



ONE SOURCE-ONE COMMITMENT

# Change Request Form

Page 1 of 1

|                               |                                |                                   |
|-------------------------------|--------------------------------|-----------------------------------|
| CO #1                         | Date:03/27/25                  | Requested by: Felicia Andrews     |
| Impact on Engineering:<br>Yes | Chargeable to Customer:<br>Yes | Impact on Project Delivery:<br>NO |

## Project Information

|   |   |
|---|---|
| Customer Name: CITY OF OCALA ELECTRIC<br>UTILITY PO#ELE/240044project: GA605A | Project Manager: RWHITEHEAD@OCALAFL.ORG |
|---|---|

## Description of change

- **Additional \$9K** for the offloading of GA605A to the site, transload to a smaller trailer was required for the delivery due to the limited access to the site. INCREASING TOTAL OFFLOAD TO \$39,459.00

## Reason for change (check one)

|  |   |
|--|---|
| <input type="checkbox"/> VTC Change        | <input type="checkbox"/> xField Change        |
| <input type="checkbox"/> Design Correction | <input type="checkbox"/> Required by Contract |
|  | <input type="checkbox"/> Improvement (Paid)   |

Change order Value: per unit \$9,000

Currency: US Dollar

Taxes not included

Change Order initiated by: Felicia Andrews

Date: 03/27/2525

Approval Required Yes Customer

Approval:

☐ Approved

Janice Mitchell

Signed by:

5/23/2025

☐ Not Approved

Please Print Name

55198B43858A4E1...

Customer Signature

Approval Date

### Virginia Transformer Corp

220 Glade View Drive • Roanoke, VA 24012  
Phone: 540.345.9892  
www.vatransformer.com

3770 Poleline Road • Pocatello, ID 83201  
Phone: 208.238.0720

Complejo Industrial Chihuahua.  
Ave. Homero #3307, Chihuahua, MX  
Phone: 52.614.483.0000

### Georgia Transformer

2789 Highway 21 South • Rincon, GA 31326  
Phone: 912.754.5300  
www.GaTransformer.com

## Certificate Of Completion

|   |                             |
|---|-----------------------------|
| Envelope Id: 9CBA86F7-E0AD-48DA-ADB2-8B077A2B4A8F                                 | Status: Completed           |
| Subject: SIGNATURE: Change Order Request Form - Virginia Transformer (ELE 240044) |                             |
| Source Envelope:  |                             |
| Document Pages: 1   | Signatures: 1               |
| Certificate Pages: 4  | Initials: 0                 |
| AutoNav: Enabled  | Envelope Originator:        |
| Envelopeld Stamping: Enabled  | Patricia Lewis              |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada)                                 | 110 SE Watula Avenue        |
|   | City Hall, Third Floor      |
|   | Ocala, FL 34471             |
|   | plewis@ocalafl.org          |
|   | IP Address: 216.255.240.104 |

## Record Tracking

|                                      |   |                    |
|--------------------------------------|---|--------------------|
| Status: Original                     | Holder: Patricia Lewis                          | Location: DocuSign |
| 5/23/2025 3:49:30 PM                 | plewis@ocalafl.org                              |                    |
| Security Appliance Status: Connected | Pool: StateLocal                                |                    |
| Storage Appliance Status: Connected  | Pool: City of Ocala - Procurement & Contracting | Location: Docusign |

## Signer Events

| Signer Events  | Signature   | Timestamp                    |
|--|---|------------------------------|
| Janice Mitchell                                      |  | Sent: 5/23/2025 3:51:11 PM   |
| jmittchell@ocalafl.org                               |   | Viewed: 5/23/2025 3:51:57 PM |
| CFO  |   | Signed: 5/23/2025 3:52:04 PM |
| City of Ocala  |   |                              |
| Security Level: Email, Account Authentication (None) | Signature Adoption: Pre-selected Style  |                              |
|  | Using IP Address: 216.255.240.104   |                              |

## Electronic Record and Signature Disclosure:

Accepted: 5/23/2025 3:51:57 PM  
ID: df7465ff-af15-46e6-8036-90a62f18e14d

| 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 | 5/23/2025 3:51:11 PM |
| Certified Delivered          | Security Checked | 5/23/2025 3:51:57 PM |
| Signing Complete             | Security Checked | 5/23/2025 3:52:04 PM |
| Completed                    | Security Checked | 5/23/2025 3:52:04 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.

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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.

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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.

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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](mailto: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](mailto: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](mailto: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.

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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](mailto: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: <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 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.