

ORDINANCE NO. 21-847

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE APPROVAL OF CHANGE ORDER NO. 3 TO THE CONTRACT BETWEEN THE CITY OF DENTON AND QUALITY EXCAVATION, LLC, FOR THE 2019 STREET RECONSTRUCTION PROJECT FOR THE CITY OF DENTON WITH GEOGRAPHICAL LIMITS AS FOLLOWS: HERCULES LANE FROM LOCUST STREET TO STUART ROAD, SCRIPTURE STREET FROM THOMAS STREET TO JAGOE STREET, THOMAS STREET FROM WEST OAK STREET TO PANHANDLE STREET, AND WINDSOR DRIVE FROM NORTH LOCUST STREET TO ARMSTRONG STREET; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (IFB 7237 – CHANGE ORDER NO. 3 IN THE NOT-TO-EXCEED AMOUNT OF \$514,642.84 FOR A TOTAL CONTRACT AWARD AGGREGATED TO \$11,902,878.28).

WHEREAS, on February 18, 2020, by Ordinance No. 20-362, the Council awarded a contract to Quality Excavation, LLC, in the amount of \$10,202,355.45 for 2019 Street Reconstruction project; and

WHEREAS, on March 12, 2020, by Ordinance No. 20-1371, City Council awarded a Change Order No. 1 to Quality Excavation, LLC, in the amount of \$81,087.45; and

WHEREAS, on December 17, 2020, by Ordinance No. 20-2436, City Council awarded a Change Order No. 2 to Quality Excavation, LLC, in the amount of \$1,104,792.54; and

WHEREAS, the Staff having recommended, and the City Manager having recommended to the Council that a change order be authorized to amend such contract agreement with respect to the scope of work and an increase in the payment amount; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. Change Order No. 3, increasing the amount of the contract between the City and Quality Excavation, LLC, which is on file in the office of the Purchasing Agent, in the amount of Five Hundred Fourteen Thousand Six Hundred Forty-Two and 84/100 (\$514,642.84) dollars, is hereby approved and the expenditure of funds therefore is hereby authorized in accordance with said change order. The total purchase order amount increases to \$11,902,878.28.

SECTION 2. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by Jesse Davis and seconded by Paul Meitzer. The ordinance was passed and approved by the following vote [7 - 0]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicki Byrd, District 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Beck, District 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jesse Davis, District 3:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alison Maguire, District 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deb Armintor, At Large Place 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Meltzer, At Large Place 6:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED AND APPROVED this the 11th day of May, 2021.




 GERARD HUDSPETH, MAYOR

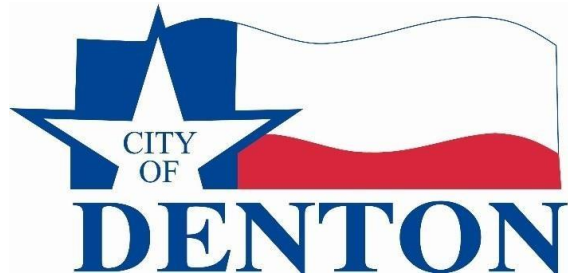
ATTEST:
 ROSA RIOS, CITY SECRETARY

BY:  _____



APPROVED AS TO LEGAL FORM:
 AARON LEAL, CITY ATTORNEY

BY:  _____
Digitally signed by Marcella Lunn
 DN: dc=com, dc=cityofdenton, dc=codad,
 ou=Department Users and Groups, ou=General
 Government, ou=Legal, cn=Marcella Lunn,
 email=Marcella.Lunn@cityofdenton.com
 Date: 2021.05.03 16:28:41 -0500



DocuSign City Council Transmittal Coversheet

IFB	7237
File Name	2019 Street Reconstruction - CO#3
Purchasing Contact	Cori Power
City Council Target Date	MAY 11, 2021
Piggy Back Option	Not Applicable
Contract Expiration	N/A
Ordinance	21-847

CITY OF DENTON CHANGE ORDER FORM



City of Denton - Capital Projects
901-A Texas Street
Denton, TX 76209
Trevor Crain, Project Manager

Contractor: Quality Excavation
5580 Highway 377
Aubrey, Tx. 76227
Doug Murphy

Project: **2019 Street Reconstuction Bundle**
IFB# 7237
NTP Date: 3/16/2020
CIP/ENG# 180024

CHANGE ORDER NO. **3**
PO #: 192874
Project Complete Date: 7/28/2022
Date Prepared: 3/9/21

Contract BID Amount: \$	<u>10,202,355.45</u>	Prior Approved Other Funded CO's: \$	<u>1,185,879.99</u>
5% Contingency Amount:		Current Contract Amount w CO's: \$	<u>11,388,235.44</u>
Total NTE Amount: \$	<u>10,202,355.45</u>		
Prior Approved CAA's: \$	<u>-</u>	This CO Other Funding Request: \$	<u>514,642.84</u>
Available Contingency: \$	<u>-</u>	Total Change Request: \$	<u>514,642.84</u>
This CAA Request: \$	<u>-</u>	Original Contract Days: <u>730</u>	This CO Days Request: <u>41</u>
Contingency Remaining: \$	<u>-</u>	Approved CO Days: <u>93</u>	New Contract Days: <u>864</u>

PROJECT SCOPE AND REASON FOR CHANGE

Description of work included in Contract: Work includes Water upgrades, wastewater upgrades and roadway reconstruction on sections of Thomas, Scripture, Hercules and Windsor.

Reason for change:

Various additions to the contract due to unforeseen work and items not included in original bid.

OTHER FUNDED CONTRACT CHANGES (CO)

QUANTITY CHANGES TO EXISTING ITEMS

Item No.	Spec. Section No.	Description of work	UOM	BID QTY	+/- QTY	Unit Price	Extended Price
91		8" c900 PVC water pipe by open cut	lf	2,450	-141	\$ 70.00	\$ (9,870.00)
92		12" c900 PVC water pipe by open cut	lf	6,545	141	\$ 78.00	\$ 10,998.00
99		8" Gate Valve	ea	19	-2	\$ 1,892.00	\$ (3,784.00)
100		12" Gate Valve	ea	16	2	\$ 2,853.00	\$ 5,706.00
105		24" steel casing by bore	lf	110	10	\$ 513.00	\$ 5,130.00
106		connect to existing 6" waterline	ea	17	-3	\$ 1,280.00	\$ (3,840.00)
107		connect to existing 8" waterline	ea	1	1	\$ 1,606.00	\$ 1,606.00
109		connect to existing 12" waterline	ea	1	2	\$ 1,809.00	\$ 3,618.00
92		12" c900 PVC water pipe by open cut (install)	lf	6,545	60	\$ 37.00	\$ 2,220.00
100		12" gate valve (install)	ea	16	1	\$ 630.00	\$ 630.00
1		Surety Bonds	ls	1	1	\$ 2,190.00	\$ 2,190.00
2		Mobilization/Demobilization	ls	1	1	\$ 17,094.00	\$ 17,094.00
4		temporary erosion control	ls	1	1	\$ 1,245.00	\$ 1,245.00
5		general site prep	ls	1	1	\$ 3,090.00	\$ 3,090.00
6		barricades, signs and traffic control	ls	1	1	\$ 6,370.00	\$ 6,370.00
7		remove concrete curb and gutter	lf	1,903	200	\$ 3.00	\$ 600.00
9		remove concrete drive approach	sy	135	45	\$ 9.00	\$ 405.00
11		remove asphalt pavement	sy	7,303	2,426	\$ 5.00	\$ 12,130.00
12		12" lime subgrade treatment	sy	4,087	2,426	\$ 11.00	\$ 26,686.00
13		lime at 9% (81lbs/SY)	tn	166	99	\$ 178.00	\$ 17,622.00
17		2" Type C surface (PG 70-22)	sy	7,298	2,426	\$ 13.00	\$ 31,538.00
18		6" type b base (PG 64-22)	sy	7,298	2,426	\$ 30.00	\$ 72,780.00
19		6: curb and 18" gutter	lf	1,903	200	\$ 25.00	\$ 5,000.00
23		6" concrete drive approach	sy	135	45	\$ 58.00	\$ 2,610.00
24		bermuda solid sod	sy	500	130	\$ 11.00	\$ 1,430.00
25		St. augstine solid sod	sy	500	130	\$ 12.00	\$ 1,560.00
26		spoils	cy	630	201	\$ 17.00	\$ 3,417.00
							\$ -

TOTAL OTHER FUNDED QTY CHANGES: \$218,181.00

NEW ITEMS OF WORK							
New		4" PVC water pipe in slick bore	lf		30	\$ 122.00	\$ 3,660.00
New		water meter relocations	ea		31	\$ 150.00	\$ 4,650.00
new		8"sewer lining	lf		698	\$ 47.15	\$ 32,910.70
new		10" sewer lining	lf		543	\$ 50.03	\$ 27,166.29
		traffic control for lining	ls		1	\$ 5,622.00	\$ 5,622.00
		support and supplies for lining	ls		1	\$ 3,105.00	\$ 3,105.00
		Sawcut/remove/dispose 12" thick concrete	sy		639	\$ 33.90	\$ 21,662.10
		backfill 2' void in subgrade and compact	cy		426	\$ 31.66	\$ 13,487.16
		retaining wall	lf		64	\$ 112.23	\$ 7,182.72
		plane ACP (2")	sy		1,649	\$ 69.00	\$ 113,781.00
		Furnish/Place 2" Type C surface	sy		1,649	\$ 36.63	\$ 60,402.87
		Remove Brick top/ring & cover and dispose	ls		1	\$ 745.00	\$ 745.00
		Construct CIP top with existing ring & cover	ls		1	\$ 2,087.00	\$ 2,087.00
						\$ -	\$ -

TOTAL OTHER FUNDED NEW ITEMS: \$296,461.84

TOTAL CO AMOUNT: \$514,642.84

2019 Street Reconstuction Bundle

Original BID/Contract Amount: \$ 10,202,355.45
 Total CAA's & CO's: \$1,700,522.83
 Revised Contract Amount: \$11,902,878.28
 Percent Changes: 16.668%

Signatory Lines will be updated by Purchasing if required

**THE AFOREMENTIONED CHANGE, AND WORK AFFECTED THEREBY,
 IS SUBJECT TO ALL CONTRACT STIPULATIONS AND COVENANTS.**

SUBMITTED BY:

DocuSigned by:

 7B46EEA8175C4F2
 Project Manager

ACCEPTED BY CITY ENGINEER/DIRECTOR OF CAPITAL PROJECTS

DocuSigned by:

 CE9F2B4E4B6245F
 Signature

ACCEPTED BY CONTRACTOR: Garland Wilson vice President
 Name, Title

DocuSigned by:

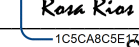
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 Signature

SARA HENSLEY,
 CITY MANAGER:

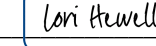
DocuSigned by:

 5236DB296270423
 Signature

ATTEST: CITY SECRETERY

DocuSigned by:

 1C5CA8C5E125493
 Signature

PURCHASING:

DocuSigned by:

 13E1D934882C40F
 Signature

APPROVED AS TO LEGAL FORM:

DocuSigned by:

 4B070831B444438
 Signature

Exhibit CIQ

CONFLICT OF INTEREST QUESTIONNAIRE -	FORM CIQ
For vendor or other person doing business with local governmental entity	

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity. Quality Excavation, LLC

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section, (item 3 including subparts A, B, C & D), must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of one percent or more?

Yes No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4 I have no Conflict of Interest to disclose.

5 DocuSigned by:
Garland Wilson

4/14/2021

Signature of Vendor doing business with the governmental entity

Date

Certificate Of Completion

Envelope Id: 17EED43A6767486F9413D28B4893DA8A	Status: Completed
Subject: Please DocuSign: City Council Contract 7237 - Change Order 3	
Source Envelope:	
Document Pages: 4	Signatures: 8
Certificate Pages: 6	Initials: 1
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cori Power
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	cori.power@cityofdenton.com
	IP Address: 198.49.140.10

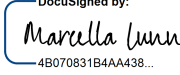
Record Tracking

Status: Original	Holder: Cori Power	Location: DocuSign
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Signer Events

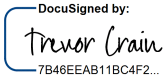



Signer Events	Signature	Timestamp
Cori Power cori.power@cityofdenton.com Senior Buyer City of Denton Security Level: Email, Account Authentication (None)	Completed Using IP Address: 198.49.140.10	Sent: 4/13/2021 10:16:14 AM Viewed: 4/13/2021 10:19:47 AM Signed: 4/13/2021 10:21:01 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Lori Hewell lori.hewell@cityofdenton.com Purchasing Manager City of Denton Security Level: Email, Account Authentication (None)	 13E1D934887C40F...	Sent: 4/13/2021 10:21:03 AM Viewed: 4/13/2021 1:50:50 PM Signed: 4/13/2021 1:51:48 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.104	

Marcella Lunn marcella.lunn@cityofdenton.com Deputy City Attorney City of Denton Security Level: Email, Account Authentication (None)	 4B070831B4AA438...	Sent: 4/13/2021 1:51:51 PM Viewed: 4/13/2021 1:58:05 PM Signed: 4/13/2021 1:58:48 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Using IP Address: 68.185.202.16	

Garland Wilson garland@qualityexcavationltd.com Vice President Quality Excavation, Ltd. Security Level: Email, Account Authentication (None)	 0FEA7C56F30A4D5...	Sent: 4/13/2021 1:58:52 PM Viewed: 4/14/2021 9:32:22 AM Signed: 4/14/2021 9:34:59 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Using IP Address: 173.219.29.14	

Electronic Record and Signature Disclosure:
Accepted: 10/6/2017 11:03:26 AM
ID: 686fb2c9-818b-4c5d-90e2-8c7008b347bf

Signer Events	Signature	Timestamp
<p>Trevor Crain Trevor.Crain@cityofdenton.com Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  7B46EEA811BC4F2...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.104</p>	<p>Sent: 4/14/2021 9:35:01 AM Viewed: 4/14/2021 9:43:48 AM Signed: 4/14/2021 9:44:04 AM</p>
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<p>Rebecca Diviney Rebecca.Diviney@cityofdenton.com Director of Capital Projects/City Engineer Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  CE9F2B4E4B6745F...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 47.222.28.222</p>	<p>Sent: 4/14/2021 9:44:07 AM Viewed: 4/14/2021 9:44:38 AM Signed: 4/14/2021 9:44:55 AM</p>
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<p>Cheyenne Defee cheyenne.defee@cityofdenton.com Contract Administrator City of Denton Security Level: Email, Account Authentication (None)</p>	<p>Completed</p> <p>Using IP Address: 198.49.140.104</p>	<p>Sent: 4/14/2021 9:44:58 AM Viewed: 5/12/2021 11:35:11 AM Signed: 5/12/2021 11:36:00 AM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Sara Hensley sara.hensley@cityofdenton.com Interim City Manager City of Denton Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  5236DB296270423...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.10</p>	<p>Sent: 5/12/2021 11:36:02 AM Viewed: 5/12/2021 12:34:40 PM Signed: 5/12/2021 12:34:49 PM</p>
<p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Rosa Rios rosa.rios@cityofdenton.com City Secretary Security Level: Email, Account Authentication (None)</p>	<p>DocuSigned by:  1C5CA8C5E175493...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.10</p>	<p>Sent: 5/12/2021 12:34:52 PM Viewed: 5/12/2021 4:22:58 PM Signed: 5/12/2021 4:23:48 PM</p>
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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
Cheyenne Defee cheyenne.defee@cityofdenton.com Contract Administrator City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/13/2021 10:21:03 AM
Sherri Thurman sherri.thurman@cityofdenton.com City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/14/2021 9:44:57 AM
Gretna Jones gretna.jones@cityofdenton.com Legal Secretary City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/14/2021 9:44:57 AM Viewed: 4/16/2021 11:22:36 AM
City Secretary Office citysecretary@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/12/2021 4:23:51 PM
Cheyenne Defee cheyenne.defee@cityofdenton.com Contract Administrator City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/12/2021 4:23:52 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	4/13/2021 10:16:14 AM
Certified Delivered	Security Checked	5/12/2021 4:22:58 PM
Signing Complete	Security Checked	5/12/2021 4:23:48 PM
Completed	Security Checked	5/12/2021 4:23:52 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Denton (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 your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account 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. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account 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 your DocuSign user account 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 Denton:

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: purchasing@cityofdenton.com

To advise City of Denton of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at melissa.kraft@cityofdenton.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from City of Denton

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 e-mail to purchasing@cityofdenton.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Denton

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to purchasing@cityofdenton.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account 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

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

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