

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT EXTENSION BETWEEN THE CITY OF DENTON AND DOXIM UTILITEC LLC, TO CONTINUE UTILITY AND MISCELLANEOUS BILL PRINT AND MAIL SERVICES FOR THE CITY; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (FILE 6975 – EXTENDING THE CONTRACT WITH DOXIM UTILITEC LLC, FOR ONE (1) MONTH, WITH THE OPTION FOR TWO (2) ADDITIONAL ONE (1) MONTH EXTENSIONS, IN THE TOTAL THREE (3) MONTH TERM).

WHEREAS, Ordinance 19-2045 authorized a contract to Doxim Utilitec LLC for utility and miscellaneous bill print and mail services, which is on file in the office of the Purchasing Agent; and

WHEREAS, on August 6, 2024, Purchasing awarded a contract extension to Doxim Utilitec LLC to expire on March 10, 2025; and

WHEREAS, the staff having recommended, and the City Manager having recommended to the City Council that an extension to the existing purchasing authority approved by Ordinance 19-2045 be authorized between the City and Doxim Utilitec LLC, to extend the contract term for one (1) month, with the option for two (2) additional one (1) month extensions, in the total three (3) month term; and

WHEREAS, this procurement was undertaken as part of the City’s governmental function; and

WHEREAS, the City Council finds that the action taken herein is in the public interest; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The findings and recitations contained in the preamble of this ordinance are incorporated herein by reference.

SECTION 2. The authority to receive services from Doxim Utilitec LLC, authorized by Ordinance 19-2045, is hereby extended under File 6975 for one (1) month, with the option for two (2) additional one (1) month extensions, in the total three (3) month term.

SECTION 3. The City Council delegates the authority to the City Manager to take any actions that may be required or permitted to be performed by the City of Denton under File 6975 to the City Manager or their designee.

SECTION 4: This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by _____ and seconded by _____. This ordinance was passed and approved by the following vote [___ - ___]:

| | Aye | Nay | Abstain | Absent |
|--|------------|------------|----------------|---------------|
| Mayor Gerard Hudspeth: | _____ | _____ | _____ | _____ |
| Vicki Byrd, District 1: | _____ | _____ | _____ | _____ |
| Brian Beck, District 2: | _____ | _____ | _____ | _____ |
| Paul Meltzer, District 3: | _____ | _____ | _____ | _____ |
| Joe Holland, District 4: | _____ | _____ | _____ | _____ |
| Brandon Chase McGee, At Large Place 5: | _____ | _____ | _____ | _____ |
| Jill Jester, At Large Place 6: | _____ | _____ | _____ | _____ |

PASSED AND APPROVED this the _____ day of _____, 2025.

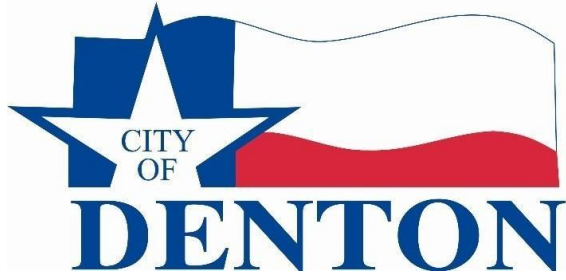
GERARD HUDSPETH, MAYOR

ATTEST:
LAUREN THODEN, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Marcella Lunn



DocuSign City Council Transmittal Coversheet

| | |
|--------------------------|--|
| RFP | 6975 |
| File Name | Utility & Misc Bill Print & Mailing Services - Extension |
| Purchasing Contact | Christina Dormady |
| City Council Target Date | |
| Piggy Back Option | No |
| Contract Expiration | |
| Ordinance | |

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

FIRST AMENDMENT TO CONTRACT
BY AND BETWEEN THE CITY OF DENTON, TEXAS
AND DOXIM UTILITEC, LLC (FILE 6975)

THIS FIRST AMENDMENT TO CONTRACT 6975 (this “Amendment”) by and between the City of Denton, Texas (“City”) and Doxim Utilitec, LLC (“Contractor”) to that certain contract executed on September 10, 2019, in the original not-to-exceed amount of \$1,951,725 (the “Original Agreement”); amended on August 6, 2024 for an additional six (6) month extension (the “Extension Amendment”); (collectively, the First Informal Amendment and the Original Agreement, the “Agreement”); for services related to utility and miscellaneous bill print and mailing services.

WHEREAS, this Amendment incorporates any previously executed documents between the parties including but not limited to pricing adjustments.

WHEREAS, the City deems it necessary to further expand the goods/services provided by Contractor to the City; and

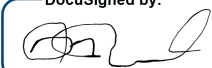
NOW THEREFORE, the City and Contractor (hereafter collectively referred to as the “Parties”), in consideration of their mutual promises and covenants, as well as for other good and valuable considerations, do hereby AGREE to the following Amendment, which amends the following terms and conditions of the said Agreement, to wit:

- 1. This Amendment modifies the Agreement term as set forth in Exhibit A Section 2 as extended to provide for an additional one (1) month term beginning on the final day of the current Agreement term. At the sole option of the City, this term may be extended for two (2) additional one (1) month terms.
- 2. Each additional month as set forth in Section 1 will incur an additional \$5,000 fee for each additional month the City extends the term of this Agreement.

The Parties hereto agree, that except as specifically provided for by this Amendment, that all of the terms, covenants, conditions, agreements, rights, responsibilities, and obligations of the Parties, set forth in the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the City and the Contractor, have each executed this Amendment, by and through their respective duly authorized representatives and officers on this date _____.

“CONTRACTOR”
Doxim Utilitec, LLC

By:  _____
DocuSigned by:
DE65462CE5754AD...

SCOTT BIEL, CHIEF REVENUE OFFICER

“CITY”
CITY OF DENTON, TEXAS
A Texas Municipal Corporation

By: _____

ATTEST:
LAUREN THODEN, CITY SECRETARY

By: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

DocuSigned by:
By: Marcella Lunn
4B070831B4AA438...

THIS AGREEMENT HAS BEEN
BOTH REVIEWED AND APPROVED
as to financial and operational
obligations and business terms.

Signed by:
William J Shepherd william j shepherd
57572107A494 SIGNATURE PRINTED NAME

Executive Manager Business Services
TITLE

DME
DEPARTMENT

Certificate Of Completion

| | |
|---|------------------------------------|
| Envelope Id: 2C618DFF-E1C8-4EB1-91BF-E778BF4A0E0B | Status: Sent |
| Subject: Please DocuSign: City Council Contract 6975 Utility & Misc Bill Print & Mailing Services - Extension | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
| Certificate Pages: 6 | Initials: 1 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Christina Dormady |
| Time Zone: (UTC-06:00) Central Time (US & Canada) | 901B Texas Street |
| | Denton, TX 76209 |
| | christina.dormady@cityofdenton.com |
| | IP Address: 198.49.140.10 |

Record Tracking

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|----------------------|------------------------------------|--------------------|
| Status: Original | Holder: Christina Dormady | Location: DocuSign |
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Signer Events

| Signer Events | Signature | Timestamp |
|--|---|--|
| Christina Dormady christina.dormady@cityofdenton.com Buyer City of Denton Security Level: Email, Account Authentication (None) | Completed Using IP Address: 198.49.140.10 | Sent: 2/20/2025 1:14:27 PM Viewed: 2/20/2025 1:14:38 PM Signed: 2/20/2025 1:14:57 PM |

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)

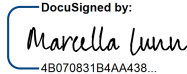


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Signature Adoption: Pre-selected Style
Using IP Address: 47.184.122.38
Signed using mobile

Electronic Record and Signature Disclosure:
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Marcella Lunn
marcella.lunn@cityofdenton.com
Senior Deputy City Attorney
City of Denton
Security Level: Email, Account Authentication (None)



Sent: 2/20/2025 1:54:49 PM
Viewed: 2/20/2025 2:39:03 PM
Signed: 2/20/2025 2:40:51 PM

Signature Adoption: Pre-selected Style
Using IP Address: 72.158.228.46
Signed using mobile

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Connie Muirhead
connie.muirhead@doxim.com
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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ID: b8e27633-2efe-43d4-9917-b0ca6084bea9

William Shepherd
william.shepherd@cityofdenton.com
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Accepted: 2/17/2025 4:54:56 PM
ID: c502e236-ab3e-4e6b-a727-eef25ec898ac

| Signer Events | Signature | Timestamp |
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Cheyenne Defee
 cheyenne.defee@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Sara Hensley
 sara.hensley@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Lauren Thoden
 lauren.thoden@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| In Person Signer Events | Signature | Timestamp |
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| Editor Delivery Events | Status | Timestamp |
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| Certified Delivery Events | Status | Timestamp |
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| Carbon Copy Events | Status | Timestamp |
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Cheyenne Defee
 cheyenne.defee@cityofdenton.com
 Procurement Administration Supervisor
 City of Denton
 Security Level: Email, Account Authentication
 (None)

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Electronic Record and Signature Disclosure:
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Gretna Jones
 gretna.jones@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

City Secretary Office
 citysecretary@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Autumn Perkins
 Autumn.perkins@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

| Carbon Copy Events | Status | Timestamp |
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Christa Foster

Christa.foster@cityofdenton.com

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 12/30/2024 11:06:46 AM

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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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| Payment Events | Status | Timestamps |
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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.

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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 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

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 verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an 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 on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Denton as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Denton during the course of my relationship with you.

Certificate Of Completion

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 Source Envelope:
 Document Pages: 9
 Certificate Pages: 5
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 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
 Christina Dormady
 901B Texas Street
 Denton, TX 76209
 christina.dormady@cityofdenton.com
 IP Address: 198.49.140.10

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Status: Original
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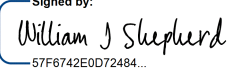
Holder: Christina Dormady
 christina.dormady@cityofdenton.com

Location: DocuSign

Signer Events

William J Shepherd
 william.shepherd@cityofdenton.com
 Executive Manager Business Services
 Security Level: Email, Account Authentication
 (None)

Signature

Signed by:

 57F6742E0D72484...
 Signature Adoption: Pre-selected Style
 Using IP Address: 47.160.13.210

Timestamp

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 Signed: 2/21/2025 9:30:04 AM

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Cheyenne Defee
 Cheyenne.defee@cityofdenton.com
 Procurement Administration Supervisor
 City of Denton
 Security Level: Email, Account Authentication
 (None)

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Electronic Record and Signature Disclosure:
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Sara Hensley
 sara.hensley@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
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Lauren Thoden
 lauren.thoden@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
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| In Person Signer Events | Signature | Timestamp |
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| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |

| Certified Delivery Events | Status | Timestamp |
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| Carbon Copy Events | Status | Timestamp |
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Gretna Jones
gretna.jones@cityofdenton.com
Legal Secretary
City of Denton
Security Level: Email, Account Authentication
(None)

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City Secretary Office
citysecretary@cityofdenton.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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Autumn Perkins
Autumn.perkins@cityofdenton.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Christa Foster
Christa.foster@cityofdenton.com
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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All notices and disclosures will be sent to you electronically

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

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- 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

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 verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an 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 on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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