



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT: Police**

**BID/RFP NUMBER: 23ITB140069B-EC**

**BID/RFP TITLE: Wrecker Towing Services**

**ORIGINAL APPROVAL DATE: December 6, 2023**

**RENEWAL EFFECTIVE DATES: January 1, 2025 to December 31, 2025**

**RENEWAL OPTION #: 1 OF 2**

**NUMBER OF RENEWAL OPTIONS: 2**

**RENEWAL AMOUNT: Revenue Generating Anticipated Revenue \$15,000.00**

**COMPANY'S NAME: S & W SERVICES OF ATLANTA INC**

**ADDRESS: 2559 JONESBORO RD**

**CITY: ATLANTA**

**STATE: GA**

**ZIP: 30315**

**This Renewal Agreement No. 1 was approved by the Fulton County Board of Commissioners on BOC DATE: November 6, 2024 BOC NUMBER: 24-0719**

**CERTIFICATE OF INSURANCE:** The Contractor/Vendor is required to maintain insurance during the entire term of this Agreement, including any contract renewals. Upon request, the Contractor/Vendor must furnish the County a Certificate of Insurance showing the required coverage as specified in the Contract Agreement and any renewals. A current COI must be provided before the commencement of work on this project under this Contract Renewal. The cancellation of any policy of insurance required by this Agreement shall meet the requirements of notice under the laws of the State of Georgia as presently set forth in the Georgia Code.

**SIGNATURES: SEE NEXT PAGE**

**SIGNATURES:**

Contractor/Vendor agrees to accept the renewal option and abide by the terms and conditions set forth in the contract and specifications as referenced herein:

**FULTON COUNTY, GEORGIA**

Signed by:

*Robert L. Pitts*

14E1B4AA5F8A44A...

**Robert L. Pitts, Chairman  
Fulton County Board of Commissioners**

**ATTEST:**

DocuSigned by:

*Tonya R. Grier*

EFC476C4837648D...

**Tonya R. Grier  
Clerk to the Commission**

**(Affix County Seal)**



**AUTHORIZATION OF RENEWAL:**

Signed by:

*W. Wade Yates*

AFB5B1F6433B4FB...

**W. Wade Yates, Chief of Police  
Police Department**

**S & W SERVICES OF ATLANTA INC**

DocuSigned by:

*Pamela L. Sieg*

EE6E74F7E8F8440...

**Pamela Sieg  
President**

**ATTEST:**

**Secretary/  
Assistant Secretary**

**(Affix Corporate Seal)**

**ATTEST:**

Signed by:

*Susan Cain*

0A916FFA00874AE...

**Notary Public**

County: Dekalb

**Commission Expires:** March 18, 2027  
Signed by: \_\_\_\_\_

**(Affix Notary Seal)**



**ITEM#:** 24-0719 **RCS:** 11/6/2024  
**FIRST REGULAR MEETING**

**ITEM#:** \_\_\_\_\_ **RM:** \_\_\_\_\_  
**SECOND REGULAR MEETING**

# **CERTIFICATE OF INSURANCE**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/8/2024

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 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).

|                                                                                               |  |                                                                                                                                                                                            |  |
|-----------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>Interline Risk Services, Inc.<br>P.O. Box 536<br>Pooler GA 31322           |  | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No. Ext):</b> 912-330-5250<br><b>FAX (A/C, No):</b> 912-335-5741<br><b>E-MAIL ADDRESS:</b> customerservice@interlinerisk.com                        |  |
|                                                                                               |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Texas Insurance Company<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
| <b>INSURED</b><br>S & W Services of Atlanta, Inc.<br>4489 Hugh Howell Road<br>Tucker GA 30084 |  | <b>NAIC #</b><br>16543                                                                                                                                                                     |  |

## COVERAGES

CERTIFICATE NUMBER: 1544509881

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.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                 | ADDL INSR | SUBR WVD | POLICY NUMBER           | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-------------------------|-------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          | BRPCBLTGA01140008992301 | 9/15/2024               | 9/15/2025               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                                                                           |           |          | BRPCBLTGA01140008992301 | 9/15/2024               | 9/15/2025               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                      |
|          | <b>UMBRELLA LIAB</b><br><b>EXCESS LIAB</b><br>DED RETENTION \$                                                                                                                                                                                                                                                                    |           |          |                         |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                             |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                     |           |          |                         |                         |                         | WC STATUTORY LIMITS OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                               |
| A        | On-Hook / Cargo                                                                                                                                                                                                                                                                                                                   |           |          | BRPCBLTGA01140008992301 | 9/15/2024               | 9/15/2025               | Deductible 2,500                                                                                                                                                                                                                     |
| A        | Garagekeepers                                                                                                                                                                                                                                                                                                                     |           |          | BRPCBLTGA01140008992301 | 9/15/2024               | 9/15/2025               | Legal Liability 250,000                                                                                                                                                                                                              |

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

Garage Keepers Locations covered:  
 2158 Tucker Industrial Road, Tucker, GA – lot limit = \$500,000  
 2159 Jonesboro Road, Atlanta, GA – lot limit = \$300,000  
 175 Arcado road, Lilburn GA – lot limit = \$300,000  
 4355 Woodward Way, Buford, GA – lot limit = \$300,000  
 \$500 each vehicle & \$2,500 max out of pocket

## CERTIFICATE HOLDER

## CANCELLATION

FULTON COUNTY GOVERNMENT DEPARTMENT OF  
 PURCHASING & CONTRACT COMPLIANCE  
 130 PEACHTREE ST SW SUITE 1168  
 ATLANTA GA 30303  
 UNITED STATES

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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ACORD 25 (2010/05)

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THIS CERTIFICATE SUPERSEDES PREVIOUSLY ISSUED CERTIFICATE



# Fulton County

## Legislation Details

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**File #:** 24-0719      **Version:** 1      **Name:**

**Type:** Consent - Justice and Safety      **Status:** Agenda Ready

**File created:** 10/2/2024      **In control:** Board of Commissioners

**On agenda:** 11/6/2024      **Final action:**

**Title:** Request approval to renew existing contracts - Police Department, 23ITB140069B-EC, Wrecker and Towing Services, a revenue generating contract with S&W Services of Atlanta, Inc. (Atlanta, GA) to provide wrecker towing services. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2025 through December 31, 2025.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 - Contractor Performance Evaluation S & W Towing, 2. Exhibit 2 - Contract Renewal Agreement No. 1 S & W Towing, 3. Exhibit 3 - Contract Renewal Evaluation Form - S&W

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

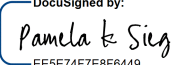
Certificate Of Completion

|                                                             |               |                                              |
|-------------------------------------------------------------|---------------|----------------------------------------------|
| Envelope Id: FD73221155A54FD0BF9A6A5A4DC2F2E4               |               | Status: Completed                            |
| Subject: 23ITB140069B-EC-S&W Towing-Renewal No. 1 Agreement |               |                                              |
| Parcel ID:                                                  |               |                                              |
| Source Envelope:                                            |               |                                              |
| Document Pages: 5                                           | Signatures: 5 | Envelope Originator:                         |
| Certificate Pages: 6                                        | Initials: 0   | Elsa D. Castro                               |
| AutoNav: Enabled                                            | Stamps: 2     | 141 Pryor Street                             |
| EnvelopeId Stamping: Enabled                                |               | Purchasing & Contract Compliance, Suite 1168 |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada)           |               | Atlanta, GA 30303                            |
|                                                             |               | elsa.castro@fultoncountyga.gov               |
|                                                             |               | IP Address: 74.174.59.4                      |

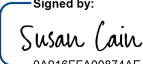

Record Tracking

|                                      |                                |                    |
|--------------------------------------|--------------------------------|--------------------|
| Status: Original                     | Holder: Elsa D. Castro         | Location: DocuSign |
| 11/7/2024 7:55:46 AM                 | elsa.castro@fultoncountyga.gov |                    |
| Security Appliance Status: Connected | Pool: StateLocal               |                    |
| Storage Appliance Status: Connected  | Pool: Fulton County Government | Location: DocuSign |

Signer Events

| Signer Events                                        | Signature                                                                                                                                                                                                                            | Timestamp                    |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Pamela K Sieg                                        | <div>DocuSigned by:<br/><br/>EE5E74F7E8F6449...</div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 174.163.109.31</div> | Sent: 11/7/2024 8:01:50 AM   |
| crystal@swtowing.net                                 |                                                                                                                                                                                                                                      | Viewed: 11/8/2024 8:21:33 AM |
| Security Level: Email, Account Authentication (None) |                                                                                                                                                                                                                                      | Signed: 11/8/2024 8:22:30 AM |

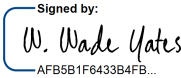

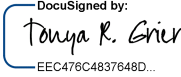

Electronic Record and Signature Disclosure:  
Accepted: 11/8/2024 8:21:33 AM  
ID: 161e99d8-9cf0-454d-be3e-e81ba88d2006

|                                                      |                                                                                                                                                                                                                                                                                                                                   |                               |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Susan Cain                                           | <div>Signed by:<br/><br/>0A916FFA00874AE...</div> <div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 50.194.226.197</div> | Sent: 11/8/2024 8:22:31 AM    |
| sgbc21@yahoo.com                                     |                                                                                                                                                                                                                                                                                                                                   | Resent: 11/18/2024 6:47:05 AM |
| Security Level: Email, Account Authentication (None) |                                                                                                                                                                                                                                                                                                                                   | Viewed: 11/18/2024 7:29:13 AM |
|                                                      |                                                                                                                                                                                                                                                                                                                                   | Signed: 11/18/2024 7:47:27 AM |

Electronic Record and Signature Disclosure:  
Accepted: 11/8/2024 5:01:35 PM  
ID: dfddb802-e9d5-4b97-9113-2e60ef4b5289

|                                  |                                                                |                               |
|----------------------------------|----------------------------------------------------------------|-------------------------------|
| Elsa D. Castro                   | <div>Completed</div> <div>Using IP Address: 172.56.69.83</div> | Sent: 11/18/2024 7:47:30 AM   |
| elsa.castro@fultoncountyga.gov   |                                                                | Viewed: 11/18/2024 8:22:21 AM |
| Chief Assistant Purchasing Agent |                                                                | Signed: 11/18/2024 1:02:36 PM |

|                                                      |  |  |
|------------------------------------------------------|--|--|
| Fulton County Government                             |  |  |
| Security Level: Email, Account Authentication (None) |  |  |
| Electronic Record and Signature Disclosure:          |  |  |
| Not Offered via DocuSign                             |  |  |

| Signer Events                                                                                                                                                                                                                                                                                                                                                                                       | Signature                                                                                                                                                                                                                                                                                                                                                  | Timestamp                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <div>W. Wade Yates</div> <div>william.yates@fultoncountyyga.gov</div> <div>Chief of Police</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 11/18/2024 1:05:25 PM</div><div>ID: 86b46e30-e99c-4440-8f63-7c7829069867</div></div>                                                                         | <div><div>Signed by:</div><div></div><div>AFB5B1F6433B4FB...</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 68.208.197.20</div>                                                                                                     | <div>Sent: 11/18/2024 1:02:39 PM</div> <div>Viewed: 11/18/2024 1:05:25 PM</div> <div>Signed: 11/19/2024 8:53:43 AM</div>    |
| <div>Nikki Peterson</div> <div>nikki.peterson@fultoncountyyga.gov</div> <div>Chief Deputy Clerk to the Board of Commissioners</div> <div>Fulton County Government</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 11/27/2017 10:39:37 AM</div><div>ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8</div></div> | <div>Completed</div> <div>Using IP Address: 68.208.197.4</div>                                                                                                                                                                                                                                                                                             | <div>Sent: 11/19/2024 8:53:46 AM</div> <div>Viewed: 11/19/2024 8:59:06 AM</div> <div>Signed: 11/19/2024 9:07:13 AM</div>    |
| <div>Robert L. Pitts</div> <div>harriet.thomas@fultoncountyyga.gov</div> <div>Chairman</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 11/19/2024 10:38:28 AM</div><div>ID: 3c0706f3-5ccf-4046-a64e-9f3a22a6e5e4</div></div>                                                                            | <div><div>Signed by:</div><div></div><div>14E1B4AA5F6A44A...</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 68.208.197.4</div>                                                                                                      | <div>Sent: 11/19/2024 9:07:17 AM</div> <div>Viewed: 11/19/2024 10:38:28 AM</div> <div>Signed: 11/19/2024 10:38:36 AM</div>  |
| <div>Tonya R. Grier</div> <div>tonya.grier@fultoncountyyga.gov</div> <div>Clerk to the Commission</div> <div>Fulton County</div> <div>Security Level: Email, Account Authentication (None)</div> <div><b>Electronic Record and Signature Disclosure:</b><div>Accepted: 3/16/2018 7:54:59 AM</div><div>ID: f3f241e8-3027-4447-9476-6cf20ae25dd4</div></div>                                          | <div><div>DocuSigned by:</div><div></div><div>EEC476C4837648D...</div></div> <div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address: 68.208.197.4</div> | <div>Sent: 11/19/2024 10:38:39 AM</div> <div>Viewed: 11/19/2024 10:41:06 AM</div> <div>Signed: 11/19/2024 10:41:20 AM</div> |
| 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                                                                                                                   |

| Carbon Copy Events                                                                                                                                                                                                                                | Status           | Timestamp                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------|
| Dian DeVaughn<br>dian.devaughn@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Not Offered via DocuSign                                                       | COPIED           | Sent: 11/19/2024 10:41:24 AM<br>Viewed: 11/19/2024 12:40:56 PM |
| Delia Dickerson<br>Delia.Dickerson@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)<br><b>Electronic Record and Signature Disclosure:</b><br>Accepted: 8/23/2021 8:41:28 AM<br>ID: 13ef99c6-a2aa-4947-a9d4-2fae81d04d59 | COPIED           | Sent: 11/19/2024 10:41:26 AM<br>Viewed: 11/19/2024 6:36:57 PM  |
| Witness Events                                                                                                                                                                                                                                    | Signature        | Timestamp                                                      |
| Notary Events                                                                                                                                                                                                                                     | Signature        | Timestamp                                                      |
| Envelope Summary Events                                                                                                                                                                                                                           | Status           | Timestamps                                                     |
| Envelope Sent                                                                                                                                                                                                                                     | Hashed/Encrypted | 11/7/2024 8:01:50 AM                                           |
| Certified Delivered                                                                                                                                                                                                                               | Security Checked | 11/19/2024 10:41:06 AM                                         |
| Signing Complete                                                                                                                                                                                                                                  | Security Checked | 11/19/2024 10:41:20 AM                                         |
| Completed                                                                                                                                                                                                                                         | Security Checked | 11/19/2024 10:41:26 AM                                         |
| Payment Events                                                                                                                                                                                                                                    | Status           | Timestamps                                                     |
| Electronic Record and Signature Disclosure                                                                                                                                                                                                        |                  |                                                                |



## **CONSUMER DISCLOSURE**

From time to time, Carahsoft OBO Fulton County, Georgia (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, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **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 signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. 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. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and 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 Carahsoft OBO Fulton County, Georgia:**

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: [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov)

**To advise Carahsoft OBO Fulton County, Georgia of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO Fulton County, Georgia**

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 e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Fulton County, Georgia**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [glenn.king@fultoncountyga.gov](mailto:glenn.king@fultoncountyga.gov) and in the body of such request you must state your e-mail, full name, US Postal 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**

|                            |                                                                                                                                                           |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating Systems:         | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X                                                                                                     |
| Browsers:                  | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |
| PDF Reader:                | Acrobat® or similar software may be required to view and print PDF files                                                                                  |
| Screen Resolution:         | 800 x 600 minimum                                                                                                                                         |
| Enabled Security Settings: | Allow per session cookies                                                                                                                                 |

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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