-User License Agreement and PURVIS FSAS Warranty, Maintenance and Service Agreement - with the customer.

EXPORT CONTROL: Products purchased or received under any resulting Sale may be subject to export control laws, restrictions, regulations, and orders of the United States. Customer agrees to comply with all applicable export laws, restrictions and regulations of the United States or foreign agencies or authorities, and shall not export, or transfer for the purpose of re-export any product to any prohibited or embargoed country or to any denied, blocked or designated person or entity as mentioned in any United States or foreign law or regulation.

PURVIS SYSTEMS



March 18, 2024

Nassau County Fire Rescue
Attn: Scott Tittle
96160 Nassau Place
Yulee, FL 32097

Subject: Letter of Justification as the Sole Source Provider of the PURVIS Fire Station Alerting System

Dear Mr. Tittle,

PURVIS is the only supplier of the PURVIS FSAS, and there are no resellers of the PURVIS FSAS. The design and software for the PURVIS FSAS are proprietary to PURVIS and some of the PURVIS FSAS hardware is manufactured by PURVIS. Additionally, the PURVIS FSAS software licensed to Nassau County is subject to the terms and conditions of the End-User License Agreement executed between PURVIS and Nassau County.

If you have any questions or need additional information, please contact Danielle Flynn or Jeff Mascola. Their contact information is as follows: Danielle Flynn, Contracts Manager, 401-845-8432 or dflynn@purvis.com; Jeff Mascola, Account Manager, 401-619-2466, or jmascola@purvis.com.

Sincerely,
PURVIS Systems Incorporated



Danielle Flynn
Contracts Manager

cc: J. Mascola (PURVIS)

PO MODIFICATION FORM

SECTION 1 - GENERAL INFORMATION
 Date Submitted: 08/21/2024 Requesting Department: FIRERESCUE Contact Person: SCOTT TITTLE
 Contact Phone Number: (904) 753-1391 Email: TTITTLE@NASSAUCOUNTYFL.COM

SECTION 2 - ORIGINAL PURCHASE ORDER INFORMATION
 PO Number: 24000542 Contract No. (if applicable) CM3708
 Vendor Name: PURVIS SYSTEMS INCORPORATED

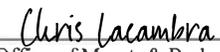
SECTION 3 - MODIFICATION INFORMATION
 Type of Modification: Amount Increase Amount Decrease Change to Account Code Cancel PO
 Re-Open for Amount \$ _____ Other: _____

Original PO Sum:	\$ 30,041.62
Total Sum of Previous Modifications:	\$ 0.00
PO Sum Prior to this Modification:	\$ 30,041.62
Amount of this Modification:	\$ 47,291.65
New PO Sum Including this Modification:	\$ 77,333.27

Account Code Change From: _____ To: _____

SECTION 4 - REASON FOR MODIFICATION
 ADDING NEW STATION 10 TO CONTRACT FOR SAME SCOPE OF WORK.
 PLEASE KEEP MONEY IN THE SAME COST ON PO# 24000542
 \$47,291.65 MONEY WILL BE PULLED FROM ACCOUNTS 04223522 & 01261526-564001 50% EACH ACCOUNT

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1.  9/6/2024
 Department Head/Managing Agent Date
2.  9/6/2024
 Office of Mgmt. & Budget Date
(Signature required if greater than \$1,000.00)
3.  9/10/2024
 Procurement Date
(Signature required if greater than \$5,000.00)
4.  9/10/2024
 County Manager Date
(Signature required if greater than \$100,000.00)

Clerk: L. BELTON
 Date: 9/10/2024

Certificate Of Completion

Envelope Id: 16A24D3DE9194561B2AB8D54F53E0C35	Status: Completed
Subject: Contract No.: CM3708-A1 Vendor Name: PURVIS SYSTEMS \$77,333.27 Description: PURVIS SYSTEM FOR ST 10	
Source Envelope:	
Document Pages: 8	Signatures: 16
Certificate Pages: 6	Initials: 6
AutoNav: Enabled	Envelope Originator: Scott Tittle ttittle@nassaucountyfl.com
Envelopeld Stamping: Enabled	IP Address: 50.238.237.26
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/6/2024 9:06:48 AM	Holder: Scott Tittle ttittle@nassaucountyfl.com	Location: DocuSign
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Signer Events

Signature	Timestamp
fd7574de-b0b6-4b14-b493-d8aeaacc9dbd brigdon@nassaucountyfl.com Fire Chief Nassau County Fire-Rescue Security Level: Email, Account Authentication (None)	Sent: 9/6/2024 9:16:14 AM Viewed: 9/6/2024 9:19:21 AM Signed: 9/6/2024 9:19:41 AM
Signature Adoption: Uploaded Signature Image Using IP Address: 50.238.237.26	

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)		Sent: 9/6/2024 9:19:43 AM Viewed: 9/6/2024 10:39:34 AM Signed: 9/6/2024 10:40:59 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

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)		Sent: 9/6/2024 10:41:01 AM Viewed: 9/6/2024 11:11:45 AM Signed: 9/6/2024 11:13:21 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Michelle Proctor mproctor@nassaucountyfl.com Risk Manager Security Level: Email, Account Authentication (None)		Sent: 9/6/2024 11:13:23 AM Viewed: 9/9/2024 7:44:17 AM Signed: 9/9/2024 7:44:47 AM
Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Danielle Flynn DFLYNN@PURVIS.COM Contracts Manager Security Level: Email, Account Authentication (None)</p>	<p><i>Danielle Flynn</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 24.249.210.72</p>	<p>Sent: 9/9/2024 7:44:50 AM Viewed: 9/9/2024 8:44:26 AM Signed: 9/9/2024 11:26:02 AM</p>
<p>Electronic Record and Signature Disclosure: Accepted: 9/9/2024 8:44:26 AM ID: 31c7365e-e07b-49f5-9f61-f9184efb98d8</p>		
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Lanaee Gilmore</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/9/2024 7:44:49 AM Viewed: 9/10/2024 9:47:19 AM Signed: 9/10/2024 9:47:25 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)</p>	<p><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/10/2024 9:47:27 AM Viewed: 9/10/2024 9:48:49 AM Signed: 9/10/2024 9:49:17 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Denise C. May, Esq., BCS</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 9/10/2024 9:49:21 AM Viewed: 9/10/2024 10:27:46 AM Signed: 9/10/2024 10:27:56 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p>	<p><i>Taco Pope</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 9/10/2024 10:27:59 AM Viewed: 9/10/2024 10:58:46 AM Signed: 9/10/2024 10:58:54 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)</p>	<p><i>L.BELTON</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 9/10/2024 10:58:57 AM Viewed: 9/10/2024 1:54:40 PM Signed: 9/10/2024 1:54:48 PM</p>
<p>Electronic Record and Signature Disclosure: 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
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: 9/10/2024 1:54:51 PM Viewed: 9/10/2024 3:08:09 PM
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/10/2024 1:54:52 PM Viewed: 9/10/2024 2:38:26 PM
Constance Holmes cholmes@nassaucountyfl.com Fire Administration Nassau County Fire-Rescue Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/10/2024 1:54:54 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/6/2024 9:16:14 AM
Certified Delivered	Security Checked	9/10/2024 1:54:40 PM
Signing Complete	Security Checked	9/10/2024 1:54:48 PM
Completed	Security Checked	9/10/2024 1:54:54 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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.

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.