

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 SOLUTIENT GEOSCIENCES, INC., AMENDING THE CONTRACT APPROVED BY THE CITY COUNCIL ON JANUARY 28, 2020, IN THE NOT-TO-EXCEED AMOUNT OF \$321,415.00; AMENDED BY AMENDMENT 1 APPROVED BY CITY COUNCIL; SAID SECOND AMENDMENT TO CONTINUE TO PROVIDE HYDROGEOLOGICAL CONSULTING AND ANALYTICAL SERVICES REGARDING THE CITY'S LANDFILL MONITORING AND REPORTING REQUIREMENTS FOR THE SOLID WASTE DEPARTMENT; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (RFQ 7109-005 – PROVIDING FOR AN ADDITIONAL SECOND AMENDMENT EXPENDITURE AMOUNT NOT-TO-EXCEED \$121,109.00, WITH THE TOTAL CONTRACT AMOUNT NOT-TO-EXCEED \$558,726.00).

WHEREAS, on January 28, 2020, City Council awarded a contract to Solutient Geosciences, Inc., in the amount of \$321,415.00, for landfill hydrogeological consulting and analytical services regarding the City's Landfill monitoring and reporting requirements; and

WHEREAS, on February 7, 2023, City Council awarded a First Amendment to Solutient Geosciences, Inc. in the amount of \$116,202.00, to continue to provide hydrogeological consulting and analytical services regarding the City's landfill monitoring and reporting requirements; 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 Solutient Geosciences, Inc., which is on file in the office of the Purchasing Agent, in the amount of One Hundred Twenty One Thousand One Hundred Nine and 0/100 (\$121,109.00) 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 \$558,726.00.

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 _____, 2023.

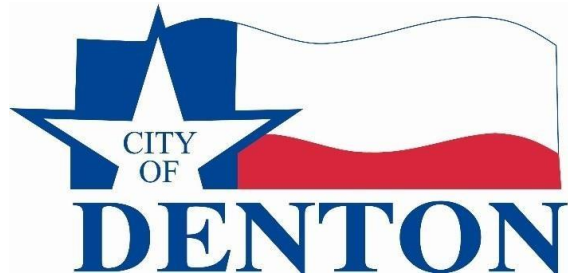
GERARD HUDSPETH, MAYOR

ATTEST:
JESUS SALAZAR, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Marcella Lunn
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: 2023.10.30 16:36:08 -05'00'



DocuSign City Council Transmittal Coversheet

PSA	7109-005
File Name	Groundwater Consulting & Analytics
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 SOLUTIENT GEOSCIENCES, INC.
PSA 7109-005**

THE STATE OF TEXAS §

COUNTY OF DENTON §

THIS SECOND AMENDMENT TO CONTRACT 7109-005 (“Amendment”) by and between the City of Denton, Texas (“City”) and Solutient GeosSciences, Inc. (“Consultant”); to that certain contract executed on January 28, 2020, in the original not-to-exceed amount of \$321,415.00 (the “Original Agreement”); amended on February 7, 2023 in the additional amount of \$116,202.00 aggregating a not-to-exceed amount of \$437,617 (the “First Amendment”); for services in accordance with Texas Commissions on Environmental Quality (TCEQ) approved Groundwater Sampling and Analysis Plan (GWSAP) and 30 TAC 330, Subchapter F and J, the landfill is required to conduct quarterly and semi-annual groundwater monitoring events. Failure to conduct the required groundwater sampling can lead to the revocation of the City's landfill permit, which authorizes Solid Waste to process and dispose of waste.

WHEREAS, the City deems it necessary to further expand the services provided by Consultant to the City pursuant to the terms of the Agreement, and to provide an additional not-to-exceed amount \$121,109.00 with this Amendment for an aggregate not-to-exceed amount of \$558,726.00; and

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

NOW THEREFORE, the City and Consultant (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 2024 Landfill Hydrogeological Consulting and Analytical Services, are hereby authorized to be performed by Consultant. For and in consideration of the additional services to be performed by Consultant, the City agrees to pay, based on the cost estimate detail attached as Exhibit “A” a total fee, including reimbursement for non-labor expenses an amount not to exceed \$121,109.00.

- 2. This Amendment modifies the Agreement amount to provide an additional \$121,109.00 for the additional services with a revised aggregate not to exceed total of \$558,726.00.

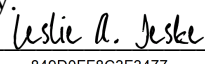
The Parties hereto agree, that except as specifically provided for by this Amendment, that all of the terms, covenants, conditions, agreements, rights, responsibilities, and obligations of the Parties, set forth in the Agreement remain in full force and effect.

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

“Consultant”

SOLUTION GEOSCIENCES, INC.

“CITY”

By: ^{DocuSigned by:}


849D0FF8C3F3477...


CITY OF DENTON, TEXAS
 A Texas Municipal Corporation

By: _____

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


ATTEST:
 JESUS SALAZAR, INTERIM CITY
 SECRETARY

By: _____

By: ^{DocuSigned by:}


4B070831B4AA438...

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

^{DocuSigned by:}


 SIGNATURE PRINTED NAME

Director of Solid Waste

 TITLE
 SWR

 DEPARTMENT

Exhibit A

Solutient GeoSciences, Inc.

3800 Paluxy Drive, Suite 260
Tyler, Texas 75703
(903) 581-4340 Tel (903) 581-4399 Fax

June 28, 2023

Ami Reeder
Regulatory Compliance Manager
City of Denton
1527 S. Mayhill Road
Denton, Tx. 76208

Re: Proposal
2024 Landfill Hydrogeological Consulting and Analytical Services
City of Denton Landfill (MSW Permit No. 1590B)
1527 S. Mayhill Road
Denton (Denton County), Texas

Dear Ms. Reeder:

In accordance with your recent request, Solutient GeoSciences, Inc. (Solutient) is pleased to submit the following proposal for providing hydrogeological consulting and analytical services at the City of Denton (City) landfill for a 1-year extension period commencing January 1, 2024 and ending December 31, 2024 for the existing professional services agreement 7109-005. Solutient will serve as the City's professional services consultant relative to all landfill groundwater monitoring, data review, reporting, and general geological and hydrogeological services, as needed, for the above referenced facility.

Scope of Services

As we understand it, the work will consist of conducting quarterly and semi-annual groundwater monitoring events and reporting in accordance with the existing Texas Commission on Environmental Quality (TCEQ) approved Groundwater Sampling and Analysis Plan (GWSAP) and 30 TAC, Chapter 330, Subchapters F and J. The following discussion provides a detailed explanation of the services to be provided.

- Hydrogeological Consulting - includes 1) generation and on-going maintenance of existing groundwater analytical data base, 2) management and direct supervision of groundwater monitoring events, 3) review of analytical data, 4) preparation of annual groundwater monitoring reports, including groundwater contour maps and semi-annual statistical evaluations, 4) evaluation and submittal of site-appropriate statistical analysis method(s), and 5) correspondence with TCEQ regarding groundwater issues. The City will be continually informed of all monitoring results and provided on-going recommendations and opinions

Ami Reeder, City of Denton

June 28, 2023

Page 2

- regarding necessary action, if needed.
- Analytical Services - includes sampling and analysis of groundwater samples collected at landfill facility in accordance with the TCEQ-approved GWSAP. A total of twenty groundwater monitoring wells, which comprise the facility (MSW Permit No. 1590B) groundwater monitoring system, will be gauged, purged, and sampled using dedicated, low-flow pumps and a Well Wizard[®] micropurge system. The wells will be sampled semi-annually for detection monitoring constituents, which are presented in Table 5-1, GWSAP. Also included in the work plan is a provision for up to two verification re-sampling/assessment monitoring events at up to three monitoring wells per year. Assessment samples would be analyzed for 40 CFR Part 258 Appendix II constituents. Lastly, four leachate samples will be collected and analyzed for necessary pre-treatment constituents, as required by the waste water treatment plant and the landfill re-circulation requirements. All analyses will be performed using EPA-approved methods by a TCEQ-accredited analytical laboratory.
 - Sanitas[™] for Ground Water Maintenance Agreement - provides for annual upgrades and software support of Sanitas[™], a statistical analysis software package used to perform statistical evaluation of groundwater quality data.
 - Annual Detection Groundwater Monitoring Report - includes preparation of annual detection and assessment groundwater monitoring report.
 - Background Statistical Evaluation Report - perform evaluation of most recent 2-year period of analytical data in 2020 and incorporate into background data, as appropriate.
 - Contingency Funding - includes a provision for contingency funds for the possibility of additional wells to be included for assessment monitoring in the event any facility well enters assessment monitoring as per recent regulatory requirements and implementation procedures.

All services provided will be coordinated and performed under the direct supervision of Mr. Leslie A. Jeske, P.G., Hydrogeologist. Mr. Jeske has served as the primary groundwater consultant at the City's landfill since 1999.

Low-flow purging and sampling activities will be conducted using instruments and equipment owned and maintained by the City. In the event the instruments are found in need of repair, the City will be promptly notified to insure minimal delays in completing the scheduled monitoring events. The City will be responsible for all costs associated with repairs and on-going maintenance.

Cost Estimate

Based upon the above scope of services and our understanding of the project, we have prepared the attached Probable Cost Estimate which shows the estimated quantities of work and unit fees. It is estimated that the total amount of this contract for January 1, 2024 -


Ami Reeder, City of Denton
June 28, 2023
Page 3

December 31, 2024 should not exceed \$ 121,109.00. In the event additional services are required beyond those detailed in this contract, such will be performed on a time and materials basis at the unit rates as shown on the Probable Cost Estimate.

You will be notified if unforeseen conditions are encountered or there is a necessity to change the scope of work. Additional work will not be performed without first obtaining your approval of the additional costs. An invoice will be submitted on a monthly basis for the percent of work completed for each event. It will be based upon the actual work performed and the unit prices shown in the attached Probable Cost Estimate.

If you have any questions after reviewing this proposal, please do not hesitate to contact me at (903) 574-0884. As always, we look forward to working with the City in this endeavor.

Very truly yours,
Solutient GeoSciences, Inc.
Texas Geoscience Firm Registration No. 50004



Leslie A. Jeske, P.G.
Hydrogeologist, License No. 670

Attach: Probable Cost Estimate

PROBABLE COST ESTIMATE
June 28, 2023

2024 Landfill Hydrogeological Consulting and Analytical Services
City of Denton Landfill (MSW Permit No. 1590B)
Denton (Denton County), Texas

Item	Quantity	Unit	Unit Rate	Cost
2023 Annual Detection Monitoring Report:				
Hydrogeologist	25	hour	\$ 220.00	\$ 5,500.00
			Subtotal:	\$ 5,500.00
March 2024 Semi-Annual Detection/Background Monitoring Event:				
Statistical Evaluation and Reporting:	27	hour	\$ 220.00	\$ 5,940.00
Groundwater Chemistry Review, Data Base Update, Analytical Data Evaluation Checklist, Groundwater Contour Map, and Report Preparation:				
Hydrogeologist	18	hour	\$ 220.00	\$ 3,960.00
Environmental Technician	60	hour	\$ 125.00	\$ 7,500.00
Subsistence	4	day	\$ 190.00	\$ 760.00
Sampling Vehicle	5	day	\$ 75.00	\$ 375.00
Mileage	375	mile	\$ 0.655	\$ 246.00
Analytical Services:				
Updated Table 5-1 GWSAP Constituents (20 wells, 7 QC samples, & 2 leachate samples)	29	each	\$ 420.00	\$ 12,180.00
Assessment Appendix II Constituents (3 wells)	3	each	\$ 1,450.00	\$ 4,350.00
Waste Water Pre-Treatment Constituents (2 leachate samples)	4	each	\$ 950.00	\$ 3,800.00
			Subtotal:	\$ 39,111.00
June 2024 Quarterly Verification Re-sampling, & Assessment Monitoring Event:				
Statistical Evaluation and Reporting (Verification/Assessment Monitoring):	8	hour	\$ 220.00	\$ 1,760.00
Groundwater Chemistry Review, Data Base Update, Analytical Data Evaluation Checklist, Groundwater Contour Map, and Report Preparation:				
Hydrogeologist	12	hour	\$ 220.00	\$ 2,640.00
Environmental Technician	34	hour	\$ 125.00	\$ 4,250.00
Subsistence	2	day	\$ 190.00	\$ 380.00
Sampling Vehicle	3	day	\$ 70.00	\$ 210.00
Mileage	375	mile	\$ 0.655	\$ 246.00
Analytical Services:				
Updated Table 5-1 GWSAP Constituents (3 wells & 1 QC sample)	4	each	\$ 420.00	\$ 1,680.00
Verification/Assessment Appendix II Constituents (3 wells & 2 QC samples)	5	each	\$ 1,450.00	\$ 7,250.00
			Subtotal:	\$ 18,416.00
September 2024 Semi-Annual Detection/Background Monitoring Event:				
Statistical Evaluation and Reporting:	27	hour	\$ 220.00	\$ 5,940.00
Groundwater Chemistry Review, Data Base Update, Analytical Data Evaluation Checklist, Groundwater Contour Map, and Report Preparation:				
Hydrogeologist	18	hour	\$ 220.00	\$ 3,960.00
Environmental Technician	60	hour	\$ 125.00	\$ 7,500.00
Subsistence	4	day	\$ 190.00	\$ 760.00
Sampling Vehicle	5	day	\$ 75.00	\$ 375.00
Mileage	375	mile	\$ 0.655	\$ 246.00
Analytical Services:				
Updated Table 5-1 GWSAP Constituents (20 wells, 7 QC samples, & 2 leachate samples)	29	each	\$ 420.00	\$ 12,180.00
Assessment Appendix II Constituents (3 wells)	3	each	\$ 1,450.00	\$ 4,350.00
Waste Water Pre-Treatment Constituents (2 leachate samples)	4	each	\$ 950.00	\$ 3,800.00
			Subtotal:	\$ 39,111.00
December 2023 Quarterly Verification Re-sampling & Assessment Monitoring Event:				
Statistical Evaluation and Reporting (Verification/Assessment Monitoring):	8	hour	\$ 220.00	\$ 1,760.00
Groundwater Chemistry Review, Data Base Update, Analytical Data Evaluation Checklist, Groundwater Contour Map, and Report Preparation:				
Hydrogeologist	12	hour	\$ 215.00	\$ 2,580.00
Environmental Technician	34	hour	\$ 125.00	\$ 4,250.00
Subsistence	2	day	\$ 190.00	\$ 380.00
Sampling Vehicle	3	day	\$ 75.00	\$ 225.00
Mileage	375	mile	\$ 0.655	\$ 246.00
Analytical Services:				
Updated Table 5-1 GWSAP Constituents (3 wells & 1 QC sample)	4	each	\$ 420.00	\$ 1,680.00
Verification/Assessment Appendix II Constituents (3 wells & 2 QC samples)	5	each	\$ 1,450.00	\$ 7,250.00
			Subtotal:	\$ 18,371.00
2024 Groundwater Statistical Analysis Software:				
Sanitas for Groundwater Software Annual Maintenance Agreement (cost +15%)	1	LS	\$ 600.00	\$ 600.00
			Subtotal:	\$ 600.00
2024 Contingency Funds:				
			Subtotal:	\$ 2,500.00
			TOTAL:	\$ 121,109.00

Notes:

- Scope of work allows for two (2) assessment monitoring events with a total of three (3) wells each.
- Additional groundwater related work tasks will be performed upon authorization by the City of Denton utilizing the unit rates as shown above.

Certificate Of Completion


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Source Envelope:	
Document Pages: 7	Signatures: 3
Certificate Pages: 6	Initials: 1
AutoNav: Enabled	Envelope Originator:
Enveloped 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

Status: Original	Holder: Christina Dormady	Location: DocuSign
10/23/2023 11:18:53 AM	christina.dormady@cityofdenton.com	

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: 198.49.140.104	Sent: 10/23/2023 11:30:38 AM Viewed: 10/23/2023 1:20:56 PM Signed: 10/23/2023 1:21:14 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		


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: 10/23/2023 1:21:15 PM Viewed: 10/25/2023 4:43:33 PM Signed: 10/25/2023 4:45:00 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Leslie A. Jeske ljeske@solutientgeosciences.com President Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 75.108.164.28	Sent: 10/25/2023 4:45:03 PM Viewed: 10/25/2023 4:52:32 PM Signed: 10/25/2023 4:53:11 PM
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Signer Events

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

Signature

DocuSigned by:

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 Signature Adoption: Pre-selected Style
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 Signed: 10/26/2023 9:22:54 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:
 Not Offered via DocuSign

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

Electronic Record and Signature Disclosure:
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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)

COPIED

Sent: 10/23/2023 11:30:38 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

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)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

COPIED

Sent: 10/26/2023 9:22:57 AM

City Secretary Office
citysecretary@cityofdenton.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Brian Boerner
Brian.boerner@cityofdenton.com
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
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Notary Events	Signature	Timestamp
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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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