

CS-21-278

BOCC CONTRACT APPROVAL FORM
(Request for Contract Preparation)

CONTRACT TRACKING NO.

CM2926-A1

GENERAL INFORMATION

Requesting Department Planning Department

Contact Person: Thad Crowe

Telephone: (904) 530-6300 Fax: (904) 491-3611 Email: tcrowe@nassaucountyfl.com

CONTRACTOR INFORMATION

Name: Geo One Tech, LLC

Address: 5357 Winrose Falls Drive Jacksonville FL 32258
City State Zip

Contractor's Administrator Name: Ameera Sayeed Title: Owner

Telephone: (904) 868-3381 Fax: () _____ Email: ameera@geoonetech.com

IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF CONTRACTOR (NAME AND EMAIL ADDRESS)

Authorized Signatory Name: Ameera Sayeed, Owner

Authorized Signatory Email: ameera@geoonetech.com

CONTRACT INFORMATION

Contract Name: CM2926 Professional Services Agreement

Description: Professional transportation and planning consulting services on an "as needed basis"
GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.

Total Amount of Contract: \$126.50 per hour/NTE \$20,000
APPROXIMATE IF NECESSARY

Source of Funds/Account: 04247515-531025 Termination/Cancellation: With Written Notice

Authorized Signatory: Taco E. Pope, AICP, County Manager
IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC

Contract Dates: From: 10/28/20 to: 10/27/22

Status: New Renew A1 Amend# WA/Task Order

How Procured: Sole Source Single Source ITB RFP RFQ Coop. X Other Prof. Service

If Processing an Amendment:

Contract #: CM2926-A1 Increased Amount to Existing Contract: \$23.50 per hour

New Contract Dates: 10/28/20 to 10/27/23 Total or Amended Amount: \$150.00 per hour/NTE \$20,000

Continued on next page

CHECKLIST		
<i>Review/Complete before sending contract for final signature</i>		
Requirement	Description	Complete By
Contract, Exhibits and Appendices	1) The contract and all documents incorporated by reference in the contract, including exhibits and appendices are attached (including E-Verify, Pricing, Scope, etc.) and properly identified; and 2) All such documents have been read and agreed to in their entirety by originating department and staff members who have obligations under this contract.	Dept LG
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of other party are included.	Dept LG
Understanding	Written contract matches the verbal understanding of all parties. All terms and conditions conform to the final negotiations/agreement of the parties.	Dept LG
Competition/Conflicts and Existing Contracts/Compliance	This contract does not conflict with any other contracts, promises or obligations of the BOCC. The requesting department verifies the BOCC can comply with all terms and conditions.	Dept Cnty Atty
Other Necessary Agreements	All other necessary agreements or waivers referred to in contract have been obtained and are attached and properly identified for reference.	Cnty Atty
Indemnification	BOCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the contract.	Cnty Atty
Term of Contract	Start and end dates of contract are included. Any renewals are included.	Cnty Atty
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	Cnty Atty/Risk
Insurance	Risk manager has or will approve insurance clauses. Levels confirmed in requirements	Dept LG
Governing Law	The contract is governed under the laws of the State of Florida. The contract may be silent on this issue but in no event will another state's law govern the agreement.	Cnty Atty
Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law. If not applicable, indicate "n/a."	Cnty Atty
Printed/Typed Names	Names of all persons signing contracts are printed or typed below signatures.	Router

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

1. Thad Crowe 8/18/2022
Thad Crowe, Planning Director
2. James Adams 8/22/2022
James Adams, Planning Director
3. Chris Lacambra 8/18/2022
Chris Lacambra, OMB Director
4. Denise C. May 8/22/2022
Denise C. May, Esq., B.C.S., County Attorney

8/18/2022

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

5. Taco E. Pope AICP 8/22/2022
Taco E. Pope, AICP, County Manager

RETURN ORIGINAL(S) TO CONTRACTS MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

Original: Clerk's Services; Contractor (original or certified copy)
Copies: Department; Procurement; RLS Distribution; Clerk Services BOCC



August 8, 2022

Contract Services Continuance

CM 2926

Nassau County, Florida

To:

Thad Crowe, AICP
Planning Director
Nassau County Planning Services
96161 Nassau Place | Yulee, FL 32097
P: (904) 530-6300 | E: tcrowe@nassaucountyfl.com

RE: Contract Planning Services continuance CM2926

This letter serves as an agreement that Geo One Tech, LLC (formerly known as Equus Innovative Solutions aka Equusis) is seeking approval from Nassau County to continue the current professional services contract under the updated terms and conditions to the original contract CM2926, at hourly rate of \$150/HR. The certificates of Commercial and Professional liability insurance will be sent in a separate email.

Sincerely,

A handwritten signature in blue ink that reads 'Ameera Sayeed'.

Ameera Sayeed, AICP
CEO

Ameera Sayeed, AICP



Email: ameera@geoonetech.com

Phone: (904) 868-3381

Website: www.geoonetech.com

FIRST AMENDMENT TO CONTRACT
FOR PROFESSIONAL SERVICES CONTRACT

THIS AMENDMENT made and entered into this _____ day of August, 2022 by and between the **Board of County Commissioners of Nassau County**, Florida, a political subdivision of the State of Florida, hereinafter referred to as the "County", and **Geo One Tech, LLC**, formerly known as **Equus Innovative Solutions, LLC (dba Equusis, LLC)**, a Florida Profit Corporation, whose address is located at 5357 Winrose Falls Drive, Jacksonville, FL 32258, hereinafter referred to as "Consultant".

WHEREAS, the parties entered into a Contract on or about October 28, 2020; and

WHEREAS, on August 2, 2022 the County was notified of the merger between Equus Innovative Solutions, LLC into Geo One Tech, LLC and incorporated this name change by amendment; and

WHEREAS, the Contract provided for an initial performance period of twenty-four (24) months beginning October 28, 2020, the date of execution, and ending October 27, 2022, with the option to extend the performance period, if necessary; and

WHEREAS, Procurement has determined it to be necessary to extend the performance period of the Contract through October 27, 2023; and

WHEREAS, Consultant has determined it necessary to increase the hourly rate of compensation from \$126.50/per hour to

\$150.00/per hour to account for the Consultant's new fee schedule. The total not-to-exceed amount of the Contract will remain at \$20,000.00.

NOW, THEREFORE, for and in consideration of the promises and mutual covenants and understanding contained herein, the parties hereto do mutually agree as follows:

1. The Contract shall be amended to extend the performance period through October 27, 2023.
2. The Contract hourly wage shall be increased from \$126.50/per hour to \$150.00/per hour, the total Contract amount shall remain at not-to-exceed \$20,000.00.
3. All other provisions of the Contract not in conflict with this Amendment shall remain in full force and effect.

**BOARD OF COUNTY COMMISSIONERS
NASSAU COUNTY, FLORIDA**

Taco E. Pope, AICP

By: Taco E. Pope, AICP

Its: Designee

Date: 8/22/2022

GEO ONE TECH, LLC

AMEERA SAYEED

By: AMEERA SAYEED

Its: CEO

Date: 8/22/2022

01/13/2022 12:26 DMH & D

1/13/22 11:30 AM

L18 0000185557

Florida Department
Division of Corporations
Electronic Filing Cover Sheet

Note: Please print this page and use it as a cover sheet. Type the fax audit number (shown below) on the top and bottom of all pages of the document.

((H22000017608 3)))



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Note: DO NOT hit the REFRESH/RELOAD button on your browser from this page. Doing so will generate another cover sheet.

To:
Division of Corporations
Fax Number : (850)617-6380

From:
Account Name : DRIVER, MCAFEE, PEEK & HAWTHORNE, P.L.
Account Number : I20020000137
Phone : (904)301-1269
Fax Number : (904)301-1279

Enter the email address for this business entity to be used for future annual report mailings. Enter only one email address please.

Email Address: _____

MERGER OR SHARE EXCHANGE
Equus Innovative Solutions, LLC

Certificate of Status	0
Certified Copy	0
Page Count	05
Estimated Charge	\$50.00

RECEIVED

2022 JAN 13 PM 1:09

SECRETARY OF STATE
TALLAHASSEE, FL

FILED
2022 JAN 13 AM 11:50
TALLAHASSEE, FL

H22000017608 3

**ARTICLES OF MERGER
OF
GEO ONE TECH, LLC
WITH AND INTO
EQUUS INNOVATIVE SOLUTIONS, LLC**

Equus Innovative Solutions, LLC, a Florida limited liability company (the "Surviving Company"), pursuant to Section 605.1025 of the Florida Revised Limited Liability Company Act (the "Act"), hereby delivers these Articles of Merger (these "Articles") to the Florida Department of State for filing. For purposes of complying with the applicable provisions of the Act with respect to the merger of Geo One Tech, LLC, a Florida limited liability company (the "Disappearing Company"), with and into the Surviving Company (the "Merger"), the Surviving Company has caused its duly authorized officers to execute and deliver these Articles, and to acknowledge, certify and state under penalty of perjury, the following:

ARTICLE I

**NAMES, PRINCIPAL ADDRESSES AND JURISDICTIONS
OF THE CONSTITUENT COMPANIES**

The name, principal address and jurisdiction of each of the constituent companies involved in the Merger are as follows:

<u>Name and Principal Address</u>	<u>Jurisdiction</u>	<u>Type of Entity</u>	<u>Document Number</u>
<i>Surviving Company:</i> Equus Innovative Solutions, LLC (Subject to Name Change in Article V) 5357 Winrose Falls Drive Jacksonville, Florida 32258	Florida	Limited Liability Company	L18000185557
<i>Disappearing Company:</i> Geo One Tech, LLC 5357 Winrose Falls Drive Jacksonville, Florida 32258	Florida	Limited Liability Company	L20000069973

FILED
JAN 13 2022
TALLAHASSEE, FL
AM 11:50

ARTICLE II

PLAN OF MERGER

The Surviving Company is the surviving company in the Merger. Each of the Disappearing Company and the Surviving Company adopted, approved, authorized, confirmed, consented to and ratified that certain Plan of Merger, dated as of January 12, 2022, a copy of which is attached hereto as Exhibit A (the "Plan of Merger"), in accordance with the applicable provisions of the Act.

H22000017608 3

ARTICLE III

EFFECTIVE DATE AND TIME

The Merger will be effective as of 12:01 a.m. on the date of filing of these Articles of Merger.

ARTICLE IV

APPROVALS

4.1 Disappearing Company.

Pursuant to Section 605.1023 of the Act, the Disappearing Company's sole member and sole manager adopted, approved, authorized, confirmed, consented to and ratified the Merger, the Plan of Merger and these Articles by Joint Written Consent of the Sole Member and the Sole Manager in Lieu of a Special Meeting dated January 12, 2022. The sole member of the Disappearing Company has waived any appraisal rights that she may be entitled to under the provisions of Section 605.1006, and Sections 605.1061 through 605.1072.

4.2 Surviving Company.

Pursuant to Section 605.1023 of the Act, the Surviving Company's sole member and sole manager adopted, approved, authorized, confirmed, consented to and ratified the Merger, the Plan of Merger and these Articles by Joint Written Consent of the Sole Member and the Sole Manager in Lieu of a Special Meeting dated January 12, 2022.

ARTICLE V

AMENDMENTS TO SURVIVING COMPANY'S ARTICLES OF ORGANIZATION

5.1 Name Change.

(a) As of the effective date and time of these Articles of Merger, the Surviving Company's Articles of Organization are amended to change the Surviving Company's name from Equus Innovative Solutions, LLC to Geo One Tech, LLC.

(b) As of the effective date and time of these Articles of Merger, the Disappearing Company (a) abandons, disclaims and releases all and any interest, right and title associated with the name "Geo One Tech" (the "Former Name"), and (b) consents to the use of the Former Name by the Surviving Company, and its affiliates, assigns and successors.

[The remainder of this page was left blank intentionally.]

01/13/2022 12:27 DMH & D

(FAX)9043011279

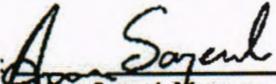
P.004/006

H22000017608 3

The constituent companies have caused these Articles to be executed and delivered by their respective duly authorized officers.

SURVIVING COMPANY:

EQUUS INNOVATIVE SOLUTIONS, LLC

By: 
Amiera Sayeed, Manager

DISAPPEARING COMPANY:

GEO ONE TECH, LLC

By: 
Amiera Sayeed, Manager

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01/13/2022 12:27 DMH & D

(FAX)9043011279

P.005/006

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EXHIBIT A
Plan of Merger
See attached.

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H22000017608 3

PLAN OF MERGERJanuary 12, 2022**1.1 The Merger.**

Geo One Tech, LLC, a Florida limited liability company (the "Disappearing Entity") will be merged with and into Equus Innovative Solutions, LLC, a Florida limited liability company (the "Surviving Company"), at the Effective Time (as defined in Section 1.2) (the "Merger"). As a result of the Merger, the separate existence of the Disappearing Company will cease and the Surviving Company will continue as the surviving corporation of the Merger. The Surviving Company's name will remain unchanged by the Merger.

1.2 Effective Time of the Merger.

The Merger will be effective as of 12:01 a.m. on the date of filing of the Articles of Merger with the Florida Secretary of State (the "Effective Time").

1.3 Effect of the Merger.

Except as expressly provided elsewhere in this Plan of Merger, the Disappearing Company and the Surviving Company will be **affected** by the Merger in the manner provided by the Florida Revised Limited Liability Company Act (collectively, the "Act").

1.4 Articles of Organization of the Surviving Company.

The Surviving Company's Articles of Organization, as in effect immediately prior to the Effective Time, will remain the Surviving Company's articles of organization from and after the Effective Time, until they are amended and/or restated pursuant to the Act and the Surviving Company's operating agreement, except that at the Effective Time, the Surviving Company's Articles of Organization will be amended to change the Surviving Company's name from Equus Innovative Solutions, LLC to Geo One Tech, LLC.

1.5 Disappearing Company's Membership Interests.

At the Effective Time, by virtue of the Merger and without any further action on the part of the Disappearing Company or the Surviving Company, all of the Disappearing Company's membership interests will be canceled.

1.6 Surviving Company's Membership Units.

All of the membership interests of the Surviving Company prior to the Merger will continue to be issued and outstanding interests of the Surviving Company in the same percentages as in effect prior to the Merger.



Company ID Number: 1861019

Approved by:

Employer Geo One Tech LLC	
Name (Please Type or Print) Ameera Sayeed	Title
Signature Electronically Signed	Date 07/28/2022
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/28/2022

Certificate Of Completion

Envelope Id: 413DBE51F2F24083AFB6BF711C0FBA52 Status: Completed
 Subject: CM2926-A1 Geo One Tech fka Equus, amendment to change name and extend contract date
 Source Envelope:
 Document Pages: 13 Signatures: 7 Envelope Originator:
 Certificate Pages: 6 Initials: 3 Laurie Goltry
 AutoNav: Enabled lgoltry@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: Laurie Goltry Location: DocuSign
 8/18/2022 9:32:24 AM lgoltry@nassaucountyfl.com

Signer Events

Signer Events	Signature	Timestamp
Thad Crowe tcrowe@nassaucountyfl.com Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 8/18/2022 10:26:35 AM Viewed: 8/18/2022 10:27:24 AM Signed: 8/18/2022 10:27:32 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: 8/18/2022 10:26:35 AM Viewed: 8/18/2022 10:32:22 AM Signed: 8/18/2022 11:44:25 AM
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Electronic Record and Signature Disclosure:
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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: 8/18/2022 10:26:35 AM Viewed: 8/18/2022 11:37:37 AM Signed: 8/18/2022 11:37:42 AM
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Electronic Record and Signature Disclosure:
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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: 8/18/2022 11:44:27 AM Viewed: 8/22/2022 10:16:09 AM Signed: 8/22/2022 10:16:15 AM
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Daniel Fanger dfanger@nassaucountyfl.com Asst. OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 1/12/2022 8:21:25 AM ID: a674f252-535e-4d30-a29b-ba05d6cf52ef</p>	<p><i>DF</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/22/2022 10:16:17 AM Viewed: 8/22/2022 10:26:21 AM Signed: 8/22/2022 10:26:35 AM</p>
<p>Denise C. May dmay@nassaucountyfl.com Assistant 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: 8/22/2022 10:26:37 AM Viewed: 8/22/2022 11:20:54 AM Signed: 8/22/2022 11:21:07 AM</p>
<p>Taco E. 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 E. Pope AICP</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26</p>	<p>Sent: 8/22/2022 11:21:10 AM Viewed: 8/22/2022 2:59:41 PM Signed: 8/22/2022 2:59:50 PM</p>
<p>AMEERA SAYEED ameera@geoonetech.com Ceo Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 8/22/2022 3:00:44 PM ID: 135437dd-2262-4727-a94e-41646966a9a2</p>	<p><i>AMEERA SAYEED</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 69.210.2.115 Signed using mobile</p>	<p>Sent: 8/22/2022 2:59:51 PM Viewed: 8/22/2022 3:00:44 PM Signed: 8/22/2022 3:01:09 PM</p>
<p>Clerk Finance received 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>SB</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254</p>	<p>Sent: 8/22/2022 3:01:11 PM Viewed: 8/23/2022 11:02:16 AM Signed: 8/23/2022 11:02:33 AM</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
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Carbon Copy Events	Status	Timestamp
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Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/23/2022 11:02:35 AM
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RLS Distro RLSDistribution@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/23/2022 11:02:35 AM
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Procurement Staff procurementstaff@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 8/11/2022 4:06:53 PM ID: 70ba6b9d-4524-4116-9685-dc2e1d625e39	COPIED	Sent: 8/23/2022 11:02:36 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	8/18/2022 10:26:35 AM
Certified Delivered	Security Checked	8/23/2022 11:02:16 AM
Signing Complete	Security Checked	8/23/2022 11:02:33 AM
Completed	Security Checked	8/23/2022 11:02:36 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.