



Rizzetta & Company

Bainebridge Community Development District

**Board of Supervisors' Meeting
January 16, 2025**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

www.bainebridgecdd.org

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Bainebridge Amenity Center, 15855 Twin Creek Drive, Jacksonville, FL 32218
www.bainebridgecdd.org

Board of Supervisors	William Huff Samuel Helms Larry Hall Alton Mabb Wally David	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher Ben Pfuhl	Rizzetta & Company, Inc. Rizzetta & Company, Inc.
District Counsel	Kyle Magee	Kutak Rock, LLP
District Engineer	Vince Dunn	Dunn & Associates

All cellular phones must be placed on mute while in the meeting room.

The Audience Comments portion, **on Agenda Items Only**, will be held at the beginning of the meeting. The Audience Comments portion of the agenda, **on General Items**, will be held at the end of the meeting. During these portions of the agenda, audience members may make comments on matters that concern the District (CDD) and will be limited to a total of three (3) minutes to make their comments.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.bainebridgecdd.org

Board of Supervisors
Bainebridge Community
Development District

January 9, 2025

AGENDA

Dear Board Members:

The **regular** meeting of the Bainebridge Community Development District will be held on **January 16, 2025 at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218. The following is the agenda for this meeting.

- 1. **CALL TO ORDER/ROLL CALL**
- 2. **PLEDGE OF ALLEGIANCE**
- 3. **AUDIENCE COMMENTS ON AGENDA ITEMS**
- 4. **BUSINESS ADMINISTRATION**
 - A. Consideration of Resolution 2025-01, Declaring Seat VacantTab 1
 - B. Consideration of Appointment to Vacant Seat
 - C. Administering Oath of OfficeTab 2
 - D. Consideration of Resolution 2025-02, Redesignating OfficersTab 3
 - E. Consideration of the Minutes of the Board of Supervisors'
Meeting held September 19, 2024Tab 4
 - F. Ratification of Operation and Maintenance Expenditures for
August, September, October, November and December 2024.....Tab 5
- 5. **STAFF REPORTS**
 - A. Landscape Report – BrightView (*under separate cover*)
 - B. District Counsel
 - C. District Engineer
 - D. Amenity Manager (*under separate cover*)
 - E. District Manager
 - 1.Charles Aquatics Pond & Fountain ReportsTab 6
 - 2.Discussion Regarding Banking Opportunities
 - i.) Consideration of Resolution 2025-03, Redesignating
Public DepositoryTab 7
- 6. **BUSINESS ITEMS**
 - A. Acceptance of Termination of District EngineerTab 8
 - B. Authorization of Request for Qualifications for District
Engineering ServicesTab 9
 - C. Consideration of Abdominal Bench Replacement ProposalTab 10
- 7. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
- 8. **ADJOURNMENT**

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I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (904) 436-6270.

Very truly yours,

Lesley Gallagher

Tab 1

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES IN CERTAIN SEATS ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bainebridge Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, on November 5, 2024, three (3) members of the Board of Supervisors (the “Board”) are to be elected by the “Qualified Electors” of the District, as that term is defined in Section 190.003, *Florida Statutes*; and

WHEREAS, the District published a notice of qualifying period set by the Supervisor of Elections at least two (2) weeks prior to the start of said qualifying period; and

WHEREAS, at the close of the qualifying period, no Qualified Electors qualified to run for Seat Four; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, if no elector qualifies for a seat to be filled in an election, the Board shall declare the seat(s) vacant, effective the second Tuesday following the general election; and

WHEREAS, pursuant to Section 190.006(3)(b), *Florida Statutes*, Qualified Electors are to be appointed to the such vacant seats within ninety (90) days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The following seat on the District Board is hereby declared vacant effective as of November 19, 2024:

Seat No. 4 (currently held by Wally David)

SECTION 2. Until such time as the District Board nominates Qualified Elector to fill the vacancy declared in Section 1 above, the incumbent Board member of that respective seat, if any, shall remain in office.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 16th day of January, 2025.

ATTEST:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name:_____

Chairperson/Vice Chairperson

Tab 2

**BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing oath was administered before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Bainebridge Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

Tab 3

RESOLUTION 2025-02

A RESOLUTION OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A CHAIR, A VICE CHAIR, A SECRETARY, ASSISTANT SECRETARIES, A TREASURER AND AN ASSISTANT TREASURER OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of the Bainebridge Community Development District desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	Lesley Gallagher
Assistant Secretary	Ben Pfuhl
Secretary	Scott Brizendine
Treasurer	Scott Brizendine
Assistant Treasurer	Shawn Wildermuth

PASSED AND ADOPTED this 16th day of January 2025.

ATTEST:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Tab 4

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

BAINEBRIDGE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Bainebridge Community Development District was held on **September 19, 2024, at 6:00 p.m.** at the Bainebridge Amenity Center, located at 15855 Twin Creek Drive, Jacksonville, Florida 32218.

Present and constituting a quorum:

William Huff	Board Supervisor, Chairman
Samuel Helms	Board Supervisor, Vice Chairman
Wally David	Board Supervisor, Assistant Secretary
Alton Mabb	Board Supervisor, Assistant Secretary
Larry Hall	Board Supervisor, Assistant Secretary

Also present were:

Lesley Gallagher	District Manager, Rizzetta & Company, Inc. (via phone)
Ben Pfhul	District Manager, Rizzetta & Company, Inc.
Kyle Magee	District Counsel, Kutak Rock, LLC (via phone)
David Taylor	District Engineer, Dunn & Associates (via phone)
Justin Fisher	Landscape Inspection Services, Rizzetta & Company, Inc. (via phone)
Tony Shiver	President, First Coast CMS
Jen Mabus	Account Manager, BrightView

Audience members present.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Huff called the meeting to order at 6:02 p.m. and read the roll call.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

Mr. Mabb led the Pledge of Allegiance.

THIRD ORDER OF BUSINESS

Audience Comments on Agenda Items

No comments at this time.

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the Board of
Supervisors Regular Meeting held on
July 18, 2024**

On a motion by Mr. Helms, seconded by Mr. David, with all in favor, the Board approved the minutes of the Board of Supervisors regular meeting held on July 18, 2024, for Bainebridge Community Development District.

FIFTH ORDER OF BUSINESS

**Ratification of Operation and Maintenance
Expenditures for June and July 2024**

On a motion by Mr. David, seconded by Mr. Hall, with all in favor, the Board ratified the operation and maintenance expenditures for June 2024 In the amount of \$28,417.36 and July 2024 in the amount of \$31,456.59, for Bainebridge Community Development District.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Landscape Inspection Quarterly Report - Rizzetta & Company

1. Acceptance of Addendum to Contract for Landscape Inspection Services

Mr. Fisher reviewed his report under tab 3 of the agenda noting that he was very impressed with Ms. Mabus completing the requested projects.

On a motion by Mr. Helms and seconded by Mr. David, with all in favor the Board approved the Rizzetta & Company Addendum for Landscape Inspection Services, for the Bainebridge Community District.

SEVENTH ORDER OF BUSINESS

Landscape Report

Ms. Mabus reviewed her report found under tab 4 of the agenda. The Chairman noted that there was improvement in the communication from BrightView.

Mr. David asked about the Dream Finders sign that still sits on CDD property and could this be removed by the CDD since the CDD has requested removal and it has not occurred. Mr. Magee would review this as he was not involved in the initial conversations regarding this. Mr. Taylor asked for the District Manager to send a photo and the location, and he would reach out to his contacts as well.

1. Consideration of Brightview Landscape Renewal Proposal

On a motion by Mr. David and seconded by Mr. Helms, with all in favor the Brightview Renewal Proposal was approved at the same pricing and scope of the current fiscal year, for the Bainebridge Community Development District.

2. Consideration of Landscape Enhancement Proposals

The Board reviewed three proposals from Brightview.

On a motion by Mr. Huff and seconded by Mr. Helms, with all in favor, the Board approved the BrightView enhancement proposal for the area along the fence on the east side in the amount of \$3,288.23, for the Bainebridge Community Development District.

On a motion by Mr. Helms and seconded by Mr. Huff, with all in favor, the Board approved the BrightView proposal to build up the grade at the entry for drainage in the amount of \$3,644.64 and confirmed drainage holes were included, for the Bainebridge Community Development District.

The third proposal is to remove declining plant material from entry in the amount of \$3,609.47 was tabled at this time.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

No report at this time.

B. District Engineer

Mr. Taylor noted again that he will reach out to his contact with Dream Finders regarding the sign.

He also noted that we may need to find a more permanent solution for the entry drainage. He shared with the board that he will reach out to the City regarding the road flooding and to Councilman Gaffney.

C. Amenity Manager

Mr. Shiver reviewed his report found under tab 7 of the agenda.

D. District Manager

Mr. Pfhul updated the board that his office has the V Global agreement back from them with the reduced fee so the board should begin seeing this reflected this month.

1. Acceptance of Updated Contract for Professional Districts Services

On a motion by Mr. David and seconded by Mr. Hall, with all in favor, the Board accepted the updated Rizzetta & Company contract for Professional District Services, in substantial form with authorization given to the Chairman to sign off on the final form, for the Bainebridge Community Development District.

2. Charles Aquatics Pond Reports July, August and September 2024**3. Charles Aquatics Fountain Service Report August 2024**

The Pond and Fountain Service Reports were reviewed.

4. Update on Responses to Easement Request Letter

Mr. Pfhul provided an update on Easement Request Letter that went out to residents on ponds with no access and that we received multiple communications back with people willing to provide easements but their fences do not have gates. One resident on pond 10 is moving fence back out of the easement.

NINTH ORDER OF BUSINESS**Business Items****A. Consideration of Amenity Center Repair Proposals**

Mr. Shiver reviewed proposals from three companies that he received for amenity center repairs. These proposals were from Armada Construction in the amount of \$87,000.00, Building Line Construction with two separate proposals totaling \$75,400.00, and FCC in the amount of \$125,869.50. Discussion ensued regarding the scope of each proposal and reputation of these contractors in the area.

On a motion by Mr. Mabb and seconded by Mr. Hall, with all in favor, the Board approved Armada Construction proposal in the amount of \$87,000.00, for amenity center repairs, for the Bainebridge Community Development District.

On a motion by Mr. Huff and seconded by Mr. Helms, with all in favor, the Board approved the use of surplus funds from the operating account would be used should the district be over budget for FY 24/25 due to the Armada Repair Project, for the Bainebridge Community Development District.

TENTH ORDER OF BUSINESS**Consideration of the Charles Aquatics
Renewal Proposals for Pond and Fountain
Maintenance**

On a motion by Mr. Helms and seconded by Mr. David, with all in favor, The Board approved the Charles Aquatics renewal for pond and fountain maintenance at the same pricing as the current year which is, \$755.00 per month for the pond maintenance and \$175.00 per quarter for the fountain maintenance, for the Bainebridge Community Development District.

ELEVENTH ORDER OF BUSINESS**Consideration of Charles Carp
Stocking Proposals**

On a motion by Mr. David and seconded by Mr. Mabb, with all in favor, the Board approved the Charles Aquatics Proposal for 200 Carp to be installed in Ponds 1 through 9 at a total cost of \$1,600.00, for the Bainebridge Community Development District.

TWELFTH ORDER OF BUSINESS**Consideration of District Goals
And Objectives**

On a motion Mr. Helms and seconded by Mr. David, with all in favor, the Board adopted the goals and objectives outlined in the Rizzetta & Company memorandum found under Tab 14 in the agenda, for the Bainebridge Community Development District.

THIRTEENTH ORDER OF BUSINESS**Consideration of Resolution 2024-05,
Setting Meeting Dates, Time and
Location For Fiscal Year 2024-2025**

On a motion Mr. David and seconded by Mr. Hall, with all in favor, the Board adopted the Resolution 2024-05, Setting the Meeting Dates, Time and Location for Fiscal Year 2024-2025 as presented, for the Bainebridge Community Development District.

FOURTEENTH ORDER OF BUSINESS**Consideration of District Insurance
Renewal for Fiscal Year 2024/2025
Proposal**

Mr. Pfuhl noted that the proposal came in slightly under the budget amount of \$25,527.00.

On a motion Mr. Helms and seconded by Mr. David, with all in favor, the Board approved the District's Insurance Renewal Proposal for Fiscal Year 2024-2025, with a total premium of \$24,279.00, for the Bainebridge Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Consideration of Shade America
Proposal for Playground Shade
(Under Separate Cover)**

Mr. Shiver noted the Shade America proposal in the amount of \$28,680.00 was being provided for informational purposes only as Mr. Mabb requested at the last meeting. The Board noted that this may be something that this may be something that could be budgeted for in the future.

SIXTEENTH ORDER OF BUSINESS

**Audience Comments and Supervisor
Requests and Comments**

There were no Supervisor Comments

Audience Comments

Audience comments were heard on fishing, financials, website and HOA policies.

The Board then moved into the closed session of the meeting to discuss security and and the audience exited the room.

On a motion Mr. Mabb and seconded by Mr. Hall, with all in favor, the Board moved to the to the closed part of the meeting to discuss security, for the Bainebridge Community Development District.

SEVENTEENTH ORDER OF BUSINESS

**Discussion Regarding Extra Duty
Solutions and JSO Off Duty Services
Fiscal Year 2024/2025**

****Florida law requires Board discussions related to the District's security system, as well as any discussions that would reveal the operations of the security system, types of equipment, and/or locations, to be held in a closed session, per Section 119.071(3) of the Florida Statutes.***

The board chose to keep the security schedule for fiscal year 2024/25 the same as Fiscal Year 2023/24.

On a motion Mr. David and seconded by Mr. Hall, with all in favor, the Board adopted the security schedule for Fiscal Year 2024/25 to match the current Fiscal Year 2023/24 schedule, for the Bainebridge Community Development District.

EIGHTEENTH ORDER OF BUSINESS

ADJORNMENT

On a motion by Mr. Helms, seconded by Mr. Mabb, with all in favor, the Board adjourned the meeting at 8:19 p.m., for Bainebridge Community Development District.

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Secretary/Assistant Secretary

Chairman/Vice Chairman

DRAFT

Tab 5

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures

August 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from August 1, 2024 through August 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

\$ 20,399.99

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

August 1, 2024 Through August 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100429	8996411	Landscape Maintenance 08/24	\$ 3,156.00
Charles Aquatics, Inc.	100430	51263	Qtr Fountain Maintenance 08/24	\$ 125.00
Charles Aquatics, Inc.	100430	51293	Pond Maintenance 08/24	\$ 775.00
Charles Aquatics, Inc.	100439	51458	Replace Fountain Light Blub 08/24	\$ 30.00
COMCAST	20240805-01	8495 74 120 2010538 08/24 ACH	Amenity Cable/Phone/Internet 08/24	\$ 348.82
COMCAST	20240830-02	8495 74 120 2010538 09/24 ACH	Amenity Cable/Phone/Internet 09/24	\$ 356.07
Dunn & Associates, Inc.	100437	24-479	Engineering Services 08/24	\$ 901.25
Extra Duty Solutions	100436	X233.009348	Off Duty Detail 08/01/24 & 08/03/24	\$ 485.52
Extra Duty Solutions	100440	X233.009787	Off Duty Detail 08/14/24, 08/17/24	\$ 435.12
Extra Duty Solutions	100441	X233.010030	Off Duty Detail 08/20/24 - 08/22/24	\$ 574.99
Extra Duty Solutions	100436	X233.991026	Off Duty Detail 08/06/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100431	8852	Reimbursable Expenses 07/24	\$ 135.32
First Coast Contract Maintenance Service, LLC	100431	8887	Management Services 09/24	\$ 4,450.78
Fitness Pro	100438	32837	Service Call - 08/24	\$ 127.00
Hi-Tech System Associates	100432	409340	Access Control 08/24	\$ 110.00

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

August 1, 2024 Through August 31, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
JEA	20240805-02	4849510511 07/24 ACH	Utility Services 07/24	\$ 1,888.10
Kutak Rock, LLP	100433	3426307	Legal Services 06/24	\$ 302.50
Republic Services	20240830-01	0687-001453344 09/24 ACH	Waste Disposal Services 09/24	\$ 365.33
Rizzetta & Company, Inc.	100435	INV0000092327	District Management Fees 08/24	\$ 5,147.51
VGlobal Tech	100434	6411	ADA Website Maintenance 08/24	<u>\$ 250.00</u>
Report Total				<u>\$ 20,399.99</u>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures

September 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from September 1, 2024 through September 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

\$ 48,638.60

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Alton Mabb Jr.	100455	AM091924	Board of Supervisors Meeting 09/19/24	\$ 200.00
BrightView Landscape Services, Inc.	100449	9035907	Landscape Maintenance 09/24	\$ 3,156.00
Charles Aquatics, Inc.	100450	51498	Pond Maintenance 09/24	\$ 775.00
Dunn & Associates, Inc.	100451	24-548	Engineering Services 08/24	\$ 741.25
Egis Insurance Advisors, LLC	100460	24806	Renewal Policy# 100124602 10/01/24-10/01/25	\$ 24,279.00
Extra Duty Solutions	100445	X233.010500	Off Duty Detail 09/06/24	\$ 186.48
Extra Duty Solutions	100452	X233.010726	Off Duty Detail 09/13/24	\$ 186.48
Extra Duty Solutions	100443	X233.991134	Off Duty Detail 09/03/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100446	8921	Reimbursable Expenses 08/24	\$ 1,099.46
First Coast Contract Maintenance Service, LLC	100453	8956	Management Services 10/24	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	100453	8975	Reimbursable Expenses 08/24	\$ 496.81
Florida Pump Service, Inc.	100454	09122028	Repair Pool Pump 09/24	\$ 2,490.00
Hi-Tech System Associates	100447	410937	Access Control 09/24	\$ 110.00
Jacksonville Daily Record	100444	24-05663D 09/05/24	Legal Advertising 09/24	\$ 96.50
JEA	20240918-01	4849510511 08/24 ACH	Utility Services 08/24	\$ 1,872.55

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

September 1, 2024 Through September 30, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	100448	3440003	Legal Services 07/24	\$ 1,618.11
Larry M. Hall	100456	LH091924	Board of Supervisors Meeting 09/19/24	\$ 200.00
Republic Services	20240927-01	0687-001461526 10/24 ACH	Waste Disposal Services 10/24	\$ 363.46
Rizzetta & Company, Inc.	100442	INV0000093004	District Management Fees 09/24	\$ 5,147.51
Samuel Lincoln Helms III	100457	SH091924	Board of Supervisors Meeting 09/19/24	\$ 200.00
Walter David	100458	WD091924	Board of Supervisors Meeting 09/19/24	\$ 200.00
William R. Huff II	100459	WH091924	Board of Supervisors Meeting 09/19/24	<u>\$ 200.00</u>
Report Total				<u>\$ 48,638.60</u>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

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MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

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Operation and Maintenance Expenditures

October 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2024 through October 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

\$ 26,418.46

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

October 1, 2024 Through October 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100475	9111622	Hurricane Helene Clean-Up 10/24	\$ 536.67
Charles Aquatics, Inc.	100469	51713	Pond Maintenance 10/24	\$ 775.00
Charles Aquatics, Inc.	100476	51875	Stocked Grass Carp 10/24	\$ 1,600.00
COMCAST	20241014-01	8495 74 120 2010538	Amenity Cable/Phone/Internet 10/24	\$ 356.07
Dunn & Associates, Inc.	100470	10/24 ACH 24-610	Engineering Services 09/24	\$ 480.00
Extra Duty Solutions	100465	X233.011212	Off Duty Detail 09/23/24	\$ 186.48
Extra Duty Solutions	100471	X233.011449	Off Duty Detail 10/01/24	\$ 248.64
Extra Duty Solutions	100465	X233.991168	Off Duty Detail 10/01/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100472	9017	Management Services 11/24	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	100466	9024	Reimbursable Expenses 09/24	\$ 893.45
First Coast Contract Maintenance Service, LLC	100473	9063	Reimbursable Expenses 10/24	\$ 1,045.23
Fitness Pro	100474	33351	Preventative Maintenance 10/24	\$ 175.00
Fitness Pro	100477	33435	Service Call 10/24	\$ 79.00

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

October 1, 2024 Through October 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Department of Commerce	20241023-01	90904 ACH	Special District Fee for FY 24-25	\$ 175.00
Hi-Tech System Associates	100467	412557	Access Control 10/24	\$ 110.00
JEA	20241014-02	4849510511 09/24 ACH	Utility Services 09/24	\$ 1,795.25
Kutak Rock, LLP	100462	3454556	Legal Services 08/24	\$ 247.50
Rizzetta & Company, Inc.	100461	INV0000093660	District Management Fees 10/24	\$ 6,197.51
Rizzetta & Company, Inc.	100463	INV0000093781	Dissemination Services 10/24	\$ 416.67
Rizzetta & Company, Inc.	100464	INV0000093851	Annual Assessment Roll 10/24	\$ 5,906.00
VGlobal Tech	100468	6624	ADA Website Maintenance 10/24	<u>\$ 175.00</u>
Report Total				<u><u>\$ 26,418.46</u></u>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEBRIDGECDD.ORG

Operation and Maintenance Expenditures

November 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2024 through November 30, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

\$ 23,899.76

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

November 1, 2024 Through November 30, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
BrightView Landscape Services, Inc.	100486	9143184	Composited Top Soil Installed 11/24	\$ 3,644.64
BrightView Landscape Services, Inc.	100486	9143185	Prep and Installation of St Augustine Sod 11/24	\$ 3,288.23
Charles Aquatics, Inc.	100480	51890	Quarterly Fountain Maintenance 11/24	\$ 125.00
Charles Aquatics, Inc.	100480	51920	Pond Maintenance 11/24	\$ 775.00
COMCAST	20241115-01	8495 74 120 2010538 11/24 AutoPay	Amenity Cable/Phone/Internet 11/24	\$ 356.44
Extra Duty Solutions	100484	X233.012439	Off Duty Detail 11/02/24	\$ 186.48
Extra Duty Solutions	100484	X233.991358	Off Duty Detail 11/05/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100479	9084	Management Services 12/24	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	100479	9108	Reimbursable Expenses 10/24	\$ 141.68
First Coast Contract Maintenance Service, LLC	100487	9132	Reimbursable Expenses 11/24	\$ 562.48
Gannett Florida LocaliQ	100488	0006747409	Legal Advertising 10/24	\$ 521.72
Hi-Tech System Associates	100481	414187	Access Control 11/24	\$ 110.00
JEA	20241120-01	4849510511 10/24 AutoPay	Utility Services 10/24	\$ 1,871.96

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

November 1, 2024 Through November 30, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Kutak Rock, LLP	100482	3469773	Legal Services 09/24	\$ 918.50
Republic Services	20241104-01	0687-001469449 11/24	Waste Disposal Services 11/24	\$ 363.46
Rizzetta & Company, Inc.	100478	ACH INV0000094478	District Management Fees 11/24	\$ 5,564.18
VGlobal Tech	100485	6496	ADA Website Maintenance 09/24	\$ 175.00
VGlobal Tech	100485	6501	ADA & WCAG Audits 09/24	\$ 100.00
VGlobal Tech	100483	6700	ADA Website Maintenance 11/24	<u>\$ 175.00</u>
Report Total				<u>\$ 23,899.76</u>

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ST. AUGUSTINE, FLORIDA 32084

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

WWW.BAINEBRIDGECDD.ORG

Operation and Maintenance Expenditures

December 2024

Presented For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2024 through December 31, 2024. This does not include expenditures previously approved by the Board.

The total items being presented:

\$ 31,353.33

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2024 Through December 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Armada Construction Services, LLC	100492	120424 1st Payment	Remove Gutters and Order Hardi Fascia 12/24	\$ 10,000.00
BrightView Landscape Services, Inc.	100489	9148834	Entrance Upgrade 11/24	\$ 3,950.21
Charles Aquatics, Inc.	100493	52141	Pond Maintenance 12/24	\$ 775.00
COMCAST	20241215-01	8495 74 120 2010538 12/24 ACH	Amenity Cable/Phone/Internet 12/24	\$ 356.44
Extra Duty Solutions	100490	X233.012679	Off Duty Detail 11/08/24	\$ 186.48
Extra Duty Solutions	100498	X233.013400	Off Duty Detail 11/29/24	\$ 186.48
Extra Duty Solutions	100500	X233.013862	Off Duty Detail 12/12/24	\$ 279.72
Extra Duty Solutions	100498	X233.991394	Off Duty Detail 11/24	\$ 435.68
First Coast Contract Maintenance Service, LLC	100494	9147	Management Services 01/25	\$ 4,584.31
First Coast Contract Maintenance Service, LLC	100494	9173	Reimbursable Expenses 11/24	\$ 246.74

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

Paid Operation & Maintenance Expenditures

December 1, 2024 Through December 31, 2024

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
Florida Department of Revenue	20241212-01	65-8016515152-1 11/24 ACH	65-8016515152-1 Sales & Use Tax 11/24	\$ 190.12
Hi-Tech System Associates	100499	415261	Warranty Service Plan for Access Control 11/24	\$ 87.98
Hi-Tech System Associates	100495	415863	Access Control 12/24	\$ 117.95
JEA	20241226-01	4849510511 11/24 ACH	Utility Services 11/24	\$ 1,803.49
Kutak Rock, LLP	100496	3485209	Legal Services 10/24	\$ 1,952.50
Republic Services	20241206-01	0687-001478110 12/24 ACH	Waste Disposal Services 12/24	\$ 361.05
Rizzetta & Company, Inc.	100491	INV0000095394	District Management Fees 12/24	\$ 5,564.18
VGlobal Tech	100497	6767	ADA & WCAG Audits 12/24	\$ 100.00
VGlobal Tech	100497	6785	ADA Website Maintenance 12/24	<u>\$ 175.00</u>
Report Total				<u><u>\$ 31,353.33</u></u>

Tab 6



6869 Phillips Parkway Drive S Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: December 13, 2024 **Aquatic Tech:** Justin Powers/Richard Powers

Client: Bainebridge CDD

Waterways: 21 ponds

Pond 1: Outflow was clear. Pond in good condition.



Pond 2: Outflow clear. Previous treatment was effective.



Pond 3: Outflow was clear. Pond in good condition.



Pond 4: Pond looks good



Pond 5: Outflow clear of debris. Pond in good condition.



Pond 6: Outflow was clear. Previous treatment was effective.



Pond 7: NO access to this pond.



Pond 8: Outflow was clear...tree should be removed.



Pond 9: Outflow was clear.



Pond 10: Previous treatment was effective, no algae noticed, pond in good condition.



Pond 11: Outflow was clear. Currently we do not have proper access to this pond with equipment.



Pond 12: Outflow was clear...no boat access.



Pond 13: No access.

Pond 14: Pond looks good



Pond 15: Outflows were clear. Previous treatment was effective.



Pond 16: Outflow was clear.



Pond 17: Cleaned outflow. Previous algae treatment was effective, Tree needs to be removed from outflow...it's blocking the flow.



Pond 18: Outflow was clear. Pond in good condition.



Pond 19: Pond in good condition



Pond 20: Previous treatment was effective.



Pond 21: Pond looks good.





6869 Philips Parkway Drive South, Jacksonville, FL 32256

Fax: 904-807-9158

Phone: 904-997-0044

Service Report

Date: November 7, 2024

Fountain Tech: Tom Hair

Client: Bainebridge CDD

Contact: Lesley Gallagher & Debbie Walling

Pond 1 Fountain: Quarterly maintenance service has been performed on the fountain in Pond 1. I cleaned the float, intake screen, nozzle and the lights. Fountain lights were checked for blown bulbs. The timers, voltage, amperage, and mooring lines were checked on the fountain. All electrical readings were good. The fountain is running as it should be.



Please contact our office with any further questions or comments.

Tab 7

RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE DISTRICT; AUTHORIZING CERTAIN OFFICERS OF THE DISTRICT TO EXECUTE AND DELIVER ANY AND ALL FINANCIAL REPORTS REQUIRED BY RULE, STATUTE, LAW, ORDINANCE OR REGULATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Bainebridge Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Duval County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280, *Florida Statutes*, and has been designated by the State Chief Financial Officer as a qualified public depository; and

WHEREAS, the District has furnished to the Chief Financial Officer its official name, address, federal employer identification number, and the name of the person or persons responsible for establishing accounts; and

WHEREAS, the Board, having organized by appointing a Treasurer and other officers, is now in a position to select a new public depository and to comply with the requirements for public depositories; and

WHEREAS, the Board wishes to redesignate a public depository for District funds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. BankUnited, is hereby designated as the public depository for funds of the District.

SECTION 2. In accordance with Section 280.17(2), *Florida Statutes*, the District’s Secretary is hereby directed to take the following steps:

- A.** Ensure that the name of the District is on the account or certificate or other form provided to the District by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
- B.** Execute the form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgement of receipt on the form from the qualified public depository at the time of opening the account.
- C.** Maintain the current public deposit identification and acknowledgement form as a valuable record.

SECTION 3. The District’s Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish the Chief Financial Officer annually, not later than November 30 of each year, the information required in accordance with Section 280.17(6), *Florida Statutes*, and otherwise take the necessary steps to ensure that all other requirements of Section 280.17, *Florida Statutes*, have been met.

SECTION 4. The District Manager, Treasurer, and/or Assistant Treasurer are hereby authorized on behalf of the District to execute and deliver any and all other financial reports required by any other rule, statute, law, ordinance or regulation.

SECTION 5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 16th day of January, 2025.

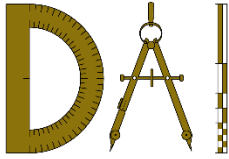
ATTEST:

**BAINEBRIDGE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson/Vice Chairperson

Tab 8



Dunn & Associates, Inc.

CIVIL ENGINEERS / LAND PLANNERS

8647 Baypine Road, Suite 200 Jacksonville, Florida 32256

Phone: (904) 363-8916

Fax: (904) 363-8917

(A Live Oak Engineering, Inc. Company)



LIVE OAK
ENGINEERING

December 20, 2024

Bainebridge Community Development District
Board of Supervisors
c/o Rizzetta & Company
3434 Colwell Avenue, Suite 200
Tampa, FL 33614

Re: Termination of Professional Engineering Services

Dear Board of Supervisors:

This letter shall serve as Dunn & Associates, Inc. written notice of termination pursuant to Article 21 of the Agreement for Professional Engineering Services dated January 3, 2014 between Bainebridge Community Development District ("District") and Dunn & Associates, Inc.

Dunn & Associates will continue to provide District Engineering Services through February 21, 2025. Although the notice provision of these agreements requires 30-day written notice of termination, we are extending our termination date to allow the Board time to solicit proposals for these services.

Respectfully,

Dunn & Associates, Inc.

David M. Taylor, P.E.
Vice President

Tab 9

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Bainebridge Community Development District ("District"), located in the City of Jacksonville, Florida, announces that professional engineering services will be required on a continuing basis for the District's public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with Duval County; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, *Florida Statutes* ("CCNA"). All Applicants interested must submit eight (8) copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on _____, 2025 to the attention of Lesley Gallagher, Rizzetta & Company, Inc., using **ONLY** the following delivery methods, UPS, FedEx or Hand Delivery to 2806 North Fifth Street, Unit 403, St. Augustine, Florida 32084 ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00).

Publish on: _____ (must be published at least 14 days prior to submittal deadline)

BAINEBRIDGE COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 15 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 20 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

Tab 10

Allways Improving LLC dba Fitness Pro
1400 Village Square Blvd #3-293
Tallahassee, FL 32312
+18505238882
tracy@wearefitnesspro.com
www.wearefitnesspro.com

Quote



1400 Village Square #3-293
Tallahassee, FL 32312
850-523-8882

Accounts Payable
Bainbridge Estates
Bainebridge CDD
C/O Rizzetta & Company
3434 Colwell Ave, Suite 200
Tampa, FL 33614

Tony Shiver
Bainbridge Estates
15855 Twin Creek Dr.
Jacksonville, FL 32218

10188	10/28/2024	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Hoist CF-3264	ADJUSTABLE DECLINE AB BENCH	1	825.00	825.00T
Freight/Delivery/Installation	Freight/Delivery/Installation	1	145.00	145.00T
Contact: Bruce Miller 407.461.1506 bruce@wearefitnesspro.com				

PREFERRED PAYMENT METHOD

SUBTOTAL	970.00
TAX (0)	0.00
TOTAL	\$970.00

ACH Information:
Routing: 063112786
Account: 045751322

There is a 2.9% processing fee for all credit card payments. No fees for ACH payments. Mailed checks can take 8 weeks to receive which can cause delays in service.

50% payment of total invoice is due at time of approval. Equipment will be ordered upon receipt of payment. Final payment is due at time of installation.

PREFERRED PAYMENT METHOD

ACH or E-Check

There is a 2.9% processing fee for all credit card payments. Should you wish to pay by ACH or e-check, there are no additional fees.

* Please note that a 30% restocking fee plus shipping, if applicable, will be charged on all equipment orders canceled after approval for purchase has been given.

Accepted By

Accepted Date