

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 02/01/2023

Contract/Lease Control #: C19-2778-PW

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CPC OFFICE TECHNOLOGIES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 01/28/2022

Expiration Date: 01/31/2024

Description of: MAINTENANCE AGREEMENT OF PRINTERS

Department: PW

Department Monitor: AUTREY

Monitor's Telephone #: 850-689-5772

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

Closed:

Cc: BCC RECORDS



# CONTRACT/LEASE RENEWAL FORM

Date: January 31, 2023  
 Company: CPC Office Technologies  
 Attn: Renee Salo [rsalo@cpctek.com]  
 Address: 3150 Adora Teal Way  
 City, St, Zip: Crestview, FL 32539  
 RE: C19-2778-PW

CONTRACT: C19-2778-PW  
 CPC OFFICE TECHNOLOGIES  
 MAINTENANCE AGREEMENT FOR PRINTERS  
 EXPIRES: 01/31/2024

Dear Renee Salo,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2778-PW for an additional term. The contract renewal period will be 02/01/2023 to 01/31/2024. The annual budgeted amount for this contract is \$2990.00. 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 Scott Bitterman  
 Signature: Scott Bitterman  
Digitally signed by Scott Bitterman  
 Date: 2023.01.31 13:19:42 -06'00'  
 Jason Autrey, Public Works Director

Contractor: \_\_\_\_\_  
 CPC Office Technologies

Date: \_\_\_\_\_

Approved By: DeRita Mason  
Digitally signed by DeRita Mason  
 Date: 2023.02.01 13:51:08 -06'00'  
 (as prescribed below on item 1)

Approved By: Renee Salo  
 Renee Salo

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
 (as prescribed below on item 1)

Title: \_\_\_\_\_  
 Office Manager

Date: \_\_\_\_\_

Date: 1/31/23

**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