

**Alachua County**  
**Department of Administrative Services**  
**FACILITIES MANAGEMENT**  
**Charlie R. Jackson, FMP – Facilities Director**  
**915 SE 5<sup>th</sup> Street**  
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October 11, 2021

**MEMORANDUM**

To: Markisha Boykin, Procurement Agent 1

From: ~~Charlie R. Jackson~~ <sup>8/10/21</sup> Jackson, Facilities Management Director

Via: ~~Steve Wargo~~ <sup>SW 10/11/21</sup> Wargo, Facilities Management Manager

Subject: Add/Delete for Bid 20-18R Annual HVAC Inspections and Maintenance/Repair Services

Facilities Management wishes to amend the above annual bid as follows:

Building Locations	Monthly Cost	Annual Cost	Add/Delete
AG Office and Auditorium, Newberry, FL	\$1,231	\$14,772	Add