

**INFORMED CONSENT AND AGREEMENT  
TO USE ELECTRONIC DOCUMENTS AND SIGNATURES**  
("Consent and Agreement")

**Purpose.** The City of College Station and \_\_\_\_\_  
("Contractor"), desire to conduct business electronically. The City must obtain consent and agreement on behalf of Contractor before using electronic contract documents and signatures.

**Electronic Signature** (e-signature) includes any mark, symbol, sound or process that is written, stamped, engraved, attached to or logically associated with an electronic document and executed by a person with the intent to sign. An Electronic Signature shall have the same legal effect and enforceability as a manual signature.

**Electronic Delivery.** The City shall send to the Contractor's electronic mail address (e-mail), one or more electronic contract documents that make up the agreement or contract with the City, and which will require signature. Contractor shall agree to immediately notify the City of any electronic document or information that appears to be sent in error.

**Consent.** Consent to conducting business electronically, including Electronic Signatures is optional.

**Withdrawing Consent.** The Contractor has the right to withdraw consent and agreement to sign electronic documents with electronic signature by contacting the City. The legal validity and enforceability of the electronic documents, signatures and deliveries used prior to withdrawal of consent will not be affected.

**Paper Documents.** At any time prior to electronic signature and return of documents, the Contractor may request paper contract documents by contacting the City.

**Hardware and Software Requirements.** In order to receive electronic contract documents and electronically sign them, Contractor will need access to a computer or mobile device with internet service and access to an email account.

**Written Notice.** If written notice is required, such notices shall not be provided electronically. Written notice or request pursuant to this Consent and Agreement shall be made in writing and delivered to the City at:

ATTN: Purchasing Division - City Hall  
PO Box 9960, (1101 Texas Ave)  
College Station, TX 77842

**Contact information.** The Contractor shall provide the City a current and accurate e-mail address. The Contractor shall promptly update the City to any changes in this information by contacting the City.

By signing below, I agree that I have read this Consent and Agreement and understand it and that my electronic signature is the legally binding equivalent to my handwritten signature. I accept the conditions of this agreement. I acknowledge and affirm that I am the person duly authorized to sign. I agree that I will not allow any other person to use my email to electronically sign a contract with the City. I understand that my e-signature is linked to a document and will become invalid if that document is changed or altered in any way. I will not contest the validity or enforceability of any electronically signed contract because the document and/or my signature are in electronic form.

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_