

## SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Merced, a California Charter Municipal Corporation, whose address of record is 678 West 18<sup>th</sup> Street, Merced, California 95340, (hereinafter referred to as "City") and Vestis Services, LLC, a division of Vestis Group, Inc., a Delaware Limited Liability Company, whose address of record is 145 Hawk Drive, Merced, CA 95341, (hereinafter referred to as "Contractor").

WHEREAS, City is undertaking a project to procure uniform rental and cleaning services; and,

WHEREAS, Contractor represents that it possesses the professional skills to provide uniform rental and cleaning services in connection with said project.

NOW, THEREFORE, the parties hereto, in consideration of the mutual covenants hereinafter recited, hereby agree as follows:

1. SCOPE OF SERVICES. The Contractor shall furnish the following services: Contractor shall provide the uniform rental and cleaning services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the City, stating the dollar value of the services, the method of payment, and any adjustment in contract time. All such services are to be coordinated with City and the results of the work shall be monitored by the Director of Public Works or designee. However, the means by which the work is accomplished shall be the sole responsibility of the Contractor.

2. TIME OF PERFORMANCE. All of the work outlined in the Scope of Services shall be completed in accordance with the Schedule outlined in Exhibit "A" attached hereto and incorporated herein by reference. By mutual agreement and written addendum to this Agreement, the City and the Contractor may change the requirements in said Schedule.

3. TERM OF AGREEMENT. The term of this Agreement shall commence on July 1, 2025 and end on June 30, 2027. City shall have the option to renew this Agreement for three (3) additional one (1) year terms for the additional maximum period of three (3) years ending as of June 30, 2030.



4. **COMPENSATION.** Payment by the City to the Contractor for actual services rendered under this Agreement shall be made upon presentation of an invoice detailing services performed under the Scope of Services, in accordance with the fee schedule set forth in Exhibit "B" attached hereto and incorporated herein by reference. The Contractor agrees to provide all services required under the Scope of Services in Exhibit "A" within the compensation amount set forth in Exhibit "B". For Contractor's services rendered under this Agreement, City shall pay Contractor the not to exceed sum of \$97,750 annually.

5. **METHOD OF PAYMENT.** Compensation to Contractor shall be paid by the City after submission by Contractor of an invoice delineating the services performed.

6. **RECORDS.** It is understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Agreement shall be the property of the City, and Contractor hereby agrees to deliver the same to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use.

7. **CONTRACTOR'S BOOKS AND RECORDS.** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the City.

8. **INDEPENDENT CONTRACTOR.** It is expressly understood that Contractor is an independent contractor and that its employees shall not be employees of or have any contractual relationship with the City. Contractor shall be responsible for the payment of all taxes, workers' compensation insurance and unemployment insurance. Should Contractor desire any insurance protection, the Contractor is to acquire same at its expense.



In the event Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, protect, defend, and hold harmless the City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

9. INDEMNITY. Contractor shall indemnify, protect, defend (with legal counsel selected by the City), save and hold City, its officers, employees, and agents, harmless from any and all claims or causes of action for death or injury to persons, or damage to property resulting from intentional or negligent acts, errors, or omissions of Contractor or Contractor's officers, employees, volunteers, and agents during performance of this Agreement; Contractor shall indemnify, protect, defend (with counsel selected by the City) save and hold City, its officers, employees and agents harmless from any and all claims or causes of action for any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct, negligent acts, or omissions of Contractor or its employees, subcontractors, or agents, or by the quality or character of Contractor's work, or resulting from the negligence of the City, its officers, employees, volunteers and agents, except for loss caused by the sole negligence or willful misconduct of the City or its officers, employees, volunteers or agents. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Contractor from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall survive the termination of this Agreement and shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

10. INSURANCE. During the term of this Agreement, Contractor shall maintain in full force and effect at its own cost and expense, the following insurance coverage:



a. Workers' Compensation Insurance. Full workers' compensation insurance shall be provided with a limit of at least One Hundred Thousand Dollars (\$100,000) for any one person and as required by law, including Employer's Liability limits of \$1,000,000.00 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the City.

b. General Liability.

- (i) Contractor shall obtain and keep in full force and effect general liability coverage at least as broad as ISO commercial general liability coverage occurrence Form CG 0001.
- (ii) Contractor shall maintain limits of no less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage.
- (iii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects liability arising out of work or operations performed by or on behalf of the Contractor.
- (iv) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.
- (v) Contractor shall maintain its commercial general liability coverage for three (3) years after completion of the work and shall add an additional insured endorsement form acceptable to the City naming the City of Merced, its officers, employees, agents and volunteers for each year thereafter for at least three (3) years after completion of the work. Copies of the annual renewal and additional insured endorsement form shall be sent to the City within thirty (30) days of the annual renewal.

c. Automobile Insurance.

- (i) Contractor shall obtain and keep in full force and effect an automobile policy of at least One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.



- (ii) The City, its officers, employees, volunteers and agents are to be named as additional insureds under the policy, as respects automobiles owned, leased, hired or borrowed by the Contractor.
- (iii) The policy shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that any other insurance or self insurance maintained by City or other named insureds shall be excess and non-contributory.

d. Professional Liability Insurance. Contractor shall carry professional liability insurance appropriate to Contractor's profession in the minimum amount of One Million Dollars (\$1,000,000). Architects and engineers' coverage is to be endorsed to include contractual liability.

e. Qualifications of Insurer. The insurance shall be provided by an acceptable insurance provider, as determined by City, which satisfies all of the following minimum requirements:

- (i) An insurance carrier admitted to do business in California and maintaining an agent for service of process within this State; and,
- (ii) An insurance carrier with a current A.M. Best Rating of A:VII or better (except for workers' compensation provided through the California State Compensation Fund).

f. Certificate of Insurance. Contractor shall complete and file with the City prior to engaging in any operation or activity set forth in this Agreement, certificates of insurance evidencing coverage as set forth above and which shall provide that no cancellation or expiration by the insurance company will be made during the term of this Agreement, without thirty (30) days written notice to City prior to the effective date of such cancellation—including cancellation for nonpayment of premium. In addition to any other remedies City may have, City reserves the right to withhold payment if Contractor's insurance policies are not current.



## 11. PREVAILING WAGES.

A. Labor Code Compliance. If the work performed under this Agreement falls within Labor Code Section 1720(a)(1) definition of a “public works” the Contractor agrees to comply with all of the applicable provisions of the Labor Code including, those provisions requiring the payment of not less than the general prevailing rate of wages. The Contractor further agrees to the penalties and forfeitures provided in said Code in the event a violation of any of the provisions occurs in the execution of this Agreement.

B. These wage rate determinations are made a specific part of this Agreement by reference pursuant to Labor Code Section 1773.2. General Prevailing Wage Rate Determinations may be obtained from the Department of Industrial Relations Internet site at <http://www.dir.ca.gov/>.

C. After award of the Agreement, and prior to commencing work, all applicable General Prevailing Wage Rate Determinations, if applicable, are to be obtained by the Contractor from the Department of Industrial Relations. These wage rate determinations are to be posted by the Contractor at the job site in accordance with Section 1773.2 of the California Labor Code.

D. Contractor agrees to include prevailing wage requirements, if applicable, in all subcontracts when the work to be performed by the subcontractor under this Agreement is a “public works” as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771.

12. ASSIGNABILITY OF AGREEMENT. It is understood and agreed that this Agreement contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Agreement will be permitted only with the express written consent of the City.

13. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Agreement any time by mailing a notice in writing to Contractor that the Agreement is terminated. Said Agreement shall then be deemed terminated, and no further work shall be performed by Contractor. If the Agreement is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time the notice of termination is received.



14. CONFORMANCE TO APPLICABLE LAWS. Contractor shall comply with its standard of care regarding all applicable Federal, State, and municipal laws, rules and ordinances. No discrimination shall be made by Contractor in the employment of persons to work under this contract because of race, color, national origin, ancestry, disability, sex or religion of such person.

Contractor hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8 U.S.C.A. 1101 *et seq.*), as amended; and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Contractor so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any agency or instrumentality of the federal or state government, including the courts, impose sanctions against the City for such use of unauthorized aliens, Contractor hereby agrees to, and shall, reimburse City for the cost of all such sanctions imposed, together with any and all costs, including attorneys' fees, incurred by the City in connection therewith.

15. WAIVER. In the event that either City or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

16. INCONSISTENT OR CONFLICTING TERMS IN AGREEMENT AND EXHIBITS. In the event of any contradiction or inconsistency between any attached document(s) or exhibit(s) incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control.

Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the City are not binding upon the City unless specifically agreed to in writing, and initialed by the authorized City representative, as to each additional contractual term or condition.

17. AMBIGUITIES. This Agreement has been negotiated at arms' length between persons knowledgeable in the matters dealt with herein. Accordingly, any rule of law, including, but not limited to, Section 1654 of the Civil Code of California, or any other statutes, legal decisions, or common-law principles of similar effect, that would require interpretation of any ambiguities in this



Agreement against the party that drafted this Agreement is of no application and is hereby expressly waived.

18. VENUE. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this agreement shall be held exclusively in a state court in the County of Merced.

19. AMENDMENT. This Agreement shall not be amended, modified, or otherwise changed unless in writing and signed by both parties hereto.

20. INTEGRATION. This Agreement constitutes the entire understanding and agreement of the parties and supersedes all previous and/or contemporaneous understanding or agreement between the parties with respect to all or any part of the subject matter hereof.

21. AUTHORITY TO EXECUTE. The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts with each counterpart being deemed an original. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterparts executed by the other parties hereto are in the physical possession of the party or parties seeking enforcement thereof.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first above written.

CITY OF MERCED  
A California Charter Municipal  
Corporation

BY: \_\_\_\_\_  
D. Scott McBride  
City Manager



ATTEST:  
D. SCOTT MCBRIDE, CITY CLERK

BY: \_\_\_\_\_  
Assistant/Deputy City Clerk

APPROVED AS TO FORM:  
CRAIG J. CORNWELL, CITY ATTORNEY

BY: Craig Cornwell 1/21/2025  
City Attorney Date

ACCOUNT DATA:  
M. VENUS RODRIGUEZ, FINANCE OFFICER

BY: \_\_\_\_\_  
Verified by Finance Officer

*{Signatures continued on next page}*



(Typed Name)

BY: \_\_\_\_\_  
(Signature)

(Typed Name)

Its: \_\_\_\_\_  
(Title)

Taxpayer I.D. No. 41-0831770

ADDRESS: 145 Hawk Drive  
Merced, CA 95341

TELEPHONE: 2097692457

FAX: \_\_\_\_\_

E-MAIL: [robert.benson@vestis.com](mailto:robert.benson@vestis.com)



## EXHIBIT A – SCOPE OF SERVICE

Vendor shall provide all labor, equipment, and materials to provide the following work:

- a. Rental and weekly laundering of eleven (11) sets of new uniforms per employee.
- b. Weekly service of towels and bi-weekly change-out of mats.
- c. Weekly delivery and pickup of uniforms and towels and bi-weekly change-out of mats, completed on agreed upon day of service at various City pickup sites.
- d. Uniforms, towels, mats, etc., are to be replaced due to wear at the expense of the provider.
- e. The number of uniforms and towels, as well as cleaning schedules of each item may change throughout the period of the contract based on employee changes and operational requirements. Vendor shall include these changes in weekly invoices at prices agreed upon in the services contract.
- f. Unit prices listed on “Uniform Services Fee Proposal Sheet” shall include all charges, service fees, taxes, etc., associated with the service. Vendor must describe billing structure of weekly percentage of garment inventory billed, i.e. 50%, 100% of inventory. All unit prices shall be rounded to the hundredth place (ex \$24.99 not \$24.9935)
- g. Employees have the option of self-laundering uniforms due to personal preferences (allergies, etc.). The City will not pay for cleaning services for uniforms not laundered by vendor.
- h. Preparation, embroidery, individual tailoring, and initial set up charges shall be included in the “Uniform Services Fee Proposal Sheet” as a separate line item.
- i. Vendor shall provide *weekly, bi-weekly, or monthly invoices* for services rendered, separated by division, as determined by the Public Works Director or designee.
- j. Uniforms lost by service provider shall be replaced at no cost to the City.
- k. When uniforms become faded, torn, defaced, or worn, they shall be replaced at the expense of the Vendor throughout the service contract term. The Public Works designee will inspect garments prior to replacement.
- l. All damaged uniforms will be inspected by the Public Works designee prior to Vendor submitting charges.



- m. Employees requiring uniforms shall be fitted with new uniforms and added to the service contract at agreed upon terms. Employees should be measured for safety, proper fit, as well as comfort and appearance.
- n. Additional items such as mats, towels, and mops shall be added as needed to service at the prices agreed upon in the service contract.
- o. Vendor shall maintain inventory levels at all times.
- p. Vendor shall guarantee no longer than a two (2) week turn-around for repair of normal garments.
- q. All additional charges require pre-authorization by the Public Works Director or designee.
- r. Vendor shall provide containers/receptacles placed in designated areas for weekly pickup of soiled laundry. The Public Works Department will provide a secure location for the delivery of clean uniforms.
- s. Alternative scheduling, special pickups, research and resolution of uniform inventory discrepancies, placement of routine or special orders, and accounts payable shall be coordinated with a designated representative of the Public Works Director or designee.
- t. High Visibility uniforms shall be Class 3, meet CAMUTCD 2014 or newer version for High-Visibility Safety Apparel Section 6E, as well as ANSI/ISEA 107-2015 or equivalent revisions.
- u. When High Visibility uniforms are not visible at a minimum distance of 1,000 feet by day or night, they shall be replaced at the expense of the Vendor throughout the service contract term. The Public Works designee will inspect garments prior to replacement.

## Vestis Uniform Services

Agreement Effective 7/1/25 - 6/30/27

| count | Dept                   | General<br>Ledger<br>Org | Object    | ANNUAL<br>AMOUNT |
|-------|------------------------|--------------------------|-----------|------------------|
|       | <i>uniforms</i>        |                          |           |                  |
| 1     | Gen. Fund Parks        | 10006010                 | 511013    | \$ 3,700         |
| 2     | Measure Y Parks        | 20046010                 | 511013    | \$ 1,040         |
| 3     | Streets                | 30016015                 | 511013    | \$ 5,325         |
| 4     | CFD Parks              | 45046010                 | 511013    | \$ 820           |
| 5     | Sewer                  | 60006065                 | 511013    | \$ 6,128         |
| 6     | WWTP                   | 60006070                 | 511013    | \$ 7,335         |
| 7     | Storm                  | 60006080                 | 511013    | \$ 1,531         |
| 8     | Land App               | 60006085                 | 511013    | \$ 699           |
| 9     | Water                  | 60016060                 | 511013    | \$ 11,224        |
| 10    | Refuse                 | 60026025                 | 511013    | \$ 15,818        |
| 11    | Recycling              | 60026030                 | 511013    | \$ 820           |
| 12    | Green Waste            | 60026035                 | 511013    | \$ 1,230         |
| 13    | Sweeping               | 60026045                 | 511013    | \$ 2,651         |
| 14    | Trees                  | 60026050                 | 511013    | \$ 4,279         |
| 15    | Fleet                  | 70056020                 | 511013    | \$ 5,259         |
| 16    | Facilities             | 70076005                 | 511013    | \$ 5,768         |
| 17    | Airport                | 60036500                 | 511013    | \$ 680           |
| 18    | Parks & Rec            | 10184000                 | 511013    | \$ 320           |
| 19    | Zoo                    | 10184010                 | 511013    | \$ 960           |
|       |                        |                          | subtotal: | \$ 75,587        |
|       | <i>ancillary items</i> |                          |           |                  |
| 20    | Gen. Fund Parks        | 10006010                 | 511013    | \$ 470           |
| 21    | Streets                | 30016015                 | 511013    | \$ 309           |
| 22    | Sewer                  | 60006065                 | 511013    | \$ 349           |
| 23    | WWTP                   | 60006070                 | 511013    | \$ 2,321         |
| 24    | WQC                    | 60006075                 | 511013    | \$ 257           |
| 25    | Water                  | 60016060                 | 511013    | \$ 799           |
| 26    | Refuse                 | 60026025                 | 511013    | \$ 349           |
| 27    | Fleet                  | 70056020                 | 511013    | \$ 2,361         |
| 28    | Facilities             | 70076005                 | 511013    | \$ 14,461        |
| 29    | Airport                | 60036500                 | 511013    | \$ 487           |
|       |                        |                          | subtotal: | \$ 22,163        |

**TOTAL ANNUAL COST \$ 97,750**



| Inventory Description                | Unit Cost |
|--------------------------------------|-----------|
| Cotton Shirts                        | \$ 0.14   |
| Hi-Visibility Shirts                 | \$ 0.29   |
| Industrial Pants / Denim Jeans       | \$ 0.15   |
| Image Care (Shirts/Pants)            | \$ 0.03   |
| Cotton Coveralls                     | \$ 0.30   |
| Image Care (Coveralls)               | \$ 0.06   |
| Laboratory Coats                     | \$ 0.15   |
| Image Care (Laboratory Coats)        | \$ 0.03   |
| Company Emblem                       | \$ 1.50   |
| Company Logo Embroidery              | \$ 1.50   |
| Company Name Tag                     | \$ 1.00   |
| Preparation Charges                  | \$ 0.75   |
| Shop Towels                          | \$ 0.02   |
| Size(s): 18 X 18                     |           |
| Inventory Maintenance (Shop Towels)  | 3.0%      |
| Bath Towels                          | \$ 0.11   |
| Size(s): 20 X 40                     |           |
| Glass Towels                         | \$ 0.03   |
| Size(s): 16 X 28                     |           |
| Microfiber Bar Towels                | \$ 0.05   |
| Size(s): 14 X 18                     |           |
| Floor Mats                           |           |
| Size(s): 3 X 4                       | \$ 1.30   |
| Size(s): 4 X 6                       | \$ 2.65   |
| Size(s): 3 X 10                      | \$ 3.25   |
| Dust Mops                            |           |
| Size(s): 24"                         | \$ 0.22   |
| Size(s): 36"                         | \$ 0.35   |
| Size(s): 42"                         | \$ 0.45   |
| Inventory Maintenance (Other Towels) | 1.5%      |
| Seat/Ground Covers                   | \$ 0.22   |
| Air Fresheners                       | \$ 2.00   |
| Service Charge                       | 5.0%      |

## Certificate Of Completion

|   |               |                             |
|---|---------------|-----------------------------|
| Envelope Id: D280A5F9-20A8-4A74-AD6F-563340B41949                         |               | Status: Completed           |
| Subject: Complete with Docusign: Vestis Agreement 7-1-25 thru 6-30-27.pdf |               |                             |
| Tyler Contract Number:  |               |                             |
| Source Envelope:  |               |                             |
| Document Pages: 14  | Signatures: 1 | Envelope Originator:        |
| Certificate Pages: 4  | Initials: 0   | John Tresidder              |
| AutoNav: Enabled  |               | 678 W 18th Street           |
| EnvelopeId Stamping: Enabled  |               | Merced, CA 95340            |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada)                         |               | TresidderJ@cityofmerced.org |
|   |               | IP Address: 136.226.78.189  |

## Record Tracking

|                                      |                             |                    |
|--------------------------------------|-----------------------------|--------------------|
| Status: Original                     | Holder: John Tresidder      | Location: DocuSign |
| 1/27/2025 10:09:57 AM                | TresidderJ@cityofmerced.org |                    |
| Security Appliance Status: Connected | Pool: StateLocal            |                    |
| Storage Appliance Status: Connected  | Pool: City of Merced        | Location: Docusign |

## Signer Events

| Signer Events  | Signature   | Timestamp   |
|--|---|---|
| Robert Benson<br>robert.benson@vestis.com<br>Territory Manager<br>Security Level: Email, Account Authentication (Optional) | <div>Signed by:</div>  <div>91028584671647E...</div> | Sent: 1/27/2025 10:15:39 AM<br>Viewed: 1/27/2025 10:27:44 AM<br>Signed: 1/27/2025 10:29:56 AM |
|  | Signature Adoption: Pre-selected Style<br>Using IP Address: 32.141.5.22   |   |

## Electronic Record and Signature Disclosure:

Accepted: 1/27/2025 10:27:44 AM  
ID: 38735d0f-e8fa-4b7c-a023-f7fff9a600e9

| 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             |
|  |                  |                       |
| Witness Events                             | Signature        | Timestamp             |
|  |                  |                       |
| Notary Events                              | Signature        | Timestamp             |
|  |                  |                       |
| Envelope Summary Events                    | Status           | Timestamps            |
| Envelope Sent                              | Hashed/Encrypted | 1/27/2025 10:15:39 AM |
| Certified Delivered                        | Security Checked | 1/27/2025 10:27:44 AM |
| Signing Complete                           | Security Checked | 1/27/2025 10:29:56 AM |
| Completed                                  | Security Checked | 1/27/2025 10:29:56 AM |
| Payment Events                             | Status           | Timestamps            |
|  |                  |                       |
| Electronic Record and Signature Disclosure |                  |                       |



## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Merced (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 the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **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. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents 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. Further, you will no longer be able to use the DocuSign system 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 the DocuSign system 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 Merced:**

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: [cityclerk@cityofmerced.org](mailto:cityclerk@cityofmerced.org)

### **To advise City of Merced of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [cityclerk@cityofmerced.org](mailto:cityclerk@cityofmerced.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from City of Merced**

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 email to [cityclerk@cityofmerced.org](mailto:cityclerk@cityofmerced.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with City of Merced**

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



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [cityclerk@cityofmerced.org](mailto:cityclerk@cityofmerced.org) and in the body of such request you must state your email, full name, mailing address, and telephone 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**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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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 confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email 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 as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify City of Merced as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Merced during the course of your relationship with City of Merced.