

FIRST AMENDMENT OF THE AGREEMENT FOR CUSTODIAL  
SERVICES-LEE COUNTY SPORTS PARKS & STADIUMS

THIS FIRST AMENDMENT OF THE AGREEMENT FOR CUSTODIAL SERVICES-LEE COUNTY SPORTS PARKS & STADIUMS, made and entered into by and between the Lee County Board of County Commissioners, a political subdivision of the State of Florida ("County") Zaharaly Cleaners, Inc ("Vendor"), collectively, the "Parties."

WHEREAS, the County entered into an Agreement for the purchase of custodial services for Central Lee County through Solicitation No. RFP230441WCD with Vendor on the 16<sup>th</sup> day of November, 2023 ("Agreement"); and,

WHEREAS, it was discovered after the execution of the Agreement that it would be in the best interest of the County to add "On Demand Cleaning" and "On Demand Pressure Washing" services to the Agreement for the Terry Park service location at 3410 Palm Beach Blvd., Ft. Myers, FL 33916; and,

WHEREAS, pursuant to Article XV. MISCELLANEOUS of the Agreement, the Parties desire to add the "On Demand Cleaning" and "On Demand Pressure Washing" services to the Exhibit B, FEE SCHEDULE of the Agreement, effective upon execution of the Parties.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. The Parties agree that effective upon full execution of this Amendment the following Fee Schedule table shall supersede the existing Fee Schedule table in Exhibit B of the Agreement:

[Remainder of the page left intentionally blank.]

## EXHIBIT B - FEE SCHEDULE

<i>Lee County Sports Complex</i>	
<b>Section A. Spring Training Game</b>	<b>Cost Per Game</b>
Pre-Game Cleaning Staff Members	\$270.00
Post- Game Trash/Debris removal / Cleaning	\$1,000.00
Restroom Attendants (male & female) during game	\$200.00
Trash Attendant & Emergency Cleanup during game	\$400.00
Post-game Restroom Cleaning	\$550.00
<b>Section B. Restrooms</b>	<b>Base Cost</b>
<b>Maintenance Building</b>	
Unisex	\$15.00
<b>Softball Complex Building</b>	
Men	\$15.00
Women	\$15.00
<b>Academy</b>	
Men	\$15.00
Women	\$15.00
<b>Press Dining Area</b>	
Unisex	\$15.00
<b>Ticket Office</b>	
Unisex	\$15.00
<b>Stadium Handicap Restrooms</b>	
Men (A & B)	\$15.00
Women (A & B)	\$15.00
<b>Concourse</b>	
Men (A, B, & C)	\$15.00
Women (A, B, & C)	\$15.00
Family Restroom	\$15.00
<b>Center Field</b>	
Men	\$15.00
Women	\$15.00
Family Restroom	\$15.00
<b>Inside Stadium</b>	
<b>4th Floor Press Area</b>	
Men	\$15.00
Women	\$15.00
<b>Stadium Outside</b>	
<b>3rd Floor (1st Base)</b>	
Men	\$15.00
Women	\$15.00
Family Restroom	\$15.00
<b>4th Floor (1st Base)</b>	
Men	\$15.00
Women	\$15.00

<b>3rd Floor (3rd Base)</b>	
Men	\$15.00
Women	\$15.00
<b>Stadium Center</b>	
<b>3rd Floor</b>	
Men	\$15.00
Women	\$15.00
<b>Minor League Tower</b>	
Men	\$15.00
Women	\$15.00
<b>First Aid Room</b>	
Unisex	\$15.00
<b>Section C. Other Services as needed</b>	<b>Cost Per Event</b>
Restroom Attendant - Male & Female	\$170.00
	<b>Cost Per Hour</b>
On Demand Cleaning - Per Person	\$18.00
On Demand Pressure Washing - Per Person	\$25.00

<i><b>Jet Blue Stadium</b></i>	
<b>Section A. Spring Training Game</b>	<b>Cost Per Game</b>
Pre-Game Cleaning	\$270.00
Post- Game Trash/Debris removal / Cleaning	\$1,000.00
Restroom Attendants (male & female all locations) during game	\$200.00
Trash Attendants & Emergency Cleanup during game	\$400.00
Post-game Restroom Cleaning:	\$550.00
<b>Section B. Restrooms</b>	<b>Base Cost</b>
<b><u>Area 1</u></b>	
<b>1st Floor Concourse Stadium Public Restrooms</b>	
Men (A, B, D, & E)	\$50.00
Women (A, B, C, D, E)	\$50.00
Family	\$25.00
<b>Monster Deck Level Restrooms</b>	
Men	\$40.00
Women	\$40.00
Family	\$20.00
<b><u>Area 2</u></b>	
<b>Cloverleaf Public Restrooms</b>	
Men	\$15.00
Women	\$15.00
<b><u>Area 3</u></b>	
<b>Stadium Dugout Restrooms (1st &amp; 3rd base)</b>	
Unisex	\$15.00
<b>Stadium Bullpen Restrooms</b>	
Unisex	\$15.00
Umpire Room	\$20.00
1st Aid Room	\$15.00

Ticket Office Restroom	\$15.00
Center Field Restroom	\$15.00
2nd Floor Control Room	\$15.00
Men	\$15.00
Women	\$15.00
<b>2nd Floor Press Dining Restroom</b>	
Men	\$15.00
Women	\$15.00
<b>Maintenance Shop Restrooms</b>	
Maintenance Shop Restrooms	\$15.00
<b>Section C. Other Services as needed</b>	<b>Cost Per Event</b>
Restroom Attendant - Male & Female	\$165.00
	<b>Cost Per Hour</b>
On Demand Cleaning - Per Person	\$18.00
On Demand Pressure Washing - Per Person	\$25.00

<i><b>Terry Park</b></i>	
<b>Section A. Event Areas</b>	<b>Base Cost</b>
<b>Stadium Seating Area</b>	\$200.00
<b>Stadium Seating Area</b>	\$300.00
<b>Section B. Restrooms / Showers</b>	<b>Base Cost</b>
<b>Club House 1 (North or Home) Building (as scheduled)</b>	
Restroom & Showers (gang style)	\$40.00
<b>Club House 2 (South or Visitors) Building (as scheduled)</b>	
Restroom & Showers (gang style & small)	\$40.00
<b>Outdoor Restroom Complex (large)</b>	
Baseball Field Area (Mens & Womens)	\$40.00
<b>Outdoor Restroom Complex (small) Building (as scheduled)</b>	
Family	\$15.00
<b>Administration Building (as scheduled)</b>	
Family	\$15.00
<b>Annex Building (as scheduled)</b>	
Family	\$15.00
<b>Extension Building (as scheduled)</b>	
Office Area (men & womens)	\$15.00
<b>Section C. Other Areas / Rooms</b>	<b>Base Cost</b>
<b>Administration Office 1st Floor (as scheduled)</b>	
Entry, Hallway & Common Areas	\$10.00
Offices	\$10.00
Meeting Rooms	\$10.00
<b>Administration Office 2nd Floor (as scheduled)</b>	
Offices	\$10.00
Stairs	\$15.00
Common Area	\$10.00
Meeting Room	\$15.00

<b>Annex Building (as scheduled)</b>	
Entry & Hallway Areas	\$10.00
Offices	\$10.00
Copier Area	\$15.00
Break Room	\$15.00
Meeting Room	\$15.00
<b>Club House 1 (North or Home) Building (as scheduled)</b>	
Coaches Office	\$10.00
Trainer's Room	\$15.00
Main Locker Room	\$15.00
Entry Area	\$10.00
<b>Club House 2 (South or Visitors) Building (as scheduled)</b>	
Coaches Office	\$15.00
Entry Area (ice machine room)	\$15.00
Main Locker Room	\$15.00
Staff Breakroom	\$15.00
<b>Field Concession Building behind Stadium (as scheduled)</b>	
Rooms	\$15.00
<b>Section C. Other Services as needed</b>	<b>Cost Per Hour</b>
On Demand Cleaning - Per Person	\$18.00
On Demand Pressure Washing - Per Person	\$25.00

[Remainder of the page left intentionally blank.]

RFP230441WCD  
Custodial Services-Lee County Sports Parks & Stadiums  
Zaharaly Cleaners, Inc - Amendment No. 1

IN WITNESS WHEREOF this First Amendment of the Agreement has been signed and sealed,  
in duplicate, by the respective Parties hereto.

DATED 3/26/2024 | 7:20 AM EDT by the Lee County Board of County Commissioners.

COUNTY: LEE COUNTY, FLORIDA

DocuSigned by:  
Mary G. Tucker  
BY 770F0BDB59DA44D...  
Mary G. Tucker  
Director of Procurement Management, on  
behalf of the Board of County  
Commissioners

APPROVED as to Form for the Reliance of  
Lee County Only

DocuSigned by:  
Amanda L. Swindle  
BY EC9B5A5584DD473...  
County Attorney's Office

DATED this 14<sup>th</sup> day of FEBRUARY, 2024 by Zaharaly Cleaners, Inc

ATTEST:

Jeanette Ortiz  
(Witness)

BY:   
Authorized Signature  
Martha Rojas Rivera  
Authorized Signature Printed Name  
Owner  
Authorized Signature Title

CORPORATE SEAL:

**EXHIBIT B  
FEE SCHEDULE**

<i>Lee County Sports Complex</i>		
<b>Section A. Spring Training Game</b>	<b>Cost Per Game</b>	<b>Quantity</b>
Pre-Game Cleaning Staff Members	\$270.00	17
Post- Game Trash/Debris removal / Cleaning	\$1,000.00	17
Restroom Attendants (male & female) during game	\$200.00	17
Trash Attendant & Emergency Cleanup during game	\$400.00	17
Post-game Restroom Cleaning	\$550.00	17
<b>Section B. Restrooms</b>	<b>Base Cost</b>	<b>Quantity</b>
<b>Maintenance Building</b>		
Unisex	\$15.00	2
<b>Softball Complex Building</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Academy</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Press Dining Area</b>		
Unisex	\$15.00	1
<b>Ticket Office</b>		
Unisex	\$15.00	1
<b>Stadium Handicap Restrooms</b>		
Men (A & B)	\$15.00	2
Women (A & B)	\$15.00	2
<b>Concourse</b>		
Men (A, B, & C)	\$15.00	3
Women (A, B, & C)	\$15.00	3
Family Restroom	\$15.00	2
<b>Center Field</b>		
Men	\$15.00	1
Women	\$15.00	1
Family Restroom	\$15.00	1
<b>Inside Stadium</b>		
<b>4th Floor Press Area</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Stadium Outside</b>		

<b>3rd Floor (1st Base)</b>		
Men	\$15.00	1
Women	\$15.00	1
Family Restroom	\$15.00	1
<b>4th Floor (1st Base)</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>3rd Floor (3rd Base)</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Stadium Center</b>		
<b>3rd Floor</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Minor League Tower</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>First Aid Room</b>		
Unisex	\$15.00	1
<b>Section C. Other Services as needed</b>	<b>Cost Per Event</b>	
Restroom Attendant - Male & Female	\$170.00	260
	<b>Cost Per Hour</b>	
On Demand Cleaning - Per Person	\$18.00	TBD
On Demand Pressure Washing - Per Person	\$25.00	TBD



<b>Jet Blue Stadium</b>		
<b>Section A. Spring Training Game</b>	<b>Cost Per Game</b>	<b>Quantity</b>
Pre-Game Cleaning	\$270.00	17
Post- Game Trash/Debris removal / Cleaning	\$1,000.00	17
Restroom Attendants (male & female all locations) during game	\$200.00	17
Trash Attendants & Emergency Cleanup during game	\$400.00	17
Post-game Restroom Cleaning:	\$550.00	17
<b>Section B. Restrooms</b>	<b>Base Cost</b>	<b>Quantity</b>
<b><u>Area 1</u></b>		
<b>1st Floor Concourse Stadium Public Restrooms</b>		
Men (A, B, D, & E)	\$50.00	4
Women (A, B, C, D, E)	\$50.00	5
Family	\$25.00	4
<b>Monster Deck Level Restrooms</b>		
Men	\$40.00	1
Women	\$40.00	1
Family	\$20.00	1
<b>Subtotal Area 1</b>		
<b><u>Area 2</u></b>		
<b>Cloverleaf Public Restrooms</b>		
Men	\$15.00	1
Women	\$15.00	1
<b>Subtotal Area 2</b>		
<b><u>Area 3</u></b>		
<b>Stadium Dugout Restrooms (1st &amp; 3rd base)</b>		
Unisex	\$15.00	2
<b>Stadium Bullpen Restrooms</b>		
Unisex	\$15.00	2
Umpire Room	\$20.00	1
1st Aid Room	\$15.00	1
Ticket Office Restroom	\$15.00	1
Center Field Restroom	\$15.00	1
2nd Floor Control Room	\$15.00	1
Men	\$15.00	1
Women		
<b>2nd Floor Press Dining Restroom</b>		
Men	\$15.00	1

Women	\$15.00	1
<b>Subtotal Area 3</b>		
<b>Maintenance Shop Restrooms</b>		
Maintenance Shop Restrooms	\$15.00	3
<b>Section C. Other Services as needed</b>	<b>Cost Per Event</b>	
Restroom Attendant - Male & Female	\$165.00	315
	<b>Cost Per Hour</b>	
On Demand Cleaning - Per Person	\$18.00	TBD
On Demand Pressure Washing - Per Person	\$25.00	TBD

<b><i>Terry Park</i></b>		
<b>Section A. Event Areas</b>	<b>Base Cost</b>	<b>Attendance Level</b>
<b>Stadium Seating Area</b>	\$200.00	50-299
<b>Stadium Seating Area</b>	\$300.00	300-900
<b>Section B. Restrooms / Showers</b>	<b>Base Cost</b>	<b>Quantity</b>
<b>Club House 1 (North or Home) Building (as scheduled)</b>		
Restroom & Showers (gang style)	\$40.00	1
<b>Club House 2 (South or Visitors) Building (as scheduled)</b>		
Restroom & Showers (gang style & small)	\$40.00	2
<b>Outdoor Restroom Complex (large)</b>		
Baseball Field Area (Mens & Womens)	\$40.00	2
<b>Outdoor Restroom Complex (small) Building (as scheduled)</b>		
Family	\$15.00	2
<b>Administration Building (as scheduled)</b>		
Family	\$15.00	2
<b>Annex Building (as scheduled)</b>		
Family	\$15.00	3
<b>Extension Building (as scheduled)</b>		
Office Area (men & womens)	\$15.00	4
<b>Section C. Other Areas / Rooms</b>	<b>Base Cost</b>	<b>Quantity</b>
<b>Administration Office 1st Floor (as scheduled)</b>		
Entry, Hallway & Common Areas	\$10.00	5
Offices	\$10.00	17
Meeting Rooms	\$10.00	2
<b>Administration Office 2nd Floor (as scheduled)</b>		
Offices	\$10.00	10
Stairs	\$15.00	1
Common Area	\$10.00	1
Meeting Room	\$15.00	1
<b>Annex Building (as scheduled)</b>		
Entry & Hallway Areas	\$10.00	5
Offices	\$10.00	18
Copier Area	\$15.00	1
Break Room	\$15.00	1
Meeting Room	\$15.00	1
<b>Club House 1 (North or Home) Building (as scheduled)</b>		

Coaches Office	\$10.00	2
Trainers Room	\$15.00	1
Main Locker Room	\$15.00	1
Entry Area	\$10.00	3
<b>Club House 2 (South or Visitors) Building (as scheduled)</b>		
Coaches Office	\$15.00	1
Entry Area (ice machine room)	\$15.00	1
Main Locker Room	\$15.00	1
Staff Breakroom	\$15.00	1
<b>Field Concession Building Building behind Stadium (as scheduled)</b>		
Rooms	\$15.00	2



## County Manager Designation Approval

Chris

## RFP230441WCD - Custodial Services-Lee County Sports Parks &amp; Stadiums

Vendor Name

Zaharaly Cleaners, Inc

Document Type

First Amendment

Reason for Amendment

To add "On Demand Cleaning" and "On Demand Pressure Washing" services for Terry Park to the contract.

Dollars Spent Previously

The spend for FY 2022-2023 was \$202,918.00

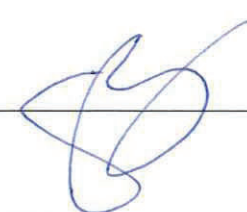
New Anticipated Contract Amount

The estimated annual cost for these added services is \$7,000 and funding is included in the department's annual budget.

Department

Parks and Recreation

Please Return to Procurement

Approved: Date: 3/18/2024Boce  
Approved  
3/5/24

**AGENDA ITEM REPORT**

**DATE:** March 5, 2024  
**DEPARTMENT:** Parks and Recreation  
**REQUESTER:** Mack Young  
**TITLE:** Approve Contract Amendment for Custodial Services for Sports Parks & Stadiums

**I. MOTION REQUESTED**

A) Approve Amendment No. 1 to the contract with Zaharaly Cleaners, Inc, under Solicitation No. RFP230441WCD, Custodial Services-Lee County Sports Parks & Stadiums, to add "On Demand Cleaning" and "On Demand Pressure Washing" services for Terry Park to the contract. The amendment will increase the contract amount annually, on an as-needed basis. The estimated annual expenditure will be increased by \$7,000.

B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves an amendment to the contract for Custodial Services-Lee County Sports Parks & Stadiums with Zaharaly Cleaners, Inc., to add "On Demand Cleaning" and "On Demand Pressure Washing" services to the contract for Terry Park. The amendment will increase the contract amount annually, on an as-needed basis. The estimated annual cost for these added services is \$7,000 and funding is included in the department's annual budget.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On November 7, 2023, the Board of County Commissioners awarded RFP230441WCD, Custodial Services-Lee County Sports Parks & Stadiums, to Zaharaly Cleaners, Inc., to provide custodial services for Lee County Sports Parks & Stadiums. The original term of the contract was for three years with an option to renew for a term or terms not to exceed the original three-year period. The original estimated annual expenditures was for \$202,918.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$202,918
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: General Fund and MSTU Program: Parks and Recreation Operations Project: Parks Custodial Services Account Strings: KH5722500100; KH5722015500	
G)	Fund Type?	General Fund, Unincorporated MSTU
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<a href="#">Custodial Services Contract Amendment</a>	2/16/2024	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Young, Mack	Approved	2/21/2024 - 2:32 PM
Budget Services	Guttery, Angela	Approved	2/21/2024 - 3:23 PM
Budget Services	Winton, Peter	Approved	2/22/2024 - 7:13 AM
County Attorney	Swindle, Amanda	Approved	2/22/2024 - 4:44 PM
County Manager	Brady, Christine	Approved	2/26/2024 - 11:31 AM

**AGENDA ITEM REPORT**

**DATE:** November 7, 2023  
**DEPARTMENT:** Parks and Recreation  
**REQUESTER:** Mack Young  
**TITLE:** Award Contract for Custodial Services at County Sports Parks and Stadiums

**I. MOTION REQUESTED**

A) Award Request for Proposal No. RFP230441WCD, Custodial Services-Lee County Sports Parks & Stadiums to Clean 17 Inc. dba Jan-Pro Development of Southwest Florida and Zaharaly Cleaners, Inc., for custodial services for Lee County Sports Parks & Stadiums, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget.

B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

C) Grant the County Manager or designee the authority to renew the contracts for up to three years, and to execute all associated documents if doing so is in the best interest of Lee County and there are no cost increases associated with the renewals.

**II. ITEM SUMMARY**

Awards competitively solicited contracts to Clean 17 Inc, dba Jan-Pro of Southwest Florida and Zaharaly Cleaners Inc., for custodial services at Lee County Sports Parks & Stadiums on an as needed basis for an initial three-year period with an option to renew for up to three additional years. Parks and Recreation will use both contracts for custodial services with an estimated annual cost of \$200,000. Funding is approved in the department's annual budget.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On July 21, 2023, Procurement Management issued a Request for Proposal No. RFP230441WCD for Custodial Services-Lee County Sports Parks & Stadiums, Procurement Management received five submittals.

An evaluation meeting was held on September 11, 2023, during which the Evaluation Committee considered criterion listed on the solicitation request including such items as: Qualifications of Company, company relevant experience, reference, plan of approach, and personnel. Based on the information submitted by the proposers, the Committee reached a consensus of the top three most qualified vendors. Once the top three vendors were determined, pricing submitted by the top three vendors were opened, and park locations were awarded on the lowest price per location.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$202,918
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: General Fund and Unincorporated MSTU Program: Parks and Recreation Operations Project: Parks Custodial Services Account Strings: KH5722500100 KH5722015500	
G)	Fund Type?	General Fund, Unincorporated MSTU
H)	Comments:	

**V. RECOMMENDATION**



Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<a href="#">JanPro Contract part 1</a>	10/23/2023	Cover Memo
<a href="#">JanPro Contract part 2</a>	10/23/2023	Cover Memo
<a href="#">JanPro Contract part 3</a>	10/23/2023	Cover Memo
<a href="#">Zaharaly Contract part 1</a>	10/23/2023	Cover Memo
<a href="#">Zaharaly Contract part 2</a>	10/23/2023	Cover Memo
<a href="#">Zaharaly Contract part 3</a>	10/23/2023	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Young, Mack	Approved	10/25/2023 - 10:05 AM
Budget Services	Guttery, Angela	Approved	10/25/2023 - 2:35 PM
Budget Services	Winton, Peter	Approved	10/26/2023 - 8:50 AM
County Attorney	Swindle, Amanda	Approved	10/30/2023 - 10:33 AM
County Manager	Brady, Christine	Approved	10/31/2023 - 9:53 AM

Certificate Of Completion

Envelope Id: 1E2633B8DDED44E1B5E8E913068558F5	Status: Completed
Subject: Routing - RFP230441WCD - Custodial Svs-Sports Parks Stadiums - Zaharaly - Amendment 1	
Source Envelope:	
Document Pages: 6	Signatures: 2
Supplemental Document Pages: 13	Initials: 0
Certificate Pages: 5	Envelope Originator: Daniel Goggin
AutoNav: Enabled	2115 Second St, First Floor
Envelopeld Stamping: Enabled	Fort Meyers, FL 33901
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	dgoggin@leegov.com
	IP Address: 208.89.76.205

Record Tracking

Status: Original 3/18/2024 2:40:33 PM	Holder: Daniel Goggin dgoggin@leegov.com	Location: DocuSign
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Signer Events	Signature	Timestamp
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Amanda L. Swindle aswindle@leegov.com Senior Assistant County Attorney Security Level: Email, Account Authentication (None)	<div>DocuSigned by: <i>Amanda L. Swindle</i> EC9B5A5584DD473...</div> Signature Adoption: Pre-selected Style Using IP Address: 208.89.76.205	Sent: 3/18/2024 3:16:56 PM Viewed: 3/21/2024 8:53:09 AM Signed: 3/21/2024 8:53:17 AM
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Electronic Record and Signature Disclosure:  
Accepted: 6/12/2023 8:44:28 AM  
ID: b303ddc7-cc40-4de9-9997-26ff5e9a51e3

Mary G Tucker mtucker@leegov.com Security Level: Email, Account Authentication (None)	<div>DocuSigned by: <i>Mary G Tucker</i> 770F0BDB59DA44D...</div> Signature Adoption: Pre-selected Style Using IP Address: 208.89.76.205	Sent: 3/21/2024 8:53:19 AM Viewed: 3/26/2024 7:19:38 AM Signed: 3/26/2024 7:20:34 AM
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Electronic Record and Signature Disclosure:  
Accepted: 3/26/2024 7:19:38 AM  
ID: d2e477bd-c5f5-4dff-97df-f49a441809b5  
Supplemental Documents:

01 - RFP230441WCD - Procurement Director Signature Auth.pdf	Viewed: 3/26/2024 7:19:48 AM
02 - Am 1 AIR - 3.5.24 - Item 12.pdf	Read: Not Required Accepted: Not Required Viewed: 3/26/2024 7:20:17 AM Read: Not Required Accepted: Not Required

Melissa Butler mbutler@leeclerk.org Deputy Clerk Lee County Clerk of Courts Signing Group: Minutes Security Level: Email, Account Authentication (None)	<div>Completed</div> Using IP Address: 198.184.170.4	Sent: 3/26/2024 7:20:36 AM Viewed: 3/26/2024 8:08:58 AM Signed: 3/26/2024 8:09:05 AM
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Electronic Record and Signature Disclosure:  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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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
Erica Temerario etemerario@leegov.com Lauren Schaefer lschaefer@leegov.com Tina Boone tboone@leegov.com Legal Administrative Specialist, Sr Lee County BoCC Signing Group: County Attorney's Office Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/18/2024 3:16:58 PM
Connie Prevatte cprevatte@leegov.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/26/2024 8:09:07 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/18/2024 2:44:25 PM
Certified Delivered	Security Checked	3/26/2024 8:08:58 AM
Signing Complete	Security Checked	3/26/2024 8:09:05 AM
Completed	Security Checked	3/26/2024 8:09:07 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Lee County BOCC-Procurement Management (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.

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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 Lee County BOCC-Procurement Management:**

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: [mpatterson@leegov.com](mailto:mpatterson@leegov.com)

#### **To advise Lee County BOCC-Procurement Management 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 [mpatterson@leegov.com](mailto:mpatterson@leegov.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 Lee County BOCC-Procurement Management**

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 [mpatterson@leegov.com](mailto:mpatterson@leegov.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 Lee County BOCC-Procurement Management**

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 [mpatterson@leegov.com](mailto:mpatterson@leegov.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 Lee County BOCC-Procurement Management 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 Lee County BOCC-Procurement Management during the course of your relationship with Lee County BOCC-Procurement Management.