

21. Authorize the Director of General Services to sign Change Order for \$39,205 with Selden & Son for the Homeless Persons Health Project (HPHP) HVAC project, approve a contract contingency in the amount of \$74,054, and take related actions
()



County of Santa Cruz Board of Supervisors

Agenda Item Submittal

From: General Services Department

Subject: HPHP HVAC Project Change Order

Meeting Date: February 25, 2025

Formal Title: Authorize the Director of General Services to sign Change Order for \$39,205 with Selden & Son for the Homeless Persons Health Project (HPHP) HVAC project, approve a contract contingency in the amount of \$74,054, and take related actions

Recommended Actions

1. Authorize the Director of General Services to sign Contract Change Order No. 3 in the amount of \$39,205 for contract 24D1023 with Selden & Son for the HPHP HVAC Project;
2. Direct the Clerk of the Board to return the change order to General Services for further processing; and
3. Approve a contract contingency in the amount of \$74,054.

Executive Summary

Authorize the Director of General Services to sign the Change Order for \$39,205 with Selden & Son for the HPHP HVAC project. Approve a contract contingency in the amount of \$74,054.

Discussion

On March 19, 2024, the Board ratified the award of contract 24D1023 with Selden & Son in the amount of \$605,389 for the construction of the HPHP HVAC project. Construction is expected to be completed in February 2025. The recommended Change Order added approximately four weeks to the construction schedule and is funded through available project funds.

The HPHP Clinic and staff have been temporarily relocated to the Emeline Campus while construction takes place. With the additional funding recommended in the action above for the construction of HPHP HVAC project, the new construction contract amount would be \$790,090.

Financial Impact

Funding for this project, including the recommended change order and contract contingency is supported by contributions from the Health Services Agency.

Strategic Initiatives

Equity Framework - County Facilities & Infrastructure
Operational Plan - Comprehensive Health & Safety

Submitted By:

Michael Beaton

Recommended By:

Carlos J. Palacios, County Administrative Officer

Artificial Intelligence Acknowledgment:

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.

Selden & Son



Change Order Number: 03
Date: 01/15/2025

21.a
Approved 2/25/2025
Board of Supervisors
DOC-2025-126

CHANGE ORDER

Project: HPHP HVAC Project
115 Coral Street
Santa Cruz, CA 95060

**Santa Cruz County
Community Development
and Infrastructure Dept
Contract Number:** 24D1023

To Contractor: Selden & Son
PO BOX 327
Watsonville, CA 95077
Attn: William Selden

Description of Change:

You are hereby authorized to make changes in the Work as described below:

PCO #	Description	Ref. Document	Amount (\$)	Time (calendar days)
3	HRV-1 move in, remove storefront door/reinstall to fit unit into building	COR 07	\$3,408.00	1
	ASI No. 07, Widen Door at Mechanical Closet, New Door required	COR 11	\$9,579.00	30
	ASI No. 08, Install Access Panel	COR 12	\$3,348.00	1
	Attachment at Ceiling Joist for Mechanical Equipment	COR 13	\$16,669.00	8
	Fire Smoke Dampers Fire Rating	COR 14	\$2,042.00	1
	Change SK-1 piping to cast iron per City Inspector	COR 17	\$1,346.00	1
	Investigate Wall heater piping to cap off wall heater pipe at Room H204	COR 18	\$1,873.00	2
	Supply and install flush valve on existing toilet 2nd floor.	COR 19	\$940.00	1
	Total		\$39,205.00	45

Approval by County of Santa Cruz, Department of General Services:

Signed by: Michael Beaton 2/28/2025
E9D46C4D3E8E434...
 Michael Beaton Date
 Director of General Services

Attachments:

Distribution:
William Selden, Selden & Son
Travis Rieber, County of Santa Cruz, General Services

Selden & Son

Change Order Number: 03

Date: 01/15/2025

Adjustment to Contract Sum:

Original Contract Sum	\$605,389.00	
Prior Adjustments:	\$145,496.00	
Contract Sum Prior to this Change:	\$750,885.00	
Adjustments for this Change:	\$ 39,205.00	
Revised Contract Sum:	\$790,090.00	Initial SS
Contract Contingency	\$74,054.00	

Adjustment to Contract Time:

Original Contract Time:	180 Calendar Days
Original Completion Date:	September 23, 2024
Prior Adjustments:	30 Calendar Days
Contract Time Prior to this Change:	266 Calendar Days
Adjustments for this Change:	45 Calendar Days
Revised Contract Time:	311 Calendar Days
Revised Completion Date:	February 01, 2025

The Contractor waives any claim for further adjustments of the Contract sum and Contract time related to items contained in the Change Order. This Change Order is complete accord and satisfaction for all items included in this Change Order. Also refer to General Conditions.

Accepted by the Contractor,
Selden & Son:



 Sissy Selden
 Project Manager, Selden & Son

 1/15/2025
 Date

Certificate Of Completion

Envelope Id: 0A707AB9-D259-4CD4-8990-7348A6A2AD7C	Status: Completed
Subject: Complete with Docusign: 2025-1-16, HPHP HVAC, CO #3.pdf	
Source Envelope:	
Document Pages: 2	Signatures: 0
Certificate Pages: 4	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Luna Harter
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Luna.Harter@santacruzcountyca.gov
	IP Address: 63.194.190.100

Record Tracking

Status: Original 2/11/2025 10:55:00 AM	Holder: Luna Harter Luna.Harter@santacruzcountyca.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: DocuSign

Signer Events

Sissy Seldon
Sherry@selden-son.com
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 71.92.248.114

Timestamp

Sent: 2/11/2025 10:57:00 AM
Resent: 2/11/2025 10:58:20 AM
Viewed: 2/11/2025 11:02:22 AM
Signed: 2/11/2025 11:03:04 AM

Electronic Record and Signature Disclosure:

Accepted: 2/11/2025 11:02:22 AM
ID: 4e41be26-2dc4-43a3-8d8b-9b2805e2c037

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
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/11/2025 10:57:00 AM
Envelope Updated	Security Checked	2/11/2025 10:58:19 AM
Certified Delivered	Security Checked	2/11/2025 11:02:22 AM
Signing Complete	Security Checked	2/11/2025 11:03:04 AM
Completed	Security Checked	2/11/2025 11:03:04 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

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: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

Certificate Of Completion

Envelope Id: C35B74A9-1B3E-48E9-88E2-A867FE2CEA57	Status: Completed
Subject: Complete with Docusign: 2025-1-16, HPHV HVAC, CO #3.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Luna Harter
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	701 Ocean Street
	Santa Cruz, CA 95060
	Luna.Harter@santacruzcountyca.gov
	IP Address: 63.194.190.100

Record Tracking

Status: Original	Holder: Luna Harter	Location: DocuSign
2/28/2025 12:59:19 PM	Luna.Harter@santacruzcountyca.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: Docusign

Signer Events

Michael Beaton
 Michael.Beaton@santacruzcounty.us
 Director
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 E9D46C4D3E8E434...
 Signature Adoption: Pre-selected Style
 Using IP Address: 97.84.84.239

Timestamp

Sent: 2/28/2025 1:00:01 PM
 Viewed: 2/28/2025 1:27:12 PM
 Signed: 2/28/2025 1:27:27 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/28/2025 1:27:12 PM
 ID: 3873d8f8-07a5-4393-bf2a-d1b27de1849d

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
--------------------	--------	-----------

Travis Rieber Travis.Rieber@santacruzcountyca.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 2/28/2025 1:27:27 PM
--	---------------	----------------------------

Electronic Record and Signature Disclosure:
 Accepted: 7/12/2024 1:51:01 PM
 ID: c3217dbb-1cff-4c49-b039-aab621eab5ab

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	2/28/2025 1:00:01 PM
Certified Delivered	Security Checked	2/28/2025 1:27:12 PM
Signing Complete	Security Checked	2/28/2025 1:27:27 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	2/28/2025 1:27:28 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

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: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

Certificate Of Completion

Envelope Id: 42F2616A-AC36-4B2B-BB28-7892903E8699

Status: Completed

Subject: Complete with Docusign: Seldon and Son Change Order HPHV HVAC (DOC-2025-126 21.a)(eSign).pdf

Source Envelope:

Document Pages: 11

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

CBD eSignature

AutoNav: Disabled

Stamps: 1

701 Ocean Street

Envelopeld Stamping: Disabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

cbd.esignature@santacruzcountyca.gov

IP Address: 63.194.190.100

Record Tracking

Status: Original

Holder: CBD eSignature

Location: DocuSign

3/28/2025 3:54:26 PM

cbd.esignature@santacruzcountyca.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: County of Santa Cruz

Location: Docusign

Signer Events

Signature

Timestamp

CBD eSignature



Sent: 3/28/2025 3:54:39 PM

cbd.esignature@santacruzcountyca.gov

Viewed: 3/28/2025 3:54:41 PM

County of Santa Cruz

Signed: 3/28/2025 3:55:02 PM

Security Level: Email, Account Authentication (None)

Freeform Signing

Using IP Address: 63.194.190.100

Electronic Record and Signature Disclosure:

Accepted: 6/20/2024 3:08:48 PM

ID: 4b7794de-1393-406f-a9a3-56a92d4b90d7

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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

3/28/2025 3:54:39 PM

Certified Delivered

Security Checked

3/28/2025 3:54:41 PM

Signing Complete

Security Checked

3/28/2025 3:55:02 PM

Completed

Security Checked

3/28/2025 3:55:02 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact County of Santa Cruz:

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: nada.algharib@santacruzcounty.us

To advise County of Santa Cruz of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at nada.algharib@santacruzcounty.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from County of Santa Cruz

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with County of Santa Cruz

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

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to nada.algharib@santacruzcounty.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.