



**DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE**

**CONTRACT RENEWAL AGREEMENT**

**DEPARTMENT: Public Works**

**BID/RFP NUMBER: 25ITB1356207A-ST**

**BID/RFP TITLE: Rental and Maintenance of Deionized Water**

**ORIGINAL APPROVAL DATE: May 29, 2025**

**RENEWAL EFFECTIVE DATES: January 1, 2026 thru December 31, 2026**

**RENEWAL OPTION #: 1 OF 2**

**NUMBER OF RENEWAL OPTIONS: 2**

**RENEWAL AMOUNT: \$12,060.00**

**COMPANY'S NAME: Hydro, Inc.**

**ADDRESS: 117 Merchants Park Drive**

**CITY: Hoschton**

**STATE: GA**

**ZIP: 30548**

**This Renewal Agreement No. 1 was approved by the Fulton County Board of  
Commissioners on BOC DATE: 11-05-2025 BOC NUMBER: 25-0807**

**CERTIFICATE OF INSURANCE:** The Contractor 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 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**

**Hydro, Inc.**

*Robert L. Pitts*

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

*Monty Little*

**Monty Little**  
**President**

## ATTEST:

*Tonya R. Grier*

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

**(Affix County Seal)**



## AUTHORIZATION OF RENEWAL:

*David Clark*

**David Clark, Director**  
**Public Works**

**ITEM#:** 25-0807 **RM:** 11/05/2025

**REGULAR MEETING**

**ITEM#:** \_\_\_\_\_ **2<sup>nd</sup> RM:** \_\_\_\_\_

**SECOND REGULAR MEETING**

# **CERTIFICATE OF INSURANCE**

# DocuSign INSTRUCTIONS

The DocuSign instructions below explain the following:

- How to sign a DocuSign document
- How to seal a DocuSign document
- How to upload attachments to a DocuSign document

## How to sign a DocuSign document

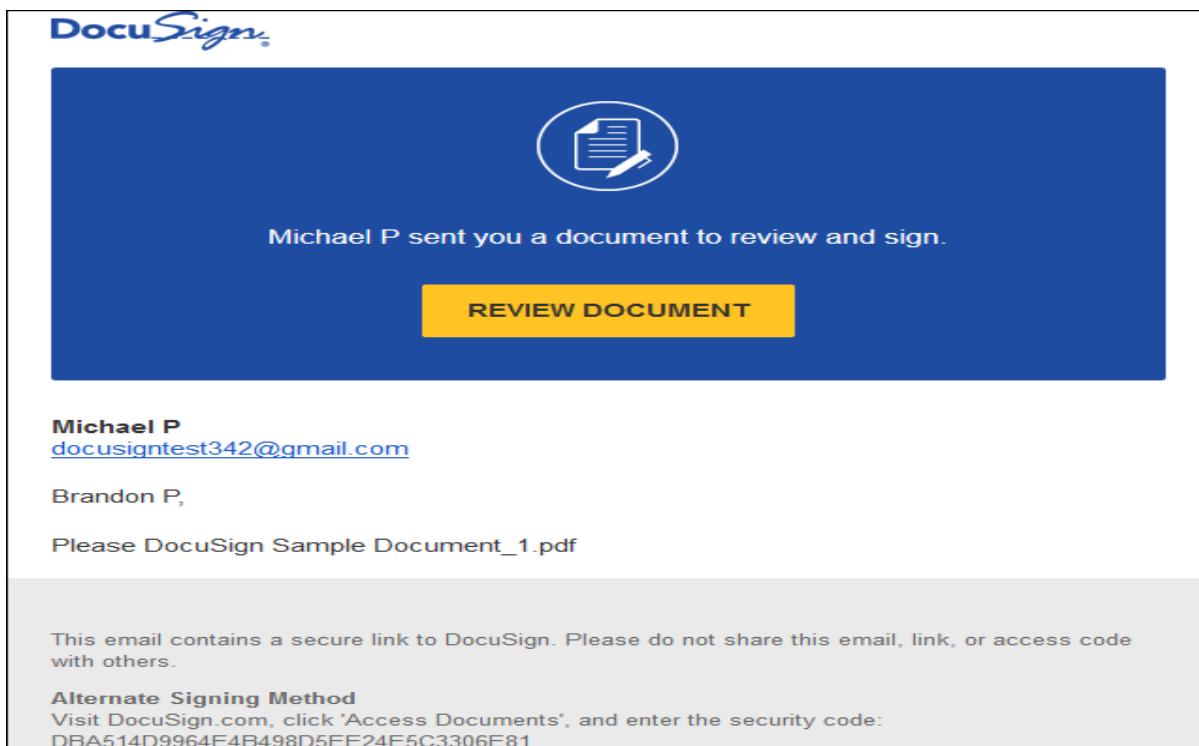
When someone sends you a DocuSign document for your electronic signature, you will receive an email from DocuSign sent on behalf of the sender (Fulton County Government).

### Step 1: Review the DocuSign email

Open the email and review the message from the sender. Click **REVIEW DOCUMENT** to begin the signing process.

**Note:** Your experience as a signer may also vary depending on how the document sender wants you to sign. New signers have a different experience than returning signers and signers with a DocuSign account. To learn more, watch [Sign Video](#) by clicking the link.

### [Sign Video](#)



### Step 2: Agree to sign electronically

Review the consumer disclosure, and select the checkbox **I agree to use Electronic Records and Signatures**. Click **CONTINUE** to begin the signing process.

**Please Review & Act on These Documents**

 **Michael Palmer**  
DocuSign Customer Service

  I agree to use Electronic Records and **CONTINUE** **OTHER ACTIONS ▾**

**Signatures**

DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8

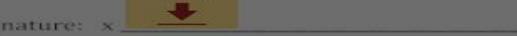
**Sample Document**

**Primary Signer**

Name: Michael Palmer

Gender: Male  Female

Married:

Signature:  **SIGN** 

Date: 12/2/2014

DocuSign English (US) ▾ | Terms Of Use & Privacy ▾ | Copyright © 2014 DocuSign Inc.

**Important!** To view and sign the documents, you must agree to conduct business electronically.

**Note:** To view additional options, click **OTHER ACTIONS**. For more information of other actions available, please review our Signing Documentation.

**Step 3:** Start the signing process

1. Click the **START** tag on the left to begin the signing process.

**START**  DocuSign Envelope ID: 424E4A41-987E-4179-883E-DA3CEF1818D8

**Sample Document**

You are taken to the first tag requiring your action.

 **SIGN**  **SIGN** 

Signature: x

2. Click the **SIGN** tag. You are asked to Adopt Your Signature.

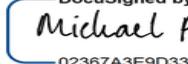
**Adopt Your Signature**

Confirm your name, initials, and signature.

**Full Name**  **Initials**

[Select Style](#) [Draw](#)

**Preview**

DocuSigned by:  
 Michael P  
02367A3E9D33485...

DS  MP

[Change Style](#)

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** **CANCEL**

#### Step 4: Verify your name

Verify that your name and initials are correct. If not, change them as needed.

#### Step 5: Adopt a signature

Do one of the following:

- Accept the default signature and initial style, and go to the next step.
- Click **Change Style**, and select a different signature option.
- Click **Draw**. Draw your signature/initials using a mouse, or your finger or a stylus on a touchscreen.

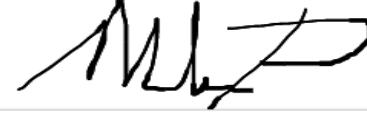
**Adopt Your Signature**

Confirm your name, initials, and signature.

**Full Name**  **Initials**

[Select Style](#) [Draw](#)

Draw your signature [Clear](#)



By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN** **CANCEL**

#### Step 6: Save your signature

Click **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

### Step 7: Confirm signing

When you finish clicking all signature tags in the document, confirm signing by clicking **FINISH**.

|                        |   |
|------------------------|---|
| <b>AGREED TO:</b>      |   |
| Social Security Number | <input type="text" value="000-00-0000"/>  |
| Signature              |  |
| Printed Name           | David Guerrero  |
| Date:                  | 7/14/2014   |
| <b>AGREED TO:</b>      |   |
| Signature \s2\         | <input type="text"/>  |
| Printed Name \s2\      | <input type="text"/>  |
| Date:                  | <input type="text"/>  |

A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.

## How to Seal a Document

### Step 1: To save the signature and seal

- Please get a white sheet of paper
- Sign and affix the seal to the paper
- Scan signature and seal to desktop (\*\*Scan cannot be saved as .pdf. Must be saved as .jpeg or .bmp\*\*)
- Or take a picture of the signature and seal with cell phone camera – send picture to email then save to desktop
- Once seal is properly saved to desktop and correct format (.jpeg or .bmp) – Open electronic contract from DocuSign email
- Correctly fill out designated fields
- Here is an example of a signed seal.



- If you are required to affix seal; you will be prompted to populate these fields:  
Once you double click the signature flag on the contract, it will bring you to this screen
- Upload the document

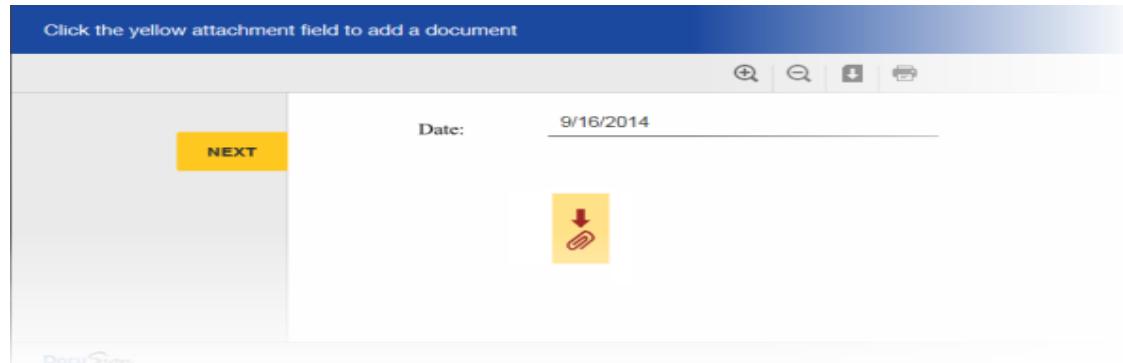


- After you Click **UPLOAD**, you will be taken to the following screen
- Click **UPLOAD YOUR SIGNATURE**
- This action will send you to your desktop
- Select the save Seal image
- Then the Signature and Seal will be uploaded to the electronic document

## How to upload attachments to a DocuSign document

The Signer Attachment feature has a request for the signer to provide supporting documentation to the sender by uploading to the DocuSign® envelope during the signing process.

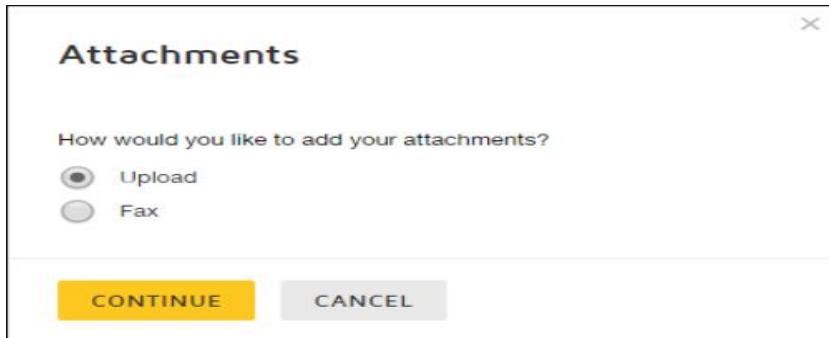
When the signer reaches an attachment field, the signer is prompted to provide a document.



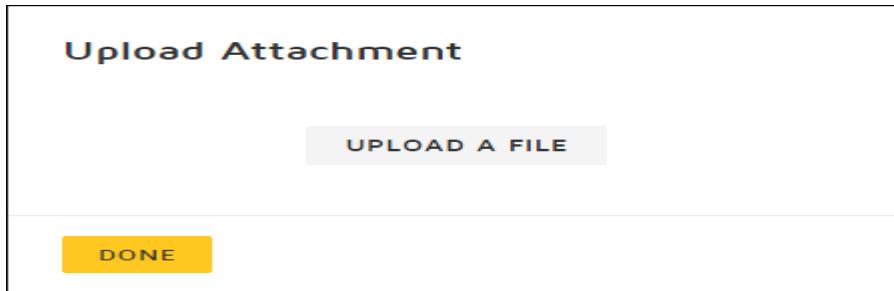
The steps taken by the signer depends on how they will submit the requested documents; by uploading them. The signer follows the instructions below:

### Uploading Your Documents

If you want to upload the requested document, you must have an electronic copy (such as a scanned copy) of the document saved as a file on your computer. Click the attachment field, the Attachments dialog box is shown.



To upload the files, select **Upload** and click **CONTINUE**.



After uploading the file, you will be asked if you want to add another attachment. Add other attachments as needed following the same upload process.

After uploading the attachments, click **DONE** to continue the signing process. The system attaches the file as a new page after the current page and replaces the attachment field with an upload icon.

After uploading all your attachments, finish adding any more information to the document and review the documents.

After the documents have been uploaded and all other tags are filled out or signed, you can complete the signing process normally.



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/11/2023

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must 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).

## PRODUCER

The Insurance Company  
12345678  
The Insurance Company Service Center  
10000 Good Street  
Anytown, GA 30301

## CONTACT

NAME: \_\_\_\_\_  
PHONE: (888) 555-9876  
(A/C, No, Ext): \_\_\_\_\_

FAX (888) 555-9877  
(A/C, No): \_\_\_\_\_

E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

## INSURER(S) AFFORDING COVERAGE

## NAIC#

## INSURED

INC  
999 Any Street NW  
ATLANTA GA 30303-1234

INSURER A : The Fire Insurance Company

12345

INSURER B : \_\_\_\_\_

INSURER C : \_\_\_\_\_

INSURER D : \_\_\_\_\_

INSURER E : \_\_\_\_\_

INSURER F : \_\_\_\_\_

## COVERAGES

## CERTIFICATE NUMBER:

## 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/Y YY) | LIMITS                                    |             |
|----------|---|-------------------------------------|---------------------------------|---------------|-------------------------|-------------------------|---|-------------|
| A        | COMMERCIAL GENERAL LIABILITY  |                                     |                                 | 11 XXX ZI000  | 01/01/2023              | 01/01/2024              | EACH OCCURRENCE                           | \$100,000   |
|          | CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR   |                                     |                                 |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$100,000   |
|          | <input checked="" type="checkbox"/> General Liability   | <input checked="" type="checkbox"/> |                                 |               |                         |                         | MED EXP (Any one person)                  |             |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:  |                                     |                                 |               |                         |                         | PERSONAL & ADV INJURY                     | \$1,000,000 |
|          | POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC                     |                                     |                                 |               |                         |                         | GENERAL AGGREGATE                         | \$100,000   |
|          | OTHER: _____  |                                     |                                 |               |                         |                         | PRODUCTS - COMP/OP AGG                    | \$2,000,000 |
| A        | AUTOMOBILE LIABILITY  |                                     |                                 | 11 XXX ZI000  | 01/01/2023              | 02/01/2024              | COMBINED SINGLE LIMIT (Ea accident)       | \$1,000,000 |
|          | ANY AUTO  |                                     |                                 |               |                         |                         | BODILY INJURY (Per person)                |             |
|          | ALL OWNED AUTOS <input checked="" type="checkbox"/> Hired AUTOS <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SCHEDULED AUTOS NON-OWNED AUTOS |               |                         |                         | BODILY INJURY (Per accident)              |             |
|          |   |                                     |                                 |               |                         |                         | PROPERTY DAMAGE (Per accident)            |             |
|          |   |                                     |                                 |               |                         |                         |   |             |
| A        | UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB                                       | <input checked="" type="checkbox"/> | OCCUR CLAIMS-MADE               | 11 XXX ZI000  | 01/01/2023              | 01/01/2024              | EACH OCCURRENCE                           | \$1,000,000 |
|          | DED <input checked="" type="checkbox"/> RETENTION \$ 10,000   | <input checked="" type="checkbox"/> |                                 |               |                         |                         | AGGREGATE                                 | \$1,000,000 |
|          |   |                                     |                                 |               |                         |                         |   |             |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY   |                                     |                                 | 0123456789    | 01/01/2023              | 01/01/2024              | PER STATUTE                               | OTH-ER      |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/>                  |                                     |                                 |               |                         |                         | E.L. EACH ACCIDENT                        | \$500,000   |
|          | (Mandatory in NH)   |                                     |                                 |               |                         |                         | E.L. DISEASE -EA EMPLOYEE                 | \$500,000   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |                                     |                                 |               |                         |                         | E.L. DISEASE - POLICY LIMIT               | \$500,000   |
|          |   |                                     |                                 |               |                         |                         |   |             |
|          |   |                                     |                                 |               |                         |                         |   |             |

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

Certificate holder is a "Additionally Insured" per the Coverage Form attached to this policy.

## CERTIFICATE HOLDER

Fulton County Government  
141 PRYOR ST SW  
ATLANTA GA 30303-3408

## CANCELLATION

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

SIGN HERE

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## Certificate Of Completion

Envelope Id: 3DDBC5F1-4EEB-4838-9BDB-DEECA0DD19B5

Status: Completed

Subject: Complete with DocuSign: Contract Renewal Agreement.pdf, DocuSign Instructions and Insurance.pdf

Parcel ID:

Employee Name:

Source Envelope:

Document Pages: 10

Signatures: 4

Envelope Originator:

Certificate Pages: 6

Initials: 0

Shondra Turner

AutoNav: Enabled

Stamps: 1

141 Pryor Street

EnvelopeD Stamping: Enabled

Purchasing & Contract Compliance, Suite 1168

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

Atlanta, GA 30303

shondra.turner@fultoncountyga.gov

IP Address: 169.224.182.188

## Record Tracking

Status: Original

12/4/2025 1:57:00 PM

Holder: Shondra Turner

Location: DocuSign

Security Appliance Status: Connected

shondra.turner@fultoncountyga.gov

Storage Appliance Status: Connected

Pool: StateLocal

Location: Docusign

## Signer Events

### Signature

### Timestamp

Monty Little



Sent: 12/4/2025 2:06:36 PM

mlittle@hydroinc.net

President

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Viewed: 12/5/2025 9:10:12 AM

Using IP Address:

Signed: 12/5/2025 9:10:31 AM

2603:3001:2661:4200:4848:cd56:2551:40b

### Electronic Record and Signature Disclosure:

Accepted: 12/5/2025 9:10:12 AM

ID: d171bebd-6018-4318-8fd6-b9694dfa36ae

David Clark



Sent: 12/5/2025 9:10:33 AM

david.clark@fultoncountyga.gov

Director

Public Works

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Viewed: 12/5/2025 9:23:44 AM

Using IP Address: 2600:387:2:803::9e

Signed: 12/5/2025 9:23:51 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/13/2017 1:07:14 PM

ID: 62e0a41e-60ea-4640-a1cb-69bfc2cfa732

Nikki Peterson

**Completed**

Sent: 12/5/2025 9:23:53 AM

Nikki.Peterson@fultoncountyga.gov

Using IP Address: 74.174.59.10

Viewed: 12/8/2025 11:08:03 AM

Chief Deputy Clerk to the Board of Commissioners  
Fulton County Government

Signed: 12/8/2025 11:08:22 AM

Security Level: Email, Account Authentication (None)

### Electronic Record and Signature Disclosure:

Accepted: 11/27/2017 1:39:37 PM

ID: b7ce88ee-0c66-4f3a-bfee-705e0af602d8

| Signer Events  | Signature  | Timestamp   |
|--|--|---|
| Robert L Pitts<br>harriet.thomas@fultoncountyga.gov<br>Chairman<br>Fulton County<br>Security Level: Email, Account Authentication (None)                     |   | Sent: 12/8/2025 11:08:24 AM<br>Viewed: 12/9/2025 9:38:12 AM<br>Signed: 12/9/2025 9:38:22 AM   |
| <b>Electronic Record and Signature Disclosure:</b>   |  |   |
| Accepted: 12/9/2025 9:38:12 AM<br>ID: 5a1e7136-71d4-4178-b119-06509423fee3   |  |   |
| Tonya Grier<br>Tonya.Grier@fultoncountyga.gov<br>Clerk to the Commission<br>Fulton County Government<br>Security Level: Email, Account Authentication (None) | <br> | Sent: 12/9/2025 9:38:24 AM<br>Viewed: 12/9/2025 10:09:22 AM<br>Signed: 12/9/2025 10:09:31 AM  |
| Signature Adoption: Uploaded Signature Image<br>Using IP Address: 136.226.3.92   |  |   |
| <b>Electronic Record and Signature Disclosure:</b>   |  |   |
| Accepted: 10/27/2025 11:21:47 AM<br>ID: 4889b84d-8ea3-4ba9-bf87-bf4c309e21ab   |  |   |
| 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   |
| Shondra Turner<br>shondra.turner@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)  | <b>COPIED</b>  | Sent: 12/9/2025 10:09:34 AM<br>Resent: 12/9/2025 10:09:42 AM<br>Viewed: 12/9/2025 12:30:37 PM |
| Brian Jones<br>brian.jones@fultoncountyga.gov<br>President-Elect<br>Fulton County Government<br>Security Level: Email, Account Authentication (None)         | <b>COPIED</b>  | Sent: 12/9/2025 10:09:35 AM   |
| Dian DeVaughn<br>dian.devaughn@fultoncountyga.gov<br>Security Level: Email, Account Authentication (None)  | <b>COPIED</b>  | Sent: 12/9/2025 10:09:37 AM   |
| <b>Electronic Record and Signature Disclosure:</b>   |  |   |
| Not Offered via DocuSign   |  |   |

| Witness Events                             | Signature        | Timestamp             |
|--|------------------|-----------------------|
| Notary Events                              | Signature        | Timestamp             |
| Envelope Summary Events                    | Status           | Timestamps            |
| Envelope Sent                              | Hashed/Encrypted | 12/4/2025 2:06:36 PM  |
| Certified Delivered                        | Security Checked | 12/9/2025 10:09:22 AM |
| Signing Complete                           | Security Checked | 12/9/2025 10:09:31 AM |
| Completed                                  | Security Checked | 12/9/2025 10:09:37 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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