

# FIRST AMENDMENT TO AGREEMENT FOR DIRECT PURCHASE UNIFORM PROGRAM MANAGEMENT

THIS FIRST AMENDMENT TO AGREEMENT FOR DIRECT PURCHASE UNIFORM PROGRAM MANAGEMENT ("First Amendment") is entered into by and between **CITY OF OCALA**, a Florida municipal corporation ("City"), and **TYNDALE ENTERPRISES, INC.**, a foreign for-profit corporation duly organized in the state of Pennsylvania and authorized to do business in the state of Florida (EIN# 23-2189889) ("Vendor").

**WHEREAS**, on October 12, 2023, City and Vendor entered into an Agreement for Direct Purchase Uniform Program Management (the "Original Agreement"), City of Ocala Contract Number: ELE/230220 for a three-year term, from August 2, 2023 to August 1, 2026; and

**WHEREAS**, City and Vendor now desire to update the pricing schedule attached to the Original Agreement **as Exhibit B**, and update the invoicing information contained in the Original Agreement.

**NOW THEREFORE**, in consideration of each of the foregoing recitals and the following mutual covenants, conditions and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, City and Vendor agree as follows:

- 1. **RECITALS.** City and Vendor hereby represent and warrant that the Recitals set forth above are true and correct.
- 2. **INCORPORATION OF ORIGINAL AGREEMENT**. The Original Agreement between City and Vendor is hereby incorporated by reference as if set forth herein in its entirety and remains in full force and effect, except for those terms and conditions expressly amended by this First Amendment.
- 3. **AMENDMENT TO EXHIBIT B.** The document attached to the Original Agreement as Exhibit B Price Proposal is hereby deleted in its entirety and replaced with Amended Exhibit B Price Proposal.
- 4. **AMENDMENT TO PARAGRAPH 4.C**. The language in Paragraph 4.C. in the Original Agreement is hereby deleted in its entirety and replace with the following language:
  - Monthly invoices submitted by Vendor shall include the City Contract Number, an assigned Invoice Number, and an Invoice Date. Vendor shall submit the original invoice through the responsible City Project Manager at: Ocala Electric Utility, Attn: Brittany Craven, 1805 NE 30<sup>th</sup> Avenue, Bldg. 400, Ocala, Florida 34470, E-mail: <a href="mailto:bcraven@ocalfl.gov">bcraven@ocalfl.gov</a> and <a href="mailto:elecamingrp@ocalafl.gov">elecamingrp@ocalafl.gov</a>.
- 5. **NOTICES**. All notices, certifications or communications required by this First Amendment shall be given in writing and shall be deemed delivered when personally served, or when received if by facsimile transmission with a confirming copy mailed by registered or certified mail, postage prepaid, return receipt requested. Notices can be concurrently delivered by e-mail. All notices shall be addressed to the respective parties as follows:



## CONTRACT# ELE/230220

If to Vendor: Tyndale Enterprises, Inc.

Attn: Barbara Fitzgeorge, VP of Marketing

5050 Applebutter Road

Pipersville, Pennsylvania 18947-1808

PH: 215-766-5660

E-mail: marketing@tyndaleusa.com

If to City of Ocala: Daphne M. Robinson, Contracting Officer

City of Ocala

110 SE Watula Avenue, 3rd Floor

Ocala, Florida 34471 PH: 352-629-8343

E-mail: <a href="mailto:notices@ocalafl.gov">notices@ocalafl.gov</a>

Copy to: William E. Sexton, Esq., City Attorney

City of Ocala

110 SE Watula Avenue, 3rd Floor

Ocala, Florida 34471 Phone: 352-401-3972

E-mail: <a href="mailto:cityattorney@ocalafl.gov">cityattorney@ocalafl.gov</a>

- 6. **COUNTERPARTS.** This First Amendment may be executed in counterparts, each of which shall be an original and all of which shall constitute the same instrument.
- 7. **ELECTRONIC SIGNATURE(S).** Vendor, if and by offering an electronic signature in any form whatsoever, will accept and agree to be bound by said electronic signature to all terms and conditions of this First Amendment. Further, a duplicate or copy of the First Amendment that contains a duplicated or non-original signature will be treated the same as an original, signed copy of this original First Amendment for all purposes.
- 8. **LEGAL AUTHORITY**. Each person signing this First Amendment on behalf of either party individually warrants that he or she has full legal power to execute this First Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this First Amendment.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK. SIGNATURE PAGE TO FOLLOW.]

## CONTRACT# ELE/230220



City Attorney

IN WITNESS WHEREOF, the parties have executed this First Amendment on 11/13/2025 **CITY OF OCALA ATTEST:** Angel B. Jacobs Janice Mitchell Angel B. Jacobs Janice Mitchell City Clerk **Chief Financial Officer TYNDALE ENTERPRISES, INC.** Approved as to form and legality: Signed by: Signed by: Barbara Fitzgeorge William E. Sexton, Esq. ₩illiam E. Sexton, Esq.

By: Barbara Fitzgeorge

Title: VP Marketing

(Printed Name)

(Title of Authorized Signatory)

# **Amended Exhibit B - Price Proposal**

National Account	Master Item	Gender	Master Item Description	Base Price
CITOCA	C0CSZ-ORG	Mens	SS T-SHIRT W/PKT 6.10Z COTTON	\$12.00
CITOCA	C0AAC-BLK	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0AAC-BLU	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0AAC-CHT	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0AAC-DES	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0AAC-HGY	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0AAC-NVY	Mens	K87 CARHARTT 6.75 OZ WW T-SHIRT	\$19.95
CITOCA	C0CRZ-ORG	Mens	2000 SS TSHIRT 6.10Z COTTON	\$9.00
CITOCA	C0GIZ-BLK	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-CHR	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-CRD	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-GLD	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-LME	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-LSN	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-MGA	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-MRN	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-NVY	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-RBL	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-SND	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-WHT	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GIZ-YEL	Mens	PC61 PORT&CO T-SHIRT 100% COTTON S/S	\$7.00
CITOCA	C0GJZ-BLK	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-CHR	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-LBL	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-LME	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-MRN	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-NAT	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-NVY	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-ORG	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-RBL	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-RED	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-SND	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0GJZ-WHT	Mens	PC61P PORTCO SS T-SHIRT W/POCKET COTTON	\$10.00
CITOCA	C0NGZ-ORG	Unisex	5250T T-SHIRT 100% COTTON	\$7.00
CITOCA	D215C-NVY	Mens	CARHARTT RLXED CARGO WORK PANT 9.7 CAL	\$160.00
CITOCA	D291Y-NVY	Mens	ARIAT M4 RELAXED RIPSTOP PANT 10 CAL	\$162.60
CITOCA	F026B-FYE	Mens	BULWARK HI VIS LONG SLEEVE HENLEY 8 CAL	\$152.65
CITOCA	F02AB-YEG	Mens	BULWARK LGTWHT HI-VIS LS SHIRT 8 CAL	\$148.65
CITOCA	F02CY-FYE	Mens	DRIFIRE HI-VIS LS T- SHIRT 10 CAL	\$182.55
CITOCA	F02QY-FYE	Womens	DRIFIRE WMNS HI-VIS LS SHIRT 11 CAL	\$156.65
CITOCA	F06DY-FYE	Mens	LAKELAND HI-VIS LS3-BUTTON HENLEY 16.4C	\$142.65
CITOCA	F06GY-FYE	Mens	LAPCO FR HI-VIS LS HENLEY 16.4CAL	\$147.65
CITOCA	F0AQY-FYE	Womens	DRAGNWEAR WMNS PRODRY HIVIS LS HOOD 8.7C	\$195.55
CITOCA	F150Y-FYE	Mens	DRIFIRE HI-VIS UTILITY SHIRT 70Z MODA	\$210.50
CITOCA	F151Y-FYE	Mens	LAKELAND HI-VIS LS BUTTON DOWN SHIRT 8.9	\$123.70
CITOCA	F15LY-FYE	Mens	DRIFIRE TALL HIVIS BUTTON DOWN WORK SHRT	\$231.45
CITOCA	F190Y-FYE	Mens	NSA HI VIS WORK SHIRT 8 CAL	\$165.00
CITOCA	F230Y-MDS	Mens	WRANGLER 20X VINTAGE BOOT JEAN 18 CAL	\$84.00
CITOCA	F230Y-RNB	Mens	WRANGLER 20X VINTAGE BOOT JEAN 18 CAL	\$84.00

# **Amended Exhibit B - Price Proposal**

National Account	Master Item	Gender	Master Item Description	Base Price
CITOCA	F231Y-LAS	Mens	ARIAT M4 RELAXED FIT BOOT CUT JEAN 14CAL	\$120.70
CITOCA	F236C-MNS	Mens	CARHARTT FR RUGGED FLEX RELAX JEAN 12 C	\$130.00
CITOCA	F23FY-AIR	Mens	ARIAT M4 LOW RISE STRETCH JEAN 14 CAL	\$124.70
CITOCA	F23JY-KEL	Mens	ARIAT M7 SLIM STECH LITE JEAN	\$124.70
CITOCA	F23KY-DNM	Womens	DOVETAIL DX BOOTCUT JEANS 14 CAL	\$148.00
CITOCA	F293T-DNM	Womens	TYNDALE FRMC WOMENS RELAXED JEAN 15CAL	\$97.80
CITOCA	F770B-FYE	Mens	BULWARK HI-VIS PULLOVER SWEATSHIRT 20CAL	\$240.40
CITOCA	F938Y-NVY	Womens	NSA WOMEN'S FR SPORTS BRA 4 CAL	\$73.85
CITOCA	F938Y-TAN	Womens	NSA WOMEN'S FR SPORTS BRA 4 CAL	\$73.85
CITOCA	F93GY-TAN	Womens	DRIFIRE WOMENS BOY SHORTS 4.9 CAL	\$54.90
CITOCA	F93HY-TAN	Womens	DRIFIRE WOMENS SPORTS BRA 4.9CAL	\$79.80
CITOCA	F999Y-BLK	Mens	DRAGONWEAR LIVEWIRE BEANIE 32 CAL	\$36.10
CITOCA	J189Y-FYE	Mens	LAPCO FR COTTON HIVIS UNIFORM SHIRT 8.7C	\$123.70
CITOCA	J230T-DNM	Mens	TYNDALE AMTEX RELAXEDBOOTCUT WORKJEAN24C	\$68.85
CITOCA	J230Y-DNM	Mens	WRANGLER FR DNM RELAXED FIT JEAN 24CAL	\$77.85
CITOCA	J233T-DNM	Womens	TYNDALE AMTEX WOMENS JEANS 24 CAL	\$68.85
CITOCA	J23AY-DNM	Mens	WRANGLER FR DNM SLIM FIT JEAN 24 CAL	\$77.85
CITOCA	J23MY-FLT	Mens	ARIAT RELAX FITSTRAIGHTLEG M3 JEAN 20CAL	\$101.75
CITOCA	J23MY-SHL	Mens	ARIAT RELAX FITSTRAIGHTLEG M3 JEAN 20CAL	\$101.75
CITOCA	J23NY-FLT	Mens	ARIAT WORKHORSE BOOT CUT M4 JEAN 20CAL	\$113.75
CITOCA	J770T-FYE	Mens	TYNDALE SIGNAL HIVIS HOODSWTSHIRT 28C	\$225.45
CITOCA	J772T-FYE	Mens	TYNDALE SIGNAL HIVIS ZIP FRNT SWTSHT 28C	\$235.45
CITOCA	K213T-NVY	Womens	TYNDALE LADIES AMTEX CARGO PANT 12.1 CAL	\$90.00
CITOCA	K215T-NVY	Mens	TYNDALE AMTEX UTILITY CARGO PANT 12 CAL	\$90.00
CITOCA	K290C-NVY	Mens	CARHARTT FR CANVAS ORG LOOSE PANT 12CAL	\$100.00
CITOCA	K290T-NVY	Mens	TYNDALE AMTEX WORK PANT W/RULE PKT 15CAL	\$79.80
CITOCA	M034T-FYE	Mens	TYNDALE SIGNAL HI-VIS LS T-SHIRT 11 CAL	\$140.65
CITOCA	M134T-FYE	Unisex	TYNDALE SIGNAL HIVIS LS BTNDWN SHIRT 11C	\$160.60
CITOCA	M24MT-DDN	Mens	TYNDALE VERSA REG FIT FLEX JEAN 20 CAL	\$117.75
CITOCA	M295T-NVY	Mens	TYNDALE FRMC CANVAS PANT 15 CAL	\$102.75
CITOCA	M297T-NVY	Mens	TYNDALE VERSA 5POCKET CASUAL PANT 12 CAL	\$144.65
CITOCA	M93FT-BLK	Mens	TYNDALE THERMAL HAT 16 CAL	\$29.45
CITOCA	S0DJZ-LME	Mens	9118 KISHI HI VIS SHORT SLEEVE SHIRT	\$21.95
CITOCA	S0DJZ-ORG	Mens	9118 KISHI HI VIS SHORT SLEEVE SHIRT	\$21.95
CITOCA	S0DLZ-LME	Mens	KISHIGO HI VIS BLACK LS SHIRT	\$36.95
CITOCA	S0DLZ-ORG	Mens	KISHIGO HI VIS BLACK LS SHIRT	\$36.95
CITOCA	S0DMZ-LME	Mens	KISHIGO HI VIS LONG SLEEVE SHIRT	\$23.95
CITOCA	S0DMZ-ORG	Mens	KISHIGO HI VIS LONG SLEEVE SHIRT	\$23.95
CITOCA	T230Y-DTN	Mens	WRANGLER ADVCED CMFRT JEAN 21 CAL	\$85.80
CITOCA	T235B-DNM	Mens	BULWARK RELAXED BOOT STRETCH JEANS 15CAL	\$89.80
CITOCA	T257C-NVY	Womens	CARHARTT FR RUG FLEX WORK PANT 11 CAL	\$120.00
CITOCA	U199Y-FYE	Mens	NSA DH HI VIS WORK SHIRT 8 CAL	\$227.45
CITOCA	W93CY-ANR	Womens	WOOLPOWER WOMENS LONG JOHNS 6.2 CAL	\$114.00



#### **Certificate Of Completion**

Envelope Id: 54867803-2B53-47A2-95B3-AF10C06C1358

Subject: SIGNATURE: Amendment 2 - Direct Purchase Uniform Program (ELE/2302200

Source Envelope:

Document Pages: 5 Signatures: 4 Envelope
Certificate Pages: 5 Initials: 0 Patricia Lo

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Envelope Originator: Patricia Lewis

Status: Completed

110 SE Watula Avenue City Hall, Third Floor Ocala, FL 34471 plewis@ocalafl.org

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### **Record Tracking**

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plewis@ocalafl.org

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Location: DocuSign

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## Signer Events

Barbara Fitzgeorge

BFitzgeorge@TyndaleUSA.com

**VP Marketing** 

Security Level: Email, Account Authentication

(None)

#### Signature

Barbara Fitzgeorge

Signature Adoption: Pre-selected Style Using IP Address: 72.92.83.99

#### **Timestamp**

Sent: 11/13/2025 7:00:15 AM Viewed: 11/13/2025 8:40:47 AM Signed: 11/13/2025 9:01:27 AM

#### **Electronic Record and Signature Disclosure:**

Accepted: 11/13/2025 8:40:47 AM

ID: c5db99cd-ff2a-4243-bb79-840b0c6d0281

William E. Sexton, Esq. wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication

(None)

William E. Sexton, Esq.

Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104

Sent: 11/13/2025 9:01:28 AM Viewed: 11/13/2025 2:48:53 PM

Signed: 11/13/2025 2:52:06 PM

#### **Electronic Record and Signature Disclosure:**

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Janice Mitchell

jmitchell@ocalafl.org CFO

City of Ocala Security Level: Email, Account Authentication

(None)

Signed by:

Jania Mitaell

55198843858A4F1

Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104

Sent: 11/13/2025 2:52:08 PM Viewed: 11/13/2025 3:46:51 PM

Signed: 11/13/2025 3:47:14 PM

#### **Electronic Record and Signature Disclosure:**

Accepted: 11/13/2025 3:46:51 PM

ID: c0ade9ab-86b3-4be2-9964-65712e594db1

Angel B. Jacobs ajacobs@ocalafl.org City Clerk

Security Level: Email, Account Authentication (None)

Signed by:

Angel B. Jacobs

8DB3574C28E54A5...

Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104

Sent: 11/13/2025 3:47:16 PM Viewed: 11/13/2025 3:47:58 PM Signed: 11/13/2025 3:48:13 PM

#### **Electronic Record and Signature Disclosure:**

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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
Dawndrea Strohler DStrohler@TyndaleUSA.com	COPIED	Sent: 11/13/2025 7:00:18 AM
Security Level: Email, Account Authentication (None)		

Signature

Signer Events

Electronic Record and Signature Disclosure: Accepted: 11/4/2025 6:49:04 PM ID: 30b724f4-1b58-4ecb-b92a-9d693ab0b9a5 Timestamp

Witness Events	Signature	Timestamp		
Notary Events	Signature	Timestamp		
Envelope Summary Events	Status	Timestamps		
Envelope Sent	Hashed/Encrypted	10/14/2025 4:34:08 PM		
Certified Delivered	Security Checked	11/13/2025 3:47:58 PM		
Signing Complete	Security Checked	11/13/2025 3:48:13 PM		
Completed	Security Checked	11/13/2025 3:48:13 PM		
Payment Events	Status	Timestamps		
Electronic Record and Signature Disclosure				

#### ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (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 City of Ocala - Procurement & Contracting:

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: contracts@ocalafl.org

## To advise City of Ocala - Procurement & Contracting 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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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: <a href="https://support.docusign.com/guides/signer-guide-signing-system-requirements">https://support.docusign.com/guides/signer-guide-signing-system-requirements</a>.

## 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 City of Ocala Procurement & Contracting 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 City of Ocala Procurement & Contracting during the course of your relationship with City of Ocala Procurement & Contracting.