

BOCC CONTRACT
APPROVAL FORM

CS-24-377

CONTRACT
TRACKING NO.
CM3204-A2

SECTION 1 - GENERAL INFORMATION

Requesting Department: Human Resources Contact Person: Tina Keiter
Telephone: (904) 530-6075 Email: tkeiter@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION

Name: AlertChecks, Inc.
Address: 400 State Road 436, Suite 206
City: Casselberry State: FL Zip Code: 32707
Vendor's Administrator Name: Max Carrasquillo Title: CEO
Telephone: (407) 662-5378 Email: mc@alertchecks.com

SECTION 3 - VENDOR AUTHORIZED SIGNATORY

Authorized Signatory Name: Max Carrasquillo Title: CEO
Authorized Signatory Email: mc@alertchecks.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: Background Screening Services
Short Description of Product(s)/Service(s) Being Requested: Background Screening Services for Employees & Volunteers
(GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
Procured Method: [X]Quotes []ITB []RFP []RFQ []Piggyback []Exemption []Sole Source []Single Source
[]Other:
Amount of Initial Contract Term: 07/11/2022 thru 07/10/2024
Amount of Renewal Options (if applicable): Year 1: Year 2:
Year 3: Year 4:
Total Amount of Contract (Initial Term + Renewal Options): (Estimate if necessary)
Account Number: 01122513-549081
Source of Funds: [X]County []State []Federal []Other:
County Authorized Signatory: []BOCC Chairman [X]County Manager
(IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE

Insurance Category: []Category L [X]Category M []Category H []Other:
Risk Manager Initials: MP

SECTION 6 - AMENDMENT INFORMATION

Contract Tracking No: CM3204 Amendment No: 2
Type of Amendment: []Renewal []Time Extension with Increase [X]Time Only Extension []Additional Scope
[]Supplemental Agreement []Other:
Contract Amount with Previous Amendments: \$18,919.00 Amount of this Amendment: \$11,000.00
New Contract Amount including this Amendment: \$29,919.00
Account Code Change From: To:
County Authorized Signatory: []BOCC Chairman [X]County Manager
(IDENTIFY WHO WILL SIGN AMENDMENT ON BEHALF OF BOCC)

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Ashley Metz 5/22/2025 Department Head/Contract Manager Date
2. Chris Lacambra 5/22/2025 Office of Mgmt. & Budget Date
3. Laraine Belmont 5/27/2025 Procurement Date
(Signature required only if procurement related)
4. Denise C. May, Esq., BCS 5/28/2025 County Attorney Date

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

County Manager 5/29/2025 Date

**SECOND AMENDMENT TO CONTRACT FOR EMPLOYEE BACKGROUND
SERVICES
FOR NASSAU COUNTY, FLORIDA**

THIS SECOND AMENDMENT TO THE CONTRACT FOR EMPLOYEE BACKGROUND 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 **ALERTCHECKS, INC.**, a business having its primary business location at 400 State Road 436, Suite 206, Casselberry, Florida 32707 (hereinafter the “Vendor”).

WITNESSETH:

WHEREAS, the Parties previously entered into a Contract for Employee Background Services dated July 11, 2022 (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. Article 4 of the Contract is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on July 9, 2026.

SECTION 2. Article 5. is amended in order to increase the compensation amount under the Contract to an amount not to exceed Twenty-Nine Thousand Nine Hundred and Nineteen Dollars and 00/100 (\$29, 919.00). All other terms and conditions of this Article shall remain the same.

SECTION 3. Upon execution, renewal or extension of this contract, Vendor shall provide the County an affidavit signed by an officer or a representative of the Vendor under penalty of perjury attesting that the Vendor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

SECTION 4. 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.]

CM3204-A2

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: 5/29/2025

REVIEWED FOR LEGAL FORM AND CONTENT:

Denise C. May, Esq., BCS
DENISE C. MAY, County Attorney

ALERTCHECKS, INC.

Signature: *Max Carrasquillo*

By: Max Carrasquillo

Title: CEO

Date: 5/27/2025

Certificate Of Completion

Envelope Id: E29E8F8F-3056-4E96-AB97-E9AB8A6F097B

Status: Completed

Subject: Complete with Docusign: AlertChecks, Inc. \$11,000.00 Description: Employee Backgrounds

Source Envelope:

Document Pages: 4

Signatures: 10

Envelope Originator:

Certificate Pages: 6

Initials: 3

Tina Keiter

AutoNav: Enabled

tkeiter@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: Tina Keiter

Location: DocuSign

5/22/2025 11:33:24 AM

tkeiter@nassaucountyfl.com

Signer Events

Signature

Timestamp

Ashley Metz

amet@nassaucountyfl.com

Human Resources Director

Nassau County BOCC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 5/22/2025 11:41:58 AM

Viewed: 5/22/2025 4:43:58 PM

Signed: 5/22/2025 4:44:05 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: 5/22/2025 4:44:06 PM

Viewed: 5/22/2025 8:01:32 PM

Signed: 5/22/2025 8:03:31 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: 108.144.8.47

Signed using mobile

Sent: 5/22/2025 8:03:32 PM

Viewed: 5/23/2025 8:27:57 PM

Signed: 5/23/2025 8:28:06 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Lanaee 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: 5/23/2025 8:28:07 PM

Viewed: 5/27/2025 5:23:58 PM

Signed: 5/27/2025 5:24:04 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signer Events	Signature	Timestamp
Max Carrasquillo mc@alertchecks.com CEO Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:1907:2a10:e504:448a:a891:e60b	Sent: 5/27/2025 5:24:05 PM Viewed: 5/27/2025 5:27:10 PM Signed: 5/27/2025 5:27:37 PM
Electronic Record and Signature Disclosure: Accepted: 5/27/2025 5:27:10 PM ID: a160f547-f316-466f-99dd-8cbb957cfb19		
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 5/27/2025 5:27:40 PM Viewed: 5/28/2025 10:32:09 AM Signed: 5/28/2025 10:33:05 AM
Electronic Record and Signature Disclosure: 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: 5/28/2025 10:33:07 AM Viewed: 5/28/2025 10:40:53 AM Signed: 5/28/2025 10:41:12 AM
Electronic Record and Signature Disclosure: 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	Sent: 5/28/2025 10:41:14 AM Viewed: 5/29/2025 10:36:53 AM Signed: 5/29/2025 10:37:11 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance 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: 5/29/2025 10:37:13 AM Viewed: 5/29/2025 10:39:30 AM Signed: 5/29/2025 10:39:40 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
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

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) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 5/29/2025 10:39:42 AM Viewed: 5/29/2025 11:06:56 AM
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Procurement procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 5/29/2025 10:39:43 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
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Envelope Sent	Hashed/Encrypted	5/22/2025 11:41:58 AM
Certified Delivered	Security Checked	5/29/2025 10:39:30 AM
Signing Complete	Security Checked	5/29/2025 10:39:40 AM
Completed	Security Checked	5/29/2025 10:39:43 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.

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.