

**AMENDMENT NO. 2 TO FORM OF CONTRACT**

Contractor: **Entec Systems, Inc.**

Contract No. **22ITB134894C-MH, Maintenance and Testing of Fire-Intrusion Alarm Systems**

Address: **450 Satellite Blvd # P,**  
City, State **Suwanee, GA 30024**

Telephone: **(770) 931-0800**

E-mail: [www@entecsys.com](mailto:www@entecsys.com)

Contact: **Laura Mobley,**  
**Corporate Office Manager/HR Director**

**W I T N E S S E T H**

WHEREAS, Fulton County ("County") entered into a Contract with **Entec Systems, Inc.** to provide Maintenance and Testing of Fire-Intrusion Alarm Systems, dated January 1, 2023, on behalf of the Department of Real Estate and Asset Management; and

WHEREAS, the purpose for of this amendment is for the approving of increase spending authority to cover the costs for immediate repair/or replacement of malfunctioning fire alarm systems located at three (3) Fulton County facilities: HJC Bowden Senior Multipurpose Center, Adamsville Regional Health Center, and Auburn Avenue Research Library, and

WHEREAS, the Contractor has performed satisfactorily over the period of the contract; and

WHEREAS, this amendment was approved by the Fulton County Board of Commissioners on **July 9, 2025, BOC Item #25-0518.**

**NOW, THEREFORE,** the County and the Contractor agree as follows:

This Amendment No. 2 to Form of Contract is effective as of the 18<sup>th</sup> day of June 2025, between the County and **Entec Systems, Inc.**, who agree that all Services specified will be performed in accordance with this Amendment No. 2 to Form of Contract and the Contract Documents.

1. **SCOPE OF WORK TO BE PERFORMED:** To furnish all labor, materials, tools, equipment, and appurtenances necessary to provide modification to existing contract resulting from some unforeseen repair/replacement requirements identified

during annual maintenance of fire alarm systems at these three (3) County facilities. This immediate repair/replacement allows the County to be in compliance with regulation NFPA-72 (National Fire Protection Association).

**Replacement Cost:**

	<b>County Facility</b>	<b>Description of Work</b>	<b>Cost</b>
1	HJC Bowden Senior Multipurpose Center 2885 Church Street Atlanta, GA 30344	Replace and install new fire-lite manual pull station, rear exit to Adult Call pull station, system sensor conventional duct detector, riser room detector, batteries in Evac Panel, and repair wiring on FACP NAC 2 & 4 and power supply NAC	\$1,911.33
2	Adamsville Regional Health Center, 3700, Martin Luther King, Jr Drive Atlanta, GA 30331	Replace and install new Silent Knight 6808 FACP & remote annunciation, and provide programming & check-out	\$6,176.62
3	Auburn Avenue Research Library 101 Auburn Ave NE Atlanta, GA 30303	Replace a damaged Notifier FACP and NAC Power Supplies and install new Honeywell 10-amp NAC Power Supply, Notifier parts, and provide programming & check-out	\$11,953.20
	<b>Total Costs</b>		<b>\$20,041.15</b>

2. **COMPENSATION:** The services described under Scope of Work herein shall be performed by Contractor for a total amount not to exceed **\$20,000.00** (Twenty Thousand Dollars and Zero Cents).
3. **LIABILITY OF COUNTY:** This Amendment No. 2 to Form of Contract shall not become binding on the County and the County shall incur no liability upon same until such agreement has been executed by the Chair to the Commission, attested to by the Clerk to the Commission and delivered to Contractor.
4. **EFFECT OF AMENDMENT NO. 2 TO FORM OF CONTRACT:** Except as modified by this Amendment No. 2 to Form of Contract, the Contract, and all Contract Documents, remain in full force and effect.

**[INTENTIONALLY LEFT BLANK]**

**IN WITNESS THEREOF**, the Parties hereto have caused this Contract to be executed by their duly authorized representatives as attested and witnessed and their corporate seals to be hereunto affixed as of the day and year date first above written.

OWNER:

**FULTON COUNTY, GEORGIA**

Signed by:

*Robert L. Pitts*

Robert L. Pitts, Chairman  
Fulton County Board of Commissioners

ATTEST:

Signed by:

*Tonya R. Grier*

Tonya R. Grier  
Clerk to the Commission

(Affix County Seal)

APPROVED AS TO FORM:

Signed by:

*David Lowman*

Office of the County Attorney

APPROVED AS TO CONTENT:

Signed by:

*Joseph N. Davis*

Joseph N. Davis, Director  
Department of Real Estate and Asset  
Management

CONSULTANT:

**ENTEC SYSTEMS, INC.**

DocuSigned by:

*Laura Mobley*

Laura Mobley,  
Corporate Office Manager/HR  
Director

ATTEST:

Signed by:

Secretary/  
Assistant Secretary

(Affix Corporate Seal)

ATTEST:

Signed by:

*Laura Mobley*

Notary Public

County: Forysth

Commission Expires: November 3, 2025

(Affix Notary Seal)

DS



ITEM#: <u>25-0518</u> RM: <u>07/09/2025</u> FIRST REGULAR MEETING	ITEM#: _____ 2 <sup>nd</sup> RM: _____ SECOND REGULAR MEETING
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/30/2025

**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).**

<b>PRODUCER</b> PointeNorth Insurance Group, LLC PO Box 724728  Atlanta GA 31139	<b>CONTACT NAME:</b> Amiee Proctor <b>PHONE (A/C, No, Ext):</b> (770) 858-7540 <b>FAX (A/C, No):</b> (770) 858-7545 <b>E-MAIL ADDRESS:</b> amiee.proctor@pninsurance.com														
<b>INSURED</b> ENTEC Systems Inc 450 Satellite Blvd NE Suite P Suwanee GA 30024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Hartford Accident &amp; Indemnity</td> <td>22357</td> </tr> <tr> <td><b>INSURER B:</b> Trumbull Insurance Co</td> <td>27120</td> </tr> <tr> <td><b>INSURER C:</b> Hartford Casualty</td> <td>29424</td> </tr> <tr> <td><b>INSURER D:</b> Hartford Fire Insurance Co.</td> <td>19682</td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Hartford Accident & Indemnity	22357	<b>INSURER B:</b> Trumbull Insurance Co	27120	<b>INSURER C:</b> Hartford Casualty	29424	<b>INSURER D:</b> Hartford Fire Insurance Co.	19682	<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES****CERTIFICATE NUMBER:** 25-26 Master**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	Y		20UUNQD3BHB	05/01/2025	05/01/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>			20UENOM2010	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			20HHUQD3BKW	05/01/2025	05/01/2026	EACH OCCURRENCE	\$ 3,000,000
	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE	\$ 3,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 10,000							\$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N	N/A	20WEQD3B7G	05/01/2025	05/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Alarm Systems E&O			20UUNQD3BHB	05/01/2025	05/01/2026	Occurrence	\$1,000,000
							Aggregate	\$2,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Fulton County Department of Purchasing  
 130 Peachtree St, SW  
 Suite 1168  
 Atlanta GA 30303-3459

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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## ADDITIONAL COVERAGES

<b>Ref #</b>	<b>Description</b> Additional Insured - General Liability & E&O				<b>Coverage Code</b>	<b>Form No.</b> HG 00 01	<b>Edition Date</b> 09 16
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Primary & Noncontributory - General Liability & E&O				<b>Coverage Code</b>	<b>Form No.</b> HG 00 01	<b>Edition Date</b> 09 16
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Waiver of Subrogation - General Liability & E&O				<b>Coverage Code</b>	<b>Form No.</b> HG 00 01	<b>Edition Date</b> 09 16
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Designated Construction Project - General Aggregate				<b>Coverage Code</b>	<b>Form No.</b> CG 25 03	<b>Edition Date</b> 05 09
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Additonal Insured, Primary & Noncontributory, Waiver of Subrogation - Auto				<b>Coverage Code</b>	<b>Form No.</b> HA 99 16	<b>Edition Date</b> 03 12
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Employers Liability Stop Gap Coverage				<b>Coverage Code</b>	<b>Form No.</b> WC 99 03 59 B	<b>Edition Date</b> 08 00
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Waiver of Right to Recover - Workers Compensation				<b>Coverage Code</b>	<b>Form No.</b> WC 00 03 13	<b>Edition Date</b> 06 11
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Umbrella Liability Policy Provisions				<b>Coverage Code</b>	<b>Form No.</b> XL 00 03	<b>Edition Date</b> 09 16
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Notice of Cancellation to Certificate Holders - General Liability, Auto, Umbrella				<b>Coverage Code</b>	<b>Form No.</b> IH 03 13	<b>Edition Date</b> 06 11
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b> Notice of Cancellation to Certificate Holders - Workers Compensation				<b>Coverage Code</b>	<b>Form No.</b> WC 99 03	<b>Edition Date</b> 06 11
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		
<b>Ref #</b>	<b>Description</b>				<b>Coverage Code</b>	<b>Form No.</b>	<b>Edition Date</b>
<b>Limit 1</b>	<b>Limit 2</b>	<b>Limit 3</b>	<b>Deductible Amount</b>	<b>Deductible Type</b>	<b>Premium</b>		



# Fulton County

## Legislation Details

**File #:** 25-0518      **Version:** 1      **Name:**  
**Type:** CM Action Item - Open & Responsible Government      **Status:** Passed  
**File created:** 5/28/2025      **In control:** Board of Commissioners  
**On agenda:** 7/9/2025      **Final action:** 7/9/2025  
**Title:** Request approval to increase the spending authority - Department of Real Estate and Asset Management, Bid#22ITB134894C-MH, Maintenance and Testing of Fire Intrusion Alarm Systems in the total amount not to exceed \$20,000.00 with Entec Systems, Inc. (Suwanee, GA), to provide immediate repair/or replacement of malfunctioning fire alarm systems located at three (3) Fulton County facilities: HJC Bowden Senior Multipurpose Center, Adamsville Regional Health Center, and Auburn Avenue Research Library. Effective upon BOC approval. (APPROVED)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Exhibit 1 Amendment No. 2 to Form of Contract- Entec Systems, Inc, 2. Exhibit 2 Cost Proposal 1- HJC Bowden, 3. Exhibit 2 Cost Proposal 2- Adamsville Regional HC, 4. Exhibit 2 Cost Proposal 3- Auburn Ave Research Library, 5. Exhibit 3 Contractor's Performance Report (10)

Date	Ver.	Action By	Action	Result
7/9/2025	1	Board of Commissioners	approve	Pass

Certificate Of Completion

Envelope Id: 72E0AFF9-33E1-4828-9A5D-8437917C320B		Status: Completed
Subject: Increase Spending:Amendment -2 Entec Systems Fire Intrusion BOC#25-00518 July 9, 2025		
Parcel ID:		
Source Envelope:		
Document Pages: 7	Signatures: 6	Envelope Originator:
Certificate Pages: 6	Initials: 0	Mark Hawks
AutoNav: Enabled	Stamps: 2	141 Pryor Street
Envelopeld Stamping: Enabled		Purchasing & Contract Compliance, Suite 1168
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Atlanta, GA 30303
		mark.hawks@fultoncountyga.gov
		IP Address: 45.20.200.178

Record Tracking

Status: Original	Holder: Mark Hawks	Location: DocuSign
8/7/2025 8:21:57 AM	mark.hawks@fultoncountyga.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Fulton County Government	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Laura Mobley LMobley@entecsys.com Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  D539A7B53A4C45E...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 99.96.201.28</div>	Sent: 8/7/2025 8:34:47 AM Viewed: 8/7/2025 8:37:30 AM Signed: 8/7/2025 8:41:35 AM

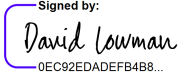
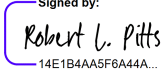


Electronic Record and Signature Disclosure:  
Accepted: 8/7/2025 8:37:30 AM  
ID: 570c8045-f4a9-4140-a85a-fd7695c90130

Laura Mobley2 LMobley@entecsys.com Security Level: Email, Account Authentication (None)	<div>Signed by:  D539A7B53A4C45E...</div> <div></div> <div>Signature Adoption: Pre-selected Style Using IP Address: 99.96.201.28</div>	Sent: 8/7/2025 8:41:39 AM Viewed: 8/7/2025 8:42:46 AM Signed: 8/7/2025 8:44:22 AM
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Electronic Record and Signature Disclosure:  
Accepted: 8/7/2025 8:42:46 AM  
ID: 749bbb9d-6356-47ce-af69-2c7db2466d88

Mark Hawks mark.hawks@fultoncountyga.gov Chief Assistant Purchasing Agent Purchasing and Contract Compliance Security Level: Email, Account Authentication (None)	<div>Completed</div> <div>Using IP Address: 45.20.200.178</div>	Sent: 8/7/2025 8:44:26 AM Viewed: 8/7/2025 12:38:42 PM Signed: 8/7/2025 12:42:53 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		



Signer Events	Signature	Timestamp
<p>Joseph Davis joseph.davis@fultoncountyga.gov Director Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 8/7/2025 12:46:33 PM ID: 4bf7e830-1ded-4dd2-a714-e2702b1a0584</p>	<p>Signed by:  B20354A88008422...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 2600:1702:7490:78e0:e1c4:736:20bf:938f Signed using mobile</p>	<p>Sent: 8/7/2025 12:42:56 PM Viewed: 8/7/2025 12:46:33 PM Signed: 8/7/2025 12:46:41 PM</p>
<p>David Lowman David.Lowman@fultoncountyga.gov Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 8/7/2025 12:48:03 PM ID: 0a0f16c8-f1a4-4135-8788-114122dcbf13</p>	<p>Signed by:  0EC92EDADEFB4B8...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.4</p>	<p>Sent: 8/7/2025 12:46:44 PM Viewed: 8/7/2025 12:48:03 PM Signed: 8/7/2025 12:49:18 PM</p>
<p>Nikki Peterson nikki.peterson@fultoncountyga.gov Chief Deputy Clerk to the Board of Commissioners Fulton County Government Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 11/27/2017 10:39:37 AM ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8</p>	<p><b>Completed</b></p> <p>Using IP Address: 74.174.59.10</p>	<p>Sent: 8/7/2025 12:49:21 PM Viewed: 8/11/2025 1:25:02 PM Signed: 8/11/2025 1:25:28 PM</p>
<p>Robert L. Pitts harriet.thomas@fultoncountyga.gov Chairman Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 8/11/2025 1:34:17 PM ID: 5eb706dc-5bd1-470b-9bfc-9aa23a0fa214</p>	<p>Signed by:  14E1B4AA5F6A44A...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 74.174.59.10</p>	<p>Sent: 8/11/2025 1:25:31 PM Viewed: 8/11/2025 1:34:17 PM Signed: 8/11/2025 1:34:29 PM</p>
<p>Tonya Grier tonya.grier@fultoncountyga.gov Fulton County Government Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 3/16/2018 7:54:59 AM ID: f3f241e8-3027-4447-9476-6cf20ae25dd4</p>	<p>Signed by:  EEC476C4837848D...</p> <p></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 2600:1700:c0f0:4020:9583:912d:5fe6:ec1a Signed using mobile</p>	<p>Sent: 8/11/2025 1:34:32 PM Viewed: 8/13/2025 2:13:01 AM Signed: 8/13/2025 2:13:12 AM</p>
In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Dian DeV Vaughn dian.devaughn@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/13/2025 2:13:16 AM Viewed: 8/13/2025 8:53:23 AM
Harry Jordan harry.jordan@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/11/2023 7:29:22 AM ID: ec358950-fb77-42fa-8eaa-e8c74aa6b034	COPIED	Sent: 8/13/2025 2:13:18 AM
Khandi Flowers khandi.flowers@fultoncountyga.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 8/13/2025 2:13:20 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/7/2025 8:34:47 AM
Envelope Updated	Security Checked	8/7/2025 12:39:58 PM
Envelope Updated	Security Checked	8/7/2025 12:39:58 PM
Certified Delivered	Security Checked	8/13/2025 2:13:01 AM
Signing Complete	Security Checked	8/13/2025 2:13:12 AM
Completed	Security Checked	8/13/2025 2:13:20 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..

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**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.

**Acknowledging your access and consent to receive materials 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 verify that you were

able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an 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 on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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