

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: L07-0286-LIB Tracking Number: 491623  
 Procurement/Contractor/Lessee Name: City of Niceville Grant Funded: YES \_\_\_ NO X  
 Purpose: amendment on rate 1st  
 Date/Term: indefinite 1.  GREATER THAN \$100,000  
 Department #: 0171 2.  GREATER THAN \$50,000  
 Account #: 544620 3.  \$50,000 OR LESS  
 Amount: 14,000 annually  
 Department: LIB Dept. Monitor Name: Stevie

*Purchasing Review*

Procurement or Contract/Lease requirements are met: DeRita Mason Date: 4-25-23  
 Purchasing Manager or designee: DeRita Mason, Erin Poole, Amber Hammonds

*2CFR Compliance Review (if required)*

Approved as written: no Federal only Grant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Grants Coordinator: Suzanne Ulloa

*Risk Management Review*

Approved as written: see email attached Date: 4-25-23  
 Risk Manager or designee: Lydia Garcia

*County Attorney Review*

Approved as written: see email attached Date: 4-28-23  
 County Attorney: Lynn Hoshihara, Kerry Parsons or Designee

*Department Funding Review*

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

*IT Review (if applicable)*

Approved as written: \_\_\_\_\_

**L07-0286-LIB**  
 CITY OF NICEVILLE  
 Office Space HQ for LIB CO-OP  
 Expires: INDEFINITE  
 (ANNUAL AUTO RENEWAL)

## DeRita Mason

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**From:** Odessa Cooper-Pool  
**Sent:** Tuesday, April 25, 2023 3:40 PM  
**To:** DeRita Mason; Lynn Hoshihara  
**Cc:** 'Parsons, Kerry'; Jacqueline Matichuk  
**Subject:** RE: L07-0286-LIB  
**Attachments:** L07-0286-lib 1st amendment.docx

Hello Okaloosa County BCC

The attached amendment for contract L07-0286-lib has been reviewed and approved by Risk Management. There were no insurance elements in the amendment.

*Thank you,*

*Odessa Cooper-Pool*  
*Public Records & Contracts Specialist*  
Okaloosa County BCC  
302 N. Wilson Street  
Crestview, FL 32536  
Office: 1-850-689-4111



“And, when you want something, all the universe conspires in helping you to achieve it.”— **Paulo Coelho**, *The Alchemist*

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

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**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Tuesday, April 25, 2023 2:17 PM  
**To:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Cc:** 'Parsons, Kerry' <KParsons@ngn-tally.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>  
**Subject:** L07-0286-LIB

Good afternoon,  
Please review and approve the attached.  
Thank you,

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Thursday, April 27, 2023 1:14 PM  
**To:** DeRita Mason  
**Cc:** 'Parsons, Kerry'  
**Subject:** Re: L07-0286-LIB  
**Attachments:** L07-0286-lib 1st amendment 4.27.23.docx

DeRita,

With the attached changes, this is approved.

Lynn

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** DeRita Mason  
**Sent:** Tuesday, April 25, 2023 3:16 PM  
**To:** Lynn Hoshihara  
**Cc:** 'Parsons, Kerry'; Jacqueline Matichuk; Odessa Cooper-Pool  
**Subject:** L07-0286-LIB

Good afternoon,  
Please review and approve the attached.  
Thank you,

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP  
Purchasing Manager  
Okaloosa County Purchasing Department



L07-0286-LIB

CITY OF NICEVILLE  
Office Space HQ for LIB CO-OP  
Expires: INDEFINITE  
(ANNUAL AUTO RENEWAL)

**FIRST AMENDMENT TO THE LEASE BETWEEN OKALOOSA COUNTY,  
FLORIDA AND THE CITY OF NICEVILLE, FLORIDA  
CONTRACT NO. L07-0286-LIB**

This First Amendment to the Lease Agreement between Okaloosa County, a political subdivision of the State of Florida (the "Lessee"), and the City of Niceville, Florida (the "Lessor"), executed this 31<sup>st</sup> ~~19<sup>th</sup>~~ day of August ~~September~~, 2023, is made a part of the original Lease dated October 14, 2008, Contract No. L07-0286-LIB (the "original Lease"), incorporated herein by reference. The parties hereby agree as follows:

MEverton  
BCC Records

1. The Reimbursement amount included in the original Lease is amended as follows:  
  
Annual Reimbursement will be paid in the amount of \$14,000.00
2. **OTHER PROVISIONS REMAIN IN EFFECT.** Except as specifically modified herein, all terms and conditions of the original Lease between the parties, dated October 14, 2008 and any amendments thereto, shall remain in full force and effect.
3. **CONFLICTING PROVISIONS.** The terms, statements, requirements, or provisions contained in this Amendment shall prevail and be given superior effect and priority over any conflicting or inconsistent terms, statements, requirements or provisions contained in any other document or attachment.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day and year first written above.

CITY OF NICEVILLE, FLORIDA:

OKALOOSA COUNTY, FLORIDA

David Deitch  
Print Name: DAVID DEITCH  
CITY MANAGER

BY: [Signature]  
Robert A. "Trey" Goodwin, III, Chairman



ATTEST:  
Daniel J. Doucet  
DANIEL J. DOUCET,  
CITY CLERK

ATTEST:  
[Signature]  
For J.D. Peacock, II, Clerk of Court

