

**FIRST AMENDMENT TO AGREEMENT  
FOR ANNUAL ELEVATOR FULL COVERAGE MAINTENANCE AND REPAIR WITH  
SKYLINE ELEVATOR  
NO. (#)14393**

THIS FIRST AMENDMENT to Agreement (“First 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 Skyline Elevator, Inc., a Florida for profit 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(n) Contractual Services Agreement dated 11/14/2024, for routine maintenance tasks such as inspections, lubrication, adjustments, and minor repairs to elevators within Alachua County Buildings, identified by No. 14393 (the “Agreement”); and

**WHEREAS**, the County has elected its option to renew the term and increase the Not To Exceed Amount of the original Agreement to allow the Contractor to furnish required inspection, testing and repairs services 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. Section #3, of the Agreement titled “Term” is amended to read as follows:

**3. Term.** This Agreement is effective upon execution (“effective date”) and continues until September 30, 2026, or until this Agreement is earlier terminated as provided herein. This Agreement may be amended at the option of the County for 1 additional one-year term at the same terms and conditions outlined herein.

B. Amendment. Sub-Section #6.A, of the Agreement titled “Payment” is amended to read as follows:

A. The County will pay Contractor for timely and completed Services as described in this Agreement. The Parties agree that the amount to be paid to Contractor for the Services will not exceed **One Hundred Forty-One Thousand, Nine Hundred Sixty Dollars and Zero Cents (\$141,960.00) annually (“NTE amount”)**. Payment will be in accordance with the Rate Schedule attached as **Exhibit “2”** and incorporated herein.

C. Effective Date. This First Amendment shall be effective upon execution by both Parties.

D. Original Agreement. Unless expressly amended herein, all other terms and provisions of the original Agreement between the Parties shall be and remain in full force and effect.

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

**ALACHUA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Charles Chestnut, IV, Chair  
Board of County Commissioners  
Date: \_\_\_\_\_

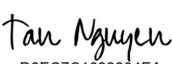
**ATTEST**

**APPROVED AS TO FORM**

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

\_\_\_\_\_  
Alachua County Attorney's Office

**CONTRACTOR**

Signed by:  
By:  \_\_\_\_\_  
D6EC7C1633304EA...  
Print: Tan Nguyen  
Title: Executive V. P.  
Date: 3/21/2025

**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 2: Rate Schedule**

**Monthly & Annual Preventative Maintenance and Inspections**

Line Item	Description	Quantity	Unit of Measure	Unit Cost (Monthly)	Total (Annual)
1	Administration Annex (1 Elevator)	12	Per Month	\$175.00	\$2,100.00
2	Civil Courthouse (4 Elevators, 1 Dumbwaiter)	12	Per Month	\$1,140.00	\$13,680.00
3	County Administration Building (2 Elevators)	12	Per Month	\$620.00	\$7,440.00
4	County Jail (2 Elevators, 1 Dumbwaiter)	12	Per Month	\$430.00	\$5,160.00
5	Criminal Courthouse (7 Elevators)	12	Per Month	\$2,170.00	\$26,040.00
6	Josiah T. Walls Building (2 Elevators)	12	Per Month	\$350.00	\$4,200.00
7	Main Street Center Building (1 Elevator)	12	Per Month	\$170.00	\$2,040.00
8	Public Defender's Building (1 Elevator)	12	Per Month	\$175.00	\$2,100.00
9	State Attorney's Building (1 Elevator)	12	Per Month	\$175.00	\$2,100.00
10	Wilson Building (1 Elevator)	12	Per Month	\$175.00	\$2,100.00
11	Library Headquarters (4 Elevators)	12	Per Month	\$725.00	\$8,700.00
			Subtotal #1	\$6,305.00	\$75,660.00

**Five-Year Inspections**

Serial Number	Description	Elevator #	Unit of Measure	Unit Price	Price per building
24338	Civil Courthouse	1	Each	\$2,247.08	\$9,670.23
24339	Civil Courthouse	2	Each	\$2,247.08	
24340	Civil Courthouse	3	Each	\$2,928.99	
24343	Civil Courthouse	4	Each	\$2,247.08	
5719	County Administration Building	1	Each	\$2,928.99	\$5,781.61
5720	County Administration Building	2	Each	\$2,852.62	
73003	Criminal Courthouse	1	Each	\$2,565.48	\$17,958.34
73004	Criminal Courthouse	3	Each	\$2,565.48	
73005	Criminal Courthouse	5	Each	\$2,565.48	

73006	Criminal Courthouse	6	Each	\$2,565.48	
73007	Criminal Courthouse	8	Each	\$2,565.48	
73008	Criminal Courthouse	2	Each	\$2,565.48	
73009	Criminal Courthouse	7	Each	\$2,565.48	
			Subtotal #2	\$33,410.18	\$33,410.18

Subtotal #1	\$	75,660.00
Subtotal #2	\$	33,410.18
Grand Total	\$	109,070.18

Certificate Of Completion

Envelope Id: C9929278-7C4F-43FC-8503-9207E136FA90

Status: Completed

Subject: Complete with Docusign: Amendment #1 to #14393 - Annual Elevator Full Coverage Maint. & Repair ...

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Michelle Guidry

mguidry@alachuacounty.us

AutoNav: Enabled

IP Address: 149.19.43.13

Envelopeld Stamping: Enabled

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

Record Tracking

Status: Original

Holder: Michelle Guidry

Location: DocuSign

3/17/2025 11:26:13 AM

mguidry@alachuacounty.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Alachua County

Location: Docusign

Signer Events

Tan Nguyen

Tan@Skylineelevators.com

Executive V. P.

Security Level: Email, Account Authentication (None)

Signed by:



D6EC7C1633304EA...

Signature Adoption: Pre-selected Style

Using IP Address: 108.189.12.6

Timestamp

Sent: 3/17/2025 11:29:57 AM

Resent: 3/19/2025 8:46:29 AM

Viewed: 3/21/2025 9:57:34 AM

Signed: 3/21/2025 9:58:50 AM

Electronic Record and Signature Disclosure:

Accepted: 3/21/2025 9:57:34 AM

ID: 804588af-15b7-40a8-b87b-25764343c7ff

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Thomas (Jon) Rouse

trouse@alachuacounty.us

Contracts Supervisor

Alachua County Board of County Commissioners

Security Level: Email, Account Authentication (None)

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Sent: 3/21/2025 9:58:51 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carolyn Miller

crmiller@alachuacounty.us

Procurement Specialist

Procurement

Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
Barbara Fair bafair@alachuacounty.us Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/21/2025 9:58:52 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/17/2025 11:29:57 AM
Certified Delivered	Security Checked	3/21/2025 9:57:34 AM
Signing Complete	Security Checked	3/21/2025 9:58:50 AM
Completed	Security Checked	3/21/2025 9:58:52 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **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](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.

### **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](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..

### **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.