



CONTRACT# 250667

# CITY OF OCALA

## CONTINUING PROFESSIONAL SERVICES

### CONTRACT WORK ORDER

WORK ORDER NUMBER # 3

EFFECTIVE DATE: 7/10/25

DS  
*DR*  
 Contracting Officer  
 Approval/Initials

**Project Title:** Police Training Facility Project

To: *Monarch Design Group*  
 217 SE 1st Ave #103  
 Ocala, FL 34471

Attn: *Barnett Chenault*

FUNDING SOURCE: Professional Services

EXPENDITURE  
 ACCOUNT NUMBER: 001-018-890-521-52-31010

In accordance with your executed City Council Agreement, you are hereby authorized to commence the work outlined in the attached scope of work. The approved work order amount as a maximum limiting amount shall not to exceed **\$16,277.00.**

Requested By: *Ben Davis* Date: *7/9/2025*  
 Department Director

DocuSigned by:  
 Approved By: *Ken Whitehead* Date: *7/23/2025*  
 Deputy Assistant City Manager



# Proposal for Programmatic Analysis & Design Concept



## City of Ocala POLICE TRAINING FACILITY PROJECT

**July 8, 2025**

MONARCH DESIGN GROUP  
217 SE 1st Ave #103  
Ocala, FL 34471  
352-378-4400 PH

MONARCH DESIGN GROUP  
112 SW 6th St,  
Gainesville, FL 32601  
352-378-4400 PH



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# SUMMARY

## Proposal Details





**MONARCH**  
DESIGN GROUP

Sean Lanier, PE, CFM  
City Engineer/Director  
Engineering & Water Resources Department  
City of Ocala, Florida  
Phone: (352) 351-6772  
Fax: (352) 351-6718  
[slanier@ocalafl.gov](mailto:slanier@ocalafl.gov)

July 8, 2025

Re: **Pre-Design & Programming Service Proposal**  
Project Name: Ocala Police Department Training Facility

Dear Sean,

We appreciate the opportunity to collaborate with you and enjoyed the productive discussions held on Monday, June 9, 2025, regarding the integration of the Ocala Police Department (OPD) into the overall conceptual design of the Ocala Fire Training Facility. As requested, we are pleased to submit this proposal for Phase One of the project. This proposal specifically addresses the OPD portion of the training facility and its integration into the broader conceptual design with Ocala Fire Rescue (OFR). During this phase, we will identify and evaluate the specific operational needs of OPD and deliver a comprehensive needs assessment, conceptual design, opinion of probable cost, projected design schedule, and other key deliverables outlined in this agreement. Should you choose to move forward with construction documents at a later stage, those services will be provided under a separate proposal

## PROJECT SCOPE & UNDERSTANDING:

We propose beginning the design process by helping you establish the general programmatic needs, layout, size, and character of the facility.

Our understanding of the scope of work is as follows:

- The project is located near NW 14th Street, MLK Blvd, and 441. The total site is 40 acres, with 5 acres designated for the project.
- Parcel numbers involved are 25769-000-00, 25442-000-00, 25781-000-00, 25775-000-00.
- During this initial programmatic analysis phase, our team will facilitate interviews and lead focused discussions with leadership from the Ocala Police Department to define the appropriate size, scope, and functional requirements of the integrated Fire and Police Training Facility
- The primary focus of this first phase will be to provide a Needs Assessment, Programmatic Study, Initial Design Concept, Rendering, and supporting documentation. These deliverables will equip the Fire Department and Ocala Police Department with the necessary materials to effectively present and discuss the proposed joint Training Facility with surrounding neighborhoods and City leadership.



Monarch Design Group - Headquarters  
112 SW 6th St,  
Gainesville, FL 32601



Monarch Design Group - Ocala Office  
217 SE 1st Ave Suite 103,  
Ocala, FL 34471



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## SERVICES & DELIVERABLES PROPOSED:

This phase of the design process includes performing the following services and creating the following deliverables.

### PROGRAMATIC ANALYSIS SERVICES PROPOSED:

1. **HOLD NEEDS ASSESSMENTS INTERVIEWS / USER GROUP MEETINGS** - Working with the City representative for the Ocala Police Department, we intend to schedule (3) user group meetings where we will conduct user interviews and lead a discussion, usually 45-60 minutes. These meetings will form the foundation of the needs assessment, which will then be thoroughly reviewed with both the department and City administration. We will pay special attention to the department's unique operational needs, including gun range safety, administrative and training spaces, and the design of the driving pad and training course. The resulting program will address these priorities and be designed to support long-term flexibility and future growth. The first of the three meetings occurred on Monday, June 9, 2025.
2. **PREPARE NEEDS PROGRAM** - We will integrate the information gathered from the Ocala Police Department user meetings, along with our staffing and training projections, to develop a comprehensive space needs program. This program will outline all required spaces, including their sizes, and will be organized in a matrix format aligned with future staffing levels and training requirements. The program will be structured by division, unit, or group and will include building grossing factors to account for circulation, wall thicknesses, and non-programmed areas such as mechanical and electrical spaces. This approach ensures an accurate estimate of the facility's total future area. A draft version of the space needs program will be provided for review and feedback. Following any revisions, a final version will be submitted as part of the final report.
3. **FINAL PROGRAM** - We will fold together what we learned through the needs and operations assessments into a complete program statement that projects square footage over current and future timeframes of the County's preferences to best understand current and future needs for each department and the County.

### DESIGN DELIVERABLES PROVIDED IN THIS PHASE:

1. **Kickoff Meeting Summary** - Our design team will meet with your leadership team to discuss the project's scope and goals. We'll summarize the architectural and subconsultant considerations that will shape the design process. This summary will serve as the foundation for the project. This meeting occurred on Monday, June 9, 2025.
2. **Draft Report #1 - Initial Space Program** - Based on input from the user groups, we will develop a **Space Program** for the Ocala Police Department. This will be included in Draft Report #1. The Space Program describes the size and number of spaces you will need in your facility to fit your required program in a structured spreadsheet. This will include space types (e.g., offices, conference rooms, restrooms), room counts, and square footage.



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The space program will also include net and gross square footage calculations (factoring in walls, hallways, and circulation space). This report provides a preliminary estimate of the total building area required to accommodate your team's program needs. It will be built directly from the answers provided by your leadership and user group.

**3. Draft Report #2 – Updated Space Program & Initial Massing Diagram** -After receiving your feedback on Draft Report #1, we will refine the Space Program and create an Initial Massing Diagram—a conceptual 2D layout that represents the relative size and adjacencies of spaces/rooms (without detailing walls or hallways). This helps you visualize what the interior of your building's program and layout will look like. The Updated Space Program and Initial Massing Diagram will be included in Draft Report #2. Depending on the project's scope and schedule, initial engineering narratives may also be incorporated at this stage or deferred to the final report.

**4. Final Report #3 – Design Concept & Engineering Narratives** - After integrating feedback on the Massing Diagram, we will develop an initial Design Concept for the facility's exterior, shaped around the approved space program and massing. This will include exterior elevations or renderings to illustrate the design vision. The Final Report will package the design concept along with:

- Civil engineering narratives
- Opinion of probable cost
- Opinion of design and construction schedule

This report provides essential information for stakeholders to evaluate the project and determine next steps, including whether to proceed with construction documents (not included in this proposal).

**5. Presentation of Final Report** – We will present the Final Report in a meeting with your leadership and user group, discussing the architectural and engineering findings. This session provides an opportunity to address questions and outline the next steps in the process.

**The costs and scope outlined in this proposal are specific to the OPD portion of the training facility, which is being integrated into the overall conceptual design with Ocala Fire Rescue (OFR). For efficiency and to support shared planning efforts, reports and presentations will be delivered as combined documents. Independent reports and presentations for the Fire Training Facility and the Ocala Police Training Facility would require additional financial consideration.**

## FEE FOR PROFESSIONAL SERVICES:

The fee for these professional services is a lump sum of **\$16,277.00**.

The total fee listed above for professional services includes the following:

- Pre-Design Architectural Services \$16,277.00 See Architectural Proposal and Scope

## ADDITIONAL FEES NOT INCLUDED IN TOTAL ABOVE:

### + Contingency Fees:

Though not expected, in addition to these services, we will carry a 0% contingency fee to address any unforeseen studies/fees that may arise beyond the basic design services listed here.

- Contingency @0% N/A
- Additional Project fees: N/A



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#### + Reimbursable Expenses:

Reimbursable expenses will be billed separately and must be pre-authorized in writing by the County. Project expenses are **Not To Exceed \$1,000.**

- Mailing Fees
- Presentation Boards
- Prints
- 3D Printing/Models for Presentation
- Hydrant Flow Test

#### + Travel Expenses:

Travel expenses will be billed separately and are estimated to be **\$1,000.**

- Expected travel expenses are: Lodging and Mileage for any out-of-town groups during workshop weeks and requested presentations.

### **BILLING SCHEDULE: (3 meetings and additional services for reports)**

The Fee For Professional Services is due according to the following billing schedule:

• Task 1: Kickoff Meeting Summary	\$1,619.00 (10% of total fees)
• Task 2: Draft Report #1	\$4,091.00 (25% of total; fees)
• Task 3: Draft Report #2	\$4,091.00 (25% of total fees)
• Task 4: Final Report #3	\$4,857.00 (30% of total fees)
• Task 5: Presentation	\$1,619.00 (10% of total fees)

Total Fees: \$16,277.00

We invoice monthly with invoices sent out on the 1st of every month which are relative to the percentage of the work completed in the current phase of the project at that time. Because we are billing at this frequency, we're able to continuously move the project forward. If a payment is not received within (30) days of the date due, we reserve the right to stop work on your project until the total balance due is received. Notification will be sent to you 5 days prior to us stopping work. Monarch will not be responsible for any work that we have not personally observed at the site during work stoppage. Termination of this agreement by the Client(s) or Monarch requires written notification. The amount owed to Monarch will be that of the amount due at the time of receipt of said written notification.

#### **Late Payment and Attorney's Fees**

All invoices not paid within thirty (30) days are subject to a late fee of 5% of the outstanding invoice. Also, we reserve the right to stop work on your project until the total balance due is received. Notification will be sent to you 5 days prior to our stopping work. All invoices unpaid thirty (30) days after the invoice date are subject to a monthly Finance charge of 18% (or the legal rate) on the then unpaid balance. Client shall pay all collection fees and costs, including, but not limited to Monarch employee time and expense for collection, a reasonable attorney's fee, whether or not suit be brought and whether incurred in connection with collection, trial, appeal, bankruptcy proceedings.

### **HOURLY FEE SCHEDULE:**

You've been provided with an hourly fee schedule for services by discipline, as well as an explanation of the reimbursement, per diem, travel expenses, and mileage.



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## EXCLUSIONS

The following services are not included in this phase or of the design process and are not included in the fee listed above.

1. Mechanical, Electrical, or Plumbing design considerations.
2. Structural design considerations.
3. Landscape architectural design considerations.
4. Environmental studies.
5. Geotechnical services.
6. Architectural Drawings and Specifications for permitting or construction.
7. Interior Design.
8. Measured Drawings.
9. Structural, Mechanical, Plumbing and Electrical Engineering Drawings and Specifications for permitting or construction.
10. Civil Engineering & Landscape Architectural Drawings and Specifications for permitting or construction.

## CLIENT SIGNATURE:

This document summarizes our understanding of the scope and responsibilities for this phase of the project. If you have any questions or items you would like to discuss, please feel free to call. If you agree with our proposal, please sign and return this copy to our office.

DocuSigned by:

*Ken Whitehead*

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SIGNATURE

7/23/2025

DATE

We thank you again for this opportunity to work with you and want you to know that we are eager and able to start immediately.

Sincerely,

**Barnett Chenault**

Principal and Lead Architect  
Monarch Design Group  
FL License #AR101196



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Gainesville, FL 32601



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# ARCHITECTURAL SERVICES

## Proposal Details





# Proposed Architectural Services

Monarch Design Group's architectural services for the programmatic phase are detailed below.

## PROJECT SCOPE & UNDERSTANDING:

We propose beginning the design process by helping you establish the general programmatic needs, layout, size, and character of the City of Ocala Police Training Facility, developed with the directors of the user groups.

Our understanding of the scope of work is as follows:

- The project will be developed on parcel numbers: 25769-000-00, 25442-000-00, 25781-000-00, 25775-1-00.
- The total site is 40 acres, with 5 acres designated for the project.
- Our team will conduct interviews and lead discussions with the Police leaders to determine the sizing and scope of the Combined Training Facility during this initial programmatic analysis phase.
- The primary focus of this first phase will be to provide a Needs Assessment, Programmatic Study, Initial Design Concept, Rendering, and supporting documentation that will allow the Fire Department and Ocala Police Department to discuss the potential Training Facility with the surrounding neighborhoods and City Leadership.

## PREDESIGN SERVICE SCOPE FOR CITY OF OCALA POLICE TRAINING FACILITY:

- Coordination of the subconsultant engineers on the team
- Regular Client Calls and Discussion about the Project, Notes, and Meeting Minutes
- User group Visioning Workshops (x3) (This includes Kickoff Meeting conducted on June 9, 2025)
- Needs Assessment Interviews
- Prepare Needs Program Operations Assessment
- Final Program Document
- Scheduling, Agendas, Minutes
- Opinion of Probable Cost
- Project Requirements and Building Performance Review (including LEED)
- Existing Conditions Site Review and Analysis
- Site Analysis & Phased Master Plan (3 Options)
- Final Master Plan
- Blocking/Stacking (Digital 3D Conceptual Massing) for Initial Concept (x1)
- Risk / Storm Mitigation Assessment
- Stormwater Review



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- Utilities - collect data and Due Diligence
- Phase 1 Assessment
- Backup systems review/narrative
- Pre-app meeting with AHJs
- Combined Predesign Report
- Architectural Concept Rendering (1)

## **FEE FOR PROFESSIONAL SERVICES:**

The fee for these professional architectural services is a lump sum of **\$16,277.00**.

## **HOURLY FEE SCHEDULE:**

See attached.

## **EXCLUSIONS**

The following services are not included in this phase or of the design process and are not included in the fee listed above.

1. Architectural Drawings and Specifications for permitting or construction
2. Interior Design
3. Measured Drawings
4. Structural, Mechanical, Plumbing and Electrical Engineering Drawings and Specifications for permitting or construction
5. Civil Engineering & Landscape Architectural Drawings and Specifications for permitting or construction

We look forward to getting started!

Sincerely,

**Barnett Chenault**  
Principal and Lead Architect  
Monarch Design Group  
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## Monarch Hourly Fee Breakdown

Work Breakdown										
				Team Designer		Team Leader		Director/Proj Man		Architect
Cost Per Hour:				\$ 50.00		\$ 82.00		\$ 110.00		\$ 147.00
				Hours:		Hours:		Hours:		Hours:
Kickoff Meeting Summary	9.95%	\$ 1,619.00	\$ 650.00	13.00	\$ 492.00	6.00	\$ 330.00	3.00	\$ 147.00	1.00
Draft Report #1	25.13%	\$ 4,091.00	\$ 1,650.00	33.00	\$ 1,230.00	15.00	\$ 770.00	7.00	\$ 441.00	3.00
Draft Report #2	25.13%	\$ 4,091.00	\$ 1,650.00	33.00	\$ 1,230.00	15.00	\$ 770.00	7.00	\$ 441.00	3.00
Final Report #3	29.84%	\$ 4,857.00	\$ 1,950.00	39.00	\$ 1,476.00	18.00	\$ 990.00	9.00	\$ 441.00	3.00
Presentation	9.95%	\$ 1,619.00	\$ 650.00	13.00	\$ 492.00	6.00	\$ 330.00	3.00	\$ 147.00	1.00
Total Hourly Fees		<b>\$ 16,277.00</b>								





## Certificate Of Completion

Envelope Id: 25A5409E-224A-4E7C-9292-0FB9F84F6027

Status: Completed

Subject: SIGNATURE: TWO #3 - Design Services for OPD Training Center - Monarch Design Group (ENG/250667)

Source Envelope:

Document Pages: 13

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 1

Patricia Lewis

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City Hall, Third Floor

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Ocala, FL 34471

plewis@ocalafl.org

IP Address: 216.255.240.104

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Location: Docusign

## Signer Events

Daphne Robinson

drobinson@ocalafl.org

Contracting Officer

Security Level: Email, Account Authentication (None)

## Signature

Signature Adoption: Pre-selected Style

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Signed: 7/22/2025 4:06:57 PM

## Electronic Record and Signature Disclosure:

Accepted: 7/22/2025 4:05:49 PM

ID: 6791c416-6dfc-4269-adfb-9818b2b0bdbbc

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication (None)

DocuSigned by:

5677F71E38874F4...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 7/22/2025 4:06:58 PM

Viewed: 7/22/2025 8:29:38 PM

Signed: 7/23/2025 8:25:09 AM

## Electronic Record and Signature Disclosure:

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## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/22/2025 10:58:06 AM
Certified Delivered	Security Checked	7/22/2025 8:29:38 PM
Signing Complete	Security Checked	7/23/2025 8:25:09 AM
Completed	Security Checked	7/23/2025 8:25:09 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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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](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.