# CONTRACT/LEASE RENEWAL FORM

August 29, 2023

The School Board of Okaloosa County

Attn: Dr. Diane Kelley, School Board Chair

120 Lowery Place SE

Fort Walton Beach, FL 32548

RE: Courier service to public libraries

Dear Dr. Kelley:

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease; #_C08-1671-LIB_____for an additional term. The contract renewal period will be _Oct. 1. 2023_____ to _Sept. 30, 2024_____. The annual budgeted amount for this contract is $_9,950.00_____. 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: **Vicky Stever**
Digitally signed by Vicky Stever Date: 2023.08.29 09:57:41 -05'00'

Contractor: The School Board of Okaloosa County

Date:_____

Approved By: DeRita Mason
( Digitally signed by DeRita Mason Date: 2023.09.18 16:07:17 -05'00'
(as prescribed below on item 1)

Approved By: _Diane Kelley_____
Diane Kelley

Date:_____

Approved By: Faye Douglas
{ Digitally signed by Faye Douglas Date: 2023.09.19 08:38:19 -05'00'
(as prescribed below on item 1)

Title: School Board Chairman

Date:_____

Date: _September 11, 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