

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08/31/2021

Contract/Lease Control #: C19-2755-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: STEVEN L. MARSHALL

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/07/18

Expiration Date: 09/07/2022 W/1 2 YR RENEWAL

Description of: APPRAISER SPECIAL MAGISTRATE

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

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

Closed:

Cc: BCC RECORDS



CONTRACT/LEASE RENEWAL FORM

AUG 26 2021

Date:
Company: Steven L. Marshall
Attn: Steven L. Marshall
Address:
City, St, Zip
RE: C19-2755-BCC-Special Magistrate

CONTRACT#: C19-2755-BCC
STEVEN L. MARSHALL
APPRAISER SPECIAL MAGISTRATE
EXPIRES: 09/07/2022 W/1 2 YR RENEWAL

Dear: Mr. Marshall

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2755-BCC for an additional term. The contract renewal period will be 09/08/2021 to 09/07/2022. The annual budgeted amount for this contract is \$175/per hour. 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

Dept. Director
Signature:

Date:

Approved By:
(as prescribed below on item 1)

Date:

Approved By:
(as prescribed below on item 1)
Robert A. "Trey" Goodwin, VAB Chairman

Date: August 26, 2021

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Steven L Marshall
Clayton, Robert Marshall

Approved By: [Signature]

Title: Corporate Partner

Date: 8/2/2021

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

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/20/2018

Contract/Lease Control #: C19-2755-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: STEVEN L. MARSHALL

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/07/18

Expiration Date: 09/07/2021 W/ TWO, 2 YEAR RENEWALS

Description of
Contract/Lease: APPRAISER SPECIAL MAGISTRATE

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7515

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

Closed:

Cc: Finance Department Contracts & Grants Office

**AGREEMENT FOR SERVICES OF
APPRAISER SPECIAL MAGISTRATE**

THIS AGREEMENT has been entered between the Okaloosa County Value Adjustment Board, hereinafter referred to as the "Board" and Steven L. Marshall, hereinafter referred to as "Special Magistrate". The effective date of the Agreement shall be the date that both parties have signed the Agreement (and the fulfillment of any other contingencies contained herein).

WHEREAS, Section 194.035(1), Florida Statutes, as well as the Florida Administrative Code, authorizes the Board to appoint special magistrates for the purposes of taking testimony and making recommendations to the Board; and

WHEREAS, the Board has determined it is in the best interest of the public to appoint special magistrates as authorized by law; and

WHEREAS, on Wednesday, August 22, 2018, the Board appointed and approved Steven L. Marshall as Appraiser Special Magistrate for services to be effective immediately.

NOW, THEREFORE, in consideration of mutual covenants contained herein, the Board and the Special Magistrate hereby agree as follows:

The Special Magistrate will perform the duties of Special Magistrate as defined in Section 194.035, Florida Statutes, or as otherwise required by law, administrative rule, or Board procedure.

The Special Magistrate shall provide to the board clerk annually, a copy of the certificate of completion of training and examinations as defined in 12D-012(4)(b) of the Florida Administrative Code before conducting hearings.

The Board shall compensate the Special Magistrate for the performance of its aforementioned duties at a rate of ONE HUNDRED SEVENTY-FIVE AND 00/100THS

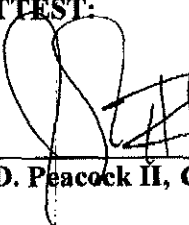
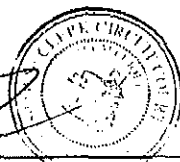
DOLLARS (\$175.00) per hour with a two day per calendar year minimum. If the Special Magistrate is required to work any part of the day(s) that is/are scheduled, he will be entitled to bill for a full eight (8) hour day even if there is not eight (8) hours of billing for that day, for a maximum of two days per calendar year. However, if the Special Magistrate is available for a day and there is no work (i.e., no hearings are scheduled and the date is cancelled), then the Special Magistrate shall be entitled to bill only five (5) hours for that day. Thus, if no hearings are scheduled for a calendar year, the Special Magistrate would be entitled to bill ten (10) hours total for that calendar year (e.g. for the two cancelled days). If, for another example, two days were scheduled and both days were not cancelled but each day resulted in less than eight (8) hours of billable work, the Special Magistrate would be entitled to bill sixteen (16) hours total for that calendar year. And if, for yet another example, two days were scheduled and one day was not cancelled but resulted in less than eight (8) hours of billable work, and the second (2nd) day was cancelled, the Special Magistrate would be entitled to bill thirteen (13) hours total for that calendar year (eight (8) hours for the non-cancelled day and five (5) hours for the cancelled day).

Reimbursement for travel (airfare and car rental), lodging and food per diem (not to include travel time which shall not be billable) shall be limited to reimbursement rates established by the General Services Administration for lodging, travel, and per diem.

The terms of this agreement shall be for THREE (3) VAB calendar years and may renew for TWO (2) additional terms of TWO (2) years each at the sole discretion of the Board unless either party terminates this Agreement with a minimum of a NINETY (90) day written notice to the other party.



IN WITNESS WHEREOF, the parties have executed this agreement.

ATTEST:

J.D. Peacock II, Clerk of Court

VALUE ADJUSTMENT BOARD

Graham W. Fountain, VAB Chair

Date: 9/7/18

Witnesses: _____

Allyson V. Richard
Printed Name: ALLYSON V. RICHARD

Susan A. Swann
Printed Name: Susan A. Swann

SPECIAL MAGISTRATE

Steven L. Marshall
Steven L. Marshall

Date: 8/22/18

CONTRACT FILE REVIEW PROCESS

Date: 11/20/18 Bid #: _____

Term: 3yrs w/ 2-2yr renewals Contract #: C19-2755-BCE

Vendor Name: Steven L. Marshall

How was this procured? Agreement → Appraiser Special Magistrate

_____ Sole Source

File Folder

Coordination Sheet(s)

Database

_____ Label

_____ Control Form

N/A Systems Awards Vendors List (SAM)

_____ Create file – include all documentation

_____ Scan into database – Ensure all documents/forms are included and in the correct page order.

_____ Make copies

_____ NOA – Date Sent _____ Date Received _____

_____ NTP – Date Sent _____ Date Received _____

_____ Performance and Payment Bonds

_____ Insurance

FORMS (Continued on back)

N/A

_____ Drug-Free Workplace Certification Form

_____ Conflict of Interest

_____ Federal E-Verify

_____ No Contact Clause Form