



PO Box 7795  
Carol Stream, IL 60197-7795  
Tel: (847) 283-7300 / Fax: (847) 283-7500

Quote # Q-21371			
Quote Name: Teams Conference Room hardware			
Date	Terms	PO #	Ship Via
December 18, 2025	Net 30		Ground
Your account manager is Angelo Rago Office Phone: Email: arago@netrixllc.com			

Bill To:
City of Ocala, Florida City of Ocala, Florida 110 SE Watula Ave Ocala, FL 34471 US

Ship To:
City of Ocala, Florida City of Ocala, Florida 110 SE Watula Ave Ocala, FL 34471 US

Part #	Description	Qty	Sell Price	Sell Extended
TAPRBUGUNIAPP	Logitech Rally Bar (Graphite) & Tap - Video Conferencing Kit - 3840 x 2160 Video (Live) - 4K - 1 x Network (RJ-45) - 1 x HDMI In - 2 x HDMI Out - USB - Full solution featuring an all-in-one video bar and touch controller with PoE connectivity.	1	\$5,003.00	\$5,003.00

**Sub Total: \$5,003.00**

Licensing Contact
Name:
Email:
Phone:

Subtotal	\$5,003.00
Tax	\$0.00
Shipping	\$79.00
<b>Total:</b>	<b>\$5,082.00</b>

\*Pricing is valid through 12-26-2025.

Pricing does not include any applicable Federal, State, and local Taxes, surcharges, fees or transportation costs. These will be added at time of invoice. Please see official terms and conditions for more detail.

Unless otherwise approved by Netrix in writing or by executing this Quote, this Quote, including pricing, shall be invalid if not fully executed by Client on or before the date for pricing validity set forth in this Quote.

Quote subject to Netrix Quote Terms & Conditions available at <https://netrixglobal.com/contracts/>. attached.

*Initial*  
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\*Pricing is subject to adjustment if Netrix's suppliers increase their pricing due to tariff-related cost volatility or other significant supplier constraints beyond our control. Netrix will make commercially reasonable efforts to notify Client of any such price adjustments.

Signed by:  
Approved By: *Janice Mitchell*  
55198B43858A4E1...

Approved as to form and legality:

Signed by:  
*William E. Sexton, Esq.*  
4A55AB8A8ED04F3...

## NETRIX QUOTE TERMS AND CONDITIONS

EFFECTIVE May 8, 2025

Netrix, LLC d/b/a Netrix Global (“Netrix”) agrees to supply, and Client agrees to purchase and/or license, the product deliverables, licenses, subscriptions and/or services described in the associated Netrix Quote (“Quote”) subject to the following terms and conditions (the “Terms”):

**1. PAYMENT TERMS, PRICING AND CREDIT:** Payment terms are as stated on Netrix’s invoice. Pricing for any Quote is subject to adjustment if Netrix’s suppliers increase their pricing due to tariff-related cost volatility or other significant supplier constraints beyond our control. Netrix will make commercially reasonable efforts to notify Client of any such price adjustments. Interest in the lesser of 1.5% per month or the maximum amount allowed by law may be charged on all past due balances. Credit card (MasterCard and VISA) payments are only accepted if agreed at the time of order, and additional service fees may apply.

If Client fails to make timely payment of any amount invoiced hereunder, Netrix, in addition to any and all other rights and remedies, may immediately revoke any credit extended, terminate or suspend performance under any Quote, reclaim or hold any unpaid deliverables, suspend services, and/or reduce or cancel any discounts extended to Client. Client shall reimburse Netrix for all costs of collection, including court costs, administrative charges, and reasonable attorneys’ fees. Any obligations of Netrix under any Quote on credit terms will terminate without notice if Client files a voluntary petition under a bankruptcy statute, or makes an assignment for the benefit of creditors, or if an involuntary petition under a bankruptcy statute is filed against Client, or if a receiver or trustee is appointed to take possession of the assets of Client.

Client shall furnish Netrix all reasonably requested financial information for the purpose of managing Client’s credit limit. Netrix may decline credit or change Client’s credit limit at any time and require pre-payment. Where Netrix extends credit to Client, title to deliverables will not pass to Client until full payment is made. Netrix and/or its suppliers retain a purchase-money security interest in, and may make UCC-1 filings on, any product deliverable if full payment is not received therefor.

**2. TAXES / SHIPPING AND HANDLING:** Fees do not include taxes, duties, VAT and any other government or regulatory imposed charges (collectively, “Taxes”) or shipping, insurance, and handling. Shipping, handling and insurance charges will be invoiced. For states in which Netrix is registered to do business (currently Arizona, California, the District of Columbia, Florida, Illinois, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, Virginia and Wisconsin), Netrix will pay any state Taxes it is required to pay by law and invoice Client for the same (including taxes that may be assessed after termination). For all other states and all local jurisdiction taxes, Client will self-assess and pay Taxes.

**3. SHIPMENT AND DELIVERY:** Delivery of product deliverables will be made FOB origin. Client is responsible for insuring deliverables during transport. If Netrix is shipping from its facilities, Netrix will comply with all reasonable written shipping and handling instructions received prior to shipment. Netrix may require COD payment. Client shall examine all deliverables promptly upon receipt thereof. No later than 5 days after receipt, Client must notify Netrix of all claimed shortages or defective deliverables and must specify with particularity all grounds for rejection. Failure to give such notice will be deemed an acceptance of the deliverables as of the date of shipment. Netrix is not responsible for any delays in shipment or delivery of products that arise from acts or omissions of third-party carriers or other entities outside of Netrix’s direct control. Netrix will make commercially reasonable efforts to ensure timely delivery of product deliverables and to comply with Client’s shipping instructions. However, Client acknowledges that delivery times are estimates only and agrees that Netrix shall not be liable for any damages or costs resulting from delayed delivery.

**4. STORAGE:** To the extent any product deliverables are stored at a Netrix facility, Client agrees to pay a storage fee of \$50.00 per week for each skid measuring 2 x 4 x 5 feet (Width x Depth x Height) that is stored at any Netrix facility beyond 5 days due to a shipping delay not caused by Netrix. This fee represents a minimum charge applicable to any storage period extending beyond the specified 5-day window.

**5. THIRD PARTY PRODUCTS.** Client acknowledges that unless otherwise provided in a Quote, all third-party software, subscriptions, licenses, products, or services provided by Netrix (collectively, “Third Party Products”) are provided solely pursuant to the relevant third-party’s terms and conditions, including any applicable end user agreements. Client does not acquire any rights to such Third Party Products in excess of those provided in such third party’s terms and conditions. In the event of a conflict between these Terms and such third-party terms and conditions, the third-party terms and conditions shall prevail. For certain Microsoft products, applicable terms and conditions are available at [www.microsoft.com/licensing/docs/customeragreement](http://www.microsoft.com/licensing/docs/customeragreement). Client agrees to provide Netrix with such cooperation as is reasonably requested by Netrix for purposes of providing Third Party Products to Client, including actions reasonably necessary for Netrix to comply with its compliance and contractual obligations with applicable third-party providers. Client does not acquire any rights to such Third-Party Products in excess of those provided in the relevant manufacturer or licensor agreement. If third party equipment is purchased hereunder, upon full payment therefore, title to third party product equipment shall pass to Client. Netrix may make UCC-1 filings on Third Party Products until full payment thereof.

**6. RETURNS:** Netrix requires preauthorization for all product returns. Items not preauthorized for return will be refused or returned to Client at Client’s expense. In all events, Client assumes the risk of loss or damage during transit. Subject to the foregoing, product



## NETRIX QUOTE TERMS AND CONDITIONS

deliverables, including but not limited to all hardware and equipment, shipped to Clients within the United States must be returned within thirty (30) calendar days from the date of delivery. Products shipped or sold to locations outside the United States are not eligible for return. All returned items must be in original, and unopened packaging, with all included accessories, manuals, and materials, and, in resaleable condition. At Netrix's sole discretion, opened items that are complete and unused may be returned with a minimum of a 20% restocking fee plus return shipping to Netrix or our designated distributor. Memory products and opened software are non-returnable. All service charges, including but not limited to configuration, delivery, and freight charges, are non-refundable and must be paid.

7. **DEFECTIVE RETURNS:** Client must, within 30 days of delivery, advise Netrix of any defect in product deliverables provided and, without deduction or offset, upon obtaining proper authorization of Netrix ship defective product deliverables to such location as directed by Netrix. Netrix may reimburse the expense of shipping the defective product deliverables to its warehouse and the expense of shipping the repaired or replaced product deliverables to Client, unless such product deliverables were not defective, in which case Client shall bear all reasonable expenses incurred in inspecting, testing, and returning the product deliverables. In all events, Client shall bear the risk of loss of damage during transit. Netrix reserves the right to require Client to return defective product deliverables directly to the manufacturer for replacement according to the manufacturer's return policy. Netrix is not obligated to repair or replace deliverables rendered defective, in whole or in part, by causes external to the deliverables, such as, but not limited to, catastrophe, power failure or transients, over voltage on interface, environmental extremes, improper use, maintenance and application of the deliverables, or use of unauthorized parts.

8. **ORDER CANCELLATION POLICY:** Cancellation charges may apply if an order is canceled prior to shipment or delivery to Client. Applicable charges, including but not limited to return freight to Netrix's distributors, any non-cancellable third-party charges, and configuration charges, will be billed to Client upon order cancellation.

9. **PERFORMANCE OF SERVICES:** The parties agree and acknowledge that any professional services or software support services provided by Netrix shall be governed by the terms of the applicable Statement of Work and the master agreement between the parties. In the absence of a specific master agreement executed by the parties, the terms of the Netrix Master Services Agreement, available at [www.netrixglobal.com/contracts](http://www.netrixglobal.com/contracts), shall apply.

10. **CPOR / PAL FOR MICROSOFT M365 AND AZURE:** As part of onboarding for certain Microsoft 365 Engagements, Client agrees to confirm Netrix as the Microsoft claiming partner of record (CPOR) for the Services. Partner attribution allows Netrix to gain or maintain access to Microsoft Partner programs and resources to deliver a better customer experience, including funding options, access to special programs or offers, and preventing administrative delays if urgent needs arise. It is also required for you to utilize any applicable FastTrack benefits. Partner Registration can be accomplished with a brief call or email or, in some cases, a DocuSigned Proof of Engagement form. For Microsoft Azure subscriptions, Client agrees that Netrix may associate such subscriptions using Microsoft's Partner Admin Link (PAL). PAL enables Microsoft to confirm and track which Partner is providing Services in connection with your Microsoft Azure environment. This tracking allows Microsoft to properly associate its partners with customers to continually improve the customer experience. The PAL program was developed by Microsoft using industry-leading security and privacy principles and is used for reporting purposes only.

11. **MICROSOFT AZURE:** For Microsoft Azure services, Client agrees to pay a monthly retainer ("Retainer") if the invoiced amount for Client's Azure consumption is equal to or greater than USD \$100,000 for any monthly service period. If applicable, the Retainer shall be equal to 100% of the invoiced amount for Client's actual Azure consumption for the prior monthly service period, added to Client's invoice, and due and payable within five (5) days of the invoice date. Unless otherwise agreed in writing, the Retainer shall continue to be due and payable even if the invoiced amount for Client's actual Azure consumption is less than USD \$100,000 for any subsequent monthly billing period.

12. **CONFIDENTIALITY:** The parties may exchange information that is confidential ("Confidential Information"). Confidential Information of each party includes its trade secrets, methods, processes or procedures, financial, technical and nonpublic business information, information about employees and clients, and all other information identified in writing as confidential. Confidential Information of Netrix includes all proposals, pricing, contract terms, software owned by Netrix, data definitions, database structures, training materials, help system content and any guides or other documentation, and any information about Netrix suppliers, employees and contractors. Confidential Information does not include information which: (a) is or becomes a part of the public domain through no act or omission of the recipient; (b) was in the recipient's lawful possession prior to the disclosure from a source other than disclosing party; (c) is lawfully disclosed to recipient by a third party without restriction on disclosure; (d) is independently developed by recipient without use of disclosing party's Confidential Information; or (e) is disclosed by operation of law. Each recipient shall protect the disclosing Party's Confidential Information from disclosure to any unpermitted third party using at least a reasonable degree of care, and each recipient agrees to use the disclosing Party's Confidential Information only for the purpose of performance under these Terms. Notwithstanding the foregoing, Netrix may disclose the Client's Confidential Information to its consultants, agents or employees who have a need to know and who have agreed in writing to protect such confidential information confidential at least to the extent set forth herein. The provisions of this Section 10 shall survive termination of these Terms.

## NETRIX QUOTE TERMS AND CONDITIONS

### 13. WARRANTIES:

(a) **Netrix Warranties:** Third Party Products and services are covered only by the original provider's warranty, if any, and Netrix will pass through any available manufacturer warranties to Client. All product deliverables and services are provided "as is." Client acknowledges that break-fix services are provided in emergency situations only at Client's request, and Client agrees that any conflicting terms in other any agreement between Client and Netrix shall not apply to "break-fix" services. NETRIX HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THE STATUTORY WARRANTY OF NONINFRINGEMENT. IN NO EVENT SHALL NETRIX BE LIABLE FOR DAMAGES OF ANY KIND ALLEGED TO HAVE RESULTED FROM ANY BREACH OF WARRANTY. This disclaimer of warranty may not be enforceable in all jurisdictions and if not enforceable shall be interpreted to provide the broadest possible enforceable disclaimer.

(b) **Client Warranties:** Client warrants to Netrix that Client has the authority to allow Netrix to use all facilities, equipment, Client software, Client Confidential Information and all other materials provided by Client; that Netrix may rely on instructions and information provided by Client and its agents, that Client will be solely responsible for compliance with all laws applicable to its industry (including laws applicable to privacy and data protection), that Client is compliant with all client-owned software licenses for software managed by Netrix, and that Client has or will secure all necessary consents, permits, permissions, clearances, authorizations and waivers necessary for the services.

(c) **Exclusions:** Notwithstanding anything to the contrary herein, Netrix is not liable for claims involving (i) Third Party Products (for which Netrix will pass through all available manufacturer warranties); (ii) Client's software, hardware or systems; (iii) services not performed by Netrix, its affiliates, or its subcontractors; (iv) defects in Client's computer systems; (v) Client's failure to take reasonable security measures to protect its data and networks; (vi) modification of any deliverable not explicitly authorized by Netrix; (vii) specific instructions or plans given by Client to Netrix; (viii) any issue outside the scope of services stated in a Quote, or (ix) any performance or quality of service issues not caused by Netrix or under its reasonable control.

14. **LIMITATION OF LIABILITY:** IN NO EVENT SHALL NETRIX BE LIABLE FOR ANY LOST OR MISAPPROPRIATED DATA OR CONTENT, IDENTITY THEFT, GOVERNMENTAL FINES OR PENALTIES, LOST PROFITS, BUSINESS INTERRUPTION OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THE SERVICES AND DELIVERABLES PROVIDED UNDER THESE TERMS, EVEN IF NETRIX HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. CLIENT ACKNOWLEDGES THAT WITHOUT THESE DISCLAIMERS AND LIMITATIONS SET FORTH IN THIS SECTION 14 THE COST OF THE SERVICES AND DELIVERABLES WOULD BE GREATER. NETRIX SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, CLAIM OR INJURY WHICH RESULTS FROM THE USE OR APPLICATION BY CLIENT OR ANY OTHER PARTY OF DELIVERABLES AND/OR SERVICES PROVIDED HEREUNDER, UNLESS THE LOSS, DAMAGE, CLAIM OR INJURY RESULTS DIRECTLY FROM THE GROSSLY NEGLIGENT, INTENTIONALLY TORTIOUS OR FRAUDULENT ACTS OR OMISSIONS OF NETRIX. THE TOTAL LIABILITY OF NETRIX FOR ALL DAMAGES HEREUNDER IN ANY FORM OF ACTION IS LIMITED TO THE NET PURCHASE PRICE OF DELIVERABLES AND/OR SERVICES PAID FOR BY CLIENT CAUSING THE LOSS, DAMAGE, CLAIM OR INJURY.

15. **DUTIES UPON TERMINATION:** Upon termination of these Terms, Client shall no later than the termination date erase and cease use of any subscription-based software and pay Netrix all amounts due up to the effective date of such termination, including payment of all non-cancelable items, decommissioning expenses, and payment of all amounts remaining due for the full term under services and subscriptions with a term commitment. If Client has not paid all amounts due as of the date of termination, Netrix may retain or recover any deliverables, or Client equipment hosted at Netrix, until full payment is made in addition to any other remedies it may have at law or in equity. Any termination will be without prejudice to any other right or remedy afforded to Netrix.

16. **SEVERABILITY:** A judicial determination that any provision hereunder is invalid in whole or in part shall not affect the enforceability of all other provisions, and a court of competent jurisdiction shall interpret such a provision in a manner to be enforceable and consistent with the parties' intentions.

17. **GOVERNING LAW AND VENUE:** These Terms shall be construed and governed by the laws of the State of Illinois, except for its conflicts of law principles. Any legal proceeding related to these Terms shall be brought exclusively in the State or Federal courts located in Lake or Cook County, Illinois, and the parties agree that these courts shall have subject matter jurisdiction over all such disputes.

18. **NOTICES:** Any notices which any party may be required, or may desire, to give hereunder shall be deemed to have been given if delivered by confirmed and prepaid overnight courier addressed:

In the case of the Netrix:

Netrix, LLC  
 2801 Lakeside Drive – 1st Floor  
 Bannockburn, IL 60015

**NETRIX QUOTE TERMS AND CONDITIONS**

Attn: CFO and General Counsel – Notice with a copy to [Notice@netrixllc.com](mailto:Notice@netrixllc.com).

In the case of the Client: to the most recent address the Netrix has on file for the Client. Client agrees to notify Netrix of any and all address changes as soon as they occur.

**19. EXPORT CONTROL:** Client acknowledges and agrees that the goods purchased and software licensed under these Terms may be subject to restrictions and controls imposed by the United States Export Administration Act and the regulations thereunder. Client agrees to comply with all applicable export and reexport control laws and regulations, including the Export Administration Regulations maintained by the U.S. Department of Commerce, trade and economic sanctions maintained by the Treasury Department's Office of Foreign Assets Control, and the International Traffic in Arms Regulations maintained by the Department of State. Specifically, Client covenants that it shall not, directly or indirectly, sell, export, reexport, transfer, divert, or otherwise dispose of any goods received from Netrix under these Terms to any destination, entity, or person prohibited by the laws or regulations of the United States, without obtaining prior authorization from the competent government authorities as required by those laws and regulations.

**20. NON-SOLICITATION:** For a period of 1 year following the termination or completion of any deliverables or Services provided by Netrix (the "Non-Solicitation Period"), Client shall not, directly or indirectly, solicit, hire, retain or otherwise engage any employee, independent contractor, consultant, sub-contractor, person or entity retained or contracted by Netrix at any time during the Non-Solicitation Period without the express written consent of Netrix. Should Client hire any employee of Netrix, a placement fee of 100% of the employee's last full calendar year's total annual compensation paid by Netrix shall be paid by Client within 5 business days of the applicable employee commencing work.

**21. FORCE MAJEURE:** Except for payment obligations hereunder, neither party shall be held responsible for failure to perform hereunder if such failure is a result of acts of god, acts of foreign or domestic enemies, or for any other matter beyond the nonperforming party's reasonable control (each a "Force Majeure" condition). Neither party is entitled to terminate these Terms in such circumstances unless such Force Majeure event continues for a period of 30 days or more.

**22. ENTIRE AGREEMENT:** If Client and Netrix are parties to a Master Services Agreement or similar agreement (collectively, "MSA"), these Terms shall control to the extent of any conflict. Apart from the foregoing exception, this document embodies the whole agreement of the Parties with respect to the subject matter of the Quote and no other communication or agreement between the Parties shall apply. The Parties agree that there are no promises, terms, conditions, or obligations other than those contained herein, and that these Terms shall supersede all previous communications, representations, or agreements either verbal or written, between the parties hereto for the deliverables and services in the Quote. The document attached hereto titled "City Contract Provisions is incorporated into this Agreement. Initial 

**23. WAIVER:** The Parties specifically acknowledge and agree that neither these Terms nor any provisions hereof may be amended waived, discharged or terminated orally, but only by an instrument duly acknowledged and executed in writing by the party against whom enforcement of the change is sought.

**24. SURVIVAL:** Notwithstanding any other provision to the contrary, the following sections shall survive the termination or expiration of these Terms for any reason: Confidentiality (Section 12), Warranties (Section 13), Taxes/Shipping and Handling (Section 5), Credit and Payment Terms (Section 4), Order Cancellation Policy (Section 8), Duties Upon Termination (Section 15), and any other section which, by its nature, is intended to survive termination.

**PUBLIC RECORDS.** Contractor shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the contract, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: CITY OF OCALA, OFFICE OF THE CITY CLERK; 352-629-8266; E-mail: [clerk@ocalafl.gov](mailto:clerk@ocalafl.gov); City Hall, 110 SE Watula Avenue, Ocala, FL 34471.**

**NO WAIVER OF SOVEREIGN IMMUNITY.** Nothing herein is intended to waive sovereign immunity by the City to which sovereign immunity may be applicable, or of any rights or limits of liability existing under Florida Statute § 768.28. This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until any proceeding brought under this Agreement is barred by any applicable statute of limitations.

**TERMINATION FOR NON-FUNDING.** In the event that budgeted funds to finance this Agreement are reduced, terminated, or otherwise become unavailable, City may terminate this Agreement upon written notice to Contractor without penalty or expense to City. City shall be the final authority as to the availability of budgeted funds.

Initial

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## Certificate Of Completion

Envelope Id: B6CFFA80-0806-4940-AD8C-E80DF978D086	Status: Completed
Subject: SIGNATURE: Quote Q-23171 with Terms and Conditions (ITS/260430)	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 3
AutoNav: Enabled	Envelope Originator:
Envelope 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 12/18/2025 2:21:11 PM	Holder: Patricia Lewis plewis@ocalafl.org	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

## Signer Events

Signer	Timestamp
William E. Sexton, Esq. wsexton@ocalafl.org City Attorney Security Level: Email, Account Authentication (None)	Sent: 12/18/2025 2:32:13 PM Viewed: 12/22/2025 10:01:44 AM Signed: 12/22/2025 10:02:02 AM

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

### Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM  
ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

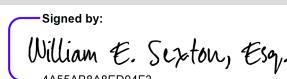
Janice Mitchell jmitchell@ocalafl.org CFO City of Ocala Security Level: Email, Account Authentication (None)
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### Electronic Record and Signature Disclosure:

Accepted: 12/22/2025 10:31:05 AM  
ID: 64aaac50-997d-46d6-9be1-2250ebffdf45

Angelo ARago@netrixllc.com Security Level: Email, Account Authentication (None)
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## Signature

  
Signed by:  
William E. Sexton, Esq.  
4A55AB8A8ED04F3...

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

## Timestamp

Sent: 12/18/2025 2:32:13 PM  
Viewed: 12/22/2025 10:01:44 AM  
Signed: 12/22/2025 10:02:02 AM

  
Signed by:  
Janice Mitchell  
55198B43858A4E1...

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

Sent: 12/22/2025 10:02:03 AM  
Viewed: 12/22/2025 10:31:05 AM  
Signed: 12/22/2025 10:31:46 AM

  
Initial  
A

Signature Adoption: Pre-selected Style  
Using IP Address: 73.209.111.19

Sent: 12/22/2025 2:12:56 PM  
Viewed: 12/22/2025 2:14:12 PM  
Signed: 12/22/2025 2:14:36 PM

## Electronic Record and Signature Disclosure:

Accepted: 12/22/2025 2:14:12 PM  
ID: 7627b409-eacd-47c2-9c9f-dab0ed14b921

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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Angelo Rago arago@netrixllc.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/22/2025 10:33:59 AM Viewed: 12/22/2025 10:34:51 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 12/22/2025 10:32:55 AM ID: 5266fa59-201a-41fb-a38a-de6b15e9c1bf		
Denis Farr DFarr@netrixllc.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/22/2025 11:28:33 AM Viewed: 12/22/2025 12:20:32 PM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 12/22/2025 11:27:47 AM ID: 63ee33d1-5f60-420b-a7bc-0f263c15f601		
Teal Cracraft TCracraft@netrixllc.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/22/2025 2:12:57 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Christopher Ramos cramos@ocalafl.gov Director of Information Technology City of Ocala Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 12/22/2025 2:14:38 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/18/2025 2:32:13 PM
Certified Delivered	Security Checked	12/22/2025 2:14:12 PM
Signing Complete	Security Checked	12/22/2025 2:14:36 PM
Completed	Security Checked	12/22/2025 2:14:38 PM
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

## **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 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.