

# BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3713-A1

**SECTION 1 - GENERAL INFORMATION**  
 Requesting Department: Public Works Contact Person: Noami Davis  
 Telephone: (904) 530-6123 Email: Ndavis@nassaucountyfl.com

**SECTION 2 - VENDOR INFORMATION**  
 Name: Vari Sales Corporation  
 Address: 450 N Freeport Parkway, Suite 2100  
 City: Coppell State: Texas Zip Code: 75019  
 Vendor's Administrator Name: Kim Proctor Title: \_\_\_\_\_  
 Telephone: (904) 910-7571 Email: Kim.proctor@vari.com

**SECTION 3 - VENDOR AUTHORIZED SIGNATORY**  
 Authorized Signatory Name: Kevin Wierenga Title: Senior Vice President Sales  
 Authorized Signatory Email: kevin.wierenga@vari.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 County Piggyback Agreement for Ergonomic Workplace Solutions  
 Short Description of Product(s)/Service(s) Being Requested: Ergonomic Workplace Solutions for Nassau County Offices. Items include walls, desk, and similar items  
 (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: \$148,913.20  
 Amount of Renewal Options (if applicable): Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_  
 Year 3: \_\_\_\_\_ Year 4: \_\_\_\_\_  
 Total Amount of Contract (Initial Term + Renewal Options): \$148,913.20 (Estimate if necessary)  
 Account Number: 01073519-562002 C0093 and NCPP8  
 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: CM3713 Amendment No: A1  
 Type of Amendment:  Renewal  Time Extension with Increase  Time Only Extension  Additional Scope  
 Supplemental Agreement  Other: Exhibit B update to the contract  
 Contract Amount with Previous Amendments: \$ 148,913.20 Amount of this Amendment: -\$ 11,991.25  
 New Contract Amount including this Amendment: \$ 136,921.95  
 Account Code Change From: 01073519-562002 C0093 and NCPP8 To: \_\_\_\_\_  
 County Authorized Signatory:  BOCC Chairman  County Manager  
 (IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

<u>Doug Podiak</u>	<u>1/15/2025</u>	<u>Janice Belmont</u>	<u>1/16/2025</u>
Department Head/Contract Manager	Date	Procurement	Date
<u>[Signature]</u>	<u>1.9.25</u>	<u>Denise C. May, Esq., BCS</u>	<u>1/17/2025</u>
Office of Mgmt. & Budget	Date	County Attorney	Date

TJ 1/8  
DJ

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 1/17/2025  
 County Manager Date

# PO MODIFICATION FORM

## SECTION 1 - GENERAL INFORMATION

Date Submitted: 12/17/2024 Requesting Department: Public Works Contact Person: Noami Davis  
Contact Phone Number: (904) 530-6123 Email: Ndavis@nassaucountyfl.com

## SECTION 2 - ORIGINAL PURCHASE ORDER INFORMATION

PO Number: 24000605 Contract No. (if applicable) CM3713  
Vendor Name: Vari Sales Corporation

## 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: ..... \$ 148,913.20  
Total Sum of Previous Modifications: ..... \$ 148,913.20  
PO Sum Prior to this Modification: ..... \$ 148,913.20  
Amount of this Modification: ..... \$ -11,991.25  
New PO Sum Including this Modification: ..... \$ 136,921.95

Account Code Change From: \_\_\_\_\_ To: \_\_\_\_\_

## SECTION 4 - REASON FOR MODIFICATION

Contract Amendment to the Exhibit "B"  
OMB- 3 accounts: 01073519-564002 C0093 \$29,495.50; 01073519-552640 NCPP8 \$12,921.30; 01073519-564002 NCPP8 \$35,130.75  
Yulee Health Department- 01073519-564002 C0093 \$52,308.50; 01073519-552640 NCPP8 \$7,065.90

### APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

Doug Podiak 1/15/2025  
Department Head/Managing Agent Date

Elvis Lacambra 1/15/2025  
Office of Mgmt. & Budget Date  
*(Signature required if greater than \$1,000.00)*

Janice Helmore 1/16/2025  
Procurement Date  
*(Signature required if greater than \$5,000.00)*

4. \_\_\_\_\_ Date  
County Manager  
*(Signature required if greater than \$100,000.00)*

Clerk [Signature]  
Date: 1/21/2025

**FIRST AMENDMENT TO NASSAU COUNTY PIGGYBACK AGREEMENT FOR  
ERGONOMIC WORKPLACE SOLUTIONS**

**THIS FIRST AMENDMENT TO NASSAU COUNTY PIGGYBACK AGREEMENT FOR ERGONOMIC WORKPLACE SOLUTIONS** (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 **VARI SALES CORPORATION**, a business having its primary business location at 450 N FREEPORT PARKWAY, SUITE 2100, COPPELL, TEXAS 75019 (hereinafter the “Vendor”).

**WITNESSETH:**

**WHEREAS**, the Parties previously entered into the Nassau County Piggyback Agreement for Ergonomic Workplace Solutions dated August 12, 2024 (hereinafter “Agreement”); and

**WHEREAS**, the Parties now desire to amend the terms and conditions of the Agreement 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 Agreement as follows:

**SECTION 1.** Section 3.1 of the Agreement is hereby amended to decrease the compensation amount for the goods/services to be provided under the Agreement due to a change in Exhibit “B”, the Vendor’s Quote, and the County shall now compensate the Vendor in an amount not to exceed One Hundred Thirty-Six Thousand, Nine Hundred Twenty-One Dollars and 95/100 (\$136,921.95).


**SECTION 2.** The Parties further agree that Exhibit “B” of the Agreement shall be rescinded and shall be replaced with the Amended Exhibit “B”, a copy of which is attached hereto and incorporated herein.

**SECTION 3.** All other terms and conditions of the Agreement 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.

**NASSAU COUNTY**

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

Print Name: Taco E. Pope, AICP, ICMA-CM


Title: County Manager

Date: 1/17/2025

**REVIEWED FOR LEGAL FORM AND CONTENT:**

*Denise C. May, Esq., BCS*  
\_\_\_\_\_  
**DENISE C. MAY, County Attorney**

**VARI SALES CORPORATION**

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

By: ~~Kevin Wierenga~~ Craig Storey

Title: ~~Senior Vice President Sales~~ CFO

Date: 1/17/2025

Amended Exhibit "B"

Vendor's Quote

Quote



Quote: Q-1043630  
 Account Number: 0000076373  
 Contract Number: R221004

VARI Sales Corporation  
 450 N Freeport Parkway, Suite 2100  
 Coppell, TX 75019  
 sales@vari.com

**Billing Address**

Douglas Podiak  
 Nassau County  
 96135 Nassau Pl  
 Yulee, FL 32097

**Shipping Address**

Douglas Podiak  
 Nassau County  
 96135 Nassau Pl  
 Yulee, FL 32097

Line	Description	SKU Number	Type	Unit Price	Discount %	Discounted Unit Price	Qty	Ext. Price
1	QFW 15A Receptacle Pack (2+2) -TAA	402363	OM TAA	USD 60.00	25	USD 45.00	3	USD 135.00
2	QFW End Plug with Bracket Infeed 8FT -TAA	402053	OM TAA	USD 180.00	25	USD 135.00	1	USD 135.00
3	QFW Housing to Housing Connection 36" -TAA	402071	OM TAA	USD 34.00	25	USD 25.50	3	USD 76.50
4	QFW Jumper - TAA	402135	OM TAA	USD 26.00	25	USD 19.50	3	USD 58.50
5	QFW Plug to Plug Pass Thru 36" - TAA	402051	OM TAA	USD 64.00	25	USD 48.00	2	USD 96.00
6	QFW Power Starter 36" (Silver)-TAA	402329	OM TAA	USD 74.00	25	USD 55.50	3	USD 166.50
7	Vari® L-Shape Electric Standing Desk (Light Wood)	402451	GSA	USD 1,295.00	10	USD 1,165.50	9	USD 10,489.50
8	QuickFlex Walls™ - Silver Left Door Only (Glass)	401205	GSA	USD 1,095.00	50	USD 547.50	3	USD 1,642.50
9	QuickFlex Walls™ - Silver Right Door Only (Glass)	401206	GSA	USD 1,095.00	50	USD 547.50	7	USD 3,832.50
10	QuickFlex Walls™-Silver Full Small Panel Set (Felt)	401456	GSA	USD 1,295.00	50	USD 647.50	6	USD 3,885.00
11	QuickFlex Walls™-Silver Full End Panel Set (Felt)	401470	GSA	USD 1,295.00	50	USD 647.50	8	USD 5,180.00
12	QuickFlex Walls™ - Silver Full Wall Panel Set No Post (Felt) - GSA	402020	OM TAA	USD 1,100.00	50	USD 550.00	1	USD 550.00
13	QuickFlex Walls™-Silver Full Panel Set (Felt)	401446	GSA	USD 1,295.00	50	USD 647.50	24	USD 15,540.00
14	QuickFlex Walls™ - Silver Post Brace Kit	41153	GSA	USD 50.00	50	USD 25.00	1	USD 25.00

Line	Description	SKU Number	Type	Unit Price	Discount %	Discounted Unit Price	Qty	Ext. Price
15	QuickFlex Walls™ - Silver Small Full Panel No Post (Felt)	401950	OM TAA	USD 1,100.00	50	USD 550.00	11	USD 6,050.00
16	QuickFlex Walls™ - Silver Post Kit	41029	GSA	USD 145.00	50	USD 72.50	1	USD 72.50
17	Dual-Monitor Arm 180 Degree	41513	GSA	USD 225.00	10	USD 202.50	9	USD 1,822.50
18	File Cabinet (Slate)	400742	GSA	USD 375.00	10	USD 337.50	9	USD 3,037.50
19	Hanging Desk Cubby	401461	GSA	USD 165.00	10	USD 148.50	9	USD 1,336.50
20	Nesting Chair (Black) S/2	401104	GSA	USD 525.00	10	USD 472.50	1	USD 472.50
21	Power Hub	401797	GSA	USD 99.00	10	USD 89.10	9	USD 801.90
22	Power Strip 15ft	43148	OM	USD 50.00	10	USD 45.00	9	USD 405.00
23	Standing Mat 34x22 - GSA	401925	GSA	USD 65.00	10	USD 58.50	9	USD 526.50
24	Task Chair (Black)	401493	GSA	USD 375.00	10	USD 337.50	9	USD 3,037.50
<b>Subtotal:</b>								USD 59,374.40

Thanks for considering Vari for your workspace needs.

We're pleased to offer you the following savings:

**Product:** USD 39,436.60  
**Installation:** USD 8,906.16  
**Total Savings:** USD 48,342.76

**Shipping Method:** Room of Choice with Assembly

**Delivery and/or Installation:** USD 0.00  
**Tax:** USD 0.00

**Order Total:** USD 59,374.40

**Notes:** OOS: Slate Quick Flex Walls are OOS with an ETA of 08/23, Subject to Change.

**Terms & Conditions of Sale**



**Quote**

**Exhibit "B"**  
**Vendor's Quote**

Quote: Q-1045409  
Account Number: 0000076373  
Contract Number: R221004

VARI Sales Corporation  
450 N Freeport Parkway, Suite 2100  
Coppell, TX 75019  
sales@vari.com

**Billing Address**

Douglas Podiak  
Nassau County  
96135 Nassau Pl  
Yulee, FL 32097

**Shipping Address**

Douglas Podiak  
Nassau County  
96135 Nassau Pl  
Yulee, FL 32097  
US

Line	Description	SKU Number	Type	Unit Price	Discount %	Discounted Unit Price	Qty	Ext. Price
1	QFW End Plug with Bracket Infeed 6FT - TAA	402052	OM TAA	USD 165.00	25	USD 123.75	1	USD 123.75
2	QFW Housing to Housing Connection 30" -TAA	402070	OM TAA	USD 32.00	25	USD 24.00	1	USD 24.00
3	QFW Jumper - TAA	402135	OM TAA	USD 26.00	25	USD 19.50	2	USD 39.00
4	QFW Power Starter 30" (Silver)-TAA	402330	OM TAA	USD 73.00	25	USD 54.75	2	USD 109.50
5	Disc Base Table 42 (Seated) - White	402044	GSA	USD 695.00	10	USD 625.50	3	USD 1,876.50
6	Electric Standing Desk 48x30 with ComfortEdge with Cable Tray (Light Wood)	402294	GSA	USD 800.00	10	USD 720.00	6	USD 4,320.00
7	Vari® L-Shape Electric Standing Desk 80x60 (Light Wood)	402451	GSA	USD 1,295.00	10	USD 1,165.50	7	USD 8,158.50
8	Table 60x24 - Light wood	402230	GSA	USD 525.00	10	USD 472.50	6	USD 2,835.00
9	QuickFlex Walls™-Silver Full Doorless Set (Clear)	401478	GSA	USD 1,595.00	50	USD 797.50	1	USD 797.50
10	QuickFlex Walls™-Silver Full Small Panel Set (Felt)	401456	GSA	USD 1,295.00	50	USD 647.50	13	USD 8,417.50
11	QuickFlex Walls™-Silver Full Small Panel Set (Marker Board)	401453	OM TAA	USD 1,095.00	50	USD 547.50	3	USD 1,642.50
12	QuickFlex Walls™ - Silver Left Door Only (Frosted)	401601	GSA	USD 1,095.00	50	USD 547.50	6	USD 3,285.00
13	QuickFlex Walls™ - Silver Right Door Only (Frosted)	401605	GSA	USD 1,095.00	50	USD 547.50	4	USD 2,190.00
14	QuickFlex Walls™-Silver Full End Panel Set (Felt)	401470	GSA	USD 1,295.00	50	USD 647.50	5	USD 3,237.50



Line	Description	SKU Number	Type	Unit Price	Discount %	Discounted Unit Price	Qty	Ext. Price
15	QuickFlex Walls™ - Silver Full Wall Panel Set No Post (Felt) - GSA	402020	OM TAA	USD 1,100.00	50	USD 550.00	9	USD 4,950.00
16	QuickFlex Walls™-Silver Full Panel Set (Felt)	401446	GSA	USD 1,295.00	50	USD 647.50	17	USD 11,007.50
17	QuickFlex Walls™-Silver Full Panel Set (Marker Board)	401444	OM TAA	USD 1,095.00	50	USD 547.50	4	USD 2,190.00
18	QuickFlex Walls™ - Silver Post Brace Kit	41153	GSA	USD 50.00	50	USD 25.00	8	USD 200.00
19	QuickFlex Walls™ - Silver Small Full Panel No Post (Felt)	401950	OM TAA	USD 1,100.00	50	USD 550.00	7	USD 3,850.00
20	QuickFlex Walls™ - Silver Post Kit	41029	GSA	USD 145.00	50	USD 72.50	8	USD 580.00
21	Dual-Monitor Arm	48003	GSA	USD 275.00	10	USD 247.50	11	USD 2,722.50
22	Dual-Monitor Arm 180 Degree	41513	GSA	USD 225.00	10	USD 202.50	2	USD 405.00
23	File Cabinet (Slate)	400742	GSA	USD 375.00	10	USD 337.50	13	USD 4,387.50
24	Nesting Chair (Black) S/2	401104	GSA	USD 525.00	10	USD 472.50	7	USD 3,307.50
25	Power Strip 15ft	43148	OM	USD 50.00	10	USD 45.00	13	USD 585.00
26	Standing Mat 34x22 - GSA	401925	GSA	USD 65.00	10	USD 58.50	13	USD 760.50
27	Task Chair (Black)	401493	GSA	USD 375.00	10	USD 337.50	13	USD 4,387.50
28	Vari® Studio Lamp	402011	OM	USD 99.00	10	USD 89.10	13	USD 1,158.30
<b>Subtotal:</b>								USD 77,547.55

Thanks for considering Vari for your workspace needs.  
 We're pleased to offer you the following savings:

Product: USD 46,324.45  
 Installation: USD 11,632.13  
 Total Savings: USD 57,956.58

Shipping Method: Room of Choice with Assembly  
 Delivery and/or Installation: USD 0.00  
 Tax: USD 0.00

Order Total: USD 77,547.55

Notes: Several QFW Small Felt Panels and power components are OOS with a mid-January ETA.

[Terms & Conditions of Sale](#)



# CONTRACT PRICING CONTINUED



Propose the frequency of updates to the Offeror's pricing structure. Describe any proposed indices to guide price adjustments. If offering a catalog contract with discounts by category, while changes in individual pricing may change, the category discounts should not change over the term of the Contract.

Vari shall propose clear, easy and transparent pricing through the life of the contract agreement. All products shall have a 10% discount off retail pricing. Our class-leading delivery and installation costs will be available. Standard shipping shall be of no cost to the lower 48 states while Alaska and Hawaii will receive the normal FedEx posted rates.

Describe how future product introductions will be priced and align with Contract pricing proposed.

All future products that are added to the Region 4 contract agreement shall receive the same catalog discount pricing as detailed in the proposal.

## Certificate Of Completion

Envelope Id: 9F26F1F0-00E4-4B50-A265-9BF481781312

Status: Completed

Subject: Vari Sales Corp CM3713-A1 PO Mod \$136,921.95

Source Envelope:

Document Pages: 9

Signatures: 11

Envelope Originator:

Certificate Pages: 7

Initials: 4

Noami Davis

AutoNav: Enabled

ndavis@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: Noami Davis

Location: DocuSign

1/15/2025 9:01:40 AM

ndavis@nassaucountyfl.com

## Signer Events

### Signature

### Timestamp

Doug Podiak

dpodiak@nassaucountyfl.com

Facilities Director

Nassau County BOCC

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Signed using mobile

Sent: 1/15/2025 9:23:02 AM

Viewed: 1/15/2025 9:42:52 AM

Signed: 1/15/2025 9:43:04 AM

### 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: 1/15/2025 9:43:06 AM

Viewed: 1/15/2025 2:33:04 PM

Signed: 1/15/2025 2:33:46 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: 1/15/2025 2:33:48 PM

Viewed: 1/15/2025 8:09:12 PM

Signed: 1/15/2025 8:09:48 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: 1/15/2025 8:09:50 PM


Viewed: 1/16/2025 7:46:41 AM

Signed: 1/16/2025 7:51:17 AM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/16/2025 7:51:19 AM Viewed: 1/16/2025 10:06:52 AM Signed: 1/16/2025 10:07:21 AM</p>
<p>Noami Davis ndavis@nassaucountyfl.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<p><b>Completed</b></p> <p>Using IP Address: 50.238.237.26</p>	<p>Sent: 1/17/2025 2:31:04 PM Viewed: 1/17/2025 2:31:33 PM Signed: 1/17/2025 2:31:44 PM</p>
<p>Craig Storey craig.storey@vari.com Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 70.120.119.89</p>	<p>Sent: 1/16/2025 10:07:24 AM Resent: 1/17/2025 2:31:47 PM Viewed: 1/17/2025 2:32:42 PM Signed: 1/17/2025 2:32:57 PM</p>
<p>Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 1/17/2025 2:32:42 PM ID: e58d2660-4c10-4e2d-a748-f37917d9b0da</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 1/17/2025 2:32:59 PM Viewed: 1/17/2025 3:34:16 PM Signed: 1/17/2025 3:37:06 PM</p>
<p>Denise C. May, Esq., BCS dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Pre-selected Style Using IP Address: 71.203.166.119 Signed using mobile</p>	<p>Sent: 1/17/2025 3:37:10 PM Viewed: 1/17/2025 4:01:43 PM Signed: 1/17/2025 4:01:56 PM</p>
<p>Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	 <p>Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26</p>	<p>Sent: 1/17/2025 4:01:59 PM Viewed: 1/17/2025 4:22:18 PM Signed: 1/17/2025 4:22:29 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		

Signer Events	Signature	Timestamp
BOCC AP boccap@nassauclerk.com Nassau County Clerk Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	Sent: 1/17/2025 4:22:32 PM Viewed: 1/21/2025 10:28:12 AM Signed: 1/21/2025 10:28:17 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 2/4/2021 9:59:11 AM  
ID: 6238f06a-a4ad-4d45-a7f5-929d04629059

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Clerk Services boccclerkservices@nassauclerk.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2025 10:28:20 AM Viewed: 1/21/2025 10:30:04 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Procurement Department procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2025 10:28:21 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jennifer Kirkland jkirkland@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2025 10:28:22 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 10/24/2023 9:00:03 AM  
ID: 051b8b10-9ce7-49a7-bddd-e95a2069afb9

Pamela Nelson pnelson@nassaucountyfl.com Admin Specialist II Nassau BOCC Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2025 10:28:24 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jeff Little jlittle@nassaucountyfl.com Facilities Assistant Director Nassau County BOCC Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 1/21/2025 10:28:25 AM
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**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
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Envelope Sent	Hashed/Encrypted	1/15/2025 9:23:02 AM
Envelope Updated	Security Checked	1/15/2025 9:36:19 AM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Envelope Updated	Security Checked	1/17/2025 2:31:03 PM
Certified Delivered	Security Checked	1/21/2025 10:28:12 AM
Signing Complete	Security Checked	1/21/2025 10:28:17 AM
Completed	Security Checked	1/21/2025 10:28:25 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](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.