

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, RATIFYING CHANGE ORDER NO. 1 TO THE CONTRACT BETWEEN THE CITY OF DENTON AND 4X CONSTRUCTION GROUP, LLC, FOR THE CELL 6 CONSTRUCTION PROJECT FOR THE SOLID WASTE AND RECYCLING DEPARTMENT; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (CSP 8907 – CHANGE ORDER NO. 1 IN THE NOT-TO-EXCEED AMOUNT OF \$618,467.03, FOR A TOTAL CONTRACT AWARD AGGREGATED TO \$5,491,222.03).

WHEREAS, state law and city policy requires that certain contracts requiring an expenditure or payment by the city in an amount exceeding \$50,000 be by competitive bids, except in the case of public calamity where it becomes necessary to act at once to appropriate money to relieve the necessity of the citizens of the city, or in case of unforeseen damage to public property, machinery, or equipment, or where the procurement is necessary to preserve or protect the public health or safety of the city’s residents under Section 252 of the Local Government Code; and

WHEREAS, on March 24, 2026, by Ordinance No. 26-0342, the City Council awarded a contract to 4X Construction Group, LLC, in the amount of \$4,872,755.00, for the Cell 6 Construction Project at the Landfill for the Solid Waste and Recycling Department; and

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

WHEREAS, the City Manager has recommended to the City Council that it is necessary to ratify the purchase of goods or services due to the following emergency conditions outlined in the memorandum referenced herein; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The City Council hereby determines that there is a public calamity that makes it necessary to act at once to appropriate money to relieve the necessity of the citizens of the city, or to provide for unforeseen damage to public property, machinery, or equipment, or to preserve or protect the public health or safety of the city’s residents, and by reason thereof, the following emergency purchases of materials, equipment, supplies, or services, as described in the “Declaration of Emergency Memorandum” referenced herein and on file in the office of the Purchasing Agent, are hereby approved.

SECTION 2. Because of such emergency, the City Manager, or a designated employee, is hereby authorized to purchase the materials, equipment, supplies, or services as described in the Memorandum on file in the office of the Purchasing Agent, and to make payment therefore in the amounts therein stated. Such emergency purchases, being in accordance with the provisions of state law, exempt such purchases by the city from the requirements of competitive bids.

SECTION 1. Change Order No. 1, increasing the amount of the contract between the City and 4X Construction Group, LLC, which is on file in the office of the Purchasing Agent, in the amount of Six Hundred Eighteen Thousand Four Hundred Sixty-Seven and 03/100 (\$618,467.03) 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 \$5,491,222.03.

SECTION 3. The City Council of the City of Denton hereby expressly delegates the authority to take any actions that may be required or permitted to be performed by the City of Denton under this ordinance to the City Manager of the City of Denton, 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:	_____	_____	_____	_____
Jordan Villarreal, District 1:	_____	_____	_____	_____
Nick Stevens, District 2:	_____	_____	_____	_____
Suzi Rumohr, 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 _____, 2026.

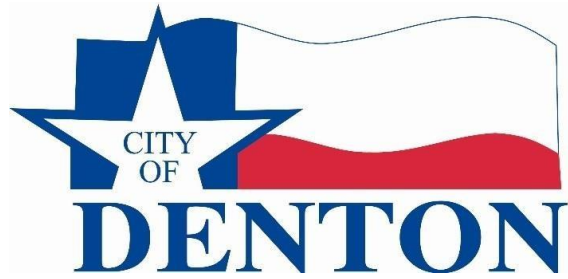
GERARD HUDSPETH, MAYOR

ATTEST:
KRISTI FOGLE, INTERIM CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Leah Bush



DocuSign City Council Transmittal Coversheet

FILE	8907
File Name	CELL 6 CONSTRUCTION PROJECT-CHANGE ORDER #1
Purchasing Contact	Crystal westbrook
City Council Target Date	N/A
Piggy Back Option	Not Applicable
Contract Expiration	N/A
Ordinance	26-0342

CITY OF DENTON CHANGE ORDER FORM



City of Denton-Solid Waste & Recycling Dept
 Project Manager: Randall Morris
 1527 S Mayhill Rd.
 Denton, TX 76208

Contractor: 4X Construction Group LLC
 Project Manager: Jeff Parrish
 99 Regency Parkway, STE 303
 Mansfield, TX 76063

Project: Cell 6 Project
 CSP# 8907

CIP/ENG# 41129.23

CHANGE ORDER NO. 1
 PO #: 214556

Notice To Proceed Issued:

Current Completion Date:
 1/0/1900

New Completion Date:
 1/0/1900

Contract BID Amount:	\$ 4,640,719.25	Prior Approved Other Funded CO's:	\$ -
5% Contingency Amount:	\$ 232,035.96	Current Contract Amount w CUA & CO's:	\$ 4,640,719.25
Total NTE Amount :	\$ 4,872,755.21	This CO Other Funding Request:	\$618,467.03
Prior Approved CUA's:	\$ -	Total Change Request:	\$ 618,467.03
Available Contingency:	\$ 232,035.96		
This CUA Request:	\$0.00	Orig Contract Days:	
Contingency Remaining:	\$ 232,035.96	Approved CO Days:	180
		This CO Days Request:	
		New Contract Days:	180

PROJECT SCOPE AND REASON FOR CHANGE

Project Scope included in Contract: Cell 6 Excavation and Liner Construction & 1590 Separation Liner

Reason for change:

The contract for this project was awarded to 4X Construction Group, LLC, through the City's formal competitive proposal process. The contract was approved by Council on March 24, 2026.

Recently the price of oil has been rising, directly impacting on the petroleum-based products essential to this project. The project requires the installation of over 3.3 million square feet of specialized materials, including High-Density Polyethylene (HDPE) and Geocomposite liners. Because these materials are produced on demand and are highly susceptible to UV damage during storage, they could not be purchased in advance. The Contractor has submitted a price increase of 23.5% based on documented supplier cost escalations.

To remain on the timeline necessary to maintain regulatory compliance, the Solid Waste and Recycling Department and Procurement recommend processing this change order under the Declaration of Emergency process to remain on track with the critical path for the project. Any further delays can impact the Landfill's capacity, that could result in violations of the Municipal Solid Waste Permit with the TCEQ and the Settlement Agreement with local neighbors, leading to significant fines, legal fees, and threats to public health. Therefore, the Declaration of Emergency is necessary to award Change Order No. 1 in the amount of

CONTINGENCY USE AUTHORIZED (CUA) CONTRACT CHANGES

QUANTITY CHANGES TO EXISTING ITEMS

Item No.	Spec. Section No.	Description of work	UOM	BID QTY	+/- QTY	Unit Price	Extended Price
							\$ -
TOTAL CUA QTY CHANGES:							\$0.00

NEW ITEMS OF WORK

1							\$ -
TOTAL CUA NEW ITEMS:							\$0.00

Contingency funds are used at City's discretion per contract spec language

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
1		HDPE Liner Pricing Increase	LS	0	1	468,467.03	\$ 468,467.03
2		Fuel Cost Increase	GAL	0	2	75,000.00	\$ 150,000.00
TOTAL OTHER FUNDED QTY CHANGES:							\$618,467.03

NEW ITEMS OF WORK

							\$ -
TOTAL OTHER FUNDED NEW ITEMS:							\$0.00

TOTAL CO AMOUNT: \$618,467.03

Cell 6 Project

Original BID/Contract Amount:	\$ 4,640,719.25
Original Total Not To Exceed Amount:	\$ 4,872,755.21
Total CUA's:	\$ -
Total CO's:	\$ 618,467.03
Revised Contract Amount:	\$ 5,259,186.28
% of CUA Approved To-Date:	0.00%
Total Change Order over Original Bid:	13.33%

Percent Changes over NTE:

13%

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

SUBMITTED BY:

Signed by:

Arturo Garcia

C5CDBB610CA8458

Project Manager

ACCEPTED BY DIRECTOR OF SOLID WASTE

Signed by:

Brenda Haney

C3C63BE563454A1

Signature

ACCEPTED BY CONTRACTOR: Jeff Parrish Managing Member
Name, Title

DocuSigned by:

Jeff Parrish

C84CF2F734CE89

Signature

INTERIM CITY MANAGER

DocuSigned by:

Cassey Ogden

E7FF20C194E41F8

Signature

ATTEST: CITY SECRETERY

Signed by:

Ingrid Rex

F116805422D081

Signature

APPROVED AS TO LEGAL FORM

DocuSigned by:

Marcella Lunn

4B070831B4A438

Signature

4X Construction Group, LLC

99 Regency Parkway, STE 303
Mansfield, Texas 76063

Phone: 817-779-3290
Fax: 817-779-3291

C.O.R.
No. 001

TO: City of Denton TX
Crystal Westbrook

PROJECT: Denton Landfill
Cell 6

CHANGE ORDER REQUEST

DESCRIPTION

As the City is aware, the project start was delayed due to a situation beyond our control, nor the City's control. Unfortunately, because of the world's current situation regarding fuel / oil costs, we can longer keep our pricing the same as it was at the time of the original proposal. We are respectfully requesting additional costs for fuel for the work and liner costs.

Regarding the fuel, we used a base price of \$2.50/Gallon in our proposal. Currently fuel is anywhere from \$4.25 - \$4.50 per gallon. We had approximately 75,000 gallons of fuel built into this project. We would like to suggest a fuel escalator be added to this project. 4XCG is willing to take on an additional \$0.25/Gallon cost, as that could be a reasonable risk. Anything over \$2.75/Gallon, would be invoiced monthly. We would supply the invoices to the City for transparency.

Regarding the liner costs, unfortunately, the liner subcontractors will not hold their pricing because the manufacturers will not hold their pricing. Resin prices have increased dramatically, and we are seeing liner costs increase every few days.

We appreciate your consideration and look forward to hearing from you. Thank you.

Requestor: Jeff Parrish
Date: 4/10/2026



April 10, 2026

COR 001: Added Cost Request due to Project Start Delay

To: City of Denton, TX
Crystal Westbrook

PROJECT: City of Denton Landfill
Cell 6

ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
1	Geosynthetic Liner Increases	LS	1.00	\$ 468,467.03	\$ 468,467.03
2	Fuel Cost Increase	GALLON	75,000.00	\$ 2.00	\$ 150,000.00
				TOTAL	\$ 618,467.03

Special Conditions

1. The above pricing increase request is based on the Project Start Delay.

4X Construction Group, LLC

Jeff Parrish

City of Denton Cell 6 and OL liner increase analysis

Resource	Description	Bid Item #	Quan	Unit	Falcon Original In Bid		Falcon Revised 4/3/2026		GSI revised 4/10/2026		Mustang Revised 4/3/2026	
					FALCON Original UP	Falcon Original Extended	Falcon Revised UP	Falcon Revised Extended	GSI revised UP	GSI revise Extended	Mustang Revised UP	Mustang Revised Extended
4LINER	Mobilization Liner Sub	1	1.00	LS	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 14,580.00	\$ 14,580.00	\$ 7,500.00	\$ 7,500.00
4LINER	60 Mil HDPE Geomembrane - Textured	12	728,850.00	SF	\$ 0.57	\$ 416,902.20	\$ 0.71	\$ 517,483.50	\$ 0.60	\$ 434,248.83	\$ 0.65	\$ 472,513.46
4LINER	Geocomposite Drainage Layer for Cell 6	13	728,850.00	SF	\$ 0.59	\$ 430,021.50	\$ 0.72	\$ 521,127.75	\$ 0.80	\$ 586,505.60	\$ 0.79	\$ 577,832.28
4LINER	Liner Tie-in-Sub for Liner	25	1,260.00	LF	\$ 3.00	\$ 3,780.00	\$ 3.00	\$ 3,780.00	\$ 8.33	\$ 10,489.88	\$ 13.31	\$ 16,770.60
4LINER	Liner Tie-in-Sub for Liner	26	780.00	LF	\$ 3.00	\$ 2,340.00	\$ 3.00	\$ 2,340.00	\$ 8.37	\$ 6,532.19	\$ 12.50	\$ 9,750.00
4LINER	Separation Liner Geocomposite Gas Venting Layer	28	600,300.00	SF	\$ 0.45	\$ 270,135.00	\$ 0.58	\$ 348,174.00	\$ 0.61	\$ 365,162.49	\$ 0.62	\$ 374,046.93
4LINER	Separation Liner Geocomposite Drainage Layer	29	650,000.00	SF	\$ 0.59	\$ 383,500.00	\$ 0.72	\$ 464,750.00	\$ 0.81	\$ 527,540.00	\$ 0.84	\$ 547,560.00
4LINER	Separation Liner 40 Mil LLDPE Geomembrane	30	650,000.00	SF	\$ 0.44	\$ 286,000.00	\$ 0.56	\$ 364,000.00	\$ 0.44	\$ 283,075.00	\$ 0.51	\$ 333,710.00
	Total Liner System install				\$ 1,802,278.70		\$ 2,231,255.25		\$ 2,228,133.98		\$ 2,339,683.27	
	Supply Only Underdrain Geocomposite	4	1.00	LS	\$ 185,039.93	\$ 185,039.93	\$ 244,730.23	\$ 244,730.23	\$ 227,651.68	\$ 227,651.68	\$ 256,959.94	\$ 256,959.94
	Total with Supply of Underdrain Geocomposite				\$ 1,987,318.63		\$ 2,475,985.48		\$ 2,455,785.66		\$ 2,596,643.21	

Analysis	
Falcon Original (In Contract/Bid)	\$ 1,987,318.63
Increase to Stay with Falcon	\$ 488,666.85
Increase to Use GSI	\$ 468,467.03
Increase to Use Mustang	\$ 609,324.58

Best Option



Date: April 8, 2026

Attn:

Ref: Geo-Synthetics Systems LLC Proposal
Project Name: 260008 Denton LF Cell 6 rev4
Location: Denton, TX

Geo-Synthetics Systems LLC (GSI) is pleased to provide pricing for the supply and installation of the geosynthetic materials on the referenced project.

Geo-Synthetics Systems LLC (GSI) is a distributor, fabricator, and installer of geosynthetic materials for a broad range of containment applications for MSW (Municipal Solid Waste) & Energy landfill sites, construction sites, road construction projects and contaminated waterways. At Geo-Synthetics, our highly skilled employees have more than 40 years of experience providing geosynthetic materials, project field support, and installation expertise for containment, erosion control, and remediation projects.

GSI is one of the country's largest independent installers of liners for landfill sites and manages installation projects across the country. GSI is an authorized distributor for many of the most recognized names of geosynthetic materials and erosion control products. Our experienced team has installed more than 700 million square feet of geosynthetic solutions across the nation and includes project planning, accurate estimating, project management, and the best geosynthetic installation reputation in the industry.

If job site safety (EMR 0.68), timeliness, and high-quality work is of importance to you, then GSI is your choice.

Please contact me to review our Proposal and answer any questions you may have.

Thank you for the opportunity,

Steve Story
Business Development Manager – Southwest Region
(262) 282-1141



PROPOSAL

I. Pricing Summary:

I.a. Supply and Installation Prices:

Bid Item	Descriptions	Quantity	Unit	Unit Price	Extended Price
1	Mobilization	1	EA	\$14,580.00	\$14,580.00
2	Underdrain Geocomposite – Cell 6 (Supply Only)	535,525	SF	\$0.4251	\$227,651.68
3	60 mil HDPE Textured – Cell 6	728,850	SF	\$0.5958	\$434,248.83
4	Geocomposite Drainage Layer – Cell 6	728,850	SF	\$0.8047	\$586,505.60
5	Liner Tie-in (New Composite Liner to Existing Composite Liner)	1,260	LF	\$8.3253	\$10,489.88
6	Liner Tie-in (New Separation Liner to Existing Separation Liner)	780	LF	\$8.3746	\$6,532.19
7	Geocomposite Gas Venting Layer – Separation Liner	600,300	SF	\$0.6083	\$365,162.49
8	Geocomposite Drainage Layer – Separation Liner	650,000	SF	\$0.8116	\$527,540.00
9	40 mil LLDPE Textured – Separation Liner	650,000	SF	0.4355	\$283,075.00
Total Estimated Price excluding Tax on Material					\$2,455,785.67

Certificate Of Completion

Envelope Id: D5AD90A2-CBCC-4A93-8ABF-BFFE08F10B7E

Status: Completed

Subject: Please DocuSign: City Council Contract 8907 Cell 6 Construction Project-Declaration of Emergency

Source Envelope:

Document Pages: 8

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 1

Crystal Westbrook

AutoNav: Enabled

901B Texas Street

Envelopeld Stamping: Enabled

Denton, TX 76209

Time Zone: (UTC-06:00) Central Time (US & Canada)

crystal.westbrook@cityofdenton.com

IP Address: 198.49.140.10

Record Tracking

Status: Original

Holder: Crystal Westbrook

Location: DocuSign

4/14/2026 3:23:54 PM

crystal.westbrook@cityofdenton.com

Signer Events

Signature

Timestamp

Crystal Westbrook
crystal.westbrook@cityofdenton.com

Completed

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Viewed: 4/15/2026 3:53:38 PM

Senior Buyer

Signed: 4/15/2026 3:54:10 PM

City of Denton

Using IP Address: 198.49.140.10

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Lori Hewell
lori.hewell@cityofdenton.com
Purchasing Manager

Initial

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Signed: 4/15/2026 4:07:21 PM

City of Denton

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.140.10

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Marcella Lunn
marcella.lunn@cityofdenton.com
Senior Deputy City Attorney

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City of Denton

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 198.49.140.10

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jeff Parrish
jeff.parrish@4xconstruction.com
Managing Member

DocuSigned by:

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4X Construction Group, LLC

Security Level: Email, Account Authentication
(None)

Signature Adoption: Pre-selected Style

Using IP Address: 216.14.243.53


Electronic Record and Signature Disclosure:

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Signer Events	Signature	Timestamp
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Arturo Garcia
 Arturo.Garcia@cityofdenton.com
 Solid Waste Project Manager
 Solid Waste & Recycling
 Security Level: Email, Account Authentication (None)

Signed by:

 C3CDBB6D6CA8458...
 Signature Adoption: Pre-selected Style
 Using IP Address: 198.49.140.10

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 Signed: 4/16/2026 8:36:57 AM

Electronic Record and Signature Disclosure:
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Brenda Haney
 brenda.haney@cityofdenton.com
 Director
 Security Level: Email, Account Authentication (None)

Signed by:

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 Signature Adoption: Pre-selected Style
 Using IP Address: 198.49.140.10

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Electronic Record and Signature Disclosure:
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 ID: ffc230ea-aa64-4887-8474-ec8e13f07258

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

Completed
 Using IP Address: 198.49.140.104

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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Cassey Ogden
 Cassey.Ogden@cityofdenton.com
 Deputy City Manager
 City of Denton
 Security Level: Email, Account Authentication (None)


DocuSigned by:

 E77FF20C194EA4F9...
 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
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Ingrid Rex
 Ingrid.Rex@cityofdenton.com
 City Secretary
 Security Level: Email, Account Authentication (None)

Signed by:

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 Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Cheyenne Defee cheyenne.defee@cityofdenton.com Procurement Administration Supervisor City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/15/2026 3:54:13 PM Viewed: 4/16/2026 8:33:38 PM
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: 4/16/2026 8:40:05 AM Viewed: 4/16/2026 8:34:02 PM
City Secretary Office citysecretary@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/16/2026 8:30:20 PM Viewed: 4/16/2026 8:35:04 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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Completed	Security Checked	4/16/2026 8:30:20 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

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.