

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 10/06/2023

Contract/Lease Control #: C20-2884-CE

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/01/2023

Expiration Date: 11/18/2025

Description of: MEMORANDUM OF AGREEMENT FOR OFFICE SPACE

Department: CE

Department Monitor: BEARDEN

Monitor's Telephone #: 850-689-5850

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

Closed: _____

CC: BCC RECORDS

CONTRACT: C20-2884-CE
FLORIDA DEPARTMENT OF AGRICULTURE
AND CONSUMER
MEMORANDUM OF AGREEMENT FOR OFFICE
SPACE
EXPIRES: 11/18/2025

MEMORANDUM OF AGREEMENT
BETWEEN THE
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES,
DIVISION OF PLANT INDUSTRY
AND OKALOOSA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

THIS MEMORANDUM OF AGREEMENT (Agreement), is made and entered into this 1st day of November, 2023 by Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "Okaloosa County" and the Florida Department of Agriculture and Consumer Services, Division of Plant Industry, 1911 SW 34th Street, Gainesville, FL 32608, hereinafter referred to as "FDACS/DPI". Okaloosa County and FDACS/DPI will hereinafter to be collectively referred to as the "Parties".

WITNESSETH:

WHEREAS, FDACS/DPI has need of office space, to conduct official FDACS business; and

WHEREAS, Okaloosa County has Office Space available, located at 3098 Airport Road, Crestview, FL 32539; and

WHEREAS, the Parties recognize sharing resources to be more efficient and cost effective is mutually beneficial to the taxpayers of Florida; and

WHEREAS, this memorandum of understanding establishes the foundation for an enduring cooperative working relationship between Okaloosa County and FDACS/DPI.

NOW THEREFORE, it is agreed by the Parties that:

1. Okaloosa County hereby agrees to provide office space in the designated area of the extension office free of any charges for use by an FDACS-DPI apiary inspector named Jimmy Davis.
2. FDACS/DPI may access the office space during normal business hours to perform official business. Additionally, the FDACS/DPI designated employees may access any common areas, public restrooms, or any portion of the building open to the public.
3. FDACS/DPI shall keep the office space tidy and safe and report any unsafe or damaged conditions to the Okaloosa County Extension Director immediately.
4. Okaloosa County shall be responsible for providing utilities and key access for the office space. Okaloosa County is not responsible for the security of FDACS property including the FDACS/DPI vehicle, software and/or hardware.
5. FDACS/DPI shall be responsible for providing technical support for the office space.

6. For purposes of this MOA, the Okaloosa County Extension Director and the FDACS/DPI Property Manager are as follows:

Okaloosa County Extension Director
Dana Stephens
3098 Airport Road
Crestview, Florida 32539
(850) 689-5850
email: dstephens@myokaloosa.com

FDACS/DPI Property Manager:
Kiley Albritton
1911 SW 34th Street
Gainesville, Florida 32608
(352) 395-4699
Kiley.Albritton@FDACS.gov

7. The term of Agreement will commence on November 1st, 2023 and continue in effect by mutual consent of the Parties on a 2-year basis. Either Party may terminate the Agreement for any reason by providing at least thirty (30) days advance written notice.

This agreement supersedes any prior memorandum of understanding or agreement and it is effective upon execution. It may be modified at any time by mutual consent of both parties.

IN WITNESS THEREOF, this Agreement has been executed by and on behalf of the Parties and hereto set their hand and seals as of the date of execution written above.

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

By: 

Title: Trevor R. Smith Ph.D. Director of the Division of Plant Industry

Date: 10/4/2023

OKALOOSA COUNTY, A POLITICAL, SUBDIVISION OF THE STATE OF FLORIDA

By: John Hofstad Digitally signed by John Hofstad
Date: 2023.10.03 13:51:10 -05'00'

Title: County Administrator

Date: 10.03.2023

PROCUREMENT/CONTRACT/LEASE
INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: C20-2884-CE Tracking Number: 407123
Procurement/Contractor/Lessee Name: FL. Dept of Agr : Consumer Grant Funded: YES ___ NO X
Purpose: renewal
Date/Term: 2 yrs 1. GREATER THAN \$100,000
Department #: _____ 2. GREATER THAN \$50,000
Account #: NA 3. \$50,000 OR LESS
Amount: _____
Department: Comh Ext Dept. Monitor Name: Stephens

Purchasing Review
Procurement or Contract/Lease requirements are met: DeRita Mason Date: 9-29-23
Purchasing Manager or designee: _____ DeRita Mason, Erin Poole, Amber Hammonds

2CFR Compliance Review (if required)
Approved as written: no federal funds Grant Name: _____
Grants Coordinator: _____ Suzanne Ulloa Date: _____

Risk Management Review
Approved as written: see email attached Date: 10-2-23
Risk Manager or designee: _____ Lydia Garcia

County Attorney Review
Approved as written: see email attached Date: 9-29-23
County Attorney: _____ Lynn Hoshihara, Kerry Parsons or Designee

Department Funding Review
Approved as written: _____ Date: _____

IT Review (if applicable)
Approved as written: _____ Date: _____

DeRita Mason

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, September 29, 2023 8:15 AM
To: DeRita Mason
Cc: Odessa Cooper-Pool; Lynn Hoshihara
Subject: RE: Okaloosa Contract renewal

The effective date is blank on the second page and needs to be filled in. Otherwise, this is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
Kparsons@ngn-tally.com

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From: DeRita Mason <dmason@myokaloosa.com>
Sent: Friday, September 29, 2023 7:32 AM
To: lhoshihara@myokaloosa.com
Cc: Parsons, Kerry <KParsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>
Subject: FW: Okaloosa Contract renewal
Importance: High

Good morning,
Please review and approve the attached.
Thank you,

DeRita Mason



DeRita Mason, CPPO, CPPB, NIGP-CPP
Purchasing Manager
Okaloosa County Purchasing Department
5479A Old Bethel Road

DeRita Mason

From: Odessa Cooper-Pool
Sent: Monday, October 2, 2023 11:08 AM
To: DeRita Mason; Lynn Hoshihara
Cc: Kerry Parsons; Amber Hammonds; Joanna Clay
Subject: RE: Okaloosa Contract renewal
Attachments: Okaloosa renewal contract.pdf

Good morning DeRita,

The renewal for the agreement office space to the Florida Department of Agriculture and Consumer Services has been reviewed and is approved by Risk Management for insurance purposes.

Thank you,

Odessa Cooper-Pool

Public Records & Contracts Specialist |Risk Management
Okaloosa County BCC
302 N. Wilson Street, Crestview, FL 32536
Office: 1-850-689-4111



“And, when you want something, all the universe conspires in helping you to achieve it.”— Paulo Coelho, *The Alchemist*

Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

From: DeRita Mason <dmason@myokaloosa.com>
Sent: Friday, September 29, 2023 6:32 AM
To: Lynn Hoshihara <lhoshihara@myokaloosa.com>
Cc: Kerry Parsons <kparsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>
Subject: FW: Okaloosa Contract renewal
Importance: High

Good morning,
Please review and approve the attached.
Thank you,

DeRita Mason