



## Work Order Form

GENERAL INFORMATION	
Work Order # (WO)	Ocala FL WO11072025 Get Default Reviews
Project/City/County	Ocala FL
Requestor Name	Gregory Wesolowski
Scope of Work	<p><b>Get Default Reviews from TRAKiT</b></p> <p>The request is to get the default review groups from TRAKiT at these two activities:</p> <ul style="list-style-type: none"> <li>• Assign Reviewers</li> <li>• Resubmit Received</li> </ul> <p>The ability to get the assigned user from TRAKiT is not available at this time with the TRAKiT connector.</p> <p>The workflow to be updated is:</p> <ul style="list-style-type: none"> <li>• Ocala Building - Trakit Updates (Production environment)</li> <li>• Ocala Building - v9.2 (Test environment)</li> </ul> <p>Review Groups available for selection in ProjectDox must match the group in TRAKiT.</p> <ul style="list-style-type: none"> <li>• Building Management</li> <li>• Development Admin</li> <li>• e911</li> <li>• Electrical</li> <li>• ENG - Civil</li> <li>• ENG - Inspection</li> <li>• Environmental</li> <li>• Fire Rescue</li> <li>• Gas</li> <li>• Historic</li> <li>• Housing Incentive Fund</li> <li>• Impact Fee Review</li> <li>• Mechanical</li> <li>• Planning</li> <li>• Plumbing</li> <li>• PW - Sanitation</li> <li>• PW - Stormwater</li> <li>• SOLAR</li> <li>• Structural</li> <li>• Tree Permit Review</li> <li>• WS - Comp Monitoring</li> <li>• WS - Engineering</li> </ul>



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	<ul style="list-style-type: none"> <li>MOT Review</li> <li>ROW Electric Review</li> <li>ROW Fiber Network Review</li> <li>Transportation Project Administration</li> </ul>
Date Submitted	11/7/2025
Priority	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High <input type="checkbox"/> X <input type="checkbox"/> Required
Qualification of Impact	Ocala FL has requested that ProjectDox get any default reviews from TRAKiT and preselect the groups in the ProjectDox tasks.
Project Artifacts Impacted	
Assumptions/Risks	<ul style="list-style-type: none"> <li>Initial delivery will occur to test environment then moved to production.</li> <li>The Jurisdiction will fully test the new functionality</li> <li>The Jurisdiction will sign off on changes prior to moving to production</li> <li>The Jurisdiction will provide resources to provide the necessary UAT testing for the delivered product in test and production.</li> </ul>
Comments/Considerations	<ul style="list-style-type: none"> <li>This will be a new work order for Ocala FL.</li> <li>Ocala FL will provide a new PO to cover this work.</li> <li>Ocala FL will be invoiced at the beginning of each month for the number of Professional Services hours (excludes training) at the hourly rate (\$225) consumed during the previous month. A short description of each time entry and a time tracking spreadsheet will accompany the invoice each month and the number of hours remaining in the project budget. Payment for the remaining amount is due net thirty days (30) from project completion. Payment via EFT.</li> </ul>
Attachments/References	None

ESTIMATES		
Product SKU	PS-225	
Total Estimated Hours	[#hrs]	4
Total Estimated Cost	[\$cost]	\$900.00
Comments/Recommendations		
PM Approval Signature	<i>Gael Baughman</i>	
Date Signed	11/7/2025	
AUTHORIZATION SIGNATURES		
Customer Approval Signature	Signed by: <i>Janice Mitchell</i>	
Date Signed	55198B43858A4E1... 12/3/2025	

## Certificate Of Completion

Envelope Id: 746D0FE5-F295-4156-88E3-2A86AD602B4F	Status: Completed
Subject: SIGNATURE: Work Order for Default Groups - Avolve (ITS/15-006)	
Source Envelope:	
Document Pages: 2	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
12/3/2025 3:36:24 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: 12/3/2025 3:37:15 PM
jmittchell@ocalafl.org		Viewed: 12/3/2025 5:02:15 PM
CFO		Signed: 12/3/2025 5:06:32 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: 12/3/2025 5:02:15 PM  
ID: 95940417-7e6b-4e05-9544-0ba345af3dab

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	12/3/2025 3:37:15 PM
Certified Delivered	Security Checked	12/3/2025 5:02:15 PM
Signing Complete	Security Checked	12/3/2025 5:06:32 PM
Completed	Security Checked	12/3/2025 5:06:32 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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### **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.