

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09-25-2018

Contract/Lease Control #: C18-2731-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: OKALOOSA COUNTY CLERK OF CIRCUIT COURT & COMPTROLLER

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/18/2018

Expiration Date: INDEFINITE

Description of Contract/Lease: COURIER SERVICES MEMORANDUM OF UNDERSTANDING

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

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

Closed:

Cc: Finance Department Contracts & Grants Office

Memorandum of Understanding

This MEMORANDUM OF UNDERSTANDING ("MOU"), entered into this 18th day of September, 2018, by and between the BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY ("the County"), whose address is 1250 North Eglin Parkway, Suite 100, Shalimar, FL 32579 and the OKALOOSA COUNTY CLERK OF CIRCUIT COURTS AND COMPTROLLER, whose address is 302 North Wilson Street, Crestview, FL 32536 ("the Clerk").

WHEREAS, this MOU is entered into under the authority granted to the County and the Clerk; and

WHEREAS, the County and the Clerk are collectively working towards maintaining effective and efficient Courier Services within the County, which provide services to County Departments, Constitutional Offices, and the Judicial System; and

WHEREAS, the Clerk has agreed to accept the duties and responsibilities of supervising the Courier Services, which will further enhance the Clerk's movement of evidence within the Judicial System of Okaloosa County; and

WHEREAS, the Clerk has incorporated the cost of the Courier Services into his budget for fiscal year 2018-2019; and

WHEREAS, assignment of the 2016 Ford Transit 150 vehicle (VIN# 1FMZK1YM4GKB22367) which is currently being used by the County for the provision of Courier Services will be transferred to the Clerk who will be responsible for the cost of on-going maintenance, which shall include but not be limited to, fuel, insurance, repair and replacement if required

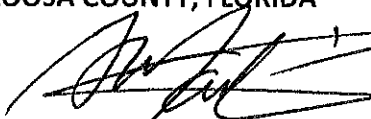
NOW, THEREFORE, the County and the Clerk agree to the following:

1. The above recitals are true and incorporated herein as if they were set forth in their entirety.
2. To facilitate the transition of Courier Services from the County to the Clerk, the County and the Clerk agree to work collaboratively in defining Courier routes,

Courier scheduling, and implementing said routes and schedules. The Courier will continue to service the currently served locations and entities listed in Attachment

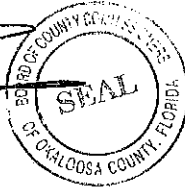
1. The Clerk and the County may modify the list of served locations and entities without the necessity of a formal amendment to this MOU. However, an updated written list of currently served locations and entities will be provided to the Clerk and the County Administrator.
3. The Courier position will be an employee of the Clerk.
4. The Clerk's oversight and management of Courier Services shall be reviewed annually during the budget process to ensure all parties are satisfied with the effective and efficient delivery of courier services.
5. Either the County or the Clerk may terminate this MOU with written notification at least sixty (60) days prior to termination. Upon the termination of this MOU, assignment of the above referenced vehicle or its replacement and equipment shall be transferred back to the County.

**BOARD OF COUNTY COMMISSIONERS
OKALOOSA COUNTY, FLORIDA**

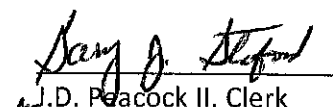


Graham W. Fountain, Chairman

DATE: 9/18/18

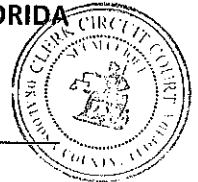


**CLERK OF COURTS
OKALOOSA COUNTY, FLORIDA**



J.D. Peacock II, Clerk

DATE: 9/18/18



Attachment 1

<u>Building-Department(s)</u>	<u>Address</u>
Airport/Sheriff's Department	1701 Highway 85, Eglin AFB
Brackin Building- Supervisor of Elections/Clerk of Courts (Finance)	302 N. Wilson St, Crestview
County Administration Building-Growth Mgt/VA/IT/PA/BCC/SOE	1250 N. Eglin Parkway, Shalimar
Court Services (Records)	400 N. Ferdon Blvd, Crestview
Courthouse (Records)/Information Systems/Pre-trial	601 N Pearl St. A and B side for Clerk, Crestview
Department of Corrections (Jail)	1200 E. James Lee Blvd, Crestview
Facility Maintenance/HR/Purchasing/ Risk Mgt	5479 Old Bethel Rd, Crestview
Fleet Operations	2798 Goodwin Avenue, Crestview
Growth Management/Health Department	810 E. James Lee Blvd., Crestview
Judicial Annex	1940 Lewis Turner Blvd, Fort Walton Beach
Library Co-operative	206 N Partin Dr, Niceville
Public Defender/State Attorney's Office	One 9th Ave, Shalimar
Public Safety/Emergency Management	90 College Blvd East, Niceville
Public Works	1759 S. Ferdon Blvd., Crestview
Public Works/Facility Maintenance	84 Ready Rd, Fort Walton Beach
Sheriff's Department	197 E. James Lee Blvd, Crestview
Sheriff's Department-Administration Bldg	50 2nd Street, Shalimar
Water and Sewer Administration Bldg	1804 Lewis Turner Blvd, Fort Walton Beach