

**AMENDMENT TO AGREEMENT  
FOR ANNUAL COUNTY FACILITIES' HVAC MAINTENANCE  
WITH BROOKS BUILDING SOLUTIONS, INC.  
NO. (#)11751**

THIS SECOND AMENDMENT (“Amendment”) is made by and between Alachua County, Florida, a political subdivision and charter county of the State of Florida, by and through its Board of County Commissioners (the “County”) and Brooks Building Solutions, Inc., a Florida Corporation which is authorized to do business in the State of Florida (“Contractor”), who are collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, the County and Contractor previously entered into a Contractual Services Agreement dated 12/08/2020, for County Facilities' HVAC Annual Maintenance, identified by No. 11751 (the “Agreement”) thereafter renewed the Term of the Agreement for a period of one year by entering into the first renewal option to the Agreement, dated 6/22/2021, (the “First Amendment”); and

**WHEREAS**, the County has elected its option to renew the term of the original Agreement to allow the Contractor to furnish the goods or service to Alachua County; and

**WHEREAS**, the Parties desires to amend the Agreement to extend the term and to do as otherwise provided herein.

**NOW, THEREFORE**, the County and Contractor agree to amend the Agreement as follows:

- A. **Amendment. Sub-Section #1.1**, of the Agreement titled “*Term*” is amended to read as follows:
- 1.1. The County has elected to exercise its second option to renew the Term of the Agreement. Accordingly, the Term of this Agreement is renewed for the period of October 1, 2022 and continuing through September 30, 2023 (the “Second Renewal Option Term”), unless earlier terminated as provided herein. The County has the option of renewing this Agreement for one additional one-year period at the same terms and conditions outlined herein.
- B. **Amendment. Table 2.1**, of the Agreement is amended to add the following:

**Table 2.1**

Facility	Address
Agriculture Center Office and Auditorium	22712 W Newberry Road

- C. **Amendment. Sub-Section #4.1**, of the Agreement titled “*Method of Payment*” is amended to read as follows:
- 4.1. For all services under this Agreement, the Contractor shall be paid an Annual Contract Price of Three Hundred Eighteen Thousand Three Hundred Ninety-Five Dollars and Zero Cents (\$318,395.00), for the second renewal term of the Agreement, allocated as set forth in Tables 4.2.1 and 4.2.2 below.

- D. **Amendment. Table 4.2.1**, of the Agreement is amended to add a location and amend the Totals for Facilities Management as follows:

**Table 4.2.1**

<b>Alerton DDC Controls – Facilities Management</b>
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Facility	Monthly Cost	Annual Cost
Agriculture Center Office and Auditorium	\$294.00	\$3,528.00
<b>Subtotal for All Locations Managed by Facilities Dept.</b>	<b>\$8,262.09</b>	<b>\$99,145.08</b>
<b>Full Coverage Maintenance for Mechanical System and Alerton Building Automation System</b>		
Alachua County Administration Building	\$1,286.00	\$15,432.00
<b>Total for Facilities Management</b>	<b>\$9,548.09</b>	<b>\$114,577.08</b>

E. Amendment. **Table 4.2.3**, of the Agreement is amended to modify the Annual Grand Total for Multiple Facilities, as follows:

**Table 4.2.3**

Total for Facilities Management	\$9,254.09	\$114,577.08
Total for Critical Facilities Management	\$16,984.83	\$203,818.00
<b>Annual Grand Total</b>	<b>\$26,238.92</b>	<b>\$318,395.08</b>

F. Amendment. **Table 2.1**, of Exhibit 1, Scope of Services titled “*Alerton EMCS-DDC Controls*” is amended to add the following:

**Table 2.1.**

Facility	Address
Agriculture Center Office and Auditorium	22712 W Newberry Road

G. Effective Date. Upon and after full execution of this Amendment by the Parties, this Amendment shall be effective on October 1, 2022.

H. Original Agreement. Unless expressly amended herein, all other terms and provisions of the original Agreement between the Parties, including all other line items in tables in the original Agreement and any prior amendments to the Agreement, shall be and remain in full force and effect. In the event any of the prior amendments to the Agreement conflict with this Amendment, the provisions of this Amendment shall prevail.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed on the day and year below written.

CO: DocuSigned by:  
 By: Tom McGuire  
CF84699EC1534FE...  
 Print: Tom McGuire  
 Title: Sales Manager  
 Date: 5/6/2022

**IF THE CONTRACTOR IS NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE AGREEMENTS ON BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR SIGNATURE MUST BE NOTARIZED.**

**ALACHUA COUNTY, FLORIDA**

By: \_\_\_\_\_

Marihelen Wheeler, Chair  
Board of County Commissioners

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
J.K. "Jess" Irby, Esq., Clerk  
(SEAL)

DocuSigned by: **AS TO FORM**  
*Diana Johnson*  
9E797AC46776481... \_\_\_\_\_  
Alachua County Attorney's Office

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Envelope Id: 1671FA3C9BDC42D0A4F77A000572BA09	Status: Completed
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Envelope Stamping: Enabled	Michelle Guidry
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	mguidry@alachuacounty.us
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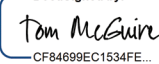
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Status: Original 4/28/2022 4:08:23 PM	Holder: Michelle Guidry mguidry@alachuacounty.us	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
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**Signer Events**

Tom McGuire  
tmcguire@brookssolutions.net  
Sales Manager  
Security Level: Email, Account Authentication (None)

**Signature**

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Signature Adoption: Pre-selected Style  
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Signed: 5/6/2022 10:22:39 AM

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Thomas (Jon) Rouse  
trouse@alachuacounty.us  
Contracts Supervisor

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Jaye Athy  
jathy@alachuacounty.us  
Procurement Specialist

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Completed	Security Checked	5/6/2022 10:22:41 AM

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From time to time, Alachua County (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 Alachua County:**

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: [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us)

### **To advise Alachua County 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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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 Alachua County**

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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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.

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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 [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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..

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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 Alachua County 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 Alachua County during the course of your relationship with Alachua County.



Brooks Building Solutions, Inc.

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY  
AND AUTHORITY TO CONDUCT BUSINESS**

I, HUGH NGFF JENKINS, certify that I am the Sole Member and  
(Insert name of owner)

Manager of Brooks Building Solutions, Inc. corporation (the "Corporation"),  
(Insert name of Incorporation)

Organized under the laws of the state of FLORIDA, and that  
(Insert state of Incorporation)

the Sole Member of the Corporation did, at a meeting held on the 12<sup>th</sup> day of

September, 20 19, did hereby consent to, adopt, ratify, confirm and approve the following recitals and resolutions:

**WHEREAS**, the Corporation is a duly formed, validly existing corporation in good standing under the laws of the State of FLORIDA and is authorized to do business in the State of Florida; and

**WHEREAS**, the undersigned is the Sole Member and Manager of the Corporation and hereby certifies that he or she owns 100% of the equity interest of the Corporation; and

**WHEREAS**, the Corporation desires to grant certain persons the authority to execute and enter into contracts and conduct business on behalf of the Corporation.

**NOW, THEREFORE, BE IT RESOLVED**, that any of the following officers and employees of the Corporation listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts and documents on behalf of the Corporation, and to

do and take such other actions, including but not limited to the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related to any bids, proposals, or contracts to, for or with to Alachua County, a charter county and political subdivision of the State of Florida:

<u>NAME</u>	<u>TITLE</u>
KEVIN FRANCIS	OPERATIONS MANAGER
Tom McGuire	SALES MANAGER
KEITH JORDAN	ACCOUNT MANAGER

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Purchasing Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Purchasing Manager of Alachua County, establishing the authority for the changes.

[THIS SPACE WAS INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, I have executed my name as Sole Member and Manager of the above-named Corporation this 12<sup>th</sup> day of SEPTEMBER, 2019, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Sole Member of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

Sole Member and Manager of the Corporation

By: [Signature]  
HUGH NEFF JENKINS  
(Print Sole Member's Name)

STATE OF Florida  
COUNTY OF Duval

The foregoing Instrument was acknowledged before me this 12<sup>th</sup> day of September, 2019, by Neff Jenkins, as Sole Member and Manager of Brooks Building Solutions a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally known to me or has produced a \_\_\_\_\_ (state) driver's license no. \_\_\_\_\_ as Identification.

My Commission Expires:  
Notary Public (Signature):

10/31/2020  
[Signature]

Nichole St. Clair  
(Printed Name)

(AFFIX NOTARY SEAL)



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dmjohnson@alachuacounty.us  
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Thomas (Jon) Rouse trouse@alachuacounty.us Contracts Supervisor Alachua County Board of County Commissioners Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/9/2022 11:48:19 AM
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Jaye Athy jathy@alachuacounty.us Procurement Specialist Alachua County Board of County Commissioners Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/9/2022 11:48:19 AM
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Completed	Security Checked	5/9/2022 11:48:19 AM

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- ii. send us an email to [mguidry@alachuacounty.us](mailto:mguidry@alachuacounty.us) 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..

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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 Alachua County 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 Alachua County during the course of your relationship with Alachua County.