

**CONTRACT, LEASE, AGREEMENT CONTROL FORM**

Date: 04/18/2024

Contract/Lease Control #: C21-3079-RM

Procurement#: RFP RM 23-21

Contract/Lease Type: AGREEMENT

Award To/Lessee: THE GEHRING GROUP, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 05/04/2021

Expiration Date: 05/01/2025 W(1) 1 YR RENEWAL

Description of: EMPLOYEE BENEFITS CONSULTANT BROKERAGE SERVICES

Department: RM

Department Monitor: BIRD

Monitor's Telephone #: 850-689-5977

Monitor's FAX # or E-mail: [KBIRD@MYOKALOOSA.COM](mailto:KBIRD@MYOKALOOSA.COM)

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

CC: BCC RECORDS



# CONTRACT/LEASE RENEWAL FORM

**CONTRACT: C21-3079-RM**  
**THE GEHRING GROUP, INC.**  
**Employee Benefits Consultant Brokerage Services**  
**EXPIRES:05/03/2025 w/(1) 1 yr renewals**

Date: 03/04/2024  
The Gehring Group, Inc.  
Attn: Shawn Fleming  
3500 Kyoto Gardens Drive  
Palm Beach Gardens, FL. 33410  
RE: Employee Benefits Consulting

Dear Mr. Shawn Fleming

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C21-3079-RM for an additional term. The contract renewal period will be 05/01/2024 to 05/01/2025. The annual budgeted amount for this contract is \$ 120,000.00. 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 Kelly Bird  
Signature: \_\_\_\_\_  
Digitally signed by Kelly Bird  
Date: 2024.04.09 08:28:53 -05'00'

Contractor: Gehring Group, Inc.

Date: 04.09.2024

Approved By: [Signature]  
(as prescribed below on item 1)

Approved By: [Signature]  
Kurt N. Gehring

Date: 04.10.2024

Approved By: [Signature]  
(as prescribed below on item 1)  
Paul Mixon, Chairman

Title: President/CEO

Date: 4/16/2024

Date: April 3, 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



## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** April 16, 2024  
**TO:** Honorable Chairman and Distinguished Members of the Board  
**FROM:** Kelly Bird  
**SUBJECT:** Request Approval to Renew Employee Benefits Contract w/The Gehring Group 1 Yr renewal  
**DEPARTMENT:** Risk Management  
**BCC DISTRICT:** All

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**STATEMENT OF ISSUE:** Request approval to renew contract with Gehring Group for Employee Benefits Broker/Consultant (RFP RM 23-21).

**BACKGROUND & ANALYSIS:** On May 4, 2021, the Board approved the original 3 year (RFP RM 23-21) Employee Benefits Consultant Contract with The Gehring Group.

The Gehring Group, is an independent public sector agency in Florida with all team members being non-commissioned. They are able to provide the full scope of services requested and additional value added services such as a dedicated employee advocacy line and an electronic benefits enrollment tool that will benefit the Board and all constitutional offices. This is a three (3) year contract with two (2) - one (1) year renewals. Staff is requesting approval of the first one (1) year renewal.

**FUNDING SOURCE:**

Department # 5102  
Account #531900  
Amount \$120,000

**OPTIONS:** Approve/Deny/Postpone

**RECOMMENDATION:** Approval to amend the contract with The Gehring Group, for Employee Benefits Broker/Consultant for a 1 YR Renewal, and authorization for the Chairman to sign the document.

*Kelly Bird*  
\_\_\_\_\_  
Kelly Bird, Director Human Resource & Risk Management Director

4/9/2024

**RECOMMENDED BY:**

*Craig M. Coffey*  
\_\_\_\_\_  
Craig Coffey, Deputy County Administrator - Operations

4/16/2024

**APPROVED BY:**