

ALACHUA COUNTY Budget and Fiscal Services Procurement

Theodore "TJ" White, Jr. CPPB Procurement Manager

Thomas J. Rouse Contracts Supervisor

August 16, 2024

To: Theodore "TJ" White, Jr. CPPB, Procurement Manager

From: Precious Merriweather Procurement Agent I Precious Merriweather

SUBJECT: INTENT TO AWARD

ITB 25-31-PM Indigent Burial and Cremation Program

Solicitation Deadline: 2:00 PM, Wednesday, June 26, 2024

Solicitation Notifications View Count:663 VendorsSolicitation Downloads:9 VendorsSolicitation Submissions:3 Vendors

Vendors:

Family Owned Funeral Group, LLC Phillip & Sons, The Funeral Directors, Inc. dba Forest Meadows Funeral Home Melrose, FL 32666

Gainesville, FL 32609

Milam Funeral Home, Inc. Gainesville, FL 32601

RECOMMENDATION:

The Board approve the bid award to Forest Meadows Funeral Home as the lowest, most responsive, and responsible Vendor.

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The actual ITB award is subject to the appropriate signature authority identified in the Procurement Code.

fait	08/20/2024
Theodore "TJ" White, Jr., CPPB Procurement Manager	Date
TW/PM	

Vendor Complaints or Grievances; Right to Protest

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) Notice of Solicitations and Awards. The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) Solicitation Protest. Any prospective Bidder may file a solicitation protest concerning a solicitation.
 - (a) Basis of the Solicitation Protest: The alleged basis for a solicitation protest shall be limited to the following:
 - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
 - ii. The solicitation instructions are unclear or contradictory.
 - (b) Timing and Content of the Solicitation Protest: The solicitation protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
 - i. The name, address, e-mail and telephone number of the protesting party;
 - ii. The solicitation number and title;
 - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
 - 1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
 - 2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
 - iv. A detailed statement of the basis for the protest;
 - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
 - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
 - vii. The form of the relief requested.
 - (c) Review and Determination of Protest: If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

- (d) Appeal: If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (3) Award Protest. Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.
 - (a) Basis of the Award Protest: The alleged basis for an Award Protest shall be limited to the following:
 - i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
 - ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
 - iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not protesting party not being selected for award.
 - (b) Timing and Content of the Award Protest: The Award Protest must be in writing and must be received by the Procurement Manager, twhite@alachuacounty.us by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:
 - i. The name, address, e-mail and telephone number of the protesting party;
 - ii. The Solicitation number and title;
 - iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
 - iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
 - 1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
 - 2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
 - 3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
 - v. A detailed statement of the basis for the protest;
 - vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
- viii. The form of the relief requested.
- (c) Review and Determination of Protest: If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.

(d) Appeal:

- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
- ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) Burden of Proof: Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) Stay of Procurements during Protests. In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
 - (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
 - (b) Necessary to avoid or substantial reduce significant damage to County property;
 - (c) Necessary to avoid or substantially reduce interruption of essential County Services; or;
 - (d) Otherwise in the best interest of the public.



ALACHUA COUNTY DEPARTMENT OF COMMUNITY SUPPORT SERVICES Division of Social Services Sarai Cabrera, Director

July 24, 2024

MEMORANDUM

TO: Theodore White, Procurement Manager

FROM: Sarai Cabrera, Social Services Director

VIA: Candie Nixon, Community Support Services Assistant Director (CTN)

Our department has reviewed the submitted proposals for project ITB 25-31-PM and upon verification by procurement that the review of the bid submittals comply, Social Services recommends awarding the bid to the following vendor as the lowest responsive bidder:

Forest Meadows Funeral Home

The department recommends an initial contract amount of NTE \$125,000.

If you have any questions, please contact Sarai Cabrera at scabrera@alachuacounty.us or (352) 264-6754.

Cc: Precious Merriweather, Procurement Agent

Alachua County, Florida

Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager County Administration Building, Gainesville, FL 32601

(352) 374-5202

EXECUTIVE SUMMARY ITB No. 25-31-PM Indigent Burial and Cremation Program

RESPONSE DEADLINE: June 26, 2024 at 2:00 pm

Friday, August 16, 2024

SOLICITATION OVERVIEW

	SOCIOIT/(TION OVERVILAY
Project Title	Indigent Burial and Cremation Program
Project ID	25-31-PM
Project Type	Invitation To Bid
Release Date	May 8, 2024
Due Date	June 26, 2024
Procurement Agent	Precious Merriweather
Project Description	The Indigent Burial and Cremation Program, through a local contracted funeral home vendor provides services for indigent individuals that died in Alachua County, as designated by the County.
	The services requested, herein, are for Annual Indigent Funeral Services. Services include the provision of direct burial or cremation of indigent persons who die within the confines of Alachua County in accordance with Chapter 470 of the Florida Statutes.
	Once the procurement process has concluded, one (1) vendor will be awarded the contract to provide direct burial or cremation services for all deceased indigent persons designated by the County without regard to: race, color, creed, sex, previous medical condition, religion, age, or any other designation which may constitute discrimination on the part of the successful vendor.
	It is estimated that there will be one hundred and fifty indigent services in each twelve-month period with approximately ninety percent of those being cremations. The awarded vendor(s) is not guaranteed a specific number of services to be approved, as program is based on the actual need.

Introduction

<u>Summary</u>

Alachua County Board of County Commissioners are requesting the submission of Bids for 25-31-PM Indigent Burial and Cremation Program.

The following apply to this Invitation to Bid (ITB): <u>Introduction</u>, <u>Instruction to Bidders</u>, <u>Terms and Conditions</u>, <u>Insurance</u>, <u>Scope of Services</u>, <u>Attachments</u>, <u>Sample Agreement</u>, <u>Submittals</u>, and <u>ITB Pricing Form</u>. Specifications and supplementary documents are essential parts of the ITB and requirements occurring in one are as binding as though occurring in all.

Services, as defined herein, are to include all labor, materials, supplies and equipment in accordance with the terms, conditions, and specifications set forth within this solicitation.

Bidder must be qualified and fully capable of performing the required Services while adhering to all laws, specifications, procedures, protocols, applicable guidance, and industry best practices.

The Indigent Burial and Cremation Program, through a local contracted funeral home vendor provides services for indigent individuals that died in Alachua County, as designated by the County.

The services requested, herein, are for Annual Indigent Funeral Services. Services include the provision of direct burial or cremation of indigent persons who die within the confines of Alachua County in accordance with Chapter 470 of the Florida Statutes.

Once the procurement process has concluded, one (1) vendor will be awarded the contract to provide direct burial or cremation services for all deceased indigent persons designated by the County without regard to: race, color, creed, sex, previous medical condition, religion, age, or any other designation which may constitute discrimination on the part of the successful vendor.

It is estimated that there will be one hundred and fifty indigent services in each twelve-month period with approximately ninety percent of those being cremations. The awarded vendor(s) is not guaranteed a specific number of services to be approved, as program is based on the actual need.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 270,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector and the Property Appraiser.

Contact Information

Precious Merriweather

Procurement Agent I

Email: pmerriweather@alachuacounty.us

Phone: <u>(352) 337-6269</u>

Department:

Community Support Service's

<u>Timeline</u>

Solicitation Release Date	May 8, 2024
Question Submission Deadline	May 26, 2024, 12:01am
Solicitation Submission Deadline	June 26, 2024, 2:00pm

Solicitation Opening – Teams Meeting

June 26, 2024, 2:00pm

The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.

Join Microsoft Teams meeting Join on your computer, mobile app or room device:

https://teams.microsoft.com/l/meetup-join/19%3ameeting ZTQyYzk5YzMtZDc4ZS00N 2IxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v 2/0?context=%7b%22Tid%22%3a%2290fc851d -766d-4d7b-a09c-

<u>bfbf1d2dac94%22%2c%22Oid%22%3a%22c82a</u> <u>b8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</u>

Meeting ID: 259 625 692 241

Passcode: yX9G3Q Or call in (audio only)

+1 469-998-7938,,366862554# United States,

Dallas

Phone Conference ID: 366 862 554#

If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)

SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Apr 5, 2024 2:14 PM	Draft	Precious Merriweather
Apr 17, 2024 2:24 PM	Review	Precious Merriweather

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Date	Changed To	Changed By
May 3, 2024 1:14 PM	Final	Precious Merriweather
May 3, 2024 1:14 PM	Post Pending	Precious Merriweather
May 8, 2024 8:30 AM	Open	OpenGov Bot
Jun 26, 2024 2:00 PM	Pending	OpenGov Bot
Jul 2, 2024 1:47 PM	Evaluation Precious Merriweat	

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Forest Meadows Funeral Home	J. Kirby Pulliam kirby@familyownedfg.com	May 10, 2024 10:33 AM
Submitted	Milam Funeral Home, Inc.	Jordan Lounsberry jordan@milamfh.com (352) 376-5361	Jun 21, 2024 12:43 PM
Submitted	Phillip & Sons, The Funeral Directors, Inc.	Robin Crawford robin@phillipsonsfd.com (352) 475-2000	Jun 24, 2024 5:13 PM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.
Submittal Confirmation	Pass		
Corporate Resolution	Pass		
State Compliance			
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass		
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass		
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response

Question Title	Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass		
SBE Certificate	No Response	No Response	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass		
Option 3: SBE Participation.	Pass		
Option 4: SBE Good Faith Effort.	Pass		
Alachua County Government Minimum Wage (GMW)	Pass		
DRUG FREE WORKPLACE	Pass		
Vendor Eligibility	Pass		
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass		
Responsible Agent	Pass		
Number of years in this type of service?	Pass		
Number of years licensed in Alachua County?	Pass		
How many employees "ON THE JOB" each week?	Pass		
Number of employees "ON CALL" each week?	Pass		
Major Equipment	Pass		
Do you currently hold any municipality contracts?	Pass		
If you indicated yes to holding municipality contracts please list them below:	Pass		

Question Title	Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.
References	Pass		
Are your employees screened by:	Pass		
Cancelled or Termination	Pass		
Cancellation and Termination	Pass	No Response	
What constitutes your normal business days and working hours?	Pass		
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass		
Conflict of Interest	Pass		
Acknowledgement of Requirements	Pass		

PRICING RESPONSES

PRICE LIST

Price List		Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.	
Line Item	Description	Unit Measure	Unit Cost	Unit Cost	Unit Cost
1	Direct Burial at Evergreen Cemetery - Infant	1	\$400.00	\$375.00	\$475.00
2	Direct Burial at Evergreen Cemetery - Adult (150 lbs 250 lbs.)	1	\$1,175.00	\$1,100.00	\$1,250.00
3	Direct Burial at Evergreen Cemetery - Oversized Adult (251 lbs 300 lbs.)	1	\$1,250.00	\$1,400.00	\$1,550.00
4	Direct Burial at Evergreen Cemetery - Extreme Oversized Adult (301 lbs. and over)	1	\$1,800.00	\$1,950.00	\$2,150.00
5	Direct Cremation - Infant	1	\$175.00	\$50.00	\$175.00
6	Direct Cremation - Adult (150 lbs. 300 lbs.)	1	\$650.00	\$625.00	\$725.00
7	Direct Cremation - Oversized Adult (301 lbs. and over)	1	\$650.00	\$750.00	\$875.00
8	Veteran Burial at Bushnell National Cemetery	1	\$750.00	\$700.00	\$995.00

Price List		Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.	
Line Item	Description Unit Measure		Unit Cost	Unit Cost	Unit Cost
9	9 Anatomical Board (Needed Preparation and 1 Transportation to UF)		\$650.00	\$625.00	\$725.00
Total		\$7,500.00	\$7,575.00	\$8,920.00	

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

Addendum #1

Jun 5, 2024 1:58 PM

Solicitation deadline extended until June 26th, 2024.

Please use the <u>See What Changed</u> link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By	
Forest Meadows Funeral Home	X	Jun 7, 2024 12:34 PM	J. Kirby Pulliam	
Milam Funeral Home, Inc.	X	Jun 20, 2024 11:01 AM	Jordan Lounsberry	
Phillip & Sons, The Funeral Directors, Inc.	X	Jun 24, 2024 5:11 PM	Robin Crawford	

NOTICES ISSUED:

No Notices issued.

EVALUATION

SELECTED VENDOR TOTALS

Vendor	Total		
Forest Meadows Funeral Home	\$7,500.00		
Milam Funeral Home, Inc.	\$7,575.00		

Vendor	Total		
Phillip & Sons, The Funeral Directors, Inc.	\$8,920.00		

PRICE LIST

Price List			Forest Meadows Funeral Home	Milam Funeral Home, Inc.	Phillip & Sons, The Funeral Directors, Inc.	
Selected	Line Item	Description	Unit Measure	Unit Cost	Unit Cost	Unit Cost
Х	1	Direct Burial at Evergreen Cemetery - Infant	1	\$400.00	\$375.00	\$475.00
Х	2	Direct Burial at Evergreen Cemetery - Adult (150 lbs 250 lbs.)	1	\$1,175.00	\$1,100.00	\$1,250.00
Х	3	Direct Burial at Evergreen Cemetery - Oversized Adult (251 lbs 300 lbs.)	1	\$1,250.00	\$1,400.00	\$1,550.00
X	4	Direct Burial at Evergreen Cemetery - Extreme Oversized Adult (301 lbs. and over)	1	\$1,800.00	\$1,950.00	\$2,150.00
Х	5	Direct Cremation - Infant	1	\$175.00	\$50.00	\$175.00
Χ	6	Direct Cremation - Adult (150 lbs. 300 lbs.)	1	\$650.00	\$625.00	\$725.00
Χ	7	Direct Cremation - Oversized Adult (301 lbs. and over)	1	\$650.00	\$750.00	\$875.00
Х	8	Veteran Burial at Bushnell National Cemetery	1	\$750.00	\$700.00	\$995.00
X	9	Anatomical Board (Needed Preparation and Transportation to UF)	1	\$650.00	\$625.00	\$725.00
Total				\$7,500.00	\$7,575.00	\$8,920.00

ITA ITB 25-31-PM Indigent Burial and Cremation Program.docx

Final Audit Report 2024-08-20

Created: 2024-08-20

By: Precious Merriweather (pmerriweather@alachuacounty.us)

Status: Signed

Transaction ID: CBJCHBCAABAA4dPL2rgOPnYiDtlfcx6y3-FQwiEFS_2L

"ITA ITB 25-31-PM Indigent Burial and Cremation Program.docx " History

- Document created by Precious Merriweather (pmerriweather@alachuacounty.us) 2024-08-20 12:50:55 PM GMT
- Document emailed to Precious Merriweather (pmerriweather@alachuacounty.us) for signature 2024-08-20 12:51:00 PM GMT
- Document emailed to TJ White (twhite@alachuacounty.us) for signature 2024-08-20 12:51:00 PM GMT
- Document e-signed by Precious Merriweather (pmerriweather@alachuacounty.us)

 E-signature obtained using URL retrieved through the Adobe Acrobat Sign API

 Signature Date: 2024-08-20 12:52:18 PM GMT Time Source: server
- Email viewed by TJ White (twhite@alachuacounty.us) 2024-08-20 8:31:49 PM GMT
- Document e-signed by TJ White (twhite@alachuacounty.us)
 Signature Date: 2024-08-20 8:35:11 PM GMT Time Source: server
- Agreement completed. 2024-08-20 - 8:35:11 PM GMT