

**SAN DIEGO UNIFIED PORT DISTRICT
ENGINEERING-CONSTRUCTION DEPARTMENT**

PO Box 120488
San Diego, California 92112-0488

CHANGE ORDER

Authorization for Change Order No. 4	Present Expiration Date	October 4 2021
	Revised Expiration Date	N/A
Time Extension of 0 Calendar Days	Contract No.	2019-38
	Document No.	72206
	Project No.	OC-0030-01
	Original Contract Amount	\$2,889,091.00
	Revised Contract Amount	\$3,577,999.37

Contractor: Soltek Pacific Construction Company
Project: U.S. Coast Guard Phase II Tenant Improvements

DESCRIPTION OF CHANGE:

- 1) This change order represents agreed upon changes to the original contract amounts. The original bid quantity, cumulative change order quantity, and the quantity associated with this change order for each bid item is shown on the attached table. **\$400,000.00/
0 Calendar Days**

**TOTAL COST LUMP SUM: \$400,000.00/
0 Calendar Days**

<u>This change will:</u>		
<input type="checkbox"/>	Does not change the amount payable under the Contract	
<input checked="" type="checkbox"/>	Increase the amount payable under the Contract by	\$400,000.00
<input type="checkbox"/>	Decrease the amount payable under the Contract by	

The above amount is based on:

- | | |
|---|---|
| <input type="checkbox"/> Unit prices in bid | <input checked="" type="checkbox"/> Unit prices agreed upon |
| <input checked="" type="checkbox"/> Lump sum as agreed upon | <input type="checkbox"/> Estimated cost plus |

Category of Change:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Changed/Unforeseen Conditions | <input checked="" type="checkbox"/> Client-Initiated Changes |
| <input checked="" type="checkbox"/> Changes to Bid Documents | <input checked="" type="checkbox"/> Administrative Documentation |

Accepted:

For: Soltek Pacific Construction By: Matthew Caronna Sep 29, 2021
Contractor **Date**

Recommended By: _____
Shane Peterson, **Date** **Manager's Initials** **Date**
Engineering-Construction

Accepted for District and Approved By: _____
Ernesto Medina **Date**
Chief Engineer, Engineering-Construction

Approved as to Form and Legality By: _____
NAME **Date**
Office of the General Counsel

Unless otherwise expressly provided herein, the above-noted changes in time and/or amount payable constitute the complete satisfaction of all time and costs, both direct and indirect, associated with the above-described change(s).

Project Title: LSCG Phase II Tenant Improvements
 Contract No: 2019-38

Date: 10/12/2021

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	CONTRACT QTY	CONTRACT UNIT PRICE	CONTRACT TOTAL PRICE	PRICE CO CHANGE ORDER BY	PRICE CO CHLATIVE TOTAL PRICE	CHANGE ORDER QTY	CHANGE ORDER PRICE	ADJUSTED TOTAL QTY	ADJUSTED TOTAL PRICE
BID SCHEDULE											
1	GENERAL CONSTRUCTION	LS	1	303,638.00	303,638.00	1	303,638.00				
2	REGULIZATION & DEMOLITION	LS	1	3,000.00	3,000.00						
3	REMOVAL OF LEAD CONTAINING SURFACES	LS	1	3,000.00	3,000.00						
4	FLOOR ABATEMENT	LS	1	3,000.00	3,000.00						
5	SOILS MANAGEMENT FOR EXCAVATIONS	LS	1	11,500.00	11,500.00						
6	SELECTIVE DEMOLITION	LS	1	43,600.00	43,600.00						
7	CONCRETE	LS	1	58,400.00	58,400.00						
8	METALS	LS	1	63,300.00	63,300.00						
9	WOOD PLASTIC AND COMPOSITES	LS	1	50,119.00	50,119.00						
10	THERMAL & MOISTURE PROTECTION	LS	1	37,559.00	37,559.00						
11	FLOORS & WINDOWS	LS	1	191,009.00	191,009.00						
12	FINISHES	LS	1	863,128.00	863,128.00						
13	SPRINKLERS	LS	1	259,184.00	259,184.00						
14	PLUMBING	LS	1	145,958.00	145,958.00						
15	ELECTRICAL	LS	1	208,000.00	208,000.00						
16	MECHANICAL	LS	1	308,000.00	308,000.00						
17	OVERHEAD ELECTRICAL (COR 01)	LS	0	50.00	50.00	1	50.00	1	400.00	1	450.00
18	EXISTING ROOF DEMOLITION (COR 02)	LS	0	50.00	50.00	1	50.00	1	6,921.92	1	7,421.92
19	REPAIR EXISTING WATER (COR 03)	LS	0	50.00	50.00	1	50.00	1	4,072.72	1	4,572.72
20	REPAIR EXISTING WATER (COR 04)	LS	0	50.00	50.00	1	50.00	1	2,539.99	1	3,039.99
21	REPAIR EXISTING WATER (COR 05)	LS	0	50.00	50.00	1	50.00	1	1,174.48	1	1,674.48
22	REPAIR EXISTING WATER (COR 06)	LS	0	50.00	50.00	1	50.00	1	3,719.29	1	4,219.29
23	ELECTRICAL WIRING AT EXISTING PANEL (WT) (COR 07)	LS	0	50.00	50.00	1	50.00	1	2,171.54	1	2,671.54
24	REPAIR (6) ROOF INSULATION (COR 08)	LS	0	50.00	50.00	1	50.00	1	4,217.44	1	4,717.44
25	DEMOLITION OF (6) FLOORING (COR 09)	LS	0	50.00	50.00	1	50.00	1	4,197.78	1	4,697.78
26	DEMOLITION OF EXISTING LIGHTING (COR 10)	LS	0	50.00	50.00	1	50.00	1	4,197.78	1	4,697.78
27	ADD FIRE RATED ACCESS PANELS (COR 11)	LS	0	50.00	50.00	1	50.00	1	4,197.78	1	4,697.78
28	HAZARDOUS MATERIAL TESTING (COR 12)	LS	0	50.00	50.00	1	50.00	1	4,197.78	1	4,697.78
29	ADD LIGHTING @ EXISTING VESTIBULE (6) (COR 13)	LS	0	50.00	50.00	1	50.00	1	1,744.48	1	2,244.48
30	EXISTING ROOF DEMOLITION (COR 14)	LS	0	50.00	50.00	1	50.00	1	6,337.65	1	6,837.65
31	EXISTING ROOF DEMOLITION (COR 15)	LS	0	50.00	50.00	1	50.00	1	17,651.59	1	18,151.59
32	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 16)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
33	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 17)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
34	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 18)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
35	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 19)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
36	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 20)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
37	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 21)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
38	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 22)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
39	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 23)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
40	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 24)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
41	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 25)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
42	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 26)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
43	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 27)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
44	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 28)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
45	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 29)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
46	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 30)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
47	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 31)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
48	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 32)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
49	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 33)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
50	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 34)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
51	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 35)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
52	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 36)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
53	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 37)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
54	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 38)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
55	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 39)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
56	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 40)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
57	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 41)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
58	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 42)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
59	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 43)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
60	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 44)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
61	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 45)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
62	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 46)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
63	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 47)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
64	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 48)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
65	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 49)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
66	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 50)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
67	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 51)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
68	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 52)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
69	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 53)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
70	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 54)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
71	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 55)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
72	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 56)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
73	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 57)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
74	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 58)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
75	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 59)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
76	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 60)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
77	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 61)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
78	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 62)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
79	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 63)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
80	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 64)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
81	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 65)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
82	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 66)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
83	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 67)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
84	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 68)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
85	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 69)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
86	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 70)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
87	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 71)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
88	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 72)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
89	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 73)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
90	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 74)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
91	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 75)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
92	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 76)	LS	0	50.00	50.00	1	50.00	1	70.00	1	120.00
93	ADDITIONAL WALL ANCHORS @ WALL REINFORCING STEEL COLUMNS (COR 77)	LS	0	50							

Certificate Of Completion

Envelope Id: 98168070851F4CDE91483E9F0BBE5F48	Status: Sent
Subject: Please DocuSign: Change Order No. 04 2019-38 US Coast Guard Phase II Tenant Improvements	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Shelly Hart
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	3165 Pacific Highway
	San Diego, CA 92101
	srhart@portofsandiego.org
	IP Address: 76.249.140.196

Record Tracking

Status: Original	Holder: Shelly Hart	Location: DocuSign
9/27/2021 6:28:14 AM	srhart@portofsandiego.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: San Diego Unified Port District	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Matthew Caronna mcaronna@soltekpacific.com VP Security Level: Email, Account Authentication (None)	<i>Matthew Caronna</i> Signature Adoption: Pre-selected Style Using IP Address: 68.8.102.96	Sent: 9/27/2021 10:25:00 AM Resent: 9/27/2021 4:46:26 PM Viewed: 9/27/2021 12:20:00 PM Signed: 9/29/2021 1:11:10 PM

Electronic Record and Signature Disclosure:

Accepted: 9/29/2021 12:50:18 PM
ID: 73471843-0273-4cb8-b6ee-63a27e3e6618
Company Name: San Diego Unified Port District

Shelly Hart
srhart@portofsandiego.org
Executive Assistant I-Engineering & Construction
San Diego Unified Port District
Security Level: Email, Account Authentication (None)

Sent: 9/27/2021 10:25:00 AM
Resent: 9/29/2021 1:11:12 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Shane Peterson
speterso@portofsandiego.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 9/27/2021 3:00:20 PM
ID: b4eaa2b9-1a5f-4a55-9f00-99fa3901d101
Company Name: San Diego Unified Port District

Dave McCargar
dmccargar@portofsandiego.org
Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Accepted: 5/4/2021 8:55:18 AM
ID: b9da6b15-1391-4a32-b78b-b5413481e99a
Company Name: San Diego Unified Port District

Signer Events	Signature	Timestamp
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Ernesto Medina
emedina@portofsandiego.org
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 4/29/2021 9:05:23 AM
ID: 4c6c9739-9139-4f52-9bf9-1e0ca0b0e697
Company Name: San Diego Unified Port District

ODCDocusign

Signing Group: ODCDocusign
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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OGC Incoming Document Review
OGCincomingdocs@portofsandiego.org
Security Level: Email, Account Authentication
(None)

VIEWED
Using IP Address: 207.215.153.162

Sent: 9/27/2021 6:36:44 AM
Viewed: 9/27/2021 8:15:04 AM
Completed: 9/27/2021 8:15:23 AM

Electronic Record and Signature Disclosure:
Accepted: 9/27/2021 8:15:04 AM
ID: 8bfddf43-ddb0-4e1d-8835-f6fcfe438a37
Company Name: San Diego Unified Port District

Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Simon Kann
skann@portofsandiego.org
Senior Deputy General Counsel
Security Level: Email, Account Authentication
(None)

COPIED

Sent: 9/27/2021 8:15:23 AM
Resent: 9/27/2021 10:07:09 AM
Resent: 9/27/2021 10:24:59 AM

Electronic Record and Signature Disclosure:
Accepted: 9/28/2021 2:29:29 PM
ID: 6494309a-431c-463d-95c8-5649a123f960
Company Name: San Diego Unified Port District

Gabriel Ruiz
gruiz@portofsandiego.org
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Engineering Administration
eng_admin@portofsandiego.org
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/27/2021 6:36:44 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, San Diego Unified Port District (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 San Diego Unified Port District:

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: rsanagus@portofsandiego.org

To advise San Diego Unified Port District 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 rsanagus@portofsandiego.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 San Diego Unified Port District

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 rsanagus@portofsandiego.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 San Diego Unified Port District

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 rsanagus@portofsandiego.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>.

Acknowledging your access and consent to receive and sign documents 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 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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify San Diego Unified Port District 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 San Diego Unified Port District during the course of your relationship with San Diego Unified Port District.