



8 September 2025

City of Ocala
4200 SE 24th Street
Ocala, FL 33471

For the attention of: Benjamin Moose

Ref. No. MK/250908/BM

TECHNICAL SUPPORT AND SERVICE CONTRACT RENEWAL FOR
AQ1 & BD VALIDATION

Dear Benjamin:

Thank you for choosing SEAL Analytical to provide your Technical Support and Service this past year. I hope you have been satisfied with the service you have received.

Your current contract **expires on 18 January 2026** and enclosed you will find our quotation for its renewal, along with a Contract Renewal Agreement. Should you wish to extend your service contract, please kindly sign and return one copy of the Renewal Agreement with your preferred method of payment.

I hope that you will choose to renew your contract but, in any event, I wish you a trouble free year ahead.

Yours sincerely,
On behalf of SEAL Analytical Inc.

Mark Kresa
Technical Support Dept.

mkresa@seal-us.com

SEAL Analytical 6501 W. Donges Bay Rd. Mequon WI 53092
Tel: 262-241-7900 Fax: 262-241-7970 Website: www.seal-analytical.com



PRICE QUOTATION – Premium AQ1 Contract Renewal & BD Validation

Date: 9/8/2025

Issued By (for **SEAL Analytical**)

Ref. No. MK/250908/BM

..... Technical Support Dept.
SEAL Analytical

City of Ocala
4200 SE 24th Street
Ocala, FL 33471

Phone: (352) 629-8212
Email: bmoose@ocalafl.org

For the attention of: Benjamin Moose

Valid until December 8, 2025	
Premium Service and Support Contract to Cover:	
AQ1 Discrete Analyzer (S/N 160493) BD50 Digestion system (S/N 5146U00528)	
See Premium Support Contract Agreement Form for Terms of Contract Coverage Period: 19 January 2026 – 18 January 2027	
Annual Premium	\$ 7,890.00

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PREMIUM SUPPORT CONTRACT AGREEMENT

1. EQUIPMENT AND LOCATION

Description

AQ1 Discrete Analyzer
BD50 Digestion system

Serial Number:

160493
5146U00528

The equipment defined in paragraph 1 of this agreement is located at:-

**City of Ocala
4200 SE 24th Street
Ocala, FL 33471**

2. COVERAGE TO INCLUDE

- One AQ1 preventative maintenance visit (travel expenses, labor, and standard PM parts included) **To meet scheduling and travel demands, please allow approximately 30 days after receipt of payment and/or from the date of request for the on-site PM service**
- One 1-day emergency on-site visit (travel expenses and labor included, on-site within 3 business days) or free loan unit with free shipping for the AQ1, if needed.
- BD calibration certification **(to be completed during same AQ1 PM site visit)**
- 20% discount on all service parts fitted at PM visit
- 20% discount on service parts fitted at emergency visit
- 20% discount on additional loan units (subject to availability)
- 20% discount on parts and labor for factory returned service repairs
- 20% discount on all consumable items
- 20% discount on training programs
- Free AQ software upgrades
- Updated method revisions free of charge
- Telephone and email support

Excludes PC, monitor, and printer.

3. SERVICE FEE

The service fee in respect of the equipment at the location defined in paragraph 2 of this agreement shall be **\$ 7,890.00** per annum.

Note

Contract coverage period: 19th January 2026 – 18th January 2027

For and on behalf of
SEAL Analytical, Inc.

For and on behalf of
City of Ocala

Mark Kresa
Technical Support Dept.

DocuSigned by:
Ken Whitehead
Signature in ink

Ken Whitehead Assistant City Manager

Name and title printed

SEAL Analytical 6501 W. Donges Bay Rd. Mequon WI 53092
Tel: 262-241-7900 Fax: 262-241-7970 Website: www.seal-analytical.com

Certificate Of Completion

Envelope Id: A1B53093-CDD3-4011-8643-78D4CDC7C227

Status: Completed

Subject: FOR SIGNATURE - Technical Support and Service Contract Renewal_ Seal Analytical (WSD/17-024)

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Porsha Ullrich

AutoNav: Enabled

110 SE Watula Avenue

Envelopeld Stamping: Enabled

City Hall, Third Floor

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

Ocala, FL 34471

pullrich@ocalafl.gov

IP Address: 216.255.240.104

Record Tracking

Status: Original

Holder: Porsha Ullrich

Location: DocuSign

10/17/2025 9:46:38 AM

pullrich@ocalafl.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: City of Ocala - Procurement & Contracting

Location: Docusign

Signer Events

William E. Sexton, Esq.

wsexton@ocalafl.gov

City Attorney

Security Level: Email, Account Authentication (None)

Signature

Signed by:

4A55AB8A8ED04F3...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Timestamp

Sent: 10/17/2025 9:50:44 AM

Viewed: 10/23/2025 11:02:24 AM

Signed: 10/23/2025 11:02:58 AM

Electronic Record and Signature Disclosure:

Accepted: 9/15/2023 9:02:35 AM

ID: 313dc6f2-e1d0-44c3-8305-6c087d6cdf0b

Ken Whitehead

kwhitehead@ocalafl.org

Assistant City Manager

City of Ocala

Security Level: Email, Account Authentication (None)

DocuSigned by:

5677F71E38874F4...

Signature Adoption: Pre-selected Style

Using IP Address: 216.255.240.104

Sent: 10/23/2025 11:02:59 AM

Viewed: 10/23/2025 11:28:08 AM

Signed: 10/23/2025 11:29:01 AM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/17/2025 9:50:45 AM
Certified Delivered	Security Checked	10/23/2025 11:28:08 AM
Signing Complete	Security Checked	10/23/2025 11:29:01 AM
Completed	Security Checked	10/23/2025 11:29:01 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Ocala - Procurement & Contracting (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.

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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 City of Ocala - Procurement & Contracting:

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: contracts@ocalafl.org

To advise City of Ocala - Procurement & Contracting 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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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 City of Ocala - Procurement & Contracting

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 contracts@ocalafl.org 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.

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- 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 City of Ocala - Procurement & Contracting 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 City of Ocala - Procurement & Contracting during the course of your relationship with City of Ocala - Procurement & Contracting.