

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE APPROVAL OF A SECOND AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF DENTON AND STEARNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC., AMENDING THE CONTRACT APPROVED BY PURCHASING ON DECEMBER 16, 2020, IN THE NOT-TO-EXCEED AMOUNT OF \$23,000.00; AMENDED BY AMENDMENT 1 APPROVED BY PURCHASING; SAID SECOND AMENDMENT TO PROVIDE A PRICING EVALUATION AND UPDATE OF THE ORIGINAL SCOPE OF WORK FOR THE LANDFILL GAS TO ENERGY PROJECT FOR THE SOLID WASTE AND RECYCLING DEPARTMENT; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (RFQ 7109-017 – PROVIDING FOR AN ADDITIONAL SECOND AMENDMENT EXPENDITURE AMOUNT NOT-TO-EXCEED \$30,000.00, WITH THE TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$55,435.00).

WHEREAS, on December 16, 2020, Purchasing awarded a contract to Stearns, Conrad and Schmidt Consulting Engineers, Inc., in the amount of \$23,000.00, for the Landfill Gas To Energy Project for the Solid Waste and Recycling Department; and

WHEREAS, on September 28, 2023, Purchasing awarded a First Amendment to Stearns, Conrad and Schmidt Consulting Engineers, Inc. in the amount of \$2,435.00, for the Landfill Gas To Energy Project for the Solid Waste and Recycling Department; and

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

WHEREAS, the additional fees under the proposed Second Amendment are fair and reasonable and are consistent with, and not higher than, the recommended practices and fees applicable to the Provider’s profession, and such fees do not exceed the maximum provided by law; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The Second Amendment, increasing the amount of the contract between the City and Stearns, Conrad and Schmidt Consulting Engineers, Inc., which is on file in the office of the Purchasing Agent, in the amount of Thirty Thousand and 0/100 (\$30,000.00) Dollars, is hereby approved, and the expenditure of funds therefor is hereby authorized in accordance with said amendment which shall be effective upon the execution of the amendment attached hereto. The total contract amount increases to \$55,435.00.

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

The motion to approve this ordinance was made by _____ and seconded by _____. The 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:	_____	_____	_____	_____
Chris Watts, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2024.

GERARD HUDSPETH, MAYOR

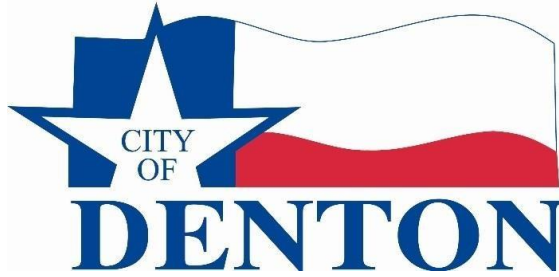
ATTEST:
JESUS SALAZAR, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, 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@cityofdent
on.com
Date: 2024.01.22 09:11:22 -06'00'



DocuSign City Council Transmittal Coversheet

PSA	7109-017
File Name	PREPARATION LANDFILL GAS-TO-ENERGY--AMENDMENT 2
Purchasing Contact	Crystal westbrook
City Council Target Date	
Piggy Back Option	Not Applicable
Contract Expiration	
Ordinance	

**SECOND AMENDMENT TO CONTRACT
BY AND BETWEEN THE CITY OF DENTON, TEXAS
AND STEARNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC.
PSA 7109-017**

THE STATE OF TEXAS §

COUNTY OF DENTON §

THIS SECOND AMENDMENT TO CONTRACT 7109-017 (“Amendment”) by and between the City of Denton, Texas (“City”) and Stearns, Conrad and Schmidt Consulting Engineers, Inc. (“Engineer”); to that certain contract executed on December 16, 2020, in the original not-to-exceed amount of \$23,000 (the “Original Agreement”); amended on September 28, 2023 in the additional amount of \$2,435 aggregating a not-to-exceed amount of \$25,435 (the “First Amendment”); (collectively, the Original Agreement, and the First Amendment are the “Agreement”) for services related to the Preparation Landfill Gas-to-Energy project.

WHEREAS, the City deems it necessary to further expand the services provided by Engineer to the City pursuant to the terms of the Agreement, and to provide an additional not-to-exceed amount \$30,000 with this Amendment for an aggregate not-to-exceed amount of \$55,435; and

FURTHERMORE, the City deems it necessary to further expand the goods/services provided by Engineer to the City;

NOW THEREFORE, the City and Engineer (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:

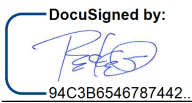
1. The additional services described in Exhibit “A” of this Amendment, attached hereto and incorporated herein for all purposes, for professional services related to the Preparation Landfill Gas-to-Energy project, are hereby authorized to be performed by Engineer. For and in consideration of the additional services to be performed by Engineer, the City agrees to pay, based on the cost estimate detail attached as Exhibit “A” to this Amendment, a total fee, including reimbursement for non-labor expenses an amount not to exceed \$30,000.
2. This Amendment modifies the Agreement amount to provide an additional \$30,000 for the additional services with a revised aggregate not to exceed total of \$55,435.

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.

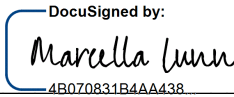
IN WITNESS WHEREOF, the City and the Engineer, have each executed this Amendment electronically, by and through their respective duly authorized representatives and officers on this date _____.

“Engineer”

STEARNS, CONRAD AND SCHMIDT
CONSULTING ENGINEERS, INC.

By:  _____

AUTHORIZED SIGNATURE, TITLE
APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

By:  _____

“CITY”


CITY OF DENTON, TEXAS
A Texas Municipal Corporation

By: _____

ATTEST:
JESUS SALAZAR, CITY SECRETARY

By: _____

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

 Brian Boerner
SIGNATURE PRINTED NAME

Director of Solid waste

TITLE

SWr

DEPARTMENT

EXHIBIT A**SCS ENGINEERS**

Environmental Consulting & Contracting

September 26, 2023
Proposal No. 160146223

Mr. Eugene McKinnie
Director of Solid Waste
City of Denton
1527 S. Mayhill Road
Denton, Texas 76208

(sent via email)

Re: Request for Proposal (RFP) Revisions
Landfill Gas-to-Energy (LFGE) Project
City of Denton Landfill

Dear Eugene:

SCS Engineers is pleased to provide the City of Denton with this proposal to assist in the preparation of a Request for Proposal (RFP) to solicit bids from third-party developers to implement a landfill gas-to-energy (LFGE) project at the City of Denton Landfill. Specifically, this work includes updates (i.e., to reflect current conditions) to the previously prepared Scope of Work – Request for Proposal, Landfill Gas-to-Energy Project Report (LFGE Report) developed by SCS Engineers and dated May 2021. Based on our understanding of the project objectives, we have developed the following scope of services.

SCOPE OF SERVICES

We have divided the overall services for this work into two tasks:

Task 1 – Updates to LFGE Report and Supplier Response

To update the LFGE Report with the latest information (e.g., LFG flow rates from 2021 to 2023, existing GCCS components, etc.), the following sections of the LFGE Report will need to be revised:

- Section 1.1 – Landfill
- Section 1.4 – Land for Contractor's Facility/Pipeline Route Information
- Section 1.6 – Gas Quality and Quantity Information
- Existing GCCS Drawing (Appendix A)¹
- Plan View of Current Header Expansion and 24-inch Stub-out (Appendix A). Note, we propose to remove this drawing, and update the Existing GCCS Drawing (above) with the header expansion performed in 2022.
- Aerial and Development Drawings (Appendix C1)¹
- Wellfield Data, GHG Report, and Emissions Inventory (Appendix D2)¹
- Landfill Gas Recovery Projections (Appendix D3)¹
- WWTP Flow Data (Appendix D4)¹

¹ Assumes that the information included in this item will be provided by the City, if not already contained within SCS' files, including those items included in the September 12, 2023 email.

Mr. Eugene McKinnie
September 26, 2023
Page 2

Specifically related to the Landfill Gas Recovery Projections, SCS will update the previously prepared LFG recovery projections for the landfill using its proprietary LFG model and available information on waste disposal, gas collection and control system (GCCS) design, and LFG recovery. We will update the historical data from an LFG recovery model and report prepared for the City of Denton in May 2020, and apply available information from a data request list SCS will provide to cover the intervening period. Available information on the design and effectiveness of wellfield operations, including wellfield drawings, wellfield monitoring data, and historical LFG recovery, will be used to reevaluate collection system coverage and update the empirically-calibrated LFG recovery model. Up to two sets of LFG recovery forecasts will be provided which consider varying key assumptions that may have higher levels of uncertainty, such as future growth in waste disposal rates. The summary of the data used and model assumptions applied, including waste disposal projections, historical LFG flow data, and collection system coverage estimates will be updated in the revised LFGE Report.

In addition, SCS will work with the City to evaluate and/or revise the evaluation procedures (included in the City's Supplier Response document) to effectively determine the firm that will provide the best value to the City. The evaluation procedures will be used by the City/SCS during the bid evaluation as outlined in Task 2.

Task 2 – On-Call Services

This task has been included to provide assistance and technical support during the bidding phase and/or once responses to the RFP have been received. Services included in this task include, but is not limited to, the following specific activities:

- Review questions and inquiries from potential bidders prior to the pre-proposal meeting and develop responses. Prepare a questions and clarifications document to serve as an addendum to the RFP addressing proposers' questions prior to the Pre-Proposal meeting.
- Attendance, presentations, and participation during the Pre-Proposal meeting. Develop meeting minutes and submit to the City.
- Assistance with responses to technical questions from potential proposers during and after the Pre-Proposal Meeting.
- SCS will coordinate with City's purchasing staff (or legal counsel) to confirm we adhere to proper policies and protocols when issuing responses to questions and/or addenda.
- SCS can conduct an analysis of proposals submitted in response to the RFP based on the established scoring criteria. This review may also generate additional questions for the respondents. After these have been answered as needed, SCS can help rank the respondents utilizing the evaluation criteria.
- During contract negotiations, SCS can be available to assist the City on an as-needed basis. Although we would not be able to provide legal advice, we would be able to provide technical or regulatory consulting as appropriate.
- Conduct a bid evaluation, including evaluation based the grading criteria determined during Task 1 (e.g. similar projects/references, project approach and schedule, etc.), and evaluation based on a 20-year net present value (NPV).

Mr. Eugene McKinnie
 September 26, 2023
 Page 3

FEE AND SCHEDULE

SCS' proposed fees for the tasks included in this proposal are included in the table below. Task 1 will be on a lump sum basis and Task 2 will be provided on a time-and-materials task, consistent with our attached fee schedule, since the scope may vary depending on the additional services needed.

Task No.	Task Title	Proposed Fee
1	Updates to LFGE Report and Supplier Response	\$15,000
2	On-Call Services	\$15,000
Total		\$30,000

Regarding our schedule, a draft of the updated LFGE Report Revisions and Supplier Response (Task 1) will be provided within 4 weeks of a notice to proceed and receipt of data to be used in the study. A final report will be provided within 1 week of the receipt of comments on the draft report, if requested, or the draft re-issued as a final report if there are no changes requested. Task 2 will be provided on an as-needed basis.

We appreciate this opportunity to provide this proposal to you. If you have any questions, please contact Brett DeVries, Ph.D., P.E. at (763) 442-5417.

Sincerely,



Brett DeVries, Ph.D., P.E.
 Senior Project Manager
 SCS ENGINEERS



Ryan Kuntz, P.E.
 Vice President / Satellite Office Manager
 SCS ENGINEERS

Cc: Mr. Brian Boerner, CPM, CHMM (e-copy)

Attachment

Environmental Management Consultants
Offices Nationwide

1901 Central Drive
Suite 550
Bedford, Texas 76021
817.571.2288 Main

12651 Briar Forest Drive
Suite 205
Houston, Texas 77077
281.293.8494 Main

SCS ENGINEERS

SCS ENGINEERS FEE SCHEDULE

(Effective April 1, 2023 through March 31, 2024)

<u>Labor Category</u>	<u>Rate/Hour (\$)</u>
Business Unit Director	250
Project Advisor	240
Satellite Office Manager	240
Project Director II.....	230
Project Director I.....	215
Project Manager II	195
Project Manager I	185
CQA Manager.....	175
Project Professional III	175
Project Professional II	150
Project Professional I	145
Staff Professional III.....	135
Staff Professional II.....	130
Staff Professional I.....	125
Associate Staff Professional.....	110
CAD Designer.....	135
CAD Draftsperson.....	90
Office Service Manager.....	120
Secretarial/Clerical	80
Sr. Technician	110
Technician.....	100
CQA Technician.....	80

1. The hourly rates are effective through March 31, 2024. Work performed thereafter is subject to a new Fee Schedule issued for the period beginning April 1, 2024. Consistent with federal regulations, a factor of 150% will be applied to overtime hours for field personnel.
2. The above rates include salary, overhead, administration, and profit. Other direct expenses, such as analyses of air, water and soil samples, reproduction, travel, subsistence, subcontractors, long distance telephone, computers, etc., are billed at actual cost plus 15 percent. Vehicle mileage is billed at \$0.77 per mile for autos and \$0.87 per mile for company trucks. Daily rates apply on long-term projects.
3. Invoices will be prepared monthly for work in progress unless otherwise agreed. Invoices are due and payable upon receipt.
4. Payment of SCS Invoices for services performed will not be contingent upon the client's receipt of payment from other parties, unless otherwise agreed. Client agrees to pay legal costs, including attorney's fees, incurred by SCS in collecting any amount past due and owing on client's account.
5. For special situations, such as expert court testimony and limited consultation, hourly rates for principals of the firm will be on an individually-negotiated basis.

CIQ FORM

CONFLICT OF INTEREST QUESTIONNAIRE

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.

STEARNS, CONRAD AND SCHMIDT CONSULTING ENGINEERS, INC.

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.

N/A

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 [X] I have no Conflict of Interest to disclose.

5 DocuSigned by: [Signature] 04C2B6646787442...

1/12/2024

Signature of vendor doing business with the governmental entity

Date

Certificate Of Completion


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Subject: Please DocuSign: City Council Contract 7109-017 Amendment 2	
Source Envelope:	
Document Pages: 8	Signatures: 4
Certificate Pages: 6	Initials: 1
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Crystal Westbrook
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	crystal.westbrook@cityofdenton.com
	IP Address: 198.49.140.104

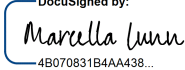
Record Tracking

Status: Original	Holder: Crystal Westbrook	Location: DocuSign
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Signer Events

Signer Events	Signature	Timestamp
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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)	 Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.10	Sent: 1/5/2024 1:36:11 PM Viewed: 1/5/2024 2:44:27 PM Signed: 1/5/2024 2:45:07 PM
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Marcella Lunn marcella.lunn@cityofdenton.com Mack Reinwand City Attorney City of Denton Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.49.140.10	Sent: 1/5/2024 2:45:10 PM Viewed: 1/12/2024 2:09:32 PM Signed: 1/12/2024 2:11:51 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Ryan Kuntz rkuntz@scsengineers.com Vice President Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 99.48.161.145	Sent: 1/12/2024 2:11:53 PM Viewed: 1/12/2024 3:18:27 PM Signed: 1/12/2024 3:21:16 PM
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Signer Events

Brian Boerner
 brian.boerner@cityofdenton.com
 Director of Solid Waste
 Security Level: Email, Account Authentication
 (None)

Signature

Signature Adoption: Drawn on Device
 Using IP Address: 166.196.61.95
 Signed using mobile

Timestamp

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Electronic Record and Signature Disclosure:

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

Sent: 1/12/2024 3:22:54 PM

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

Jesus Salazar
 jesus.salazar@cityofdenton.com
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:

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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
 Procurement Administration Supervisor
 City of Denton
 Security Level: Email, Account Authentication
 (None)



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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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<p>Gretna Jones gretna.jones@cityofdenton.com Legal Secretary City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue; font-size: 1.2em;">COPIED</div>	Sent: 1/12/2024 3:22:52 PM Viewed: 1/16/2024 4:04:33 PM
<p>City Secretary Office citysecretary@cityofdenton.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>		
<p>Arturo Garcia Arturo.Garcia@cityofdenton.com Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/7/2023 3:23:46 PM ID: 963da713-87bd-434b-82bb-9bce60390f9a</p>		
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Notary Events	Signature	Timestamp
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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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.

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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

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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