

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 07/09/2019

Contract/Lease Control #: C18-2728-HR

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: NORTH OKALOOSA MEDICAL CENTER

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/14/2018

Expiration Date: INDEFINITE

Description of Contract/Lease: PROFESSIONAL LABORATORY SERVICES

Department: HR

Department Monitor: BROWN

Monitor's Telephone #: 850-689-5870

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

Closed:

Cc: Finance Department Contracts & Grants Office

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

Procurement/Contract/Lease Number: \_\_\_\_\_ Tracking Number: 3066-18  
Procurement/Contractor/Lessee Name: North Okaloosa Medical Grant Funded: YES \_\_\_ NO X  
Purpose: after hours laboratory services  
Date/Term: Indefinite 1.  GREATER THAN \$100,000  
Amount: \_\_\_\_\_ 2.  GREATER THAN \$50,000  
Department: H/R 3.  \$50,000 OR LESS  
Dept. Monitor Name: Shannon Brown

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
Jeffrey A Hyde Date: 07/30/2018  
Purchasing Director or designee Greg Kisela, Jeff Hyde, DeRita Mason, Matthew Young

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

Approved as written:  
\_\_\_\_\_  
Grants Coordinator Renee Biby Date: N/A

**Risk Management Review**

Approved as written:  
Krystal King Date: 7-30-18  
Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written:  
See Attached Date: 07/30/2018  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

**Clerk Finance**

Document has been received:  
\_\_\_\_\_  
Finance Manager or designee Date: \_\_\_\_\_

CONTRACT#: C18-2728-HR  
NORTH OKALOOSA MEDICAL CENTER  
PROFESSIONAL LAB SERVICES  
EXPIRES: INDEFINITE

**Letter of Agreement**  
North Okaloosa Medical Center  
151 E. Redstone Ave  
Crestview, FL 32539

Shannon Brown  
Human Resources Manager  
Okaloosa County BOCC  
5479 B Old Bethel RD  
Crestview, FL 32536

Received  
JUL 31 2018  
Human Resources

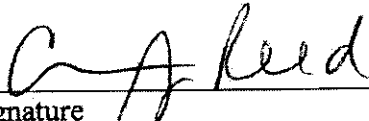
Dear Shannon,

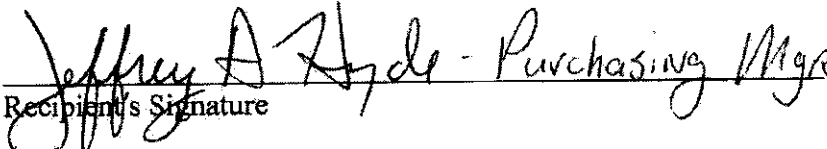
This letter serves as a formal agreement between North Okaloosa Medical Center and Okaloosa County BOCC, whereby North Okaloosa Medical Center will provide professional services of laboratory, at the following location(s):

Address: 151 E. Redstone Ave, Crestview, FL 32539  
550 W. Redstone Ave, Crestview, FL 32536

The cost for collection will be \$15.00. North Okaloosa will not run the specimens through their MRO. Invoice will be provided to Okaloosa County BOCC for services on a monthly basis.

Best regards,

 9/14/18  
\_\_\_\_\_  
Signature

 - Purchasing Mgr 07/31/2018  
\_\_\_\_\_  
Recipient's Signature

Received  
SEP 17 2018  
Human Resources

**Jeffrey Hyde**

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**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Thursday, July 26, 2018 1:02 PM  
**To:** Jeffrey Hyde  
**Cc:** DeRita Mason; Lynn Hoshihara  
**Subject:** RE: Okaloosa County BOCC Contract

This is approved for legal purposes.

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**From:** Jeffrey Hyde [mailto:jhyde@myokaloosa.com]  
**Sent:** Thursday, July 26, 2018 1:58 PM  
**To:** Lynn Hoshihara  
**Cc:** Parsons, Kerry; DeRita Mason  
**Subject:** FW: Okaloosa County BOCC Contract

Please review the attached letter for legal sufficiency.

It's for testing after hours of County employees. Annual spend is under \$1,000 per year.

Thanks

**From:** Shannon Brown  
**Sent:** Thursday, July 26, 2018 12:39 PM  
**To:** Jeffrey Hyde <jhyde@myokaloosa.com>  
**Subject:** FW: Okaloosa County BOCC Contract

Jeff,

Please review the attached Letter of Agreement, per our discussion earlier today.

Thank you,

*Shannon Brown, SHRM-CP*

Human Resources Manager  
Okaloosa County BCC  
Human Resources Department  
5479-B Old Bethel Road  
Crestview, FL 32536  
Phone: (850) 689-5870  
Fax: (850) 689-5889

*\*\*My e-mail has changed to: [sbrown@myokaloosa.com](mailto:sbrown@myokaloosa.com)*