



Wesley Wilcox

Supervisor of Elections, Marion County, FL

CONTRACT# REC/260164

Election Center

981 NE 16th ST • Ocala, FL 34470

M PO Box 289 • Ocala, FL 34478-0289

P 352-620-3290

F 352-620-3286

W www.VoteMarion.Gov

PRECINCTS #0002 & 0010 Mary Sue Rich Community Center

WHEREAS, Wesley Wilcox, as Supervisor of Elections for Marion County, Florida is required by law to provide appropriate polling places for each of the precincts within Marion County and,

WHEREAS, the property owner, described hereafter (Owner), owns property that is suitable as an elections polling site and has agreed to make such property available for use in the elections set forth hereafter, it is agreed as follows:

1. PROPERTY DESCRIPTION

The description of the property which is the subject of this Agreement is as follows: **(If any of the below information is incorrect, make the correction and update.)**

Precinct Name	Mary Sue Rich Community Center				
Street Address	1821 NW 21 st Ave., Ocala, 34475				
John Spencer	CELL(352) 509-1005	ALT		EMAIL	jspencer@ocalafl.gov
Jacob Baker	CELL(352) 216-1469	ALT	(352) 843-2308	EMAIL	JBaker@ocalafl.gov
Sharon Johnson	CELL (352) 843-1471	ALT	(352) 401-6981	EMAIL	Sjohnson@ocalafl.gov
Ken Whitehead	CELL	ALT		EMAIL	KWhitehead@ocalafl.gov

Alarm Code/Instructions: N/A - Owner/Operator will manage the alarm

2. OWNER RESPONSIBILITY

Provide a polling place which shall include an available parking area and directly connecting passageways to the place where the balloting devices are located for use by the public for the following elections:

PRIMARY ELECTION, August 18th, 2026

GENERAL ELECTION, November 3rd, 2026

- a. Provide from 6:00 AM until **ALL** closing procedures are complete:

Tables and Chairs, Handicapped Access, A/C and Heat, Rest Rooms, and Kitchen Facilities (if available)

- b. The owner/agent shall utilize **one** of the following means to assure that the polling place is available for use by the public. **Please initial your preference below.**

☒ The owner/agent will open the building no later than 6:00 AM on Election Day and allow access prior to Election Day for the purposes of setting up the facility for the election and placement of balloting devices.

☐ The owner/agent will provide the precinct clerk with a key to the premises prior to Election Day and such assistance as might be necessary to set up the facility for the election.

3. INSURANCE STATEMENT

Marion County is self-insured in accordance with Florida Statute 768.28. The laws of the State of Florida govern the liability of the Supervisor of Elections arising out of injury or damage to persons or property caused or resulting from the sole negligence of the county or any of the officers or employees.

4. SOLICITATION RESTRICTIONS

The owner/agent recognizes that Florida Statute 102.031(4) provides as follows:

- a. No person, political committee, committee of continued existence, or other group or organization may solicit voters inside the polling place or within 150 feet of the entrance to any polling place, or polling room where the polling place is also a polling room or early voting site. Before the opening of the polling place or early voting site, the clerk or supervisor shall designate the no-solicitation zone and mark the boundaries.
- b. For the purposes of this solicitation, the term "solicit" shall include, but not be limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet or handout; conducting a poll; seeking or attempting to seek a signature on any petition; and selling to or attempting to sell any item. The terms "solicit", or "solicitation" shall not be construed to prohibit exit polling.
- c. Each supervisor of elections shall inform the clerk of the area within which soliciting is unlawful, based on the particular characteristics of that polling place. The supervisor or the clerk may take any reasonable action necessary to ensure order at the polling places, including, but not limited to, having disruptive and unruly persons removed by law enforcement officers from the polling place or from the 150-foot zone surrounding the polling place.
- d. Owner delegates to the Elections Supervisor the power to act on his, her or its behalf in enforcing the above. Further, the owner agrees that he/she/it shall not directly or indirectly place any material prohibited under the above statute within the area described nor authorize or attempt to authorize any person to do anything which contravenes the intent of the above statute.
- e. The owner, operator, or lessee of the property on which a polling place or an early voting site is located, or an agent or employee thereof, may not prohibit the solicitation of voters outside of the no solicitation zone during polling hours.

5. PHOTOGRAPHY

No photography is permitted in the polling room or early voting area, except an elector may photograph his or her own ballot. Florida Statute 102.031 (5) This also applies to operational security cameras within the polling room. If they remain operational, they must be covered so voters, voting and ballots are not recorded in violation of privacy laws. If cameras are not operational, a notice must be posted notifying voters that the camera is not in use during voting hours.

6. DELIVERY/PICK UP OF EQUIPMENT – See Delivery and Pick Up Schedule (last page)

Ken Whitehead

352-401-6980

Owner/Agent Printed Name

Owner/Agent Phone Number

DocuSigned by:
Ken Whitehead
3677F71E38D74F...

11/7/2025

Owner/Agent Signature

Date



October 22, 2025

Wesley Wilcox, CERA
Marion County Supervisor of Elections

Approved as to form and Legality:

Signed by:
William E. Sexton, Esq.
4A5C8A8ABE0D4F3
William E. Sexton, City Attorney

PRECINCTS #0002 & 0010 Mary Sue Rich Comm. Ctr., 1821 NW 21st Ave., Ocala 34475

Alarm Code/Instructions:

DELIVERY AND PICK-UP SCHEDULE FOR THE 2026 PRIMARY ELECTION

Please review and **mark all available time slots**. Please include **two contact names and phone numbers if possible**.

NOTE: We require a four-hour window to deliver or pick up equipment.

PRIMARY ELECTION – AUGUST 18TH, 2026

Thursday, 08/13/2026	Friday, 08/14/2026	DELIVERY Contact Names and Numbers
<input type="checkbox"/> 8 AM – 12 PM	<input checked="" type="checkbox"/> 8 AM – 12 PM	Jacob Baker - (352) 843-2308
<input type="checkbox"/> 1 PM – 5 PM	<input checked="" type="checkbox"/> 1 PM – 5 PM	Sharon Johnson - (352) 843-171

If contact name(s) and number(s) are the same as the above, write SAME below.

Wednesday, 08/19/2026	Thursday, 08/20/2026	PICKUP Contact Names and Numbers
<input checked="" type="checkbox"/> 8 AM – 12 PM	<input type="checkbox"/> 8 AM – 12 PM	Same
<input checked="" type="checkbox"/> 1 PM – 5 PM	<input type="checkbox"/> 1 PM – 5 PM	

GENERAL ELECTION – NOVEMBER 3RD, 2026

Thursday, 10/29/2026	Friday, 10/30/2026	DELIVERY Contact Names and Numbers
<input type="checkbox"/> 8 AM – 12 PM	<input checked="" type="checkbox"/> 8 AM – 12 PM	Same
<input type="checkbox"/> 1 PM – 5 PM	<input checked="" type="checkbox"/> 1 PM – 5 PM	

Wednesday, 11/04/2026	Thursday, 11/05/2026	PICKUP Contact Names and Numbers
<input checked="" type="checkbox"/> 8 AM – 12 PM	<input type="checkbox"/> 8 AM – 12 PM	Same
<input checked="" type="checkbox"/> 1 PM – 5 PM	<input type="checkbox"/> 1 PM – 5 PM	

Please return ALL pages by email to EW@VoteMarion.Gov or fax at 352-620-3286 **by January 30, 2026**.

Retain a copy for your records and mark your calendars with the delivery and pickup dates.

Thank you for being part of the election process.

This contract covers the 2026 elections.

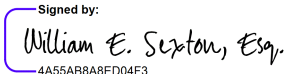
Certificate Of Completion

Envelope Id: E19AC41E-23EA-4BB5-AE1C-073F1BDA6FE8	Status: Completed
Subject: FOR SIGNATURE - Marion County Election FY26 (REC/260164)	
Source Envelope:	
Document Pages: 3	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Porsha Ullrich
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	110 SE Watula Avenue
	City Hall, Third Floor
	Ocala, FL 34471
	pullrich@ocalafl.gov
	IP Address: 216.255.240.104

Record Tracking

Status: Original	Holder: Porsha Ullrich	Location: DocuSign
11/6/2025 10:58:08 AM	pullrich@ocalafl.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
William E. Sexton, Esq. wsexton@ocalafl.gov City Attorney Security Level: Email, Account Authentication (None)	<p>Signed by:</p>  <p>4A55AB8A8ED04F3...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104</p>	<p>Sent: 11/6/2025 11:01:13 AM</p> <p>Viewed: 11/6/2025 11:48:42 AM</p> <p>Signed: 11/6/2025 11:49:00 AM</p>

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

Ken Whitehead kwhitehead@ocalafl.org Assistant City Manager City of Ocala Security Level: Email, Account Authentication (None)	<p>DocuSigned by:</p>  <p>5677F71E38874F4...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104</p>	<p>Sent: 11/6/2025 11:49:01 AM</p> <p>Viewed: 11/7/2025 11:12:26 AM</p> <p>Signed: 11/7/2025 11:13:56 AM</p>
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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/6/2025 11:01:13 AM
Certified Delivered	Security Checked	11/7/2025 11:12:26 AM
Signing Complete	Security Checked	11/7/2025 11:13:56 AM
Completed	Security Checked	11/7/2025 11:13:56 AM
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.

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

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.