



CONTRACT/LEASE RE

Date: January 3, 2023
Company: Ballard Partners, Inc.
Attn: Mr. Brian D. Ballard
Address: 201 East Park Avenue, 5th Floor
City, St, Zip: Tallahassee, Florida, 32301
RE: Contract Renewal

Dear Mr. Brian D. Ballard

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C20-2911-BCC for an additional term. The contract renewal period will be 01/19/2023 to 01/18/2024. The annual budgeted amount for this contract is \$ 96,000.00. 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

AUTHORIZED COMPANY REPRESENTATIVE

Dept. Director
Signature: John Hofstad Digitally signed by John Hofstad
Date: 2023.02.02 13:39:16 -0600

Contractor: Ballard Partners, Inc.

Date: 02/02/2023

Approved By:

Approved By: _____
(as prescribed below on item 1)

Date: _____

Title: President

Approved By: _____
(as prescribed below on item 1)

Date: _____

Date: 2/2/2023

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