

RESOLUTION APPROVING CONTRACT BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS, ASHTABULA COUNTY RECORDER AND COTT SYSTEMS, INC. FOR ELECTRONIC RECORDING SERVICES

WHEREAS, Barbara Schaab, Ashtabula County Recorder, has presented the following Contract for the approval of the Board, to-wit:

Parties: Cott Systems, Inc., 2800 Corporate Exchange Dr., Suite 300, Columbus, OH 43231
Ashtabula County Recorders, 25 W. Jefferson St., Jefferson, OH 44047
Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047

Scope: to provide e-recording services

Cost: No Cost to the County

Term: commence upon signing, either party may terminate with 30 days written notice of termination; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Contract as noted above is approved in accordance with the copy now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2022-125

March 01, 2022

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Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Crystal Sturgill, Clerk of the Board *, Acting*
Board of County Commissioners
Ashtabula County, Ohio

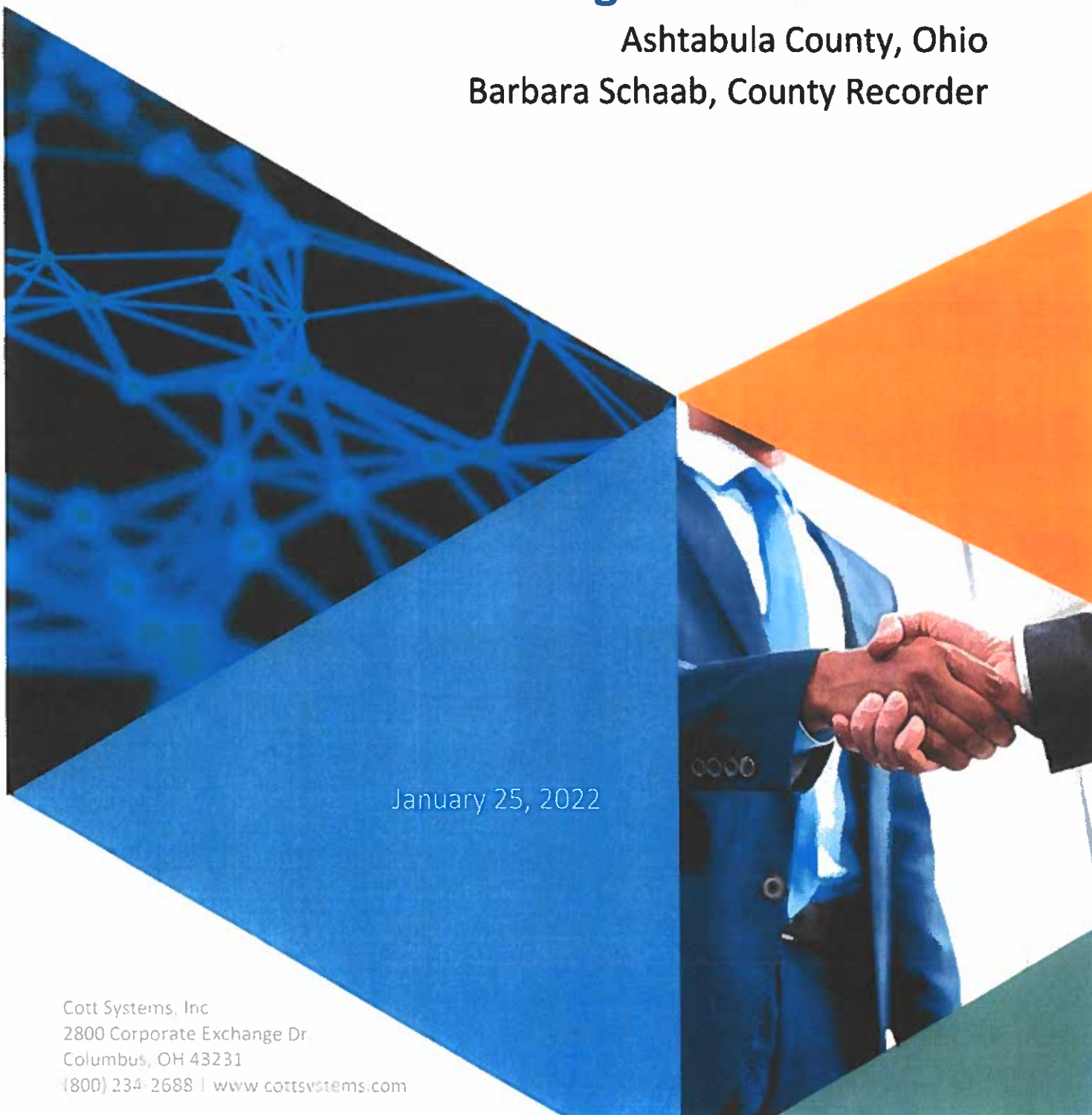


Contract for

eRecording Services

Ashtabula County, Ohio

Barbara Schaab, County Recorder

A photograph of two business professionals shaking hands. The person on the left is wearing a blue suit and tie. The person on the right is wearing a dark suit. The background is a mix of blue and orange geometric shapes. The date "January 25, 2022" is overlaid on the image.

January 25, 2022

Cott Systems, Inc
2800 Corporate Exchange Dr.
Columbus, OH 43231
(800) 234-2688 | www.cottsystems.com



1. eRecording Services.

eRecording technology provides a fast, efficient, and transparent process that allows the seamless processing of electronic documents. Built on recommended PRIA standards, eRecording utilizes the latest open technology. Resolution3 is capable of receiving electronic submissions supported by standard web services made available to desired submitters. Resolution3 is capable of receiving electronic recordings from several submission companies.

- User Notification when recording packets arrive
- Multiple acceptance workflows available:
 - Intermingle with front-counter acceptances
 - Intermingle with mail processing
 - Dedicated eRecording acceptance station(s)
- Complete acceptance and rejection capabilities
- Upon acceptance, appropriate document stamps electronically applied
- Documents fall seamlessly into existing workflow after acceptance
- Statistical reporting

2. eRecording Users. Includes licenses to accept eRecordings at five (5) stations.

3. Deployment. Hosted deployment.

4. Implementation. Project management and service installation are included. The following are prerequisites for eRecording and will be discussed at the beginning of the project management cycle.

- Cott will provide a listing of fee customers and fee transactions so Customer may determine which are allowed/applicable for eRecording.
- Cott will partner with the Customer on defining application reasons for eRecording rejection.
- Hours of operation and restricted eRecording hours (default Processing Hours and special Processing Hours) will be provided by Customer.

5. Training. Live webinar training is provided to introduce this product's features, set-up functions, process flows and instruction on daily tasks. This class will be scheduled to take place remotely. Includes a one (1) one-hour live webinar training session.

6. Requirements.

- Fees/Cashiering module of Resolution3 must be active.
- Customer is responsible for data entry standards or rules.
- Proper use of software and compliance to all operating instructions is required.
- Training and support for submitter(s) is provided by eRecording Vendor(s) or Delivery Agent(s), not Cott.

- Customer provides firewall, security and broadband high-speed internet access.
- Dual monitors or large single monitors using AGP 8x graphic video card or equivalent.
- Memorandum of Understanding (MOU) outlining document types for eRecording must be agreed upon by Customer and eRecording Vendor(s) or Delivery Agent(s).
–this step can take a great deal of time and effort on Customer's part; please engage with eRecording or Delivery Agent(s) as soon as possible to avoid an implementation delay.

Fees Schedule of Payments	Invoice upon receipt of signed contract	\$0
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PLEASE NOTE: The pricing in this offer is valid through 2/27/2022. After this date, this offer will be priced at the current rate.

A Note Regarding COVID-19

Cott Systems adheres to all applicable local, state, and federal guidelines regarding COVID-19. Work by Cott team members, including though not limited to applicable travel and on-site work, or third-party providers of equipment, may be impacted by COVID-19 related restrictions. As your project progresses, we will work with you to make any necessary adjustments to coordinate the successful completion of your project.

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

Master Agreement for Products and Services 9/5/2019
(Date signed)

Resolution3 Hosted Services Addendum 9/5/2019
(Date signed)

Ashtabula County, Ohio

(County, Parish, Town)

COTT SYSTEMS, INC.

CUSTOMER

Deborah A. Ball 1-26-2022
(Signature) (Date)

Deborah A. Ball
(Print Name)

Chief Executive Officer
(Print Title)

Jalinda Green
(Signature)

JP Ducro IV 3-1-22
(Signature) (Date)

JP Ducro IV
(Print Name)

President
(Print Title)

[Signature]
(Signature)



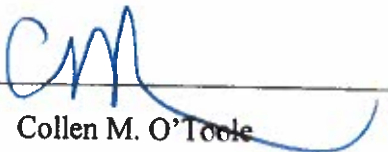
Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | contracts@cottsystems.com

Re: Contract for eRecording Services between Ashtabula County, Ohio and Cott Systems, Inc.

Approved as to Legal Form Only:

By: 
Collen M. O'Toole
Ashtabula County Prosecutor

Date: 