

County of Dinwiddie



**BIGLEAF SERVICE AGREEMENT AMENDMENT**

This Service Agreement Amendment ("**Amendment**") is between the company subscribing to the services described in this Agreement ("**Customer**"), and Bigleaf Networks, Inc. ("**Bigleaf**"). This Amendment modifies the terms of the previous Service Agreement for the same site, as described in the Bigleaf Services Order Amendment (the "Order Amendment") below. All other terms remain unchanged. The individual accepting this Agreement on behalf of Customer represents and warrants that he/she has the authority to bind Customer. Customer will pay Bigleaf the setup & rental fee(s) and the monthly fee(s) (collectively, the "Fees") described in the Order Amendment. The setup & rental fee(s) are in addition to any previously paid setup & rental fee(s), however the monthly fee(s) replace the fees that were previously being paid for the site.

**BIGLEAF SERVICES ORDER AMENDMENT**

<b>Customer's Legal Name</b>	County of Dinwiddie
<b>Site Name</b>	IT Building
<b>Site Address</b>	13910 Courthouse Road
<b>Site City, State, Postal Code</b>	Dinwiddie, VA 23841

**Requested Service Modification:** Upgrading Bigleaf service to 250/250 and adding the High Availability upgrade which will require a hardware swap. One-time setup fee of \$349 will be credited on return of original equipment. Setup fees for the High Availability upgrade are being waived and the term length is being extended an additional 36months

**Billing of new or revised service fees will begin on this date, or 1 day after equipment arrival if no date specified and new equipment is required**

<b>Bigleaf Service Plan (check)</b>	<input type="checkbox"/> 3Gbps: \$1360/mo, plus \$ one-time setup & rental <input type="checkbox"/> 2Gbps: \$1040/mo, plus \$ one-time setup & rental <input type="checkbox"/> 1Gbps: \$699/mo, plus \$ one-time setup & rental <input type="checkbox"/> 500Mbps: \$499/mo, plus \$ one-time setup & rental <input checked="" type="checkbox"/> 250Mbps: \$299/mo, plus \$349 one-time setup & rental <input type="checkbox"/> 100Mbps: \$199/mo, plus \$ one-time setup & rental <input type="checkbox"/> 50Mbps: \$139/mo, plus \$ one-time setup & rental <input type="checkbox"/> 20Mbps: \$99/mo, plus \$ one-time setup & rental
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<b>IP Address Block Add-ons (check)</b>	<input type="checkbox"/> Public IP Addresses ( usable): \$ one-time fee.
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<b>On-Site Hardware Redundancy Add-on (check)</b>	<b>Recurring Price</b>	<b>Setup Fee (one-time fee)</b>		
		<b>20-500Mbps</b>	<b>1Gbps</b>	<b>2-3Gbps</b>
<input type="checkbox"/> Warm Spare upgrade	\$49/month	\$399	\$799	\$1,199
<input checked="" type="checkbox"/> High-Availability upgrade	\$149/month	\$0	\$799	\$1,199
<input type="checkbox"/> High-Availability Switch Add-On	\$0	\$3,999	\$3,999	\$4,599

<b>Hardware Add-On Options</b>	<b>Monthly Price</b>	<b>Setup Fee</b>
<input type="checkbox"/> <b>Rack Mounts</b> (for 20-500Mbps packages only)	\$0/month	\$45
<input type="checkbox"/> <b>Expansion Card</b> Adds NIC with 4x10G SFP+ (for use with 1Gbps service plan only, already included with 2 & 3 Gbps service plans)	\$0/month	\$200
<input type="checkbox"/> <b>Add'l Optics</b> 10G SFP+ for 2Gbps-3Gbps HW only	\$0/month	\$75

I have read, and agree that the company identified as the "customer" will be bound by this Bigleaf Service Agreement Amendment

**Signatures**

<b>Customer Signature:</b>	<b>Bigleaf:</b>
Print Name: W. Kevin Massengill	Print Name: Ryan Beer
Title: County Administrator	Title: Director

10/16/2020 | 8:57 PM EDT

10/19/2020 | 8:32 AM EDT

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Date:

Date:

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## Certificate Of Completion

Envelope Id: FDC35AE62C3C42CD841BB647569ECC02	Status: Completed
Subject: BigLeaf Contract Amendment	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Hollie Casey
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	hc Casey@dinwiddieva.us
	IP Address: 139.60.228.178

## Record Tracking

Status: Original	Holder: Hollie Casey	Location: DocuSign
10/16/2020   12:36 PM	hc Casey@dinwiddieva.us	

## Signer Events

Signer Events	Signature	Timestamp
William Hefty bill@heftywiley.com Legal Counsel County of Dinwiddie Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Completed</b>  Using IP Address: 96.253.104.118	Sent: 10/16/2020   12:46 PM Viewed: 10/16/2020   12:53 PM Signed: 10/16/2020   12:54 PM

Norm Cohen ncohen@dinwiddieva.us Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/16/2020   12:56 PM ID: 5cb52a14-aff5-4160-a63c-0d9eb9411db8 Company Name: Dinwiddie County	<b>Completed</b>  Using IP Address: 73.177.186.114	Sent: 10/16/2020   12:54 PM Viewed: 10/16/2020   12:56 PM Signed: 10/16/2020   12:56 PM
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W. Kevin Massengill kmassengill@dinwiddieva.us County Administrator Dinwiddie County Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 4/17/2020   03:04 PM ID: 42c6e72a-b34f-45d6-988d-e9d30e610ed4 Company Name: Dinwiddie County	<i>W. Kevin Massengill</i>  Signature Adoption: Pre-selected Style Using IP Address: 71.63.95.190 Signed using mobile	Sent: 10/16/2020   12:56 PM Viewed: 10/16/2020   08:57 PM Signed: 10/16/2020   08:57 PM
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Ryan Beer ryanb@bigleaf.net Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 10/19/2020   08:31 AM ID: 99e6cf9a-7573-4719-b68c-5d4f95ea7933 Company Name: Dinwiddie County	<i>Ryan Beer</i>  Signature Adoption: Pre-selected Style Using IP Address: 98.25.32.53	Sent: 10/16/2020   08:57 PM Viewed: 10/19/2020   08:31 AM Signed: 10/19/2020   08:32 AM
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## In Person Signer Events

## Signature

## Timestamp

<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	10/16/2020   08:57 PM
Certified Delivered	Security Checked	10/19/2020   08:31 AM
Signing Complete	Security Checked	10/19/2020   08:32 AM
Completed	Security Checked	10/19/2020   08:32 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Dinwiddie County (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 Dinwiddie County:**

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: [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.us)

### **To advise Dinwiddie County 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 [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.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 Dinwiddie County**

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 [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.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 Dinwiddie County**

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 [hcasey@dinwiddieva.us](mailto:hcasey@dinwiddieva.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 Dinwiddie County 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 Dinwiddie County during the course of your relationship with Dinwiddie County.