

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08/21/2024

Contract/Lease Control #: C23-3383-BCC

Procurement#: RFP BCC 80-23

Contract/Lease Type: AGREEMENT

Award To/Lessee: CASSIE M. REED

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/07/2024

Expiration Date: 09/06/2025 W/RENEWALS

Description of: VAB ATTORNEY

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed: \_\_\_\_\_

CC: BCC RECORDS



## CONTRACT/LEASE RENEWAL FORM

Date: 2024  
Company: Cassie Reed  
Attn: Cassie Reed  
Address: 131 Lake Lorraine Circle  
City, St, Zip: Shalimar, FL 32579  
RE: C23-3383-BCC / VAB Attorney

CONTRACT #: C23-3383-BCC  
CASSIE M REED  
VAB ATTORNEY  
EXPIRATION: 09/06/2025 W/YEARLY RENEWALS

Dear Mrs. Reed,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C23-3383-BCC for an additional term. The contract renewal period will be 09/07/2024 to 09/06/2025. The annual budgeted amount for this contract is \$225 per hour. All other terms and conditions of the original agreement shall remain in full force and effect through the duration of this renewal.

**If you are in agreement, please sign below and return this form along with a current Certificate of Insurance listing Okaloosa County as co-insured (if applicable).**

COUNTY REPRESENTATIVES

Dept. Director  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(as prescribed below on item 1)

Date: \_\_\_\_\_

Approved By:   
(as prescribed below on item 1)  
Robert A. "Trey" Goodwin III, VAB Chairman

Date: 8/15/2024

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Cassie Reed

Approved By:   
Cassie Reed

Title: VAB Attorney

Date: 8/15/2024

**County Department Instructions:**

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Manager <\$25K and less, OMB Director \$25K to \$50K, County Administrator <\$100K and less or Board >\$100K, as necessary. If Board approval is required, the Chairman and County Administrator's signatures are required. Make sure the company provides a current Certificate of Insurance. (If applicable).
- 2) Keep a copy of this form for your records.
- 3) Send original to Contracts and Lease Coordinator at Purchasing Department.  
If you have any questions please contact the Purchasing Manager at 850-689-5960, Fax: 850-689-5970