11/9/2023

CS-23-051

# **BOCC CONTRACT APPROVAL FORM**

CONTRACT TRACKING NO. CM3271-A2

Telepl	none: (912) 288-3800		Email: _lvanharen@ameliaisla	and.com			
	ION 2 - VENDOR I	NFORMATION					
	BandWango, Inc.	LIT 04407					
	SS: 4516 700E #100, Murray	/, UT 84107	Ctata	Zin Co			
Vendo	or's Administrator Na	ime: David Ide	State: Tit	Zip Coo	cer		
	none: (319) 270-4284		Email: david@bandwango.c				
		AUTHORIZED SIGN	IATORY				
	rized Signatory Name rized Signatory Email						
			HE VENDOR. OFFICER/DIRECT	OR WITH AUTHO	RITY TO BIND COMPA		
	ION 4 - CONTRAC act Name: Bandwango Inc						
			☐ Supplemental Agreer	ment			
			Requested: Mobile Digital trail creation		tract people to Amelia Island attr		
		<del></del>					
Progue			BE PROCURED, PHYSICAL LOG RFQ Piggyback [		□Solo Source		
	-		LIKTY LITIEGYVACK L	_Lxempuon	Listie source		
	gle Source Other Amount of Contract:				(Estimate if no		
	nt Number: 37523552 5				(Estimate if nec		
			□Other:	<u> </u>			
	•						
	County Authorized Signatory:   BOCC Chairman  County Manager  (IDENTIFY WHO WILL SIGN CONTRACT ON BEHALF OF BOCC)						
SECT	SECTION 5 – INSURANCE						
Insura	nce Category: 🔳 Cat	egory L	□ Category H □ Other	r:			
				Risk Mana	ger Initials:		
		ENT INFORMATION					
	ct Tracking No: CM32		Amendment No: <u>3271-A</u>		1		
	of Amendment: Reserved Amount to Existing		Extension Additional (if any) Total with A	•			
	nt Code Change Fron			523552 548240	ount. 45500.00		
	ar code change i ion		10				
	<b>APPROV</b>	VALS PURSUANT TO I	NASSAU COUNTY PURC				
Accou		11/14/2023	Janace 3.	Lilmore	11/15/2		
Accou	luris Lacambra	11/11/2023			Date		
Accou			Procurement (Signature re	equired only if $p_i$	rocurement related)		
Accou	luris Lacambra		(Signature re		rocurement related) 11/15/2023		
1	Livis Lacambra ment Head/Contract Ma	nager Date		May			
1. Departs	luris Lacambra ment Head/Contract Ma Cluris Lacambra	Date 11/14/2023	(Signature re 4. Denise C.	May	11/15/202		

County Manager

Date

# SECOND AMENDMENT TO BANDWANGO CONTRACT

THIS SECOND AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES FOR NASSAU COUNTY, FLORIDA (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 BANDWANGO, INC., a business having its primary business location at 4516 700E #100, Murray, UT 84107 (hereinafter the "Vendor").

### WITNESSETH:

WHEREAS, on or about November 22, 2022, the Parties entered into a contract to develop and maintain promotional mobile trail passport applications and to provide digital "check in challenge" trails to promote visitors to visit participating partners or points of interest to win promotional items, raffle prizes, and earn discounts or offers (hereinafter "Contract") which was later amended on May 5, 2023; and

**WHEREAS**, the parties now desire to further amend the Contract to add certain terms and conditions subject to the terms and conditions 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 TERM OF CONTRACT is hereby amended to extend the term of the Contract for an additional one (1) year and the Contract shall now terminate on November 21, 2024.
- **SECTION 2.** The original Scope of Services of the Contract is hereby amended and supplemented to include additional goods/services as identified in Exhibit "A" attached hereto and incorporated herein.
- **SECTION 3.** Article 2.2 SCOPE OF SERVICES is hereby amended to increase the compensation amount in FY24 by \$23,000.00 in order to reflect the additional goods/services contemplated under this Amendment. The total contracted amount shall not exceed \$49,500.00.
- **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.]

IN WITNESS	WHEREOF, the Par	ties have caused	this Amendment to	be executed by
its duly authorized repre	esentatives, effective a	as of the last date	below.	

# THE COUNTY:

NASSAU	COUNTY,	<b>FLORIDA</b> :
--------	---------	------------------

Signat	ITE: Taco E. Popel AICY	
Print N	ame:	
Title:	County Manager	
	11/15/2023	
REVI	EWED FOR LEGAL FORM AND CON	TENT:
	ise C. May	
DENI	SE C. MAY, County Attorney	
VEND	OR:	
BAND	WANGO, INC.:	
Signat	ire:David Ide	
	ame:	
Title:	CAO	
	11/15/2023	



Bandwango Quote: Amelia Island CVB

# Platform & Fulfillment Not to Exceed \$23,000

Contract Term: One Year Renewal

- Bandwango will work with Amelia Island CVB to curate experiences that will deliver Amelia Island CVB's customers more value and drive measurable increased visitation to local businesses.
- Curated experiences will be delivered to Amelia Island CVB's customers on their mobile devices in the form of mobile passports and trails
- Bandwango will refresh and manage three (3) existing passes for Amelia Island CVB
- Bandwango will build two (2) new passes for Amelia Island CVB
- Bandwango will fulfill consumer promotional prize redemptions on demand, invoicing
   Amelia Island only according to actual prize usage/redemptions, not to exceed \$11,000



# CERTIFICATE OF LIABILITY INSURANCE

9/8/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

COVEDACES	CERTIFICATE NUMBER, 4000FF0000	DEVICION NUI	ADED.			
		INSURER F:				
Midvale UT 84047		INSURER E :				
Suite 199		INSURER D: The Chubb Corporation	38989			
Bandwango, Inc. 6905 S 1300 E		INSURER c : Hartford Fire Insurance Company	19682			
INSURED Inc	BANDLLC-01	ınsurer в : Gemini Insurance Company	10833			
		INSURER A: Hartford Casualty Insurance Company	/ 29424			
•		INSURER(S) AFFORDING COVERAGE	NAIC#			
Salt Lake City UT 84121		E-MAIL ADDRESS: smccombs@buckner.com				
The Buckner Company 6550 S Millrock, Suite #300		PHONE (A/C, No, Ext): 801-937-6671	FAX (A/C, No): 801-930-6402			
PRODUCER		CONTACT NAME: Summer McCombs				

### COVERAGES CERTIFICATE NUMBER: 1802550060 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR		TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s
Α	Х	COMMERCIAL GENERAL LIABILITY	Υ	Υ	34SBAAS7PRT	6/15/2023	6/15/2024	EACH OCCURRENCE	\$ 2,000,000
		CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
								MED EXP (Any one person)	\$ 10,000
								PERSONAL & ADV INJURY	\$ 2,000,000
	GEN	I'L AGGREGATE LIMIT AP <u>PLIE</u> S PER:						GENERAL AGGREGATE	\$4,000,000
	Χ	POLICY PRO- JECT LOC						PRODUCTS - COMP/OP AGG	\$4,000,000
		OTHER:							\$
4	AUT	OMOBILE LIABILITY			34SBAAS7PRT	6/15/2023	6/15/2024	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
		ANY AUTO						BODILY INJURY (Per person)	\$
ſ		OWNED SCHEDULED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	Χ	HIRED X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
									\$
۸ [	Χ	UMBRELLA LIAB X OCCUR			34SBAAS7PRT	6/15/2023	6/15/2024	EACH OCCURRENCE	\$3,000,000
		EXCESS LIAB CLAIMS-MADE						AGGREGATE	\$3,000,000
		DED X RETENTION \$ 10,000							\$
		KERS COMPENSATION EMPLOYERS' LIABILITY		Υ	34WECAX5NT3	6/15/2023	6/15/2024	X PER OTH- STATUTE ER	
	ANYF	PROPRIETOR/PARTNER/EXECUTIVE CER/MEMBER EXCLUDED?	N/A					E.L. EACH ACCIDENT	\$ 1,000,000
	(Man	datory in NH)	IV / A					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
	If yes DESC	s, describe under CRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D A B	Emp	ctors and Officers loyment Practices Liability I E&O - Cyber			8263-6337 34KB0407469 VNPL012729	6/15/2023 6/15/2023 4/14/2023	6/15/2024 6/15/2024 4/14/2024	Limit Limit Limit	\$3,000,000 \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured for ongoing and completed operations in regards to the general liability. Coverage for general and auto liability is primary and non-contributory. Waiver of subrogation and 30-day notice of cancellation applies to all policies.

CERTIFICATE HOLDER	CANCELLATION

Nassau County Board of Commissioners Amelia Island Convention & Visitors Bureau 96135 Nassau Place Suite 1 Yulee FL 32097 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 00 03 13 (00) - 001

POLICY NUMBER: UB-38799821-21-42-G

## WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

### **SCHEDULE**

**DESIGNATED PERSON:** 

#### **DESIGNATED ORGANIZATION:**

ANY PERSON OR ORGANIZATION FOR WHICH THE INSURED HAS AGREED BY WRITTEN CONTRACT EXECUTED PRIOR TO LOSS TO FURNISH THIS WAIVER.

Any person or organization for which the employer has agreed by written contract, executed prior to loss, may execute a waiver of subrogation. However, for purposes of work performed by the employer in Missouri, this waiver of subrogation does not apply to any construction group of classifications as designated by the waiver of right to recover from others (subrogation) rule in our manual.

DATE OF ISSUE: 04-01-22 ST ASSIGN: PAGE 1 OF 1

CM3271-A2

### **TDC REQUISITION FORM 2024**

#### **VENDOR NAME & ADDRESS**

Bandwango Vendor Address 4516 700E #100 Murry Utah 84107 Email

# **NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS**

DEPARTMENT OMB / TDC

96135 Nassau Place Suite 1 Yulee, FL 32097

Email	david@bandwango.com	o.com			Yulee, FL 32097			BY:	Gil Langley
Phone	312-270-4284								
VENDOR NUMBER	R	PURCHASE ORDER NUI	MBER	PURCHASE ORDER	DATE	PU	JRCHASE ORDER TOTAL	DISCOUNT TERM	S
DATE	DESCRIPTION		QUANTITY	UNIT PRICE		AMOUNT	FUND ACCOUNT NUMBE	:R	
10/23/2023	Bandwango Mobile Passport Platform L 1 year	icense Renewal		\$ 23,000.00	\$	23,000.00	375235	52 548240	
					\$	-			
					\$	-			
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					\$	-			
					\$	-			
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					\$	-			
	Purchasing Process		ı				1		

Amendment CM3271-A2 to renew for 1 year adding an additional \$23,000.00 for a new contract total amount not to exceed \$49,500

Cluris Lacambra

ORIGINAL - FINANCE

COPY- DEPARTMENT

Shipping: \$ \$23,000.00

Department Head / Managing Agent

I attest that, to the best of my knowledge, this requisitition reflects accurate information, has been reviewed, budgeted for and follows the Nassau County 11/14/2023 Purchasing Policy.

GL 11/14/2023

Office of Management and Budget (signature required if over Department Head/Managing Agent signature authority or \$5,000, whichever is less.) I attest that, to the best of my knowledge, funds are available for paymen 11/14/2023

17

11/9/2023

Procurement Director (signature required if over Department Head/Managing Agent signature authority or \$5,000, whichever is less.)

I attest that, to the best of my knowledge this regularities is accurate and yells \$12,023 is consistent with the Nassau County Purchasing Policy.

County Manager (signature required if over Department Head/Managing Agent signature authority or \$50,000, whichever is less.)

I attest that, to the best of my knowledge, the appropriate staff have reviewed and approved this Requisition and no other conditions would prevent approval.

N/A

Clerk: Date: 11/16/2023

# **DocuSign**

### **Certificate Of Completion**

Envelope Id: A0ADDCE156DA4BB786084B05D49F3CC6

Subject: Complete with DocuSign: CM3271-A2 Bandwango

Source Envelope:

Document Pages: 7 Signatures: 11
Certificate Pages: 6 Initials: 6

AutoNav: Enabled

**Envelopeld Stamping: Enabled** 

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:

Tracy Poore

tpoore@nassaucountyfl.com IP Address: 50.238.237.26

**Record Tracking** 

Status: Original Holder: Tracy Poore Location: DocuSign

11/9/2023 2:00:25 PM tpoore@nassaucountyfl.com

Signer Events

Tracy Poore tpoore@nassaucountyfl.com

**OMB Admin** 

Nassau County BOCC

Security Level: Email, Account Authentication

(None)

Signature

17

GL

Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26

Timestamp

Sent: 11/9/2023 2:09:09 PM Viewed: 11/9/2023 2:09:17 PM Signed: 11/9/2023 2:09:26 PM

**Electronic Record and Signature Disclosure:** 

Not Offered via DocuSign

Gil Langley

glangley@ameliaisland.com

Amelia Island CVB

Security Level: Email, Account Authentication

(None)

Signature Adoption: Pre-selected Style Using IP Address: 50.196.104.105

Signed using mobile

Sent: 11/9/2023 2:09:27 PM Viewed: 11/14/2023 9:18:33 AM Signed: 11/14/2023 9:19:16 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)

Cliris Lacambra

Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26

Sent: 11/14/2023 9:19:17 AM Viewed: 11/14/2023 11:43:35 AM Signed: 11/14/2023 11:43:43 AM

**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)

Lanau Kilmori

Signature Adoption: Pre-selected Style

Using IP Address: 50.238.237.26

Sent: 11/14/2023 11:43:45 AM Viewed: 11/15/2023 9:26:17 AM Signed: 11/15/2023 9:50:42 AM

**Electronic Record and Signature Disclosure:** 

Not Offered via DocuSign

Signer Events	Signature	Timestamp
David Ide david@bandwango.com CAO	David (de	Sent: 11/15/2023 9:50:45 AM Viewed: 11/15/2023 10:07:06 AM Signed: 11/15/2023 10:07:18 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 64.16.21.138	
Electronic Record and Signature Disclosure: Accepted: 11/15/2023 10:07:06 AM ID: f4fd8a65-bf04-494e-9e28-84febb32891c		
Abigail F. Jorandby		Sent: 11/15/2023 10:07:19 AM
ajorandby@nassaucountyfl.com	AFS	Viewed: 11/15/2023 11:09:51 AM
Assistant County Attorney		Signed: 11/15/2023 11:09:58 AM
Nassau BOCC	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Denise C. May	N : 0	Sent: 11/15/2023 11:09:59 AM
dmay@nassaucountyfl.com	Denise C. May	Viewed: 11/15/2023 1:41:55 PM
Assistant County Attorney		Signed: 11/15/2023 1:52:57 PM
Nassau County BOCC	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Taco E. Pope, AICP		Sent: 11/15/2023 1:52:58 PM
tpope@nassaucountyfl.com	Taco E. Pope, AICP	Viewed: 11/15/2023 7:08:33 PM
County Manager		Signed: 11/15/2023 7:08:52 PM
Nassau County BOCC	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 50.238.237.26	
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Clerk Finance received		Sent: 11/15/2023 7:08:55 PM
boccap@nassauclerk.com	SB	Viewed: 11/16/2023 8:31:45 AM
Nassau County Clerk		Signed: 11/16/2023 8:31:51 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 12.23.69.254	
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

Timestamp

**Certified Delivery Events** 

Status

**Carbon Copy Events Status Timestamp** Clerk Admin Sent: 11/16/2023 8:31:52 AM **COPIED** clerkservices@nassaucountyfl.com Viewed: 11/16/2023 10:16:54 AM Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign Linda Van Haren Sent: 11/16/2023 8:31:53 AM **COPIED** 

(None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign

Security Level: Email, Account Authentication

Ivanharen@ameliaisland.com

Witness Events	Signature	Timestamp				
Notary Events	Signature	Timestamp				
Envelope Summary Events	Status	Timestamps				
Envelope Sent	Hashed/Encrypted	11/9/2023 2:09:09 PM				
Certified Delivered	Security Checked	11/16/2023 8:31:45 AM				
Signing Complete	Security Checked	11/16/2023 8:31:51 AM				
Completed	Security Checked	11/16/2023 8:31:53 AM				
Payment Events	Status	Timestamps				
Electronic Record and Signature Disclosure						

### 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: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

# 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.