

**THIRD AMENDMENT TO AGREEMENT
FOR COUNTY FACILITIES' HVAC MAINTENANCE
NO. (#)11751**

THIS THIRD 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 Parties previously entered into a(n) Contractual Services Agreement, dated 12/08/2020, to furnish Full Coverage Maintenance of the mechanical system and Alerton Building Automation System at the Alachua County Jail, Alerton EMCS-DDC Controls “only” in various County Buildings and Full Coverage Maintenance for the Daikin/McQuay Centrifugal Chiller at the County Administration Building, in Alachua County, Florida, identified by No. 11751 (the “Agreement”); and

WHEREAS, the Parties elected to exercise the first renewal option of the Agreement and add locations via Amendment #1, dated 06/22/2021; and

WHEREAS, the Parties elected to exercise the second renewal option of the Agreement via Amendment #2, dated 05/06/2022; and

WHEREAS, the Parties desire to amend the Agreement to remove the monthly fees associated with the Alerton DDC Controls within the Agreement and to do as otherwise provided herein.

WHEREAS, the Parties desire to amend the Agreement to the Full Coverage Maintenance Scope to a Preventive Maintenance agreement for current locations.

WHEREAS, Exhibit 1 of the Agreement is hereby deleted in its entirety and replaced with “new” Exhibit 1 attached to this Amendment.

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

- A. 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 actually, timely and faithfully performed for the County, the Contractor shall be paid an Annual Contract Price of Sixty-Two Thousand, Six-Hundred Seventy-One Dollars and Fifty Cents. for the second renewal term of the Agreement, allocated as set forth in Tables 4.2.1 and 4.2.2 below.

- B. Amendment. **Table 4.2.1**, of the Agreement is amended and replaced in its entirety to read:

Preventive Maintenance for Mechanical System	Monthly	Annually
Alachua County Administration Building	\$285.50	\$2,569.50

- C. Amendment. **Table 4.2.2**, of the Agreement is amended and replaced in its entirety to read as follows:

Table 4.2.2

Preventive Maintenance for Mechanical System	Monthly	Annually
Alachua County Jail	\$6,678.00	\$60,102.00

- D. 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

	Monthly	Annually
Total for Alachua County Administration Building	\$285.50	\$2,569.50
Total for Alachua County Jail	\$6,678.00	\$60,102.00
Annual Grand Total	\$6,963.50	\$62,671.50

- E. Exhibit 1. The Scope of Services is hereby deleted in its entirety and replaced with Exhibit 1 attached to this Amendment.
- F. Effective Date. This Amendment shall be effective upon and after full execution by the Parties.
- G. Original Agreement. Unless expressly amended herein, all other terms and provisions of the original Agreement between the Parties, including any prior amendments to the Agreement, shall be and remain in full force and effect. In the event that any terms of the original Agreement and any of the prior amendments to the Agreement conflict with this Amendment, the provisions of this Amendment shall prevail.

Remainder of Page Intentionally Left Blank

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

ALACHUA COUNTY, FLORIDA

By: _____
Anna Prizzia, Chair
Board of County Commissioners
Date: _____

ATTEST

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

APPROVED AS TO FORM

DocuSigned by:
Diana Johnson
9E797AC46776481...
Alachua County Attorney's Office

CONTRACTOR

DocuSigned by:
Tom McGuire
By: _____
CF84099EC1534FE...
Print: Tom McGuire
Title: Sales Manager
Date: 12/29/2022

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.

Exhibit 1: Scope of Services

Scope of Services

Alachua County Jail – Scope of Services

Water-Cooled Magnetic Bearing Centrifugal Chiller

Annual Inspection

- Electronically inspect for refrigerant leaks including relief valve piping outlets
- Check main starter and control panel for wear or cleanliness
- Inspect and tighten electrical connections
- Check relays, operating, and safety controls
- Check flow switch operation
- Take and record water side pressure drops across vessels
- Perform MicroTech check, log, and last fault analysis, analyze performance
- Inspect vibration eliminators and inspect water piping for leaks
- Clean external surfaces of chiller
- Log operating conditions
- Review operating procedures with chiller operator
- Manually brush waterside of condenser tubes. Chemical cleaning, if necessary, at additional charge.
- Calibrate all BMCC's and bearings

Operational Inspection

- Review owner's log for trends
- Visually inspect chiller for refrigerant leaks
- Check relays, operating, and safety controls
- Perform MicroTech check, log, and last fault analysis
- Check main starter and control panel for wear or cleanliness
- Run chiller (s) and log readings, analyze performance
- Record unusual noises and vibrations
- Record refrigerant level in sight glass
- Log operating conditions
- Review chiller (s) operation with the operator

Boilers Gas-Fired Hot Water

Annual Inspection

- Shut down unit and perform safe LOTO
- Check and verify burner operation
- Check and verify burner control system
- Check and verify gas regulator and gas pressure
- Check and verify burner linkages
- Check and verify for gas leaks
- Check and verify gas safety switch
- Check and verify gas valve/operation
- Check and verify draft fan
- Perform combustion analysis test/list on work order

- Check and verify water cutoff where applicable
- Check and verify water feeder where applicable
- Check and verify shut off valves where applicable
- Check and verify temperature controls where applicable
- Check and verify safety switches where applicable
- Check and verify pressure controls where applicable
- Blow down feeder cutoff control where applicable
- Check and verify safety relief valve
- Check and verify combustion controls where applicable
- Check and verify piping connections
- Check and verify all associated valves
- Check and verify water level gauge glass
- Check and verify water level controls
- Check condition of control contacts for wear, pitting and erosion
- Check and verify mercury bulbs
- Clean burner assembly
- Inspect refractory where applicable
- Blow down boiler
- Blow down gauge glass
- Clean external surfaces
- Check for any unusual noises/vibrations
- Check and verify cabinetry hardware conditions
- Check overall condition of unit

Operational Inspection

- Check operation of boiler
- Check all operating parameters
- Check and verify gas regulator and gas pressure
- Check and verify burner linkages
- Check and verify for gas leaks
- Check and verify draft fan
- Check and verify water cutoff where applicable
- Check and verify water feeder where applicable
- Check and verify temperature controls where applicable
- Blow down feeder cut off control where applicable
- Check and verify safety relief valve
- Check and verify combustion controls where applicable
- Check and verify piping connections
- Check and verify all associated valves
- Check and verify water level gauge glass
- Check and verify water level controls
- Blow down boiler
- Check for any unusual noises/vibrations
- Check and verify cabinetry hardware conditions

- Check overall condition of unit

Water Pumps

Annual Inspection

- Check volts / amps motor
- Check all electrical connections for abnormal wear
- Check all starters / contactors for wear
- Check all operating/ safety controls
- Check and lubricate motor bearings per manufacturers recommendation
- Check and lubricate pump bearings per manufacturers recommendation
- Check pump / motor alignment
- Check coupling where applicable
- Check mechanical seals and packing
- Check strainers and clean
- Check hand isolation valves
- Check gauges for accuracy
- Check suction / discharge pressures
- Check mounts / vibration pads
- Check overall condition of unit

Operating Inspection

- Check volts/amps motor
- Check all electrical connections for abnormal wear
- Check all starters / contactors for wear
- Check and lubricate motor bearings per manufacturers recommendation
- Check and lubricate pump bearings per manufacturers recommendation
- Check coupling where applicable
- Check mechanical seals and packing
- Check strainers and clean
- Check hand isolation valves
- Check gauges for accuracy
- Check suction / discharge pressures
- Check overall condition of unit

Cooling Tower

Annual Inspection

- Remove all debris from within and around unit
- Drain cooling tower and clean sump
- Clean float valve assembly and adjust for proper operation
- Clean tower spray nozzles
- Inspect fans and fan assemblies
- Lubricate fan and motor bearings
- Inspect belt alignment and change annually

- Inspect wiring and electrical components
- Check tower strainer and clean
- Check sump heaters and thermostats
- Check motor terminal connections for chafing
- Check for any unusual noises or vibrations
- Check and verify cabinetry hardware conditions
- Check overall condition of unit

Operational Inspection

- Check operation of float assembly
- Inspect tower spray nozzles and eliminators
- Inspect fans and fan assemblies
- Inspect belts and adjust as necessary
- Verify tower operates properly
- Check for any unusual noises or vibrations
- Check and verify cabinetry hardware conditions
- Check overall condition of unit

Split System DX Heat/ Cool

Cooling Annual Inspection

- Check volts and amps of compressor (s)
- Check volts and amps of condenser fan motor (s)
- Check volts and amps of evaporator fan motor
- Check all electrical connections
- Check all contactors for wear
- Check all operating and safety controls
- Check refrigerant pressures
- Check compressor oil levels if applicable
- Check for refrigerant or oil leaks
- Check and clean condensate drain pan and lines
- Check and clean condenser coil
- Check evaporator coil for cleanliness
- Check and replace air filter (s)
- Check blower wheel for cleanliness
- Check overall condition of unit

Operational Inspection

- Check compressors operation
- Check condenser fan motor operation
- Check evaporator fan motor operation
- Check for visible refrigerant or oil leaks
- Check and replace air filter (s)
- Check overall condition of unit

- Check and verify and clean condensate drain
- Check and verify and clean condensate pumps, where applicable
- Check and verify for oil/refrigerant leaks
- Check and verify oil level, where applicable
- Check and verify unusual noises/vibrations
- Check and verify cabinetry/hardware conditions
- Check overall condition of unit
- Record any deficiencies found

VFD- Variable Frequency Drive

- Clean dust from VFD board and internal cabinet parts
- Visually inspect all electrical connections for discoloration
- Verify volts and amps
- Check cabinet fan housing and operation
- Verify VFD operation mode is set to auto

AHU Water Cooled Heat/Cool

Annual Inspection

- Check and tighten all electrical connections
- Check condition of control contacts for wear, pitting and erosion
- Check all operating or safety controls
- Check and clean condensate drain pan and lines
- Check condensate pump if applicable
- Check hot water coil and clean surface
- Check chilled water coil and clean surface
- Check Valves and Actuators operation
- Check dampers and linkages operation
- Check damper actuators operation
- Check economizer operation
- Check and replace filters
- Check belts and replace
- Check blower wheel and clean surface
- Check sheaves wear and alignment
- Check and lubricate fan bearings
- Check and lubricate fan motor bearings
- Check and verify volts and amps of blower motor
- Check for any unusual noises or vibrations
- Check and verify cabinetry hardware conditions
- Check overall condition of unit

Operational Inspection

- Check blower motors operation
- Check and replace filters
- Check fan belts

- Check and lubricate fan bearings
- Check and lubricate fan motor bearings
- Check and clean condensate drain pan and lines
- Check and clean condensate pumps where applicable
- Check and clean outside air intakes
- Check for any unusual noises or vibrations
- Check and verify cabinetry hardware conditions
- Check overall condition of unit

VENDOR TO PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: On-Site labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion, and draft; crankcase heaters, control system(s), etc.

*INSPECTING for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

*CLEANING coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump, and float; chiller, condenser, and boiler tubes, etc.

*ALIGNING belt drives; drive couplings; coil fins, etc.

*CALIBRATING safety controls; temperature and pressure controls, etc.

*TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

EXCLUSIONS

The following services are not included as part of this Agreement:

*Overtime, Weekends or Holidays

*Repair Work or troubleshooting of any kind

*Water Treatment of any kind

Inventory of Equipment – Schedule 1

Qty	Equipment	Manufacturer	Model	Serial#
1	CHLR 002	Daikin	WMC400DBS	STNU120700060
1	BLR 002	Advanced Thermal Hydronics	KN-30	KN30-2013-11462
1	CHWP 002			
1	CTWR 002	Evapco	AT212528L	

Qty	Equipment	Manufacturer	Model	Serial#
1	CWP 002			
1	FC- B1	York	YHJF36S41S4A	W1A3430451
1	FC-B2	York	YHJF36S41S4A	W1B3477224
1	FC-B4	York	YHJF36S41S4A	W1M2312486
1	FC-D1 EM 2-9	York	YCJD36S43S3A	W1G2057274
1	FC-D1	York	YHJF36S41S4A	W1L2227741
1	FC-H1	York	YHJF36S41S4A	W1M2312487
1	FC-J1	York	YHJF36S41S4A	W1B3477231
1	FCU #2		LCA6G1300AEB	T12C07663
1	FCU #3		LCA6G1300AEB	T12C07665
1	HWP #2			
1	VFD HWP 2	ABB	ACH550	
1	RTU A2	Daikin-McQuay	OAH003GDAC	FBOU121101156
1	RTU A3	Daikin-McQuay	OAH006GDAC	FBOU122300687
1	VFD A3	ABB		
1	RTU A4	Daikin-McQuay	OAH012GDAC	FBOU121200649
1	VFD A4	ABB		
1	RTU A5	Daikin-McQuay	OAH003GDAC	FBOU121101155
1	VFD A5	ABB		
1	RTU A6	Daikin-McQuay	OAH010GDAC	FBOU121200641
1	VFD A6	ABB	ACH550	
1	RTU A7	Daikin-McQuay	OAH006GDAC	FBOU121200654
1	VFD A7	ABB	ACH550	
1	RTU B1	Daikin-McQuay	OAH003GDAM	FBOU121200631
1	VFD B1	ABB		
1	RTU B2	Daikin-McQuay	OAH008GDAC	FBOU121200640
1	VFD B2	ABB	ACH550	
1	RTU B3	Daikin-McQuay	OAH007GDAM	FBOU121200673
1	VFD B3	ABB		
1	RTU B4	Daikin-McQuay	OAH008GDAC	FBOU121200876
1	VFD B4	ABB	ACH550	
1	RTU B5	Daikin-McQuay	OAH003GDAC	FBOU121200875
1	VFD B5	ABB	ACH550	
1	RTU B6	Daikin-McQuay	OAH006GDAM	FBOU12100877
1	VFD B6	ABB	ACH550	
1	RTU B7	Daikin-McQuay	OAH006GDAM	FBOU12100655
1	VFD B7	ABB	ACH550	
1	RTU B8	Daikin-McQuay	OAH004GDAM	FBOU121101087
1	VFD B8	ABB	ACH550	
1	RTU B9	Daikin-McQuay	OAH004GDAM	FBOU121200843
1	VFD B9	ABB	ACH550	
1	RTU B10	Daikin-McQuay	OAH003GDAM	FBOU121101060
1	VFD B10	ABB	ACH550	
1	RTU B11	Daikin-McQuay	OAH007GDAM	FBOU1212000937

Qty	Equipment	Manufacturer	Model	Serial#
1	VFD B11	ABB	ACH550	
1	RTU C1	Daikin-McQuay	OAH004GDAC	FBOU121200926
1	VFD C1	ABB	ACH550	
1	RTU C2	Daikin-McQuay	OAH003GDAM	FBOU121101078
1	RTU C3	Daikin-McQuay	OAH011GDAM	FBOU121200936
1	VFD C3	ABB	ACH550	
1	RTU C4	Daikin-McQuay	OAH008GDAC	FBOU121200940
1	VFD C4	ABB	ACH550	
1	RTU C5	Daikin-McQuay	OAH006GDAC	FBOU121200831
1	VFD C5	ABB	ACH550	
1	RTU C6	Daikin-McQuay	OAH006GDAM	FBOU121200833
1	VFD C6	ABB	ACH550	
1	RTU C7	Daikin-McQuay	OAH009GDAM	FBOU121200879
1	VFD C7	ABB	ACH550	
1	RTU C8	Daikin-McQuay	OAH006GDAM	FBOU121200857
1	VFD C8	ABB	ACH550	
1	RTU C9	Daikin-McQuay	OAH017GDAC	FBOU121200936
1	VFD C9	ABB	ACH550	
1	RTU C10	Daikin-McQuay	OAH021GDAC	FBOU121200938
1	VFD C10	ABB	ACH550	
1	RTU C11	Daikin-McQuay	OAH021GDAM	FBOU121200846
1	VFD C11	ABB	ACH550	
1	RTU D1	Daikin-McQuay	OAH008GDAC	FBOU121200832
1	VFD D1	ABB	ACH550	
1	RTU D2	Daikin-McQuay	OAH014GDAM	FBOU121200862
1	VFD D2	ABB	ACH550	
1	RTU D3	Daikin-McQuay	OAH010GDAC	FBOU121200927
1	VFD D3	ABB	ACH550	
1	RTU D4	Daikin-McQuay	OAH003GDAC	FBOU121101122
1	RTU D5	Daikin-McQuay	OAH003GDAM	FBOU121101031
1	RTU D6	Daikin-McQuay	OAH010GDAC	FBOU121200629
1	VFD D6	ABB	ACH550	
1	RTU E1	Daikin-McQuay	OAH005GDAC	FBOU121200942
1	VFD E1	ABB	ACH550	
1	RTU E2	Daikin-McQuay	OAH014GDAC	FBOU121200864
1	VFD E2	ABB	ACH550	
1	RTU E3	Daikin-McQuay	OAH008GDAC	FBOU121200873
1	VFD E3	ABB	ACH550	
1	RTU E4	Daikin-McQuay	OAH008GDAM	FBOU121200945
1	VFD E4	ABB	ACH550	
1	RTU E5	Daikin-McQuay	OAH004GDAC	FBOU121200847
1	VFD E5	ABB	ACH550	
1	RTU E6	Daikin-McQuay	OAH008GDAM	FBOU121200925
1	VFD E6	ABB	ACH550	

Qty	Equipment	Manufacturer	Model	Serial#
1	RTU F1	Daikin-McQuay	OAH012GDAC	FBOU121200916
1	VFD F1	ABB	ACH550	
1	RTU F3	Daikin-McQuay	OAH014GDAC	FBOU121200861
1	VFD F3	ABB	ACH550	
1	RTU F4	Daikin-McQuay	OAH017GDAC	FBOU121200849
1	VFD F4	ABB	ACH550	
1	RTU F5	Daikin-McQuay	OAH017GDAC	FBOU121200939
1	VFD F5	ABB	ACH550	
1	RTU G1	Daikin-McQuay	OAH012GDAM	FBOU121200943
1	VFD G1	ABB	ACH550	
1	RTU G2	Daikin-McQuay	OAH014GDAC	FBOU121200946
1	VFD G2	ABB	ACH550	
1	RTU G3	Daikin-McQuay	OAH014GDAC	FBOU121200911
1	VFD G3	ABB	ACH550	
1	RTU G4	Daikin-McQuay	OAH012GDAC	FBOU121200882
1	VFD G4	ABB	ACH550	
1	RTU G5	Daikin-McQuay	OAH012GDAC	FBOU121200884
1	VFD G5	ABB	ACH550	
1	RTU H1	Daikin-McQuay	OAH004GDAC	FBOU121101152
1	VFD H1	ABB	ACH550	
1	RTU F2	Daikin-McQuay	OAH012GDAC	
1	VFD F2	ABB	ACH550	
1	RTU H2	Daikin-McQuay	OAH010GDAM	FBOU121200914
1	VFD H2	ABB	ACH550	
1	RTU H3	Daikin-McQuay	OAH006GDAM	FBOU121200848
1	VFD H3	ABB	ACH550	
1	RTU H4	Daikin-McQuay	OAH017GDAC	FBOU121200901
1	VFD H4	ABB	ACH550	
1	RTU H5	Daikin-McQuay	OAH006GDAM	FBOU121200880
1	VFD H5	ABB	ACH550	
1	RTU H6	Daikin-McQuay	OAH007GDAM	FBOU121200887
1	VFD H6	ABB	ACH550	
1	RTU H7	Daikin-McQuay	OAH012GDAC	FBOU121200941
1	VFD H7	ABB	ACH550	
1	RTU H8	Daikin-McQuay	OAH012GDAC	FBOU121200896
1	VFD H8	ABB	ACH550	
1	RTU H9	Daikin-McQuay	OAH004GDAC	FBOU121200912
1	VFD H9	ABB	ACH550	
1	RTU H10	Daikin-McQuay	OAH009GDAM	FBOU121200845
1	VFD H10	ABB	ACH550	
1	RTU I1	Daikin-McQuay	OAH008GDAC	FBOU180300419
1	VFD I1	ABB	ACH550	
1	RTU I2	Daikin-McQuay	OAH008GDAC	FBOU180300421
1	VFD I2	ABB	ACH550	

Qty	Equipment	Manufacturer	Model	Serial#
1	RTU J1	Daikin-McQuay	OAH006GDAM	FBOU121200886
1	VFD J1	ABB	ACH550	
1	RTU J2	Daikin-McQuay	OAH004GDAC	FBOU121200912
1	VFD J2	ABB	ACH550	
1	RTU J3	Daikin-McQuay	OAH006GDAM	FBOU121200931
1	VFD J3	ABB	ACH550	
1	RTU J4	Daikin-McQuay	OAH003GDAM	FBOU121200865
1	VFD J4	ABB	ACH550	
1	RTU J5	Daikin-McQuay	OAH009GDAM	FBOU121200834
1	VFD J5	ABB	ACH550	
1	RTU K1	Daikin-McQuay	OAH014GDAC	FBOU121200863
1	VFD K1	ABB	ACH550	
1	RTU K2	Daikin-McQuay	OAH003GDAM	FBOU121200895
1	VFD K2	ABB	ACH550	
1	RTU K3	Daikin-McQuay	OAH005GDAM	FBOU121200836
1	VFD K3	ABB	ACH550	
1	RTU K4	Daikin-McQuay	OAH003GDAM	FBOU121200872
1	RTU I3	Daikin-McQuay	OAH008GDAC	FBOU180300416
1	VFD I3	ABB	ACH550	
1	RTU I4	Daikin-McQuay	OAH008GDAC	FBOU180300417
1	VFD I4	ABB	ACH550	
1	RTU I5	Daikin-McQuay	OAH012GDAC	FBOU180300420
1	VFD I5	ABB	ACH550	
1	RTU I6	Daikin-McQuay	OAH008GDAC	FBOU180300418
1	VFD I6	ABB	ACH550	
1	RTU K5	Daikin-McQuay	OAH008GDAC	FBOU121200898
1	VFD K5	ABB	ACH550	
1	RTU K6	Daikin-McQuay	OAH008GDAM	FBOU121200900
1	RTU K7	Daikin-McQuay	OAH008GDAM	FBOU121200878
1	VFD K7	ABB	ACH550	
1	RTU K8	Daikin-McQuay	OAH008GDAC	FBOU121200859
1	VFD K8	ABB	ACH550	
1	BLR 001	Advanced Thermal Hydronics	KN-30	KN30-2013-11461
1	CHLR 001	Daikin	WMC400DBS	STNU120700048
1	CHWP 001			
1	CTWR 001	Evapco	AT212528L	
1	CWP 1			
1	FC-A1		TWH0248140A1	G50396133
1	FC-B3	Liebert	BU060E7ADE1396A	N11D740042
1	FCU #1		LCA6G1300AEB	T12C07664
1	HWP 1			
1	RTU A1	Daikin-McQuay	OAH003GDAC	FBOU121101086

Qty	Equipment	Manufacturer	Model	Serial#
1	SPLT 001	Daikin	FTXS24HVJU	E003368
1	VFD HWP 1	ABB		

Preventive Maintenance Schedule

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
CHLR 002	CHLR-CNTFGL	1	1	1	1	0	0	0
BLR 002	BLR-GAS-HW	1	1	1	1	0	0	0
CHWP 002	PMP-WTR-CHIL	1	1	1	1	0	0	0
CTWR 002	CLG-TWR	1	1	1	1	0	0	1
CWP 002	PMP-WTR-CND	1	1	1	1	0	0	0
FC- B1	SPLT-DX-HC	1	1	1	1	4	1	0
FC-B2	SPLT-DX-HC	1	1	1	1	4	1	0
FC-B4	SPLT-DX-HC	1	1	1	1	4	1	0
FC-D1 EM 2-9	SPLT-DX-HC	1	1	1	1	4	1	0
FC-D1	SPLT-DX-HC	1	1	1	1	4	1	0
FC-H1	SPLT-DX-HC	1	1	1	1	4	1	0
FC-J1	SPLT-DX-HC	1	1	1	1	4	1	0
FCU #2	PKG-DX-CLG	1	1	1	1	0	1	0
FCU #3	PKG-DX-CLG	1	1	1	1	0	1	0
HWP #2	PMP-WTR-HW	1	1	1	1	0	0	0
VFD HWP 2	MIS-VFD	1	1	1	1	0	0	0
RTU A2	AHU-WT-HC	1	1	1	1	4	0	1
RTU A3	AHU-WT-HC	1	1	1	1	4	0	1

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
VFD A3	MIS-VFD	1	1	1	1	0	0	0
RTU A4	AHU-WT-HC	1	1	1	1	4	0	1
VFD A4	MIS-VFD	1	1	1	1	0	0	0
RTU A5	AHU-WT-HC	1	1	1	1	4	0	1
VFD A5	MIS-VFD	1	1	1	1	0	0	0
RTU A6	AHU-WT-HC	1	1	1	1	4	0	1
VFD A6	MIS-VFD	1	1	1	1	0	0	0
RTU A7	AHU-WT-HC	1	1	1	1	4	0	1
VFD A7	MIS-VFD	1	1	1	1	0	0	0
RTU B1	AHU-WT-HC	1	1	1	1	4	0	1
VFD B1	MIS-VFD	1	1	1	1	0	0	0
RTU B2	AHU-WT-HC	1	1	1	1	4	0	1
VFD B2	MIS-VFD	1	1	1	1	0	0	0
RTU B3	AHU-WT-HC	1	1	1	1	4	0	1
VFD B3	MIS-VFD	1	1	1	1	0	0	0
RTU B4	AHU-WT-HC	1	1	1	1	4	0	1
VFD B4	MIS-VFD	1	1	1	1	0	0	0
RTU B5	AHU-WT-HC	1	1	1	1	4	0	1
VFD B5	MIS-VFD	1	1	1	1	0	0	0
RTU B6	AHU-WT-HC	1	1	1	1	4	0	1
VFD B6	MIS-VFD	1	1	1	1	0	0	0
RTU B7	AHU-WT-HC	1	1	1	1	4	0	1
VFD B7	MIS-VFD	1	1	1	1	0	0	0
RTU B8	AHU-WT-HC	1	1	1	1	4	0	1
VFD B8	MIS-VFD	1	1	1	1	0	0	0
RTU B9	AHU-WT-HC	1	1	1	1	4	0	1
VFD B9	MIS-VFD	1	1	1	1	0	0	0
RTU B10	AHU-WT-HC	1	1	1	1	4	0	1
VFD B10	MIS-VFD	1	1	1	1	0	0	0

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
RTU B11	AHU-WT-HC	1	1	1	1	4	0	1
VFD B11	MIS-VFD	1	1	1	1	0	0	0
RTU C1	AHU-WT-HC	1	1	1	1	4	0	1
VFD C1	MIS-VFD	1	1	1	1	0	0	0
RTU C2	AHU-WT-HC	1	1	1	1	4	0	1
RTU C3	AHU-WT-HC	1	1	1	1	4	0	1
VFD C3	MIS-VFD	1	1	1	1	0	0	0
RTU C4	AHU-WT-HC	1	1	1	1	4	0	1
VFD C4	MIS-VFD	1	1	1	1	0	0	0
RTU C5	AHU-WT-HC	1	1	1	1	4	0	1
VFD C5	MIS-VFD	1	1	1	1	0	0	0
RTU C6	AHU-WT-HC	1	1	1	1	4	0	1
VFD C6	MIS-VFD	1	1	1	1	0	0	0
RTU C7	AHU-WT-HC	1	1	1	1	4	0	1
VFD C7	MIS-VFD	1	1	1	1	0	0	0
RTU C8	AHU-WT-HC	1	1	1	1	4	0	1
VFD C8	MIS-VFD	1	1	1	1	0	0	0
RTU C9	AHU-WT-HC	1	1	1	1	4	0	1
VFD C9	MIS-VFD	1	1	1	1	0	0	0
RTU C10	AHU-WT-HC	1	1	1	1	4	0	1
VFD C10	MIS-VFD	1	1	1	1	0	0	0
RTU C11	AHU-WT-HC	1	1	1	1	4	0	1
VFD C11	MIS-VFD	1	1	1	1	0	0	0
RTU D1	AHU-WT-HC	1	1	1	1	4	0	1
VFD D1	MIS-VFD	1	1	1	1	0	0	0
RTU D2	AHU-WT-HC	1	1	1	1	4	0	1
VFD D2	MIS-VFD	1	1	1	1	0	0	0
RTU D3	AHU-WT-HC	1	1	1	1	4	0	1
VFD D3	MIS-VFD	1	1	1	1	0	0	0

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
RTU D4	AHU-WT-HC	1	1	1	1	4	0	1
RTU D5	AHU-WT-HC	1	1	1	1	4	0	1
RTU D6	AHU-WT-HC	1	1	1	1	4	0	1
VFD D6	MIS-VFD	1	1	1	1	0	0	0
RTU E1	AHU-WT-HC	1	1	1	1	4	0	1
VFD E1	MIS-VFD	1	1	1	1	0	0	0
RTU E2	AHU-WT-HC	1	1	1	1	4	0	1
VFD E2	MIS-VFD	1	1	1	1	0	0	0
RTU E3	AHU-WT-HC	1	1	1	1	4	0	1
VFD E3	MIS-VFD	1	1	1	1	0	0	0
RTU E4	AHU-WT-HC	1	1	1	1	4	0	1
VFD E4	MIS-VFD	1	1	1	1	0	0	0
RTU E5	AHU-WT-HC	1	1	1	1	4	0	1
VFD E5	MIS-VFD	1	1	1	1	0	0	0
RTU E6	AHU-WT-HC	1	1	1	1	4	0	1
VFD E6	MIS-VFD	1	1	1	1	0	0	0
RTU F1	AHU-WT-HC	1	1	1	1	4	0	1
VFD F1	MIS-VFD	1	1	1	1	0	0	0
RTU F3	AHU-WT-HC	1	1	1	1	4	0	1
VFD F3	MIS-VFD	1	1	1	1	0	0	0
RTU F4	AHU-WT-HC	1	1	1	1	4	0	1
VFD F4	MIS-VFD	1	1	1	1	0	0	0
RTU F5	AHU-WT-HC	1	1	1	1	4	0	1
VFD F5	MIS-VFD	1	1	1	1	0	0	0
RTU G1	AHU-WT-HC	1	1	1	1	4	0	1
VFD G1	MIS-VFD	1	1	1	1	0	0	0
RTU G2	AHU-WT-HC	1	1	1	1	4	0	1
VFD G2	MIS-VFD	1	1	1	1	0	0	0
RTU G3	AHU-WT-HC	1	1	1	1	4	0	1

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
VFD G3	MIS-VFD	1	1	1	1	0	0	0
RTU G4	AHU-WT-HC	1	1	1	1	4	0	1
VFD G4	MIS-VFD	1	1	1	1	0	0	0
RTU G5	AHU-WT-HC	1	1	1	1	4	0	1
VFD G5	MIS-VFD	1	1	1	1	0	0	0
RTU H1	AHU-WT-HC	1	1	1	1	4	0	1
VFD H1	MIS-VFD	1	1	1	1	0	0	0
RTU F2	AHU-WT-HC	1	1	1	1	4	0	1
VFD F2	MIS-VFD	1	1	1	1	0	0	0
RTU H2	AHU-WT-HC	1	1	1	1	4	0	1
VFD H2	MIS-VFD	1	1	1	1	0	0	0
RTU H3	AHU-WT-HC	1	1	1	1	4	0	1
VFD H3	MIS-VFD	1	1	1	1	0	0	0
RTU H4	AHU-WT-HC	1	1	1	1	4	0	1
VFD H4	MIS-VFD	1	1	1	1	0	0	0
RTU H5	AHU-WT-HC	1	1	1	1	4	0	1
VFD H5	MIS-VFD	1	1	1	1	0	0	0
RTU H6	AHU-WT-HC	1	1	1	1	4	0	1
VFD H6	MIS-VFD	1	1	1	1	0	0	0
RTU H7	AHU-WT-HC	1	1	1	1	4	0	1
VFD H7	MIS-VFD	1	1	1	1	0	0	0
RTU H8	AHU-WT-HC	1	1	1	1	4	0	1
VFD H8	MIS-VFD	1	1	1	1	0	0	0
RTU H9	AHU-WT-HC	1	1	1	1	4	0	1
VFD H9	MIS-VFD	1	1	1	1	0	0	0
RTU H10	AHU-WT-HC	1	1	1	1	4	0	1
VFD H10	MIS-VFD	1	1	1	1	0	0	0
RTU I1	AHU-WT-HC	1	1	1	1	4	0	0
VFD I1	MIS-VFD	1	1	1	1	0	0	0

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
RTU I2	AHU-WT-HC	1	1	1	1	4	0	0
VFD I2	MIS-VFD	1	1	1	1	0	0	0
RTU J1	AHU-WT-HC	1	1	1	1	4	0	1
VFD J1	MIS-VFD	1	1	1	1	0	0	0
RTU J2	AHU-WT-HC	1	1	1	1	4	0	1
VFD J2	MIS-VFD	1	1	1	1	0	0	0
RTU J3	AHU-WT-HC	1	1	1	1	4	0	1
VFD J3	MIS-VFD	1	1	1	1	0	0	0
RTU J4	AHU-WT-HC	1	1	1	1	4	0	1
VFD J4	MIS-VFD	1	1	1	1	0	0	0
RTU J5	AHU-WT-HC	1	1	1	1	4	0	1
VFD J5	MIS-VFD	1	1	1	1	0	0	0
RTU K1	AHU-WT-HC	1	1	1	1	4	0	1
VFD K1	MIS-VFD	1	1	1	1	0	0	0
RTU K2	AHU-WT-HC	1	1	1	1	4	0	1
VFD K2	MIS-VFD	1	1	1	1	0	0	0
RTU K3	AHU-WT-HC	1	1	1	1	4	0	1
VFD K3	MIS-VFD	1	1	1	1	0	0	0
RTU K4	AHU-WT-HC	1	1	1	1	4	0	1
RTU I3	AHU-WT-HC	1	1	1	1	4	0	0
VFD I3	MIS-VFD	1	1	1	1	0	0	0
RTU I4	AHU-WT-HC	1	1	1	1	4	0	0
VFD I4	MIS-VFD	1	1	1	1	0	0	0
RTU I5	AHU-WT-HC	1	1	1	1	4	0	0
VFD I5	MIS-VFD	1	1	1	1	0	0	0
RTU I6	AHU-WT-HC	1	1	1	1	4	0	0
VFD I6	MIS-VFD	1	1	1	1	0	0	0
RTU K5	AHU-WT-HC	1	1	1	1	4	0	1
VFD K5	MIS-VFD	1	1	1	1	0	0	0

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
RTU K6	AHU-WT-HC	1	1	1	1	4	0	1
RTU K7	AHU-WT-HC	1	1	1	1	4	0	1
VFD K7	MIS-VFD	1	1	1	1	0	0	0
RTU K8	AHU-WT-HC	1	1	1	1	4	0	1
VFD K8	MIS-VFD	1	1	1	1	0	0	0
BLR 001	BLR-GAS-HW	1	1	1	1	0	0	0
CHLR 001	CHLR-CNTFGL	1	1	1	1	0	0	0
CHWP 001	PMP-WTR-CHIL	1	1	1	1	0	0	0
CTWR 001	CLG-TWR	1	1	1	1	0	0	1
CWP 1	PMP-WTR-CND	1	1	1	1	0	0	0
FC-A1	SPLT-DX-HC	1	1	1	1	4	1	0
FC-B3	CRAC-DX-C-OUT	1	1	1	1	4	1	0
FCU #1	PKG-DX-CLG	1	1	1	1	0	1	0
HWP 1	PMP-WTR-HW	1	1	1	1	0	0	0
RTU A1	AHU-WT-HC	1	1	1	1	4	0	1
SPLT 001	SPLT-DCTLSS	1	1	1	1	0	1	0
VFD HWP 1	MIS-VFD	1	1	1	1	0	0	0

Alachua County Administration Building – Scope of Services

Water-Cooled Magnetic Bearing Centrifugal Chiller

Annual Inspection

- Electronically inspect for refrigerant leaks including relief valve piping outlets
- Check main starter and control panel for wear or cleanliness
- Inspect and tighten electrical connections
- Check relays, operating, and safety controls
- Check flow switch operation
- Take and record water side pressure drops across vessels
- Perform MicroTech check, log, and last fault analysis, analyze performance
- Inspect vibration eliminators and inspect water piping for leaks
- Clean external surfaces of chiller
- Log operating conditions
- Review operating procedures with chiller operator
- Manually brush waterside of condenser tubes. Chemical cleaning, if necessary, at additional charge.
- Calibrate all BMCC's and bearings

Operational Inspection

- Review owner's log for trends
- Visually inspect chiller for refrigerant leaks
- Check relays, operating, and safety controls
- Perform MicroTech check, log, and last fault analysis
- Check main starter and control panel for wear or cleanliness
- Run chiller (s) and log readings, analyze performance
- Record unusual noises and vibrations
- Record refrigerant level in sight glass
- Log operating conditions
- Review chiller (s) operation with the operator

VENDOR TO PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: On-Site labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion, and draft; crankcase heaters, control system(s), etc.

*INSPECTING for worn, failed or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-Site labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

*CLEANING coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump, and float; chiller, condenser, and boiler tubes, etc.

*ALIGNING belt drives; drive couplings; coil fins, etc.

*CALIBRATING safety controls; temperature and pressure controls, etc.

*TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.

*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

EXCLUSIONS

The following services are not included as part of this Agreement:

*Overtime, Weekends or Holidays

*Repair Work or troubleshooting of any kind

Equipment – Schedule 1

Qty	Equipment	Manufacturer	Model	Serial#
1	CHLR 001	Daikin	WMC150DSC-ER10	STNU090400032

Maintenance Schedule

Unit #	Type	Spring	Summer	Fall	Winter	Annual Filter Changes	Annual Coil Cleanings	Annual Belt Changes
CHLR 001	CHLR-CNTFGL	1	1	1	1	0	0	0

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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 12th day of

September, 2019, 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:

NAME

KEVIN FRANCIS
Tom McGuire
KEITH JORDAN

TITLE

OPERATIONS MANAGER
SALES MANAGER
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 12th 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 12th 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):

Nichole St. Clair

(Printed Name)

(AFFIX NOTARY SEAL)



Certificate Of Completion

Envelope Id: 37F49BCC587E493FB4931BED100FA00B

Status: Completed

Subject: Complete with DocuSign: Amendment 3 to #11751 - County Facilities' HVAC Maintenance - Brooks So...

Source Envelope:

Document Pages: 30

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Michelle Guidry

AutoNav: Enabled

mguidry@alachuacounty.us

Envelopeld Stamping: Enabled

IP Address: 163.120.80.11

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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12/29/2022 11:50:06 AM

mguidry@alachuacounty.us

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Pool: Alachua County

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Signer Events**Signature****Timestamp**

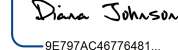
Diana Johnson

dmjohnson@alachuacounty.us

CountyAttyOffice

Security Level: Email, Account Authentication
(None)

DocuSigned by:



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Signature Adoption: Pre-selected Style

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Sent: 12/29/2022 11:52:47 AM

Resent: 12/30/2022 10:48:19 AM

Viewed: 12/30/2022 1:48:58 PM

Signed: 12/30/2022 1:51:35 PM

Electronic Record and Signature Disclosure:

Accepted: 12/30/2022 1:48:58 PM

ID: eef4222e-7ffa-4d72-84cc-6596e15dca41

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**

Thomas (Jon) Rouse

trouse@alachuacounty.us

Contracts Supervisor

Alachua County Board of County Commissioners

Security Level: Email, Account Authentication
(None)**COPIED**

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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

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12/29/2022 11:52:47 AM

Envelope Updated

Security Checked

12/30/2022 10:48:10 AM

Envelope Updated

Security Checked

12/30/2022 10:48:10 AM

Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	12/30/2022 1:48:58 PM
Signing Complete	Security Checked	12/30/2022 1:51:35 PM
Completed	Security Checked	12/30/2022 1:51:36 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

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 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 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 Alachua County

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 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 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.