

Work/Task Order.

WO# AF0001
4/2/2026

Databank Information

458 PIKE ROAD
HUNTINGDON VALLEY, PA 19006
(800) 873-9426
WWW.DATABANKIMX.COM

Customer Information

COMPANY: City of Ocala
ATTN: Mike Parker
ADDRESS: 110 SE Watula Ave
CITY, ST, ZIP: Ocala, FL 34471

Initiated By

Requester: Aaron Fryzek
Email: afryzek@datbankimx.com

Requested By

Requester: Mike Parker
Email: mparker@ocalafl.gov

Work Description

City of Ocala is looking to replace current scan functionality within Kofax with OnBase Production Document Imaging licenses. This work order is to provide up to the number of hours noted below for assistance in building an initial scan queue and scan formats for their processes. DataBank will assist and show the Ocala staff the process of building these items for Ocala.

Additional assistance regarding autofill keyword sets, data sets, document type and keyword configuration tied to the current scanning processes may also be included within this scope. DataBank will provide an estimated level of effort for each activity prior to utilization of hours. Unused hours will not be billed. An estimated 15% may be utilized for project management including project kickoff and close and necessary project status updates.

Service Item	Estimated Hours	Rate(\$/H)	Total
Professional Service	20	\$225	\$ 4,500.00

Agreement Terms

- Refer to the W.O. # in all correspondence and in your payment.
- Any applicable tax will be added to the Invoice.
- The terms in this agreement are bound to any previously approved MASTER SERVICES AGREEMENT (MSA) between Client and DataBank.
- DataBank will perform project management activities as it relates to this Work Order including resourcing, planning and budget management.
- By signing and approving this Work Order, I am confirming that I have the authority to approve the use of my company's funds for DataBank Professional Services.
- Invoices shall be paid within 30 days from the invoice date.
- The Work Order is no longer valid if not signed within 30 days from the Work Order Date.
- The Work Order will terminate and become no longer valid 30 days after the Client Approval Date.

DocuSigned by:
Christopher Watt
8CA0B9F07388433...

5/20/2026
Date

Signed by:
Andy Schuster
D6D8B8B7AA6549C...

5/20/2026
Date

Approved as to form and legality:
William E. Sexton, Esq.
4A55AB8A8ED04F3...

Certificate Of Completion

Envelope Id: B2EE2F83-7AB9-8E33-8152-25141C5D0355
 Subject: SIGNATURE - Work Order for Kofax Implementation - OnBase (ITS/210100)
 Source Envelope:
 Document Pages: 1
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Patricia Lewis
 110 SE Watula Avenue
 City Hall, Third Floor
 Ocala, FL 34471
 plewis@ocalafl.org
 IP Address: 216.255.240.104

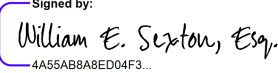
Record Tracking

Status: Original
 5/13/2026 4:40:36 PM
 Security Appliance Status: Connected
 Holder: Patricia Lewis
 plewis@ocalafl.org
 Pool: StateLocal
 Location: DocuSign

Signer Events

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

Signature

Signed by:

 4A55AB88A8ED04F3...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.255.240.104

Timestamp

Sent: 5/13/2026 4:43:14 PM
 Viewed: 5/20/2026 3:00:56 PM
 Signed: 5/20/2026 3:01:02 PM

Electronic Record and Signature Disclosure:
 Accepted: 9/15/2023 9:02:35 AM
 ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

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

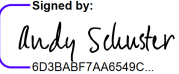
DocuSigned by:

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

Sent: 5/20/2026 3:01:03 PM
 Viewed: 5/20/2026 3:20:17 PM
 Signed: 5/20/2026 3:20:32 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/20/2026 3:20:17 PM
 ID: 2b12e8d4-6dc2-4e34-8378-1daf4a587113

Andy Schuster
 aschuster@atabankimx.com
 Program Manager/Team Lead
 DataBank IMX
 Security Level: Email, Account Authentication
 (None)

Signed by:

 6D38ABF7AA6549C...
 Signature Adoption: Pre-selected Style
 Using IP Address: 216.205.117.126

Sent: 5/20/2026 4:46:51 PM
 Viewed: 5/20/2026 4:47:43 PM
 Signed: 5/20/2026 4:50:10 PM

Electronic Record and Signature Disclosure:
 Accepted: 5/20/2026 4:47:43 PM
 ID: 43145c8d-1699-4797-89a9-543f0a63917f

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
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Carbon Copy Events	Status	Timestamp
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Aaron Fryzek afryzek@atabankimx.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/20/2026 4:46:52 PM Viewed: 5/20/2026 4:47:57 PM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/13/2026 4:43:14 PM
Certified Delivered	Security Checked	5/20/2026 4:47:43 PM
Signing Complete	Security Checked	5/20/2026 4:50:10 PM
Completed	Security Checked	5/20/2026 4:50:10 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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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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: <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.