

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/29/2023

Contract/Lease Control #: C22-3254-TDD

Procurement#: N/A

Contract/Lease Type: CONTRACT-AGREEMENT

Award To/Lessee: NORTH OKALOOSA HISTORICAL ASSOCIATION, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2023

Expiration Date: 09/30/2024

Description of: EDUCATING AND ENTERTAINING THE PUBLIC

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-651-7131

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

Closed: \_\_\_\_\_

CC: BCC RECORDS

PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: C22-3254-TAD Tracking Number: 4953-23  
Procurement/Contractor/Lessee Name: Sally Blode Museum Grant Funded: YES \_\_\_ NO X  
Purpose: Amendment #1  
Date/Term: 9-30-2024 1.  GREATER THAN \$100,000  
Department #: 1410 2.  GREATER THAN \$50,000  
Account #: 582704 3.  \$50,000 OR LESS  
Amount: 812,500  
Department: TAD Dept. Monitor Name: Ordens

*Purchasing Review*  
Procurement or Contract/Lease requirements are met: DeRita Mason Date: 9-13-23  
Purchasing Manager or designee: DeRita Mason, Erin Poole, Amber Hammonds

*2CFR Compliance Review (if required)*  
Approved as written: no federality Grant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Grants Coordinator: Suzanne Ulloa

*Risk Management Review*  
Approved as written: see email attached Date: 9-15-23  
Risk Manager or designee: Lydia Garcia

*County Attorney Review*  
Approved as written: see email attached Date: 9-15-23  
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

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**From:** Odessa Cooper-Pool  
**Sent:** Friday, September 15, 2023 11:26 AM  
**To:** DeRita Mason; Lynn Hoshihara  
**Cc:** 'Parsons, Kerry'  
**Subject:** RE: For Coordination: Museum Contract Renewals C22-3254-TDD & C23-3264-TDD  
**Attachments:** FY24 Amendment 1 C23-3264-TDD.docx; FY24 Amendment 1 C22-3254-TDD.docx

Hello DeRita,

The Amendment 1 for Carver-Hill Memorial Museum and Baker Block Museum have 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:** Thursday, September 14, 2023 6:30 AM  
**To:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Cc:** 'Parsons, Kerry' <KParsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>  
**Subject:** FW: For Coordination: Museum Contract Renewals C22-3254-TDD & C23-3264-TDD

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

DeRita Mason

## DeRita Mason

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**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Friday, September 15, 2023 12:49 PM  
**To:** DeRita Mason; Lynn Hoshihara  
**Cc:** Odessa Cooper-Pool; Jacqueline Matichuk  
**Subject:** RE: For Coordination: New Agreements for Museums (5)

The Museum Agreements are approved for legal purposes.

**Kerry A. Parsons, Esq.**

**Nabors  
Giblin &  
Nickerson**

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

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**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Thursday, September 14, 2023 8:05 AM  
**To:** lhoshihara@myokaloosa.com  
**Cc:** Parsons, Kerry <KParsons@ngn-tally.com>; Odessa Cooper-Pool <ocooperpool@myokaloosa.com>; Jacqueline Matichuk <jmatichuk@myokaloosa.com>  
**Subject:** FW: For Coordination: New Agreements for Museums (5)

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

**AMENDMENT NO. 1 TO AGREEMENT FOR  
BAKER BLOCK MUSEUM**

**CONTRACT # C22-3254-TDD**

This Amendment No. 1 hereby amends the Agreement effective October 1, 2022, by and between Okaloosa County, Florida ("County") and North Okaloosa Historical Association, Inc. ("Museum"), for Educating and Entertaining the Public ("Contract"), also known as County Contract No. C22-3254-TDD.

WITNESSETH:

**WHEREAS**, Section 6 of the Contract allows annual amendments to Exhibit A outlining fiscal year scope and funding; and

**WHEREAS**, both parties desire to amend the Contract to reflect scope and funding for the fiscal year October 1, 2023 – September 30, 2024.

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to amend the Contract as follows:

1. Section 2. Scope of Services shall be amended to include:

"Statistical information, including but not limited to, visitor demographics, gift shop sales, website traffic and social media engagement shall be provided to the County within 15 calendar days of each quarter end (i.e. January 15, April 15, July 15, October 15)."

2. Section 3. Compensation and Invoices shall be amended as follows:

~~"In consideration for providing the services hereinabove described, the County agrees to pay the Museum an amount not to exceed TEN THOUSAND DOLLARS (\$10,000.00) for services rendered October 1, 2022 – September 30, 2023 as set forth in EXHIBIT A. Compensation shall be paid to Museum after services have been provided, and upon receipt of an invoice within 15 calendar days of each quarter end (i.e. January 15, April 15, July 15, October 15) as follows:~~

~~a. Invoices shall be itemized such that the description of expenses is consistent with the descriptions set forth in EXHIBIT A.~~

~~b. Statistical information, including but not limited to, visitor demographics, gift shop sales, website traffic and social media engagement shall be provided to the County.~~

~~c. An annual financial report and annual programmatic report describing progress toward program outcomes and detailing expenditures signed by the Executive Director shall accompany the fourth quarter invoice.~~

~~The Museum is authorized to shift expenses between line items so long as the total annual amount is not exceeded. Failure to provide the requisite documentation for payment by October 15, 2023 shall result in forfeiture of County funds."~~

"The County agrees to reimburse the Museum an amount not to exceed as set forth in EXHIBIT A.

Reimbursement shall be paid to Museum after expenses have been incurred and upon receipt of an invoice. Invoicing detail shall be in sufficient detail for pre- and post-audit review to ensure the

services were performed and that the correct amount has been invoiced. Invoices shall be signed by the Museum Director and include backup documentation detailing expenditure transactions, including but not limited to transaction date, vendor name, and purpose of transaction. Invoices shall be itemized such that the description of services performed is consistent with the description of expenses as set forth in EXHIBIT A.

The Museum is authorized to shift expenses between line items so long as the total annual amount is not exceeded. Failure to provide the requisite documentation for payment by September 30 shall result in forfeiture of County funds."

3. Exhibit A shall be amended as included herein.
4. This Amendment No. 1 shall be effective October 1, 2023.
5. All other provisions of Contract # C22-3254-TDD shall remain in full force.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the last date herein written below.

**NORTH OKALOOSA  
HISTORICAL ASSOCIATION**

  
\_\_\_\_\_  
Ann Spann, Executive Director

Date: Dec 14, 2023

**OKALOOSA COUNTY, FLORIDA**

**DeRita Mason** Digitally signed by DeRita Mason  
Date: 2023.12.29 09:40:01 -06'00'

\_\_\_\_\_  
DeRita Mason, Purchasing Manager

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

**EXHIBIT A**

**Baker Block Museum  
Funding Request due April 14, 2023  
for expenses to be incurred 10/1/23 - 9/30/24**

Expenditure Type	Description	TDT Funding	Non-TDT Funding
Wages & Benefits	Museum Director	7,500	11,100
Professional Services	Bookkeeper	2,000	400
Utilities	Telephone/internet, alarm system monitoring	2,000	300
Capital-Equipment	Copier lease, computer upgrade	1,000	700
Capital-Equipment			
Program Supplies			
Printing & Binding			
Promotional - Marketing			
Promotional - Exhibits			
Office Supplies			
Program Supplies			
Books/Dues/Publications			
Training			
Capital-Buildings			
Capital-Infrastructure			
Capital-Equipment			
		<b>12,500</b>	<b>12,500</b>

The Baker Block Museum meaningfully engages the educational and entertainment needs and interests of visitors and provides a venue for exploring local history and genealogy of the northwest Florida panhandle, emphasizing Okaloosa County, including antiques, tools, period displays and a heritage park representing Florida pioneering life at the turn of the 20th century.

I attest this request complies with the provisions of section 125.0104 Florida Statutes and County Ordinance 2021-22, and am aware this request will be reviewed for final approval by the TDC and BOCC and is subject to available budget funds and ultimately actual TDT collections.

  
 \_\_\_\_\_  
 Applicant Signature

Apr 7, 2023  
 \_\_\_\_\_  
 Date