

AUTO RENEWAL FORM

Renewal of (title of agreement/contract): CM3599 MCCI, LLC

This letter confirms the renewal of the Agreement/Contract on the terms set out below.

General information

No.	Topic	Details
1	Department	Tech Services
2	Vendor	MCCI, LLC
3	Agreement/Contract	Contract No.: <u>CM3599</u> Auto Renewal No. <u>AR-1</u> Funding Account(s): <u>01132516-554020</u> Amount: <u>\$ 15,155.24</u>

Agreement/Contract Renewal

On behalf of the Nassau County Board of County Commissioners, the Department gives notice that it wishes to exercise the option to automatically renew the term of the Agreement/Contract for Laserfiche Subscription, beginning 12/17/2024 and ending 12/16/2025, in accordance with the terms of the above referenced agreement.

Yours sincerely,

Derrick D. Lindsay 11/5/2024
Department Head: Date

Risk Manager Initials: MP

Approved by: 11/5/2024

Chris Lacambra 11/5/2024
Office of Management & Budget Director Date

Annex Belmont 11/6/2024
Procurement Director Date

Denise C. May 11/6/2024 EM
County Attorney Date 11/6/2024

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Taco E. Pope 11/6/2024
Taco E. Pope, AICP, County Manager Date

DATE
11/4/2024

Requisition Form
NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS

96135 Nassau Place Suite 1
 Yulee, FL 32097

VENDOR NAME/ADDRESS
 MCCI, LLC
 3717 Apalachee Parkway, Suite 201
 Tallahassee, FL 32311

DEPARTMENT
 Tech Services

REQUESTED BY
 Tonya Wood

VENDOR NUMBER	PROJECT NAME	FUNDING SOURCE	AMOUNT AVAILABLE	STANDARD PO OR ENCUMBER ONLY	CONTRACT NO.
	MCCI CM3599	01132516-554020	\$ 640,220.79	Encumber Contract	CM3599 AR-1
ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT	
	Software Support	1.00	\$ 9,543.24	\$ 9,543.24	Enter additional information or details, as needed.
	Subscription-Training Center	1.00	\$ 2,840.00	\$ 2,840.00	
	Supplemental Support Subscription	1.00	\$ 2,772.00	\$ 2,772.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	
				\$ 0.00	

ORIGINAL - FINANCE Shipping \$ 0.00
 COPY - DEPARTMENT Total \$ 15,155.24

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.

Derrick D. Lindsay 11/5/2024

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 11/5/2024

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.
Janice Adams 11/6/2024

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] 11/6/2024

BOCC AP
 Clerk: _____
 Date: 11/6/2024



Bill To: Nassau County Board of Commissioners Attention: Norm Kennedy 96160 Nassau Place Yulee, FL 32097	Invoice Number RN19897 Invoice Date 10/03/2024 PO Number Payment Terms Net 30 Customer ID NASSAUFL01 End Customer ID NassauCountyBoard
Reference: Annual Billing for 2024-2025	

Laserfiche Renewal Coverage Period: 12/17 - 12/16

Description	Extended Amount
Software Support (LF)	
Product Group Total	¥9,543.24
Subscription-Training Center (CS)	
Product Group Total	¥2,840.00
Supplemental Support Subscription (LF)	
Product Group Total	¥2,772.00
Subtotal	\$ 15,155.24
Downpayment Applied	-\$0.00
Sales Tax	\$0.00
TotalDue	\$ 15,155.24

Electronic Payment Information: MCCI, LLC c/o Enterprise Bank ABA: 081006162 Account: 1293909 (800) 342-2633	Thank you for your business.	Mail-in Payment Information MCCI, LLC c/o Enterprise Bank P.O. Box 790379 St. Louis, MO 63179-0379 (800) 342-2633
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Certificate Of Completion

Envelope Id: 646C8EF755A9484E9529A06409D6DF45

Status: Completed

Subject: CM3559 AR-1 MCCI Laserfiche Autorenewal

Source Envelope:

Document Pages: 3

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 2

Tonya Wood

AutoNav: Enabled

twood@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: Tonya Wood

Location: DocuSign

11/5/2024 1:18:26 PM

twood@nassaucountyfl.com

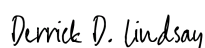
Signer Events**Signature****Timestamp**

Derrick D. Lindsay

dlindsay@nassaucountyfl.com

Chief Innovation Officer

Nassau County BOCC

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 11/5/2024 1:33:05 PM

Viewed: 11/5/2024 1:43:23 PM

Signed: 11/5/2024 1:43:53 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: 11/5/2024 1:43:55 PM

Viewed: 11/5/2024 2:01:36 PM

Signed: 11/5/2024 3:56:08 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Michelle Proctor

mproctor@nassaucountyfl.com

Risk Manager

Security Level: Email, Account Authentication
(None)Signature Adoption: Pre-selected Style
Using IP Address: 50.238.237.26

Sent: 11/5/2024 3:56:10 PM

Viewed: 11/5/2024 4:27:10 PM

Signed: 11/5/2024 4:27:20 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Lanaae 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: 11/5/2024 4:27:22 PM

Viewed: 11/5/2024 4:29:40 PM

Signed: 11/6/2024 8:03:17 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

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><i>EM</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/6/2024 8:03:21 AM Viewed: 11/6/2024 8:17:29 AM Signed: 11/6/2024 8:17:53 AM</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><i>Denise C. May</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 11/6/2024 8:17:55 AM Viewed: 11/6/2024 8:54:53 AM Signed: 11/6/2024 8:55:00 AM</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><i>Taco Pope</i></p> <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 11/6/2024 8:55:02 AM Viewed: 11/6/2024 10:31:47 AM Signed: 11/6/2024 10:31:54 AM</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><i>BOCC AP</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 12.23.69.254</p>	<p>Sent: 11/6/2024 10:31:56 AM Viewed: 11/6/2024 1:21:43 PM Signed: 11/6/2024 1:22:34 PM</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
<p>Clerk Services BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	<p>Sent: 11/6/2024 1:22:37 PM</p>

Carbon Copy Events	Status	Timestamp
Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/6/2024 1:22:38 PM
Electronic Record and Signature Disclosure:		
Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/5/2024 1:33:05 PM
Certified Delivered	Security Checked	11/6/2024 1:21:43 PM
Signing Complete	Security Checked	11/6/2024 1:22:34 PM
Completed	Security Checked	11/6/2024 1:22:38 PM

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

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

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Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact County of Nassau:

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

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

To advise County of Nassau of your new email address

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

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

To request paper copies from County of Nassau

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

To withdraw your consent with County of Nassau

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

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

Required hardware and software

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

Acknowledging your access and consent to receive and sign documents electronically

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

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- You can 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.