



**SMART FLEET MANAGEMENT**

Address	Chevin Fleet Solutions LLC 881 Main Street PO Box 2203 Fitchburg MA, 01420	Created Date	11/25/2024
		Expiration Date	1/31/2025
		Quote Number	00001638

Prepared By Heather Irving  
Email heather.iring@chevinfleet.com

Bill To Name City of Ocala  
Bill To 1805 NE 30th Avenue  
Ocala, Florida 34470  
United States

Product	Sales Price	Quantity	Contract Start Date	Contract End Date	Length of Contract (Months)	Total Contract Value
Support	USD 24,258.69	1.00	2/24/2025	2/23/2026	12	USD 24,258.69
<b>Total Amount</b>						<b>USD 24,258.69</b>

Prices Quoted are valid only through the expiration date. Implementation costs are not included. Prices shown do not include any taxes that may apply; any taxes will be shown on invoices. This Order Form is non-cancellable before the Contract Expiration Date above, and fees paid are non-refundable, except as specified in the original contract agreement with Chevin Fleet Solutions.

Payment terms for the products/services quoted on this order form are on an annual basis and payment is due 30 days from date of invoice.

Unless Customer has a written and signed agreement with Chevin, the services described herein are subject to the Chevin Master Subscription Agreement which is found at <https://www.chevinfleet.com/chevin-master-subscription-agreement/>, which is incorporated to this order form in its entirety by reference. Customer shall be deemed to agree to be bound by these terms and conditions upon use of the subscribed products described herein. Any and all terms and conditions in any Customer provided documentation are expressly rejected, and such terms shall be deemed to be for Customer's reference only, and no delivery of services by Chevin shall be deemed an agreement to any Customer terms.



# SMART FLEET MANAGEMENT

### Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select: (Customer to complete)

Yes

No

If yes, please complete the following:

PO Number:

PO Amount:

### Chevin Fleet Solutions

DocuSigned by:

592A70DEB62243F...

By: \_\_\_\_\_

Gary Thompson

Print Name: \_\_\_\_\_

CEO

Title: \_\_\_\_\_

2/5/2025

Date: \_\_\_\_\_

### Client CITY OF OCALA

DocuSigned by:

BC9089F07388433...

By: \_\_\_\_\_

Christopher Watt

Print Name: \_\_\_\_\_

Chief of Staff

Title: \_\_\_\_\_

2/4/2025

Date: \_\_\_\_\_

Approved as to form and legality:

Signed by:

William E. Sexton, Esq.

City Attorney

Unless Customer has a written and signed agreement with Chevin, the services described herein are subject to the Chevin Master Subscription Agreement which is found at <https://www.chevinfleet.com/chevin-master-subscription-agreement/>, which is incorporated to this order form in its entirety by reference. Customer shall be deemed to agree to be bound by these terms and conditions upon use of the subscribed products described herein. Any and all terms and conditions in any Customer provided documentation are expressly rejected, and such terms shall be deemed to be for Customer's reference only, and no delivery of services by Chevin shall be deemed an agreement to any Customer terms.

**Certificate Of Completion**

Envelope Id: 38F1192A-90D5-4C87-841E-E04A05B72CF9	Status: Completed
Subject: SIGNATURE: Fleet Support Software Renewal 2025 - Chevin Fleet Solutions, LLC (ITS/240199)	
Source Envelope:	
Document Pages: 2	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	April Adolf
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	aadolof@ocalafl.gov
	IP Address: 216.255.240.104

**Record Tracking**

Status: Original	Holder: April Adolf	Location: DocuSign
1/30/2025 12:30:59 PM	aadolof@ocalafl.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

**Signer Events**

William E. Sexton, Esq.  
 wsexton@ocalafl.org  
 City Attorney  
 City of Ocala  
 Security Level: Email, Account Authentication (None)

**Signature**

Signed by:  
  
 B07DFCF4E88E429...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.255.240.104

**Timestamp**

Sent: 1/30/2025 12:40:32 PM  
 Viewed: 2/4/2025 1:06:39 PM  
 Signed: 2/4/2025 1:06:51 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

Christopher Watt  
 cwatt@ocalafl.org  
 Chief of Staff  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 8C80B9F07388433...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 216.255.240.104

Sent: 2/4/2025 1:06:52 PM  
 Viewed: 2/4/2025 2:41:24 PM  
 Signed: 2/4/2025 2:41:56 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 2/4/2025 2:41:24 PM  
 ID: 92783996-7af1-470b-8684-2d2a70dbae4

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

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/30/2025 12:40:33 PM
Certified Delivered	Security Checked	2/4/2025 2:41:24 PM
Signing Complete	Security Checked	2/4/2025 2:41:56 PM
Completed	Security Checked	2/4/2025 2:41:56 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**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](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.

### **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](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.

### Certificate Of Completion

Envelope Id: 0C846655-5F4A-4416-8622-F79EF01F3427	Status: Completed
Subject: Complete with Docusign: PARTIALLY EXECUTED CONTRACT - Fleet Support Software Renewal 2025 - Che...	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Shaun Rowley
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	The Old School House
	Belper, Nottinghamshire DE56 1AR
	shaun.rowley@chevinfleet.com
	IP Address: 81.146.37.233

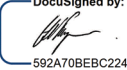
### Record Tracking

Status: Original	Holder: Shaun Rowley	Location: DocuSign
2/5/2025 9:11:10 AM	shaun.rowley@chevinfleet.com	

### Signer Events

Gary Thompson  
gary.thompson@chevinfleet.com  
CEO  
Chevin Fleet Solutions LLC  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
592A70BEBEC2243F...  
Signature Adoption: Uploaded Signature Image  
Using IP Address: 217.41.242.200

### Timestamp

Sent: 2/5/2025 9:12:36 AM  
Viewed: 2/5/2025 9:45:06 AM  
Signed: 2/5/2025 9:45:18 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### 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

Heather Irving  
heather.irving@chevinfleet.com  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/5/2025 9:12:36 AM  
Viewed: 2/10/2025 6:30:30 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### Witness Events

### Signature

### Timestamp

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent	Hashed/Encrypted	2/5/2025 9:12:36 AM
Certified Delivered	Security Checked	2/5/2025 9:45:06 AM
Signing Complete	Security Checked	2/5/2025 9:45:18 AM
Completed	Security Checked	2/5/2025 9:45:18 AM

### Payment Events

### Status

### Timestamps