

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/05/2022

Contract/Lease Control #: C18-2649-BCC

Procurement#: RFP BCC 70-17

Contract/Lease Type: CONTRACT

Award To/Lessee: FIRST SOUTHEAST, DIVISION OF HILLTOP SECURITIES, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/16/2021

Expiration Date: MONTHLY

Description of: FINANCIAL ADVISOR SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

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

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: C18-2649-BCC Tracking Number: 497823  
Procurement/Contractor/Lessee Name: Hilltop Security Grant Funded: YES \_\_\_ NO X  
Purpose: Amend net  
Date/Term: monthly 1.  GREATER THAN \$100,000  
Department #: \_\_\_\_\_ 2.  GREATER THAN \$50,000  
Account #: \_\_\_\_\_ 3.  \$50,000 OR LESS  
Amount: \_\_\_\_\_  
Department: BCC Dept. Monitor Name: Hofstad

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
DeRita Mason Date: 11-16-22  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Amber Hammonds

**2CFR Compliance Review (if required)**

Approved as written: \_\_\_\_\_ Grant Name: \_\_\_\_\_  
no federal bid Date: \_\_\_\_\_  
Grants Coordinator Suzanne Ulloa

**Risk Management Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_  
see email attached 11-17-22  
Risk Manager or designee Kristina LoFria

**County Attorney Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_  
see email attached 11-21-22  
County Attorney Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**

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

**IT Review (if applicable)**

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

## DeRita Mason

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**From:** Lydia Garcia  
**Sent:** Wednesday, November 16, 2022 4:48 PM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara; Parsons, Kerry  
**Subject:** RE: C18-2649-BCC  
**Attachments:** C18-2649-BCC 1st amendment.docx

The attached 1<sup>st</sup> Amendment is approved by Risk Management for insurance purposes. The referenced agreement C18-2649-BCC insurance requirements is still applicable.



Kind Regards,

**Lydia Garcia**  
Public Records Request & Contracts Specialist

**OKALOOSA COUNTY BCC**

**Risk Management**  
**Direct:** 850.689.4111  
**Fax:** 850.689.5973 |  
**Email:** [riskinfo@myokaloosa.com](mailto:riskinfo@myokaloosa.com)

302 N. Wilson St. Suite 301  
Crestview, FL 32539

<https://myokaloosa.com/>

**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](mailto:dmason@myokaloosa.com)>  
**Sent:** Wednesday, November 16, 2022 10:32 AM  
**To:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Cc:** Parsons, Kerry <[KParsons@ngn-tally.com](mailto:KParsons@ngn-tally.com)>; Lydia Garcia <[lgarcia@myokaloosa.com](mailto:lgarcia@myokaloosa.com)>  
**Subject:** RE: C18-2649-BCC

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

DeRita Mason

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Monday, November 21, 2022 4:06 PM  
**To:** DeRita Mason  
**Cc:** Parsons, Kerry; Lydia Garcia  
**Subject:** Re: C18-2649-BCC  
**Attachments:** C18-2649-BCC 1st amendment 11.21.22.docx

DeRita,

With the attached changes, this is approved.

Lynn

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

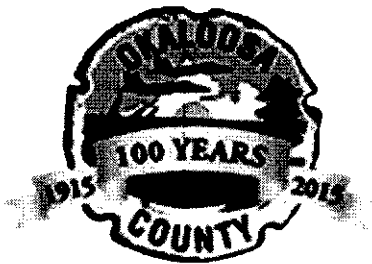
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**From:** DeRita Mason  
**Sent:** Wednesday, November 16, 2022 11:31 AM  
**To:** Lynn Hoshihara  
**Cc:** Parsons, Kerry; Lydia Garcia  
**Subject:** RE: C18-2649-BCC

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

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CFP  
Senior Contracts and Lease Coordinator  
Okaloosa County Purchasing Department

## Roland Sims

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**From:** John Hofstad  
**Sent:** Tuesday, November 29, 2022 12:34 PM  
**Subject:** County Administrator out of the Office

Good Afternoon Commissioners,

Today, Tuesday November 29<sup>th</sup>, I will be out of the office attending the FAC & FACM Conference. I will be returning to the County late Thursday evening on December 1<sup>st</sup>, and will be back in the office on Friday December 2<sup>nd</sup>.

I will be contactable by cell phone while away (County issued 850-305-7906 & Personal 850-398-7903). Due to my role as the FACM President, my duties and commitments during the conference will limit my immediate availability. Rest assured, I will continue to monitor my emails and voicemail whenever possible.

In my absence, Craig Coffey will be the acting County Administrator with signature authority. If you would please, reach out to Craig as needed during my absence.

Craig can be reached on:  
Desk (850) 609 - 6136 or Cell (850) 826 - 0417

Regards,

*John Hofstad*  
County Administrator  
Okaloosa County Administration Building  
1250 N Eglin Pkwy, Suite 102 | Shalimar, FL 32579  
P: 850.651.7515 | Fax: 850.651.7551  
[MyOkaloosa.com](http://MyOkaloosa.com) | [Facebook](#) | [Twitter](#) |



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CONTRACT: C18-2649-BCC  
FIRST SOUTHEAST, DIVISION OF HILLTOP SECURITIES, INC.  
FINANCIAL ADVISOR SERVICES  
EXPIRES: MONTHLY

**FIRST AMENDMENT TO THE AGREEMENT BETWEEN OKALOOSA  
COUNTY, FLORIDA AND  
FIRSTSOUTHWEST, A DIVISION OF HILLTOP SECURITIES, INC.  
CONTRACT NO. C18-2649-BCC**

This First Amendment to the Agreement between Okaloosa County, a political subdivision of the State of Florida (the "County"), and FirstSouthwest, a Division of Hilltop Securities, Inc. (the "Contractor"), executed this 5th day of December, 2022, is made a part of the original Agreement dated November 17, 2017, Contract No. C18-2649-BCC (the "original Agreement"), incorporated herein by reference. The County and Contractor hereby agree as follows:

1. **OPTION TO RENEW.** The parties hereby wish to extend the original Agreement on a month-to-month basis while the County prepares to competitively procure the services
2. **EFFECTIVE DATE OF RENEWAL TERM.** The Effective Date of this Amendment shall commence November 16, 2022 and shall continue monthly until a new contract is entered into by the County as a result of the competitive procurement.
3. **COMPENSATION.** Compensation for this renewal term of the Agreement shall:  
  
Stay the same as set forth in Section III of the original Agreement ("Compensation") and/or any amendments thereto; or
4. **OTHER PROVISIONS REMAIN IN EFFECT.** Except as specifically modified herein, all terms and conditions of the original Agreement between the parties, dated November 17, 2017 and any amendments thereto, shall remain in full force and effect.
5. **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.

**First Southwest,  
A Division of Hilltop Securities, Inc.:**

  
Signature

BY: \_\_\_\_\_

Mark P. Galvin  
Print Name

**OKALOOSA COUNTY, FLORIDA**

BY: **John Hofstad** Digitally signed by John Hofstad  
Date: 2022.12.05 14:55:50 -06'00'  
John Hofstad, County Administrator