

DeRita Mason

From: Olivia Tanner <otanner@okaloosaclerk.com>
Sent: Tuesday, January 24, 2023 8:13 AM
To: DeRita Mason; Allyson Oury
Cc: Lindsay Larson
Subject: RE: C16-2467-AP Question

CONTRACT: C16-2467-AP
SIEMENS INDUSTRY, INC.
HVAC CONTROL SVS FOR DESTIN-FT. WALTON
BEACH AIRPORT
EXPIRES: 03/31/2023

Hi DeRita,

Yes, the documentation would need to be uploaded into OnBase. Also, the documentation should go through all regular contract approvals before being uploaded.

Thanks,



Olivia Tanner | Finance Manager

Okaloosa County Clerk of Court
101 East James Lee Blvd, Crestview, FL 32536
(850) 689-5000 ext. 3413 | www.okaloosaclerk.com



How am I doing?

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Tuesday, January 24, 2023 6:56 AM
To: Olivia Tanner <otanner@okaloosaclerk.com>; aoury@myokaloosa.com
Cc: llarson <llarson@myokaloosa.com>
Subject: RE: C16-2467-AP Question

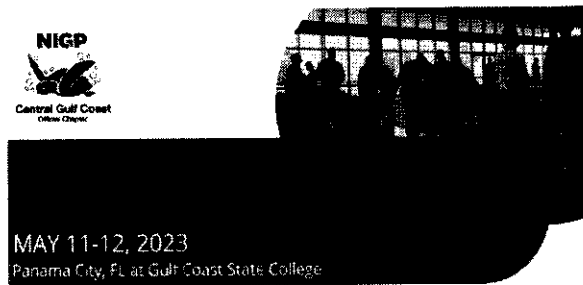
Okay, do I need to put anything in onbase?

DeRita Mason



DeRita Mason, CPFO, CPPB, NIGP-CPP
Senior Contracts and Lease Coordinator
Okaloosa County Purchasing Department
5479A Old Bethel Road
Crestview, Florida 32536

(850) 689-5960
dmason@myokaloosa.com



MAY 11-12, 2023
Panama City, FL at Gulf Coast State College

"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."



From: Olivia Tanner <otanner@okaloosaclerk.com>
Sent: Monday, January 23, 2023 12:15 PM
To: Allyson Oury <aoury@myokaloosa.com>
Cc: DeRita Mason <dmason@myokaloosa.com>; Lindsay Larson <llarson@myokaloosa.com>
Subject: RE: C16-2467-AP Question

You're welcome! Sounds good! I am good with it as well 😊

Thanks,



Olivia Tanner | Finance Manager
Okaloosa County Clerk of Court
101 East James Lee Blvd, Crestview, FL 32536
(850) 689-5000 ext. 3413 | www.okaloosaclerk.com

  [How am I doing?](#)

From: Allyson Oury <aoury@myokaloosa.com>
Sent: Monday, January 23, 2023 10:17 AM
To: Olivia Tanner <otanner@okaloosaclerk.com>
Cc: dmason@myokaloosa.com; llarson@myokaloosa.com
Subject: RE: C16-2467-AP Question

Thanks, Olivia. DeRita did not see any issue with it, if we include this documentation. I just wanted to reach out to give you a chance to review also before we send through the invoices for payment. Appreciate your help!

Allyson Oury, CPA
Airports Chief Financial Officer
Okaloosa County

From: Olivia Tanner <otanner@okaloosaclerk.com>
Sent: Monday, January 23, 2023 9:15 AM
To: Allyson Oury <aoury@myokaloosa.com>

Cc: DeRita Mason <dmason@myokaloosa.com>; Lindsay Larson <llarson@myokaloosa.com>
Subject: RE: C16-2467-AP Question

Hi Allyson,

I would defer to Purchasing to ratify if the following is sufficient enough to document the scrivener's error within the contract.

Thank you,



Olivia Tanner | Finance Manager
Okaloosa County Clerk of Court
101 East James Lee Blvd, Crestview, FL 32536
(850) 689-5000 ext. 3413 | www.okaloosaclerk.com

  **How am I doing?**

From: Allyson Oury <aoury@myokaloosa.com>
Sent: Friday, January 20, 2023 10:06 AM
To: Olivia Tanner <otanner@okaloosaclerk.com>
Cc: dmason@myokaloosa.com; llarson@myokaloosa.com
Subject: C16-2467-AP Question

Good morning, Olivia –

The 3rd amendment on this contract expired on 9/30/2022. While the 4th amendment was not formally executed until November 18th, the intent on both sides was for it to be effective 10/1/2022. I understand that is not how it is written but, without that understanding, we would technically not have a contract in place at all between 10/1 and 11/18. To be more clear, item #2 on this amendment should have specified an effective date of October 1st rather than “the date all parties signed” as it actually reads. However, logistically, it would have to be effective on October 1st to qualify as a contract amendment. Will this email suffice to document this internally for payment of the October & November invoices, as this was clearly intended to be a month-to-month extension of an existing contract?

Thank you for your time,

Allyson Oury, CPA, ACE
Airports Chief Financial Officer
Okaloosa County
(850) 651-7160 Option 4
<http://www.flyvps.com>



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