

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO.  
CM2192-A10

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: FIRE RESCUE Contact Person: CAROLYN KITTLE  
 Telephone: (904) 530-6600 Email: ckittle@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: NASSAU OAKS VOLUNTEER FIRE DEPARTMENT, INC.  
 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 PROPERTY LEASE AGREEMENT  
 Short Description of Product(s)/Service(s) Being Requested: AMENDMENT NO.10/TENTH EXTENSION TO NASSAU COUNTY PROPERTY LEASE WITH NASSAU OAKS VFD.  
 (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: \_\_\_\_\_  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \$1.00 PER YEAR (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: CM2192 Amendment No: 10  
 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

- [Signature] 8/13/2024  
Department Head/Contract Manager Date
- Chris Lacambra 8/14/2024  
Office of Mgmt. & Budget Date
- \_\_\_\_\_  
Procurement Date EM 8/15/2024  
*(Signature required only if procurement related)*
- Denise C. May, Esq., BLS 8/15/2024  
County Attorney Date

**COUNTY MANAGER - FINAL SIGNATURE APPROVAL**  
[Signature] 8/15/2024  
 County Manager Date

**AMENDMENT NO. 10 / TENTH EXTENSION TO THE**  
**LEASE AGREEMENT FOR THE**  
**NASSAU OAKS VOLUNTEER FIRE DEPARTMENT**

THIS AMENDMENT entered into this 15 day of August, 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, INC.** a Florida non-profit corporation, located at 56300 Nassau Oaks Drive, Callahan, Florida 32011, (hereinafter referred to as “Nassau Oaks”).

**WHEREAS**, the parties entered into an Agreement dated November 26, 2014; and

**WHEREAS**, the Agreement provided for an initial term of one (1) year beginning October 1, 2014 and ending September 30, 2015, 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; and

**WHEREAS**, the parties desire to further extend the term of the Agreement for an additional one (1) year period beginning October 1, 2024 and ending September 30, 2025.

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

1. In accordance with the terms of the Agreement dated November 26, 2014, the term of the Agreement is hereby extended for an additional one (1) year beginning October 1, 2024 and ending September 30, 2025.
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: 8/15/2024

*EM*

8/15/2024

**REVIEWED FOR LEGAL FORM AND CONTENT:**

Denise C. May, Esq., BLS 8/15/2024  
**DENISE C. MAY, County Attorney**

**Nassau Oaks Volunteer Fire Department:**

Signature: Craig Herr

By: Craig Herr

Title: Chief, President of Board of Directors

Date: Craig Herr

**Certificate Of Completion**

Envelope Id: F1DF55D18C504D268552D7B6D8CC22B4  
Subject: Contract #CM2192-A10 \$1.00 Nassau Oaks VFD Property Lease  
Source Envelope:  
Document Pages: 3 Signatures: 8 Envelope Originator:  
Certificate Pages: 6 Initials: 4 Carolyn Kittle  
AutoNav: Enabled ckittle@nassaucountyfl.com  
Envelopeld Stamping: Enabled IP Address: 50.238.237.26  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)


**Record Tracking**

Status: Original Holder: Carolyn Kittle Location: DocuSign  
8/13/2024 9:02:28 AM ckittle@nassaucountyfl.com

**Signer Events**

fd7574de-b0b6-4b14-b493-d8aeaacc9dbd  
brigdon@nassaucountyfl.com  
Fire Chief  
Nassau County Fire-Rescue  
Security Level: Email, Account Authentication  
(None)

**Signature**


  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 50.238.237.26

**Timestamp**

Sent: 8/13/2024 9:22:24 AM  
Viewed: 8/13/2024 9:25:23 AM  
Signed: 8/13/2024 2:09:03 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)

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

Sent: 8/13/2024 2:09:04 PM  
Viewed: 8/13/2024 3:41:13 PM  
Signed: 8/13/2024 3:41:22 PM

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

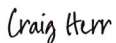
chris lacambra  
clacambra@nassaucountyfl.com  
OMB Director  
Nassau County BOCC  
Security Level: Email, Account Authentication  
(None)

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

Sent: 8/13/2024 3:41:24 PM  
Viewed: 8/14/2024 9:40:22 AM  
Signed: 8/14/2024 9:40:26 AM






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

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

  
Signature Adoption: Pre-selected Style  
Using IP Address: 64.187.128.226  
Signed using mobile

Sent: 8/14/2024 9:40:29 AM  
Viewed: 8/15/2024 8:09:11 AM  
Signed: 8/15/2024 8:11:13 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 8/15/2024 8:09:11 AM  
ID: af34f34d-1a03-4d26-b809-13bee296da97

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: 8/14/2024 9:40:28 AM Viewed: 8/14/2024 9:42:57 AM Signed: 8/14/2024 9:43:03 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Elizabeth Moore emoore@nassaucountyfl.com Assistant County Attorney Nassau County Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/15/2024 8:11:17 AM Viewed: 8/15/2024 8:17:05 AM Signed: 8/15/2024 8:17:37 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C. May, Esq., BCS 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: 8/15/2024 8:17:39 AM Viewed: 8/15/2024 8:32:19 AM Signed: 8/15/2024 8:32:36 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26 Signed using mobile	Sent: 8/15/2024 8:32:39 AM Viewed: 8/15/2024 8:33:35 AM Signed: 8/15/2024 8:34:07 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
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)		Sent: 8/15/2024 8:34:09 AM Viewed: 8/15/2024 9:44:57 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
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	<b>COPIED</b>	Sent: 8/15/2024 8:34:10 AM
Lisa Brannan lbrannan@nassaucountyfl.com Administrative Specialist II Nassau County Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<b>COPIED</b>	Sent: 8/15/2024 8:34:12 AM Viewed: 8/15/2024 8:53:44 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/13/2024 9:22:24 AM
Certified Delivered	Security Checked	8/15/2024 8:33:35 AM
Signing Complete	Security Checked	8/15/2024 8:34:07 AM
Completed	Security Checked	8/15/2024 8:34:12 AM
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](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.