



1025 Eldorado Blvd., Broomfield, CO 80021

62100130 NO DR 02 20250302 NNNNNNNN 0999839

CITY OF OCALA
110 SE WATULA AVE
OCALA FL 34471-2180

CONTRACT: 220161
490-031-290-539-53-34050
DOC: 293939

Invoice		Page 1 of 4
Billing Account Number	5-GYQ9C2DC	
Invoice Number	728248683	
Payment Due	March 31, 2025	
Invoice Date	March 01, 2025	

How to reach Lumen:
1-877-453-8353
Billing@Lumen.com

Invoice of Level 3 Communications, LLC, a CenturyLink company

Manage your services your way

Manage your services online! View and pay your invoice, manage repair tickets, check order status and much more. To log in or register, go to <https://www.lumen.com/login/>.

You can also manage your invoices online with paperless billing to save both paper and time.

Bill-At-A-Glance

Previous Statement Balance	13,601.43
Payment Received - Thank You!	(13,301.43)
Credits/Adjustments	0.00
Amount Past Due	300.00

Current Charges 13,301.43

Total Amount Due	USD	13,601.43
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Your invoice reflects an amount past due. If you have not already done so, please pay **total amount due** in accordance with your payment terms.

News You Can Use

Control Center gives you the ability to view, download, validate and analyze your invoices, manage billing disputes and requests, and pay your bills online. And with the new intuitive dashboard design, you have instant access to all of these features directly from your homepage. Visit <https://www.lumen.com/login/> today to learn more about all of the ways Control Center can help make your billing process faster and easier than ever before.



ACH TRANSFER INFORMATION
Wells Fargo Bank
Account# 4945097467
ABA# 121 000 248
Send in CTX, EDI820, or CCD+ ACH format with remit

Remittance - We appreciate your business!

Name	CITY OF OCALA
Billing Account Number	5-GYQ9C2DC
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Payment Due	March 31, 2025

Total Amount Due	USD	13,601.43
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Pay your bill online at: <https://www.lumen.com/login/>

Level 3 Communications, LLC
PO Box 910182
Denver, CO 80291-0182

Amount Enclosed:

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- Detach and enclose this portion with your payment
- Make check payable to Level 3 Communications, LLC
- Write the invoice number on the check
- Mail check to address noted in this Remittance section

250331 000000728248683 00000000000577893243 2 2 00001360143 6



Billing Account Number	5-GYQ9C2DC
Invoice Number	728248683
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1. What is PICC?

PICC can also be called Carrier Line Charge. The Federal Communications Commission (FCC) mandated that all long distance companies pay the local telephone company a monthly PICC on most of your telephone lines. This charge is passed to you and may increase or decrease from time to time.

2. What is the Federal Universal Service Fund Surcharge?

Federal Universal Service Fund Surcharge is the recovery of the amount due to the Federal Universal Service Fund. Universal service is a Federal Communications Commission (FCC) program designed to ensure affordable access to telecommunications services to low-income customers, rural areas, school and libraries, and rural healthcare facilities. The Federal Universal Service fund was established by Congress in order to promote and encourage telecommunications infrastructure and service availability nationwide. All telecommunications providers that offer interstate and international voice and data, private line, directory assistance and other regulated services in the United States are required by the FCC to contribute on an equitable and nondiscriminatory basis to the Federal Universal Service Fund.

3. What is the Cost Recovery Fee?

A Cost Recovery Fee allows Lumen to recover regulatory fees and expenses incurred by Lumen such as FCC regulatory fees, federal regulatory fees to fund programs, various State Public Utilities Commission (PUC) fees, various state business licenses, and various state annual regulatory fees.

4. What is the Property Surcharge?

A Property Surcharge allows Lumen to recover a portion of the property tax it pays to state and local jurisdictions.

5. What is the customer portal?

The customer portal provides you with convenient and secure billing options. You can:

- View, download and analyze your Lumen invoices
- Pay your invoices easily online with the option to set up recurring payments
- Submit and manage billing inquiries, disputes and requests
- Create standard and custom reports
- "Go green" by turning off your paper invoice

Need access to the portal? Visit <https://www.lumen.com/login/> for more information on how to register. For any questions related to the portal, email control.center@lumen.com or call 1-877-453-8353.

6. When is my invoice available online?

You can view your invoice in the customer portal approximately 3 to 5 days after your Invoice Date. Your Invoice Date is shown on the top right corner of your invoice.

7. What is a Prorate?

Some products and services are billed one month in advance. If you sign up for one of these services in the middle of your billing period, your charges for that time period will be less than a full month's charge. This partial month charge is called a prorate.

8. When is my invoice due?

Your invoice is due upon receipt unless payment terms are specifically identified in your Master Services Agreement. If the total amount is not paid on time, your account is considered past due. Failure to pay a past due amount is considered a material breach of contract and may result in suspension of service and subsequent termination of your service contract.

Level 3 Communications, LLC is a disregarded entity for U.S. federal tax purposes into Level 3 Financing, Inc. Federal Tax Id 47-0735805

9. How will credits appear on my invoice?

Credits will appear in the Credits section of the invoice. Credits are identified with brackets surrounding the amount.

10. What is a Payphone Surcharge?

The Payphone Surcharge compensates the payphone owner for the use of their phones. This surcharge is mandated by the FCC and applies to all completed calls placed from a payphone when using toll-free numbers or any similar access codes. These calls are identified with a "H" next to the call amount in the Usage Detail section.

11. What is a Minimum Usage Charge?

A Minimum Usage Charge is the difference between your monthly usage guarantee, as agreed upon in your Service Contract, and your monthly usage plus applicable monthly recurring charges. This charge will only appear on your invoice if your monthly usage falls below your monthly usage guarantee.

12. How do I submit a dispute?

If you have any questions or concerns about your invoice, please contact the Billing Inquiry Department at 1-877-453-8353, through the customer portal or Billing@Lumen.com. Lumen must be notified and receive a written explanation for the disputed charges within 30 days of the due date. The written explanation of the dispute must include the following information:

- Account name and number
- Date of invoice
- Amount of disputed charges
- Type of disputed charges
- Reason charges are being disputed

Upon our receipt of such notification and written explanation, we will begin investigating the reason the charges are being disputed.

Any unpaid charges will accrue late fees and the settlement of the late fees will be addressed upon the resolution of the disputed charges.

13. How do I submit a disconnect request?

Customer initiated disconnect requests can be submitted through

<https://www.lumen.com/login/> or

<https://www.lumen.com/help/en-us/disconnects.html>

Go to Products & Services > Order Status to submit your new request. The service(s) you request to be disconnected will have an estimated Bill Stop Date of 30 days from the received date of the request unless the requested date is greater than 30 days from the received date or your contract states otherwise.

Any subsequent requests for assistance or questions can be emailed directly to disconnects@lumen.com.

14. How do I use the Telecommunication Relay Service (TRS)?

To utilize the TRS system, simply dial 711. For additional information, consult the FCC website: <http://www.fcc.gov/cgb/dro/trs.html>

Level 3 Communications, LLC Tax ID: GST/HST#: 84539 3941 RT 0001 QST#: 1214162918





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Billing Account Number5-GYQ9C2DC

Invoice Number728248683

Invoice DateMar 01, 2025

CITY OF OCALA

CHARGE SUMMARY

Recurring Charges	12,602.01
Non-Recurring Charges	0.00
Usage Charges	0.00
Taxes, Fees and Surcharges	699.42
Total Current Charges USD*	13,301.43

*Total Current Charges USD excludes finance charges

AGING

Current	13,301.43
0-30 Days	0.00
31-60 Days	300.00
61-90 Days	0.00
Over 90 Days	0.00
Amount Due	13,601.43

PAYMENT DETAIL

Receipt Date	Applied Date	Applied To	Receipt Number	Amount
Feb 07, 2025	Feb 07, 2025	724236149	Lockbox Check 14735631299-EDI	(13,301.43)
Total Payments				(13,301.43)

OUTSTANDING BALANCE

Invoice Date	Invoice Number	Invoice Amount	Credits/Adjustments	Payments	Finance Charges	Total Amount Due USD
Dec 01, 2024	716249526	13,622.43	0.00	(13,322.43)	0.00	300.00
Feb 01, 2025	724236149	13,301.43	0.00	(13,301.43)	0.00	0.00
Mar 01, 2025	728248683	13,301.43	0.00	0.00	0.00	13,301.43
		40,225.29	0.00	(26,623.86)	0.00	13,601.43

TAXES, FEES AND SURCHARGES

	Federal / International	State	County	City	Other	Total
Fees and Surcharges						
Property Surcharge	0.00	699.42	0.00	0.00	0.00	699.42
Total Fees and Surcharges	0.00	699.42	0.00	0.00	0.00	699.42
Total Taxes, Fees and Surcharges	0.00	699.42	0.00	0.00	0.00	699.42

PRODUCT SUMMARY

Product	Amount	Taxes, Fees, Surcharges	Total
Product offered by North America, LLC - L3 Comm, a CenturyLink company			
IP and Data Services	12,602.01	699.42	13,301.43
Total Current Charges	12,602.01	699.42	13,301.43

LOCATION SUMMARY

	Charge Type	Amount	Taxes, Fees, Surcharges	Total
206 SE 3RD STREET, OCALA, FL IP and Data Services	Recurring Charges	8,401.34	466.28	8,867.62
	Total 206 SE 3RD STREET, OCALA, FL	8,401.34	466.28	8,867.62
3001 SE 36TH AVENUE, OCALA, FL IP and Data Services	Recurring Charges	4,200.67	233.14	4,433.81
	Total 3001 SE 36TH AVENUE, OCALA, FL	4,200.67	233.14	4,433.81
Total Charges		12,602.01	699.42	13,301.43



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Billing Account Number5-GYQ9C2DC

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CITY OF OCALA

SERVICE LEVEL ACTIVITY

Service ID	Description	Billing Period	Units	Amount	Taxes, Fees, Surcharges	Total
5-GYQ9C2DC						
443926269						
342021640	Dedicated Internet Access (DIA)	Loc A: 3001 SE 36TH AVENUE, OCALA, FL				
	IP Logical Flat Rate=10000Mbps	RC Mar 01, 2025 - Mar 31, 2025	1	3,636.17	201.81	3,837.98
342021641	Dedicated Internet Access (DIA)	Loc A: 3001 SE 36TH AVENUE, OCALA, FL				
	IP Port 10 Gig LanWave	RC Mar 01, 2025 - Mar 31, 2025	1	0.00	0.00	0.00
342021642	Dedicated Internet Access (DIA)	Loc A: 3001 SE 36TH AVENUE, OCALA, FL				
	Access 10 Gig LanWave - Wave Access (500-10,000) 10000 On Net	RC Mar 01, 2025 - Mar 31, 2025	1	564.50	31.33	595.83
Total 443926269				4,200.67	233.14	4,433.81
444034629						
342358773	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	IP Port 10 Gig LanWave	RC Mar 01, 2025 - Mar 31, 2025	1	0.00	0.00	0.00
342358774	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	Access - Off Net	RC Mar 01, 2025 - Mar 31, 2025	1	564.50	31.33	595.83
342358775	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	IP Logical Flat Rate=10000Mbps	RC Mar 01, 2025 - Mar 31, 2025	1	3,636.17	201.81	3,837.98
Total 444034629				4,200.67	233.14	4,433.81
445416119						
346324200	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	IP Logical Flat Rate=10000Mbps	RC Mar 01, 2025 - Mar 31, 2025	1	2,899.91	160.95	3,060.86
346324201	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	IP Port 10 Gig LanWave	RC Mar 01, 2025 - Mar 31, 2025	1	0.00	0.00	0.00
346324202	Dedicated Internet Access (DIA)	Loc A: 206 SE 3RD STREET, OCALA, FL				
	Access 10 Gig LanWave On Net On Net	RC Mar 01, 2025 - Mar 31, 2025	1	1,300.76	72.19	1,372.95
Total 445416119				4,200.67	233.14	4,433.81
Total 5-GYQ9C2DC				12,602.01	699.42	13,301.43

6356660 NNNNNNNN 20250520 20 140 ON 05 100129





Renewal Order Form

Customer Name: City of Ocala Electric
BusOrg ID: 1-BWM-121
Transaction ID: 293559-12-01
Requestor: Pruitt, Dayne (Dayne)

Billing Account Number: 1-YL3SY

Currency: USD

A Location Address (SCID)	Z Location Address (SCID)	Line Item Description	Product	PIID	SCID	New Service Term (Months)	Current Burstable	New Burstable	Current MRC	New MRC
3001 SE 36TH AVENUE, OCALA, FL, UNITED STATES, 34471		Fixed Port 10GE ** Fixed Port - CDR: 10000 MBPS	Dedicated Internet Access (DIA)	BDJC3255	BBSH49820	12			0.00	0.00
3001 SE 36TH AVENUE, OCALA, FL, UNITED STATES, 34471		Logical Interface - CDR: 10000 MBPS	Dedicated Internet Access (DIA)	BDJC3255	BBSH49818	12	0	0	3,364.33	3,364.33
3001 SE 36TH AVENUE, OCALA, FL, UNITED STATES, 34471	7909 WOODLAND CENTER BOULEVARD, TAMPA, FL, UNITED STATES, 33614	Access 10GE**Intra-Regulatory - CDR: 10000 MBPS	Dedicated Internet Access (DIA)	BDJC3255	BBSH49817	12			290.67	290.67
									3,655.00	3,655.00



Summary of Monthly Recurring Charges

Billing Account Number: 1-YL3SY

Currency: USD

Total New MRC: 3,655.00



Terms and Conditions

1. "Lumen" is defined for purposes of this renewal Order as CenturyLink Communications, LLC d/b/a Lumen Technologies Group or its affiliated entities providing Services under this renewal Order. The Lumen entity providing Services is identified on the invoice. This confidential renewal Order may not be disclosed to third parties and is non-binding until accepted by Lumen, as set forth in Section 2. Customer places this renewal Order by signing or otherwise acknowledging (in a manner acceptable to Lumen) this renewal Order and returning it to Lumen. Pricing is valid for 90 calendar days from the date indicated unless otherwise specified. The Services in this renewal Order are renewed subject to the service agreement(s) and applicable Service Exhibit(s)/Service Schedule(s) between Lumen and Customer (or its affiliate if expressly provided for under such affiliate service agreement) governing the Service(s) during their current Service Term ("Existing Agreement"), to the extent not in conflict with these terms. At the expiration of the Service Term, Service will continue month-to-month at the existing rates, subject to change by Lumen on 30 days' written notice. If the Existing Agreement does not include cancellation or early termination charges and if Customer cancels or terminates Service for any reason other than Lumen's uncured default or if Lumen cancels or terminates for cause, then Customer will pay Lumen's standard cancellation or early termination liability charges in Lumen's standard Master Service Agreement, copies of which are available at <https://www.lumen.com/en-us/about/legal/business-customer-terms-conditions.html> or upon request.
2. Customer-signed renewal Order must be received and processed by Lumen at least 15 calendar days prior to the start of the next full invoice cycle for the rates and New Service Term to be effective on that following invoice. Otherwise, rates and New Service Term will be effective as of the second full monthly invoice for such Services following receipt by Lumen. Acceptance of this renewal Order will be evidenced by Lumen's implementation of rates or New Service Term set forth in this renewal Order. Until Lumen accepts this renewal Order, Customer's pricing for existing Services will continue to be governed by the Existing Agreement, and Customer will pay any charges that are accrued but unpaid under the Existing Agreement.
3. Your existing service configurations (e.g., bandwidth, port type, seat type, and maintenance option) will remain the same, and Lumen's internal records will control for purposes of determining your configurations. If your Existing Agreement has a minimum service period, then the minimum service periods for existing Services will not carry forward.
4. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary, or punitive damages arising out of the performance or failure to perform under this renewal Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.
5. Charges for certain Services are subject to (a) a monthly property tax surcharge and (b) a monthly cost recovery fee per month to reimburse Lumen for various governmental taxes and surcharges. Such charges are subject to change by Lumen and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit www.lumen.com/taxes.
6. Unless otherwise set forth in a Service Attachment, Customer will pay the ancillary charges for expedite fees and additional activities, features or options as set forth in the Ancillary Fee Schedule, available at www.lumen.com/ancillary-fees.
7. If your network service utilizes TDM technologies, then the following applies: (a) During the Service Term and on 60 days' prior written notice, Lumen may re-provision Services ("Service Re-provision"). If Customer objects to the Service Re-provision, Customer may terminate the affected Service by notifying Lumen in writing within 30 days of the date of the Service Re-provision notification; and (b) During the Service Term, Lumen may increase rates for off-net TDM Services. Lumen will provide Customer 60 days' prior written notice before implementing the increase ("Rerate Notice"). If Customer objects to the increase, Customer must notify Lumen in writing within 30 days of the date of the Rerate Notice whether Customer will (i) receive the affected Service on a month-to-month basis or (ii) terminate the affected Service, subject to early termination liability charges. Under subsection (ii), Customer's requested disconnect date must be within 90 days of the Rerate Notice. Unless Customer so notifies Lumen, the affected Service will continue to be provided at the rates set forth in the Rerate Notice.



8. Infrastructure Investment and Jobs Act (IIJA) Grant Programs. If Customer participates in an IIJA program, including but not limited to, the Middle Mile Grant, Tribal Connectivity Broadband, and the Broadband Equity Access and Deployment (BEAD) Grant Programs, then Customer cannot pay for Services with funds obtained through the IIJA or other similar grants that would obligate Lumen to provide certain information or perform certain regulatory compliance functions, unless each of those functions and obligations is explicitly identified and agreed to by the parties in the Agreement or in an amendment to the Agreement.

Intended Use and Third Party Peer Destined Traffic. High Speed IP (any port size) or Dedicated Internet Access (10G or larger) Service is intended to be used for a mixture of internet destinations and not for traffic overly weighted towards individual networks. If at any time, Lumen's provision of Service to Customer results in unbalanced traffic ratios between Lumen and any other third party peer network that would negatively impact any of Lumen's peering relationships or if more than 25% of total traffic is carried across Lumen's inter-continental backbone links or more than 25% of total traffic (excluding traffic terminating to AS3356 or AS209) is sent towards an individual egress network that would negatively affect Lumen's network operations, then Lumen will provide written notice to the Customer along with a 10 calendar day opportunity to cure such traffic imbalance ("Balance Cure Period") during which Lumen and Customer will cooperate to cure the traffic imbalance. Lumen will clearly identify to Customer the traffic imbalance volume and location(s) of imbalance. If the Customer fails to remedy the imbalance within the Balance Cure Period, then Lumen, in its sole discretion, will have the right to use technical means to restrict access from the affected Services. Notwithstanding the foregoing, if an emergency condition exists ("emergency condition" is considered to be traffic conditions which threaten a material and adverse impact on Lumen's network or its peers' networks), then Lumen may, in its sole reasonable discretion, take appropriate action without the Customer's consent, which may include, but is not limited to, using technical means to restrict access from those Services; provided that in such event, Lumen will provide as much notice as is practicable under the particular emergency condition.

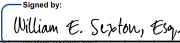
Customer Name: Janice Mitchell CFO

Customer Signature: 
Signed by: 55198B43858A4E1

Date: 4/30/2025

Renewal Pricing Expires On: 16-Jun-25

Approved as to form and Legality:


Signed by: 807D0F44B8624D
William E. Sexton, Esq.
City Attorney

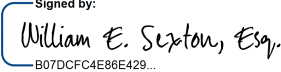


Certificate Of Completion

Envelope Id: 80CA9455-1C00-4460-894D-ECE6DC48D549		Status: Completed
Subject: SIGNATURE - Agreement for Lumen Level 3 Communications (OFN/220161)		
Source Envelope:		
Document Pages: 8	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Porsha Ullrich
AutoNav: Enabled		110 SE Watula Avenue
Envelopeld Stamping: Enabled		City Hall, Third Floor
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		Ocala, FL 34471
		pullrich@ocalafl.gov
		IP Address: 216.255.240.104

Record Tracking

Status: Original	Holder: Porsha Ullrich	Location: DocuSign
4/15/2025 3:29:40 PM	pullrich@ocalafl.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: City of Ocala - Procurement & Contracting	Location: Docusign

Signer Events	Signature	Timestamp
William E. Sexton, Esq. wsexton@ocalafl.org City Attorney City of Ocala Security Level: Email, Account Authentication (None)	<div>Signed by:  B07DCFC4E86E429...</div> Signature Adoption: Pre-selected Style Using IP Address: 216.255.240.104	Sent: 4/15/2025 3:31:21 PM Viewed: 4/18/2025 4:28:30 PM Signed: 4/18/2025 4:29:08 PM

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 Sent	Hashed/Encrypted	4/15/2025 3:31:21 PM
Certified Delivered	Security Checked	4/18/2025 4:28:30 PM
Signing Complete	Security Checked	4/18/2025 4:29:08 PM
Completed	Security Checked	4/18/2025 4:29:08 PM
Payment Events	Status	Timestamps

Certificate Of Completion

Envelope Id: A7D0C8AE-88F8-4A9E-A7A9-663F55B0D3EB

Status: Completed

Subject: SIGNATURE: Level 3 CommLumen Tech Agreement (OFN/220161)

Source Envelope:

Document Pages: 9

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Porsha Ullrich

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

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

Ocala, FL 34471

pullrich@ocalafl.gov

IP Address: 10.101.81.73

Record Tracking

Status: Original

Holder: Porsha Ullrich

Location: DocuSign

4/30/2025 11:35:29 AM

pullrich@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

Signer Events

Janice Mitchell

jmitchell@ocalafl.org

CFO

City of Ocala

Security Level: Email, Account Authentication (None)

Signature

Signed by:

Janice Mitchell

55198B43858A4E1...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Timestamp

Sent: 4/30/2025 11:41:08 AM

Viewed: 4/30/2025 12:10:24 PM

Signed: 4/30/2025 12:11:39 PM

Electronic Record and Signature Disclosure:

Accepted: 4/30/2025 12:10:24 PM

ID: e6e9d3c9-7b9a-40fa-9ec0-81a7d073bda9

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

4/30/2025 11:41:08 AM

Certified Delivered

Security Checked

4/30/2025 12:10:24 PM

Signing Complete

Security Checked

4/30/2025 12:11:39 PM

Completed

Security Checked

4/30/2025 12:11:39 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.

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.

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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.

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