

CS-22-373

BOCC CONTRACT APPROVAL FORM

CONTRACT TRACKING NO. CM3518

SECTION 1 - GENERAL INFORMATION
 Requesting Department: Libraries Contact Person: Julie Cannavino
 Telephone: (904) 530-6502 Email: jcannavino@nassaucountyfl.com

SECTION 2 - VENDOR INFORMATION
 Name: FSCJ-Nassau Center
 Address: 76346 William Burgess Road
 City: Yulee State: FL Zip Code: 32097
 Vendor's Administrator Name: Toni Abbott Title: Administrative Assistant III
 Telephone: (904) 766-6552 Email: tabbott@fscj.edu

SECTION 3 - VENDOR AUTHORIZED SIGNATORY
 Authorized Signatory Name: Cameron Fansher, Executive Director of Campus Operations
 Authorized Signatory Email: cameron.fansher@fscj.edu
 (IDENTIFY WHO WILL SIGN THE CONTRACT ON BEHALF OF THE VENDOR. OFFICER/DIRECTOR WITH AUTHORITY TO BIND COMPANY.)

SECTION 4 - CONTRACT INFORMATION
 Contract Name: David Yulee Room Facility Use Agreement
 Type: New Contract Work Authorization Supplemental Agreement
 Short Description of Product(s)/Service(s) Being Requested: Rental of David Yulee Room for Story Time for Tots
Mondays and Wednesdays October, 2023 through June, 2024
 (GOODS AND/OR SERVICES TO BE PROCURED, PHYSICAL LOCATION, ETC.)
 Procured Method: Quotes ITB RFP RFQ Piggyback Exemption Sole Source
 Single Source Other Per Policy/ Yulee Branch location
 Total Amount of Contract: \$1,215.00 (Estimate if necessary)
 Account Number: 01716571-544000
 Source of Funds: County State Federal Other:
 County Authorized Signatory: BOCC Chairman County Manager
 (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)

SECTION 5 - INSURANCE
 Insurance Category: Category L Category M Category H Other: N/A
 Risk Manager Initials: N/A

SECTION 6 - AMENDMENT INFORMATION
 Contract Tracking No: _____ Amendment No: _____
 Type of Amendment: Renewal Time Only Extension Additional Scope Other:
 Increased Amount to Existing Contract: _____ (if any) Total with Amended Amount: _____
 Account Code Change From: _____ To: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY

- | | |
|--|---|
| 1. <u>Julie Cannavino</u> 9/29/2023
Department Head/Contract Manager Date | 3. <u>N/A</u>
Procurement Date
(Signature required only if procurement related) |
| 2. <u>Chris Lacambra</u> 9/29/2023
Office of Mgmt. & Budget Date | 4. <u>Denise C. May</u> 9/29/2023
County Attorney Date |

9/29/2023

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Taco E. Popey AICP 9/29/2023
County Manager Date



FACILITY USE AGREEMENT

THIS AGREEMENT is by and between FLORIDA STATE COLLEGE AT JACKSONVILLE, a political subdivision of the State of Florida, for its Nassau Center (the "LESSOR") and Nassau County Board of Commissioners on behalf of Nassau County Libraries, authorized to do business in the State of Florida (the "LESSEE").

In consideration of the mutual agreements contained herein the LESSOR hereby offers for use by the LESSEE, and the LESSEE hereby accepts subject to the terms and conditions herein David Yulee Room, A114 A/B for October 2, 4, 9, 11, 16, 18, 23, 25, 30; November 1, 6, 8, 13, 15, 20, 27, 29; December 4, 6, 11, 13, 18, 2023 and January 3, 8, 10, 17, 22, 24, 29, 31; February 5, 7, 12, 14, 21, 26, 28; March 4, 6, 11, 13, 25, 27; April 1, 3, 8, 10, 15, 17, 22, 24, 29; May 1, 6, 8, 13, 15, 20, 22, 29 and June 3, 5, 10, 12, 17, 19, 24, 26, 2024 from 10:00 am to 12:00 pm.

1. The LESSEE agrees to pay the LESSOR as rent for the use of said facilities and the equipment and staff that goes along therewith the sum of \$ 1,215.00.
2. The LESSEE agrees to pay the LESSOR a Security Deposit for the use of said facilities the sum of \$ 0.00 to be returned within 30 days after the event if there are no damages or cleaning charges incurred above and beyond the customary charge.
3. In order to reserve the specific dates above set out, LESSEE must execute this contract no later than 4:00 pm the 1st day of October, 2023.
4. LESSEE shall not have the right to assign this agreement or any rights hereunder nor to sublet said premises or equipment without the written consent of the LESSOR.
5. LESSEE shall use and occupy said premises and equipment in a safe and careful manner; shall comply with all laws, rules, regulations and ordinances of the City of Jacksonville Florida and any state or governmental authority controlling or governing the demised premises or equipment or operation therein, and the attached Rental Policy.
6. LESSEE shall identify an official representative primary point of contact with LESSEE ("Representative"). The Representative will be present during the facility use and shall abide by the specific requirements listed herein.
7. LESSEE assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used or incorporated in the conduct of said events; and LESSEE agrees to indemnify and hold harmless LESSOR from all damages, costs and expenses in law or equity for or on account of any patented, trademarked, or copyrighted materials, equipment, devices, processes or dramatic right.
8. LESSEE, to the extent allowed by law and without waiving either party's sovereign immunity protections or increasing the limits of liability set for in Section 768.28, Florida Statutes shall defend, indemnify and hold the LESSOR harmless from any and all claims, damages, actions, injuries, costs, expenses loss or liability including, but not limited to, injury to person or property and LESSEE will act, at its own cost and expense, to defend and protect LESSOR against any and all such claims or demands. Toward this end LESSEE has provided a copy of their liability insurance coverage in the amount of \$1,000,000.
9. LESSEE shall hold LESSOR harmless for any loss of revenue caused by the cancellation of an event.
10. The parties acknowledge and agree that LESSOR is a political subdivision of the State of Florida. As such, LESSOR's performance under this Agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all federal and state laws and regulations, as well as District Board of Trustees Rules which are applicable to the LESSOR's operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge that LESSOR's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein). Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party

under the laws of the State of Florida; (ii) the consent of the LESSOR to be sued; or (iii) a waiver of sovereign immunity of the LESSOR beyond the waiver provided in Section 768.28, F. S. As LESSOR is a political subdivision of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with the Florida law including Florida provisions for conflict of law.

11 LESSOR, as a political subdivision of the State of Florida is subject to the provisions of Chapter 119, Florida Statutes regarding public access to records. The parties agree to comply with applicable Florida Statutes as it relates to the maintenance, generation and provision of access to all public records related to this Agreement.

12. Either party shall have the right to terminate this Agreement with or without cause upon twenty-four (24) hours prior written notification to the other party. Such termination shall be in writing, signed by the duly authorized officer of the party terminating the contract, and shall be sent certified mail, return receipt requested, hand delivery, or overnight delivery.

13. Due to the outbreak of COVID-19, as declared a world-wide pandemic on March 11, 2020,, LESSEE agrees to adhere to all national, state and local health guidelines, to include, but not limited to, U.S Department of Health and Human Services Center for Disease Control and Prevention ("CDC") Guidelines, FSCJ rules and safety precautions implemented (as may be updated from time to time) while utilizing the facilities. Such precautions may include but not limited to, wearing masks, taking temperature checks all people participating/attending LESSEE event and social distancing.

14. LESSEE shall be liable for any and all costs associated with disinfecting and cleaning LESSOR property and facilities for any outbreak of CoVID-19 that occurs while LESSEE is in rental possession of the facilities associated with this agreement. Cleaning and disinfection must meet the protocols and standards provided by the CDC and the appropriate local and state regulations.

15. N/A (initial/check) If the number of people participating/attending the event is greater than forty-nine (49) people, LESSEE shall provide the required number of certified crowd managers as stated on the Crowd Manager Safety Checklist. Where the number of people attending the event is greater than two hundred fifty (250), LESSEE shall provide additional crowd manager as stated on the Crowd Manager Safety Checklist.

- a. The LESSEE's designated crowd manager(s) shall take a crowd managers training course ("Course") that has been accepted and approved by the College. LESSEE shall provide LESSOR with proof of Course certification.
- b. The designated crowd manager(s) shall meet with LESSOR prior to its event and agrees to comply with the Crowd Manager Safety Checklist. A copy of the Crowd Manager Safety Checklist is attached hereto as Exhibit _____. LESSEE will provide College with the signed Crowd Manager Safety Checklist.

16. jc (initial/check) If minors (children 17 years old and younger) are attending the LESSEE event:

- a. LESSEE shall provide a qualified adult supervisor to serve as the official representative and primary point of contact with the LESSEE ("Representative"). The Representative will remain on the LESSOR's premises at all times during the activities or event hosted by the LESSEE. LESSEE acknowledges Representative is lawfully qualified to supervise and care for minors and will take all reasonable steps to protect minors at the event.
- b. LESSEE shall solely be responsible for all activities and events it hosts on the LESSOR's premises.
- c. LESSEE shall be solely responsible for its members, guests and representatives while on the LESSOR's premise and will be responsible for its members, guests and representatives until all members and guests leave the premises. The Representative will remain on the premises until all guests have left the premises and the activity has ended.

17. Any notice required or permitted by this Agreement shall be given to the following representative of each party, at the address set forth below, by hand delivery; by registered mail, return receipt requested; or by overnight mail or courier service, signed acknowledgement of receipt required. Notice shall be deemed as given on the day of receipt of the notice, as indicated on the signed and dated receipt of acknowledgement, or on the date of hand delivery:

If to College: Cameron Fansher
4501 Capper Road
Jacksonville, FL 32218

With copy to: Office of General Counsel
Florida State College at Jacksonville
501 W. State Street, Suite 403
Jacksonville FL 32202

If to LESSEE: Taco Pope, AICP, County Manager
25 N 4th Street
Fernandina Beach, FL 32034

If, after this Agreement is executed, a party designates a new representative to accept notice, the party shall furnish the new representative's name and address, in writing, to the other party, and a copy of the notice shall be attached to this Agreement.

In Witness Whereof, this Agreement has been executed as of the day and date last written below by the authorized representatives of the parties hereto.

LESSEE Taco E. Pope AICP Date 9/29/2023 LESSOR Cameron Fansher Date 9/29/2023
Signature Signature

Rental Fee:	\$	DEPOSIT:	Account Number	Amount
Labor/Energy:	\$ 1,215.00		# 4640000	\$1,215.00
Sales Tax:	\$		#	\$
Security Deposit:	\$		#	\$
Amt. Collected:	\$		#	\$

Name of Organization: Nassau County Public Library				Type of Organization: 1				
Name of Event: Story Time				Total Hours of Event: 136				
Date & Time of Event: Various dates between October 2023/June 2024								
				Type 3	Type 2	Type 1	Type 1	
				For-Profit Organization (100% of facility rent)	Non Profit w/ Tax Exemption (50% of facility rent)	State, Local, Federal & Public Education Institutions (Exempt from facility rent)	State, Local, Federal & Public Education Institutions (Exempt from facility rent)	
Space Usage	Room # (s)	# Hours	Hrly Rate	100%	50%	Exempt	Exempt	Notes
Multipurpose Room (Varies)			\$ 100.00	\$ -	\$ -	\$ -	\$ -	
Conference Room (Varies)			\$ 50.00	\$ -	\$ -	\$ -	\$ -	
Office Space (Varies)			\$ 15.00	\$ -	\$ -	\$ -	\$ -	
X-Small Classroom (350 SF)			\$ 25.00	\$ -	\$ -	\$ -	\$ -	
Small Classroom (482 SF)			\$ 50.00	\$ -	\$ -	\$ -	\$ -	
Medium Classroom (725 SF)	1	136	\$ 75.00	\$ 10,200.00	\$ 5,100.00	\$ -	\$ -	
Large Classroom (1,000 SF)			\$ 100.00	\$ -	\$ -	\$ -	\$ -	
Auditorium Classroom (Varies)			\$ 100.00	\$ -	\$ -	\$ -	\$ -	
Computer Lab (Varies)			\$ 100.00	\$ -	\$ -	\$ -	\$ -	
Art Gallery (Varies)			\$ 60.00	\$ -	\$ -	\$ -	\$ -	
Outdoor Space (Varies) ****				****	****	****	****	
Parking Lot per space; average 10'x20' (\$30.00/month)			\$ 30.00	\$ -	\$ -	\$ -	\$ -	
Space Use Total		136		\$ 10,200.00	\$ 5,100.00	\$ -	\$ -	
Energy Surcharge								
Energy Surcharge - Operational				\$ 255.00	\$ 255.00	\$ 255.00	\$ 255.00	
Energy Surcharge - Non-Operational				\$ -	\$ -	\$ -	\$ -	
Energy Surcharge Total				\$ 255.00	\$ 255.00	\$ 255.00	\$ 255.00	
FSCI Moveable Equipment								
	# Needed	N/A	Charge	100%	100%	100%	100%	
Rectangular Folding Tables			\$ 5.00	\$ -	\$ -	\$ -	\$ -	
Round Banquet Tables	-		\$ 5.00	\$ -	\$ -	\$ -	\$ -	
Chairs (Per Dozen)	136		\$ 6.00	\$ 816.00	\$ 816.00	\$ 816.00	\$ 816.00	Waived
Microphone			\$ 10.00	\$ -	\$ -	\$ -	\$ -	
Computer Projection System			\$ 50.00	\$ -	\$ -	\$ -	\$ -	
Equipment Total				\$ 816.00	\$ 816.00	\$ 816.00	\$ 816.00	
Sales Tax (if applicable)								
Tax rate for Nassau County effective 1/1/22 = 7.0%				\$ 788.97	\$ 431.97			Need tax exempt certificate ** Modify formula if Type 2 WITHOUT tax exempt...
Labor								
	# Hours	# Staff	Hrly Rate	100%	100%	100%	100%	
Security Officer *	-	-	\$ 21.00	\$ -	\$ -	\$ -	\$ -	
Crowd Manager (Entire Length of Event) *	-	-	\$ 21.00	\$ -	\$ -	\$ -	\$ -	
Maintenance (Custodial)	68	1	\$ 20.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$320 Only charging for 1/4 hour for total of 16 Hrs.
Maintenance Set Up	68	1	\$ 20.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$320 Only charging for 1/4 hour for total of 16 Hrs.
Maintenance Break Down	68	1	\$ 20.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$ 1,360.00	\$320 Only charging for 1/4 hour for total of 16 Hrs.
Protective flooring, bleacher arrangement, etc	-	-	\$ 24.00	\$ -	\$ -	\$ -	\$ -	
IT Standard Set up ***	-	-	\$ 24.00	\$ -	\$ -	\$ -	\$ -	
Administrative Fee **	1	1	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	waived
Facility Manager *	-	-	\$ 28.00	\$ -	\$ -	\$ -	\$ -	
Labor Total				\$ 4,105.00	\$ 4,105.00	\$ 4,105.00	\$ 960.00	
Total Event Cost				\$ 16,164.97	\$ 10,707.97	\$ 5,176.00	\$ 1,215.00	

* FSCI is not always able to offer this service
 ** one-time fee per event/agreement
 *** guest account & meeting w Tech Support pre-event

Certificate Of Completion

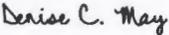
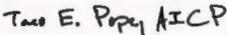
Envelope Id: 3A036D704EEB45DCBC116F15708A4803	Status: Completed
Subject: Contract #CM3518 \$1,215.00 Description: FSCJ David Yulee Rental Room Agreement	
Source Envelope:	
Document Pages: 6	Signatures: 7
Certificate Pages: 6	Initials: 4
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Claire Shepherd
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	cshepherd@nassaucountyfl.com
	IP Address: 50.238.237.26

Record Tracking

Status: Original	Holder: Claire Shepherd	Location: DocuSign
9/29/2023 8:57:36 AM	cshepherd@nassaucountyfl.com	

Signer Events

	Signature	Timestamp
Julie Cannavino jcannavino@nassaucountyfl.com Nassau County Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26 Signed using mobile	Sent: 9/29/2023 9:11:23 AM Viewed: 9/29/2023 9:27:42 AM Signed: 9/29/2023 9:28:23 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Tracy Poore tpoores@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: 9/29/2023 9:11:23 AM Viewed: 9/29/2023 10:15:49 AM Signed: 9/29/2023 10:16:48 AM
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: 9/29/2023 10:16:51 AM Viewed: 9/29/2023 10:19:18 AM Signed: 9/29/2023 10:19:30 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Cameron Fansher cameron.fansher@fscj.edu Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 99.68.37.1	Sent: 9/29/2023 10:19:32 AM Viewed: 9/29/2023 10:21:35 AM Signed: 9/29/2023 10:22:07 AM
Electronic Record and Signature Disclosure: Accepted: 9/29/2023 10:21:35 AM ID: 322d7ba2-7a62-4e6d-9cfe-37c32d85b85f		

Signer Events	Signature	Timestamp
Abigail F. Jorandby ajorandby@nassaucountyfl.com Assistant County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/29/2023 10:22:09 AM Viewed: 9/29/2023 11:51:57 AM Signed: 9/29/2023 11:52:10 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May dmay@nassaucountyfl.com Assistant County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/29/2023 11:52:13 AM Viewed: 9/29/2023 12:31:00 PM Signed: 9/29/2023 12:31:20 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 9/29/2023 12:31:23 PM Viewed: 9/29/2023 12:40:15 PM Signed: 9/29/2023 12:40:21 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance received 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: 9/29/2023 12:40:25 PM Viewed: 9/29/2023 1:48:15 PM Signed: 9/29/2023 1:48:26 PM
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
Carbon Copy Events	Status	Timestamp
Clerk Admin clerkservices@nassaucountyfl.com Security Level: Email, Account Authentication (None)	<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: auto;"> COPIED </div>	Sent: 9/29/2023 12:40:23 PM Viewed: 9/29/2023 12:41:41 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
BOCC Procurement boccprocurement@nassaucountyfl.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 9/29/2023 12:40:24 PM

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	9/29/2023 9:11:24 AM
Certified Delivered	Security Checked	9/29/2023 1:48:15 PM
Signing Complete	Security Checked	9/29/2023 1:48:26 PM
Completed	Security Checked	9/29/2023 1:48:26 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.

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.