

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08/27/2021

Contract/Lease Control #: C08-1671-LIB

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2021

Expiration Date: 09/30/2022

Description of: LIBRARY COOPERATIVE COURIER SERVICES

Department: LIB

Department Monitor: STEVER

Monitor's Telephone #: 850-609-5102

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

Closed:

Cc: BCC RECORDS



CONTRACT/LEASE RENEWAL FORM

Date: July 16, 2021
Okaloosa County School District
Attn: Mr. Tim Bryant, School Board Chair
120 Lowery PL SE
Ft. Walton Beach, FL 32548-5595
RE: Courier service to public libraries

CONTRACT#: C08-1671-LIB
OKALOOSA COUNTY SCHOOL BOARD
LIBRARY COOPERATIVE COURIER SVS
EXPIRES: 09/30/2022

Dear Mr. Bryant:

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C08-1671-LIB for an additional term. The contract renewal period will be Oct. 1, 2021 to Sept. 30, 2022. The annual budgeted amount for this contract is \$9,950.00. 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 Vicky Stever
Signature:
Digitally signed by Vicky Stever
Date: 2021.07.16 08:49:46 -0500

Contractor: Okaloosa County School District

Date:

Approved By: [Signature]
(as prescribed below on item 1)

Approved By: [Signature]
Timothy Bryant

Date: 08/26/2021

Approved By:
(as prescribed below on item 1)

Title: School Board Chairman

Date:

Date: August 9, 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: 07/23/2020

Contract/Lease Control #: C08-1671-LIB

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2020

Expiration Date: 09/30/2021

Description of: LIBRARY COOPERATIVE COURIER SERVICES

Department: LIB

Department Monitor: STEVER

Monitor's Telephone #: 850-609-5102

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

Closed:

Cc: BCC RECORDS



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**  
Willis Administrative Services Corporation DBA Willis Pooling  
c/o 26 Century Blvd  
P.O. Box 305191  
Nashville, TN 372305191 USA

**CONTACT NAME:** Willis Towers Watson Certificate Center  
**PHONE (A/C, No, Ext):** 1-877-945-7378 **FAX (A/C, No):** 1-888-467-2378  
**E-MAIL ADDRESS:** certificates@willis.com  
**INSURER(S) AFFORDING COVERAGE**  
**INSURER A:** Florida School Boards Insurance Trust **NAIC #** D2772  
**INSURER B:**  
**INSURER C:**  
**INSURER D:**  
**INSURER E:**  
**INSURER F:**

**INSURED**  
Okaloosa County School District  
Attn: Russ Frakes  
120 Lowery Place SE  
Fort Walton Beach, FL 32548

**COVERAGES** **CERTIFICATE NUMBER: W20919298** **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	FSBIT21CAS7-1	07/01/2021	07/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Included
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY		FSBIT21CAS7-1	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	FSBIT21CAS7-1	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be at Evidence of coverage

For the General Liability policy, General Aggregate is Unlimited.  
Okaloosa County are included as Additional Insured as respects to

**CONTRACT#: C08-1671-LIB**  
**OKALOOSA COUNTY SCHOOL DISTRICT**  
**LIBRARY COOPERATIVE COURIER SVS**  
**EXPIRES: 09/30/2021**

CERTIFICATE HOLDER	CANCELLATION
Okaloosa County 5479A Old Bethel Road Crestview, FL 32536	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 



# CONTRACT/LEASE RENEWAL FORM

Date: July 2, 2020  
Okaloosa County School District  
Attn: Tim Bryant, School Board Chair  
120 Lowery PL SE  
Ft. Walton Beach, FL 32548-5595  
RE: Courier service to public libraries

CONTRACT#: C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
LIBRARY COOPERATIVE COURIER SVS  
EXPIRES: 09/30/2021

Dear Mr. Bryant:

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C08-1671-LIB for an additional term. The contract renewal period will be 10/1/2020 to 9/30/2021. The annual budgeted amount for this contract is \$9,950.00. 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 Signature: Vicky Stever

Contractor: Okaloosa County School District

Date: July 22, 2020

Approved By: Jeffrey A. Hyde  
(as prescribed below on item 1)

Approved By: Timothy Bryant  
Timothy Bryant

Date: 07/23/2020

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

Title: School Board Chairman

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

Date: July 13, 2020

**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: 09/20/2016

Contract/Lease Control #: C08-1671-LIB

Bid #: N/A

Contract/Lease Type: Contract

Award To/Lessee: Okaloosa County School Board

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2016

Term: 09/30/2017

Description of Contract/Lease: Library Cooperative Courier Services

Department: LIB

Department Monitor: Stever

Monitor's Telephone #: 850-609-5102

Monitor's FAX # or E-mail: stever@CO.OKALOOSA.FL.US

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

cc: Finance Department Contracts & Grants Office



# CERTIFICATE OF LIABILITY INSURANCE

C08-1671-LIB

DATE (MM/DD/YYYY)  
05/08/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Administrative Services Corporation DBA Willis Pooling c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> Willis Towers Watson Certificate Center <b>PHONE (A/C No. Ext):</b> 1-877-945-7378 <b>E-MAIL ADDRESS:</b> certificates@willis.com	<b>FAX (A/C No.):</b> 1-888-467-2378
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Okaloosa County School District Attn: Russ Frakes 120 Lowery Place SE Fort Walton Beach, FL 32548	<b>INSURER A:</b> Florida School Boards Insurance Trust <b>NAIC#</b> D2772	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER: W16442243**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	FSBIT19CAS7-1	07/01/2020	07/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Included	
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		FSBIT19CAS7-1	07/01/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> No	N/A	FSBIT19CAS7-1	07/01/2020	07/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Re:** Library Cooperative Courier Contract with Okaloosa County

For the General Liability policy, General Aggregate is Unlimited.

Evidence of coverage.

**CONTRACT#: C08-1671-LIB**  
**OKALOOSA COUNTY SCHOOL BOARD**  
**LIBRARY COOPERATIVE COURIER SVS**  
**EXPIRES: 09/30/2020**

<b>CERTIFICATE HOLDER</b>  Okaloosa County 5479A Old Bethel Road Crestview, FL 32536	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Administrative Services Corporation DBA Willis Pooling c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@willis.com	<b>FAX (A/C, No):</b> 1-888-467-2378
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Okaloosa County School District Attn: Russ Frakes 120 Lowery Place SE Fort Walton Beach, FL 32548	<b>INSURER A:</b> Florida School Boards Insurance Trust <b>NAIC #</b> D2772	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** W11773067 **REVISION NUMBER:**

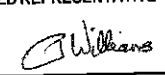
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FSBIT19CAS7-1	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Included
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FSBIT19CAS7-1	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	FSBIT19CAS7-1	07/01/2019	07/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Re: Library Cooperative Courier Contract with Okaloosa County

For the General Liability policy, General Aggregate is Unlimited.  
Evidence of coverage.

**CONTRACT: C08-1671-LIB**  
**OKALOOSA COUNTY SCHOOL BOARD**  
**LIBRARY COOPERATIVE COURIER SERVICES**  
**EXPIRES: 09/20/2020**

<b>CERTIFICATE HOLDER</b>  Okaloosa County 5479A Old Bethel Road Crestview, FL 32536	<b>CANCELLED</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Administrative Services Corporation DBA Willis Pooling		NAMED INSURED Okaloosa County School District Attn: Russ Frakes 120 Lowery Place SE Fort Walton Beach, FL 32548	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Okaloosa County is included as Additional Insured as respects to General Liability.

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ACORD 101 (2008/01)

The ACORD name and logo are registered marks of ACORD

SR ID: 18169806

BATCH: 1259723

CERT: W11773067

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08/06/2019

Contract/Lease Control #: C08-1671-LIB

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2016

Expiration Date: 09/30/2020

Description of Contract/Lease: LIBRARY COOPERATIVE COURIER SERVICES

Department: LIB

Department Monitor: STEVEER

Monitor's Telephone #: 850-609-5102

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

Closed:

Cc: Finance Department Contracts & Grants Office

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: CO8-1671-LTD Tracking Number: 3409-19  
Procurement/Contractor/Lessee Name: Okaloosa County School Board Grant Funded: YES \_\_\_ NO X  
Purpose: Amendment / renewal  
Date/Term: 9-30-2020  
Amount: 9,500.00  
Department: LIB  
Dept. Monitor Name: Stevens

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
[Signature] Date: 6-10-19  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Victoria Taravella

**2CFR Compliance Review (if required)**

Approved as written: NO fecha \$ Grant Name: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: see email attached Date: 6-11-19  
\_\_\_\_\_ Date: \_\_\_\_\_  
Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written: see email attached Date: 6-17-19  
\_\_\_\_\_ Date: \_\_\_\_\_  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

**Clerk Finance**

Document has been received: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Manager or designee

## DeRita Mason

---

**From:** Karen Donaldson  
**Sent:** Tuesday, June 11, 2019 4:25 PM  
**To:** DeRita Mason  
**Subject:** RE: C08-1671-LIB renewal and amendment

DeRita

This is approved by Risk Management.

Thank you

*Karen Donaldson*

Karen Donaldson  
Public Records and Contracts Specialist  
Okaloosa County Risk Management  
5479-B Old Bethel Rd.  
Crestview, Fl. 32536  
850.683.6207  
[KDonaldson@myokaloosa.com](mailto:KDonaldson@myokaloosa.com)



*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](mailto:dmason@myokaloosa.com)>  
**Sent:** Monday, June 10, 2019 11:28 AM  
**To:** Parsons, Kerry <[KParsons@ngn-tally.com](mailto:KParsons@ngn-tally.com)>; Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Cc:** Karen Donaldson <[kdonaldson@myokaloosa.com](mailto:kdonaldson@myokaloosa.com)>  
**Subject:** C08-1671-LIB renewal and amendment

Please review and approve the attached.

Thank you,

DeRita

## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Monday, June 17, 2019 4:13 PM  
**To:** DeRita Mason  
**Cc:** Karen Donaldson; Lynn Hoshihara  
**Subject:** RE: C08-1671-LIB renewal and amendment

With that revision 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](mailto:Kparsons@ngn-tally.com)

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**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Monday, June 17, 2019 5:11 PM  
**To:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Cc:** Karen Donaldson <kdonaldson@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Subject:** RE: C08-1671-LIB renewal and amendment

Library, sorry, typo.

---

**From:** Parsons, Kerry [<mailto:KParsons@ngn-tally.com>]  
**Sent:** Monday, June 17, 2019 4:11 PM  
**To:** DeRita Mason <dmason@myokaloosa.com>  
**Cc:** Karen Donaldson <kdonaldson@myokaloosa.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Subject:** RE: C08-1671-LIB renewal and amendment

Hey DeRita:

Can you find out whether the first "WHEREAS" clause should say "liberal" or "library" locations?

**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](mailto:Kparsons@ngn-tally.com)

**DeRita Mason**

---

**From:** Greg Stewart  
**Sent:** Wednesday, July 10, 2019 9:08 AM  
**To:** Vicky Stever  
**Cc:** DeRita Mason  
**Subject:** Re: Library courier contract renewal for FY20

I did talk to jeff McInnis in this and the handwritten language is fine. I agree with Vicki that we should type it up

Sent from my iPhone

On Jul 10, 2019, at 8:39 AM, Vicky Stever <[vstever@myokaloosa.com](mailto:vstever@myokaloosa.com)> wrote:

DeRita:

Regarding the renewal of C08-1671-LIB, the school board attorney coordinated with Mr. Stewart for additional language to be inserted in the Appendix regarding insurance. Pretty sure we don't want to use the document with handwritten amendments (attached). Would you be the person to adapt the original renewal document? I don't have the software for that.

Vicky

Vicky Stever  
Coordinator, Okaloosa County Public Library Cooperative  
(850) 609-5102

---

**From:** Mitchell, Eric <[Eric.Mitchell@Okaloosaschools.com](mailto:Eric.Mitchell@Okaloosaschools.com)>  
**Sent:** Tuesday, July 9, 2019 9:58 PM  
**To:** Vicky Stever <[vstever@myokaloosa.com](mailto:vstever@myokaloosa.com)>  
**Subject:** Re: Library courier contract renewal for FY20

Our attorneys (yours and mine) have agreed to a modification of the Appendix A section. Mine wrote in the changes in pen. Would your folks like this to be included in the document and then PDF'd to me? I can't change it on my end. Either way it's still on the agenda for the 22 of July.

Eric Mitchell Ed.S.  
Director, MIS and Instructional Technology  
Okaloosa County School District  
(850) 689-7153

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

<20190626\_145657.pdf>

**RENEWAL AND SECOND AMENDMENT TO CONTRACT C08-1671-LIB**  
(Okaloosa County School Board for Library Cooperative Courier Services)

Renewal and Second Amendment made and entered into this 22nd day of July, 2019, and amends contract C08-1671-LIB, dated August 15, 2008, by and between Okaloosa County, Florida, (hereinafter the "County") and Okaloosa County School Board (hereinafter the "Contractor").

**WHEREAS**, on August 15, 2008, the County and Contractor entered into a contract, C08-1671-LIB, which provides courier service between library locations; and

**WHEREAS**, the current term of C08-1671-LIB will expire on September 30, 2019, however, the contract provides yearly renewals upon mutual agreement of both parties. The County and Contractor wish to renew for one year; and

**WHEREAS**, the parties wish to amend the Contract to add new and updated general services insurance requirements attached hereto as Exhibit "A"; and

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to amend and renew C08-1671-LIB as follows:

1. C08-0671-LIB is hereby renewed for one (1) year. The contract renewal period shall begin on October 1, 2019 and end on September 30, 2020.
2. C08-1671-LIB is hereby amended to add updated general services insurance requirements attached hereto as Exhibit "A" and made a part of the Contract by reference.
3. C08-1671-LIB is hereby amended to incorporate the following provision: **VENDORS ON SCRUTINIZED COMPANIES LISTS:** By executing this Agreement, the Contractor, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may immediately terminate this Agreement for cause if the Contractor is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the Contractor has submitted a false certification, the County will provide written notice to the Contractor. Unless the Contractor demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the Contractor. If the County's determination is upheld, a civil penalty equal to the greater of \$2 million or twice the amount of this

Agreement shall be imposed on the Contractor, and the Contractor will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by Contractor. If federal law ceases to authorize the states to adopt and enforce the contracting prohibition identified in this Section shall be null and void

4. All other provisions of the Contract shall remain in full force and effect through the duration of the renewal.

IN WITNESS WHEREOF, the parties hereto have executed this renewal and amendment as of the day and year first written.

OKALOOSA COUNTY SCHOOL BOARD

  
Signature

Lamar White, Chairman  
Print Name & Title

Date: July 22, 2019

OKALOOSA COUNTY, FLORIDA

  
Faye Douglas, OMB Director

Date: 08.06.2019



**Exhibit "A"**  
**GENERAL SERVICES INSURANCE REQUIREMENTS**  
REVISED: 08/01/2018

**CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies (redacted if necessary) of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

## **WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

## **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

## **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:

C08-1671-LIB

- 1.) Premises & Operations Liability
  - 2.) Bodily Injury and Property Damage Liability
  - 3.) Independent Contractors Liability
  - 4.) Contractual Liability
  - 5.) Products and Completed Operations Liability
4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

### **LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u><b>LIMIT</b></u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1,000,000 each accident (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence for Bodily Injury & Property Damage \$1,000,000 each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1,000,000 each occurrence

### **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## **INDEMNIFICATION & HOLD HARMLESS**

Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract. Nothing herein shall be deemed to be a waiver by Contractor of sovereign immunity or any of its rights, privileges, immunities or limits of liability under Section 768.28, Florida Statutes.

**Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.**

## **CERTIFICATE OF INSURANCE**

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer.
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.

8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR.

### **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

### **UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

C08-1671-LIB  
8

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08-03-2018

Contract/Lease Control #: C08-1671-LIB

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2016

Expiration Date: 09/30/2019

Description of Contract/Lease: LIBRARY COOPERATIVE COURIER SERVICES

Department: LIB

Department Monitor: STEVER

Monitor's Telephone #: 850-609-5102

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

Closed:

Cc: Finance Department Contracts & Grants Office

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C08-1671-LIB Tracking Number: 3017-18  
Procurement/Contractor/Lessee Name: Okaloosa School Board Grant Funded: YES \_\_\_ NO X  
Purpose: renewal of contract  
Date/Term: 9/30/19  
Amount: 9,500.00  
Department: LIB  
Dept. Monitor Name: Stewe

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
[Signature] Date: 6-25-18  
Purchasing Manager or designee Jeff Hyde, DeRita Mason

**2CFR Compliance Review (if required)**

Approved as written: no qual trds Date: \_\_\_\_\_  
Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: [Signature] Date: 6-26-18  
Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written: see email attached Date: 6-25-18  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

**Clerk Finance**

Document has been received: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Manager or designee



## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Tuesday, June 26, 2018 9:24 AM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Okaloosa County School Board Amendment C08-1671-LIB

This is approved for legal purposes.

---

**From:** DeRita Mason [mailto:dmason@myokaloosa.com]  
**Sent:** Tuesday, June 26, 2018 10:16 AM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** RE: Okaloosa County School Board Amendment C08-1671-LIB

Sorry, here is the revised draft.

---

**From:** Parsons, Kerry [mailto:KParsons@ngn-tally.com]  
**Sent:** Monday, June 25, 2018 6:48 PM  
**To:** DeRita Mason <dmason@myokaloosa.com>  
**Cc:** Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Subject:** RE: Okaloosa County School Board Amendment C08-1671-LIB

I think you might need to delete number 4 unless something is supposed to be there.

---

**From:** DeRita Mason [mailto:dmason@myokaloosa.com]  
**Sent:** Monday, June 25, 2018 10:50 AM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** Okaloosa County School Board Amendment C08-1671-LIB

Please review and approve the attached.

Thank you,

DeRita



DeRita Mason  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536

**RENEWAL AND AMENDMENT TO CONTRACT C08-1671-LIB**  
Okaloosa County School Board for Library Cooperative Courier Services

This Renewal and First Amendment made and entered into this 23rd day of July, 2018, hereby renews and amends contract C08-1671-LIB, dated August 15, 2008, by and between Okaloosa County, Florida, (hereinafter the "County") and Okaloosa County School Board (hereinafter the "Contractor").

**WHEREAS**, on August 15, 2008, the County and Contractor entered into a contract, C08-1671-LIB, which provides courier service between library locations; and

**WHEREAS**, the term of C08-1671-LIB shall expire on September 30, 2018, however the contract provides for five renewals; and

**WHEREAS**, the parties wish to amend and renew the contract to add new and updated general services insurance requirements attached hereto as Exhibit "A".

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C08-1671-LIB as follows:

1. C08-1671-LIB is hereby renewed for an additional term. The contract renewal period shall begin October 1, 2018 and will expire September 30, 2019.
2. C08-1671-LIB- is hereby amended to add updated general services insurance requirements attached hereto as Exhibit "A"; and incorporated herein.
3. All other provisions of the Contract shall remain in full force and effect through the duration of the renewal.

(Remainder of Page Intentionally Blank)


IN WITNESS WHEREOF, the parties hereto have executed this renewal and amendment as of the day and year first written.

OKALOOSA COUNTY SCHOOL BOARD

By:   
Lamar White, Chairman

ATTEST:

Date: July 23, 2018

By:   
Mary Beth Jackson, Superintendent  
and Corporate Secretary

OKALOOSA COUNTY, FLORIDA

By:   
Graham W. Fountain

~~ATTEST:~~

~~Date: 8/3/18~~ Stephanie Herrick, OMB  
DIRECTOR

~~By: J.D. Peacock, II, Clerk~~

**Exhibit "A"**

**GENERAL SERVICES INSURANCE REQUIREMENTS**

REVISED: 06/08/2018

**CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

## **WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

## **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

## **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.

3. Commercial General Liability coverage shall include the following:

- 1.) Premises & Operations Liability
- 2.) Bodily Injury and Property Damage Liability
- 3.) Independent Contractors Liability
- 4.) Contractual Liability
- 5.) Products and Completed Operations Liability

4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

### **LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u><b>LIMIT</b></u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$500,000 each accident
2. Business Automobile	\$1M each accident (A combined single limit)
3. Commercial General Liability	\$1M each occurrence for Bodily Injury & Property Damage
	\$1M each occurrence Products and completed operations
4. Personal and Advertising Injury	\$1M each occurrence

### **NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract. Nothing herein shall be deemed to be a waiver by the School Board of Okaloosa County, Florida, of sovereign immunity or any of the School Board's rights, privileges, immunities or limits of liability as set forth under §768.28, *Florida Statutes*.

**Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.**

## CERTIFICATE OF INSURANCE

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than 10 days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10 days' notice if cancellation is for nonpayment of premium).
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject any deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).

7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.
8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

### **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

### **UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.



## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 08-02-2017

Contract/Lease Control #: C08-1671-LIB

Bid #: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 09/20/2016

Expiration Date: 09/30/2018

Description of Contract/Lease: LIBRARY COOPERATIVE COURIER SERVICES

Department: LIB

Department Monitor: STEVER

Monitor's Telephone #: 850-609-5102

Monitor's FAX # or E-mail: STEVER@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Administrative Services Corporation DBA Willis Pooling c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 1-877-945-7378      FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC # INSURER A: Florida School Boards Insurance Trust      D2772 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**RECEIVED**  
 JUN 06 2018  
 BY: PURCH

**COVERAGES**      **CERTIFICATE NUMBER: W6433163**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FSBIT18CAS7-1	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ Unlimited PRODUCTS - COM/OP AGG \$ Included \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FSBIT18CAS7-1	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			FSBIT18CAS7-1	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage

For the General Liability policy, General Aggregate is Unlimited. C08-1691-L1B

Okaloosa County are included as Additional Insured as respects to General Liability.

<b>CERTIFICATE HOLDER</b>  Okaloosa County 5479A Old Bethel Road Crestview, FL 32536	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Administrative Services Corporation DBA Willis Pooling c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> PHONE (A/C No. Ext): 1-877-945-7378      FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Okaloosa County School District Attn: Russ Frakes 120 Lowery Place SE Fort Walton Beach, FL 32548	<b>INSURER A:</b> Florida School Boards Insurance Trust      NAIC # D2772	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**RECEIVED**  
 JUN 06 2018  
 BY: Purch

**COVERAGES**      **CERTIFICATE NUMBER:** W6433162      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			FSBIT17CAS7-1	07/01/2017	07/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMP/OP AGG \$ Included \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FSBIT17CAS7-1	07/01/2017	07/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	FSBIT17CAS7-1	07/01/2017	07/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage

C08-1691-418

For the General Liability policy, General Aggregate is Unlimited.

Okaloosa County are included as Additional Insureds as respects to General Liability.

<b>CERTIFICATE HOLDER</b>  Okaloosa County 5479A Old Bethel Road Crestview, FL 32536	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# PROCUREMENT/CONTRACT/LEASE INTERNAL COORDINATION SHEET

Procurement/Contract/Lease Number: CO8-1671-LFB Tracking Number: \_\_\_\_\_  
Procurement/Contractor/Lessee Name: OCSB Grant Funded: YES \_\_\_ NO \_\_\_  
Purpose: Library Cooperative Courier Services  
Date/Term: 10/1/17 - 9/30/18 1.  GREATER THAN \$50,000  
Amount: \$9,950.00 2.  GREATER THAN \$25,000  
Department: LFB 3.  \$25,000 OR LESS  
Dept. Monitor Name: Steve

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
Ch - Powell Date: 6/22/2017  
Purchasing Director or designee Greg Kisela, Charles Powell, DeRita Mason, Matthew Young

**2CFR Compliance Review (if required)**

Approved as written: not required  
\_\_\_\_\_  
Grants Coordinator Renee Biby Date: \_\_\_\_\_

**Risk Management Review**

Approved as written:  
Crystal King Date: 7-10-17  
Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written: See approval dated 7/10/2017  
\_\_\_\_\_  
County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee Date: \_\_\_\_\_

Following Okaloosa County approval:

**Contracts & Grants Office**

Document has been received:  
\_\_\_\_\_  
Contracts & Grants Manager Marcella Eubanks, Mindy Kovalsky, Ashley Endris Date: \_\_\_\_\_

## Charles Powell

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**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Monday, July 10, 2017 12:37 PM  
**To:** Charles Powell  
**Cc:** Lynn Hoshihara  
**Subject:** RE: contract renewal C08-1671-LIB

With the revisions this is approved for legal purposes. However, you will need to make sure to fix the signature block issue, Public Libraries is not supposed to be under school board.

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**From:** Charles Powell [mailto:cpowell@co.okaloosa.fl.us]  
**Sent:** Monday, July 10, 2017 12:44 PM  
**To:** Parsons, Kerry  
**Cc:** Lynn Hoshihara  
**Subject:** FW: contract renewal C08-1671-LIB

Hi Kerry,

Is this approved for legal sufficiency? Thanks

Respectfully,  
*Charles Powell*

---

**From:** Charles Powell  
**Sent:** Friday, July 07, 2017 12:48 PM  
**To:** 'Parsons, Kerry' <KParsons@ngn-tally.com>  
**Cc:** Lynn Hoshihara <lhoshihara@co.okaloosa.fl.us>  
**Subject:** RE: contract renewal C08-1671-LIB

Here is the revised contract.

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**From:** Parsons, Kerry [mailto:KParsons@ngn-tally.com]  
**Sent:** Friday, July 07, 2017 12:22 PM  
**To:** Charles Powell <cpowell@co.okaloosa.fl.us>

**Cc:** Lynn Hoshihara <[lhoshihara@co.okaloosa.fl.us](mailto:lhoshihara@co.okaloosa.fl.us)>

**Subject:** RE: contract renewal C08-1671-LIB

Please see my revisions.

---

**From:** Charles Powell [<mailto:cpowell@co.okaloosa.fl.us>]

**Sent:** Friday, July 07, 2017 10:55 AM

**To:** Parsons, Kerry

**Cc:** Lynn Hoshihara

**Subject:** FW: contract renewal C08-1671-LIB

Hi Kerry,

Can you please review for legal sufficiency? If possible, can I get this back today.

Respectfully,

*Charles Powell*

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**From:** Vicky Stever

**Sent:** Thursday, June 22, 2017 1:11 PM

**To:** Charles Powell <[cpowell@co.okaloosa.fl.us](mailto:cpowell@co.okaloosa.fl.us)>

**Subject:** contract renewal C08-1671-LIB

Charles:

Attached please find for coordination the contract renewal form and accompanying quote for C08-1671-LIB with Okaloosa School Board. I have advised that we need their updated certificate of insurance as soon as they receive it. Their liability insurance renews in July. However, if we can proceed with this now it will help get it on the school board's workshop agenda for July 12.

Thank you,

Vicky

Vicky Stever

Coordinator, Okaloosa County Public Library Cooperative

206 Partin Dr N, Niceville, FL 32578

(850) 609-5102 ofc

(850) 357-2395 cell

<https://readokaloosa.org>

Empowering Community through Education, Creation and Exploration

**RENEWAL AND AMENDMENT TO CONTRACT C08-1671-LIB**  
Okaloosa County School Board for Library Cooperative Courier Services

This Renewal and Second Amendment made and entered into this 24 day of July, 2017, hereby renews and amends contract C08-1671-LIB, dated August 15, 2008, by and between Okaloosa County, Florida, (hereinafter the "County") and Okaloosa County School Board (hereinafter the "Contractor").

**WHEREAS**, on August 15, 2008, the County and Contractor entered into a contract, C08-1671-LIB, which provides courier service between library locations; and

**WHEREAS**, on July 28, 2014, the contract term was modified to change the term of the contract to begin on October 1, 2014; and

**WHEREAS**, the term of C08-1671-LIB shall expire on September 30, 2016, however the contract provides for five renewals; and

**WHEREAS**, the parties desire to amend the Contract to include language in the Contract pertaining to Public Records as has recently been amended by the Florida Legislature in the 2016 Laws of Florida chapter 20.

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew C08-1671-LIB as follows:

1. C08-1671-LIB is hereby renewed for an additional term. The contract renewal period shall begin October 1, 2017 and will expire September 30, 2018.
2. All other provisions of the Contract shall remain in full force and effect through the duration of the renewal.

**IN WITNESS WHEREOF**, the parties hereto have executed this renewal and amendment as of the day and year first written.

**OKALOOSA COUNTY SCHOOL BOARD**

By:   
Lamar White, School Board Chairman

Date: July 24, 2017

**OKALOOSA COUNTY, FLORIDA**

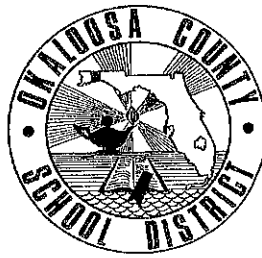
  
Greg Kisela, Purchasing Director

Date: 8/1/17

# SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS  
MARY BETH JACKSON

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, Esq.



BOARD MEMBERS  
TIM BRYANT  
DEWEY DESTIN  
MELISSA THRUSH  
RODNEY L. WALKER  
LAMAR WHITE

June 22, 2017

Okaloosa County Public Library Cooperative  
Attn: Vicky Stever  
206 N. Partin Dr.  
Niceville, FL 32578

## QUOTE

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Re: Courier Services 10/1/17 – 9/30/18

	<u>Amount</u>
Courier Services 10/1/17 – 9/30/18	\$ 9,950.00
Total Quote	<u>\$ 9,950.00</u>

If you have any questions, please call Kenn Macdonald at 833-5834.

ADMINISTRATION COMPLEX-120 LOWERY PLACE S.E.-FORT WALTON BEACH, FLORIDA 32548  
TELEPHONE (850) 833-3100 FAX (850) 833-3436

CARVER HILL ADMINISTRATION COMPLEX-461 W. SCHOOL AVENUE-CRESTVIEW, FLORIDA 32536  
TELEPHONE (850) 689-7117 FAX (850) 689-7121





**RENEWAL AND AMENDMENT TO CONTRACT C08-1671-LIB**  
Okaloosa County School Board for Library Cooperative Courier Services

This Renewal and First Amendment made and entered into this 20 day of September, 2016, hereby renews and amends contract C08-1671-LIB, dated August 15, 2008, by and between Okaloosa County, Florida, (hereinafter the "County") and Okaloosa County School Board (hereinafter the "Contractor").

**WHEREAS**, on August 15, 2008, the County and Contractor entered into a contract, C08-1671-LIB, which provides courier service between library locations; and

**WHEREAS**, on July 28, 2014, the contract term was modified to change the term of the contract to begin on October 1, 2014; and

**WHEREAS**, the term of C08-1671-LIB shall expire on September 30, 2016, however the contract provides for five renewals; and

**WHEREAS**, the parties desire to amend the Contract to include language in the Contract pertaining to Public Records as has recently been amended by the Florida Legislature in the 2016 Laws of Florida chapter 20.

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C08-1671-LIB as follows:

1. C08-1671-LIB is hereby renewed for an additional term. The contract renewal period shall begin October 1, 2016 and will expire September 30, 2017.
2. C08-1671-LIB is hereby amended to include the following additional provision:

**Public Records**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL ROAD CRESTVIEW, FL 32536 PHONE: (850) 689-5977 [riskinfo@co.okaloosa.fl.us](mailto:riskinfo@co.okaloosa.fl.us).**

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

- a. Keep and maintain public records required by the County to perform the service.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a

reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
  - d. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
3. All other provisions of the Contract shall remain in full force and effect through the duration of the renewal.

IN WITNESS WHEREOF, the parties hereto have executed this renewal and amendment as of the day and year first written.

COMPANY/CONTRACTOR

Catherine S. Thigpen

By: Catherine S. Thigpen, Chairman

Date: September 12, 2016

ATTEST:

Jan R Crawford  
Witness *Signature*

Jan R Crawford  
Witness *Print Name*

OKALOOSA COUNTY, FLORIDA

Zan Fedorak

*Zan Fedorak, Purchasing Manager*

(OKALOOSA CO. SIGNATURE AUTHORITY)

Date: 9/20/16

# SCHOOL DISTRICT OF OKALOOSA COUNTY

SUPERINTENDENT OF SCHOOLS  
MARY BETH JACKSON

ATTORNEY TO THE BOARD  
C. JEFFREY McINNIS, Esq.



BOARD MEMBERS  
DEWEY DESTIN  
LAMAR WHITE  
CATHY THIGPEN  
MELISSA THRUSH  
RODNEY L. WALKER

July 21, 2016

Okaloosa County Public Library Cooperative  
Attn: Vicky Stever  
206 N. Partin Dr.  
Niceville, FL 32578

## QUOTE

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Re: Courier Services 10/1/16 – 9/30/17

	<u>Amount</u>
Courier Services 10/1/16 – 9/30/17	\$ 9,950.00
Total Quote	<u>\$ 9,950.00</u>

If you have any questions, please call Kenn Macdonald at 833-5834.

ADMINISTRATION COMPLEX-120 LOWERY PLACE S.E.-FORT WALTON BEACH, FLORIDA 32548  
TELEPHONE (850) 833-3100 FAX (850) 833-3436

CARVER HILL ADMINISTRATION COMPLEX-461 W. SCHOOL AVENUE-CRESTVIEW, FLORIDA 32536  
TELEPHONE (850) 833-3117 FAX (850) 833-3436

# CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: <u>COS-1671-LIB</u>	Tracking Number: <u>1918-16</u>
Contractor/Lessee Name: <u>Okaloosa County School Board</u>	Grant Funded: YES ___ NO ___
Purpose: <u>Library Cooperative Courier Services</u>	
Date/Term: <u>9/30/2017</u>	1. <input type="checkbox"/> GREATER THAN \$50,000
Amount: _____	2. <input type="checkbox"/> GREATER THAN \$25,000
Department: <u>LIB</u>	3. <input type="checkbox"/> \$25,000 OR LESS
Dept. Monitor Name: <u>Steve</u>	
Document has been reviewed and includes any attachments or exhibits.	

<b>Purchasing Review</b>	
Procurement requirements are met:	
<u>Ch - Powell</u>	Date: <u>9/20/2016</u>
Purchasing Director or designee	Zan Fedorak, Charles Powell, DeRita Mason

<b>Risk Management Review</b>	
Approved as written: <u>See email dated 7/14/2016</u>	
_____	Date: _____
Risk Manager or designee	Laura Porter or Krystal King

<b>County Attorney Review</b>	
Approved as written: <u>See email dated 7/24/2016</u>	
_____	Date: _____
County Attorney	Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

<b>Contract &amp; Grant</b>	
Document has been received:	
_____	Date: _____
Contracts & Grants Manager	

## Charles Powell

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**From:** Krystal King  
**Sent:** Thursday, July 14, 2016 6:43 AM  
**To:** Joanne Kublik; 'Parsons, Kerry'; Lynn Hoshihara; Laura Porter; Jessica Lundy  
**Cc:** Vicky Stever; Zan Fedorak  
**Subject:** RE: Please review renewal for Okaloosa County School Courier

Risk Management approved.

*Krystal King*  
Okaloosa County  
Risk Management  
(850)689-5977  
Fax (850)689-5973

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 email communication including your email address, may be subject to public disclosure.

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**From:** Joanne Kublik  
**Sent:** Wednesday, July 13, 2016 2:03 PM  
**To:** 'Parsons, Kerry'; Lynn Hoshihara; Laura Porter; Krystal King; Jessica Lundy  
**Cc:** Vicky Stever; Zan Fedorak  
**Subject:** Please review renewal for Okaloosa County School Courier

[http://www.co.okaloosa.fl.us/sites/default/files/contracts/contra\\_pdf/C08-1671-LIB.pdf](http://www.co.okaloosa.fl.us/sites/default/files/contracts/contra_pdf/C08-1671-LIB.pdf)

Vicky – I changed some of the wording, but please wait until we get approval back from Legal and Risk before you proceed. Thanks, Jo

Joanne Kublik, FCCM  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
[jkublik@co.okaloosa.fl.us](mailto:jkublik@co.okaloosa.fl.us)

## Charles Powell

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**From:** Joanne Kublik  
**Sent:** Monday, July 25, 2016 8:18 AM  
**To:** Vicky Stever  
**Subject:** FW: Please review renewal for Okaloosa County School Courier  
**Attachments:** 16 FINAL C08-1671-LIB School courier renewal FY17 (2).docx

You may move forward getting signatures. This is the final.

Joanne Kublik, FCCM  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
[jkublik@co.okaloosa.fl.us](mailto:jkublik@co.okaloosa.fl.us)

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:** Parsons, Kerry [<mailto:KParsons@ngn-tally.com>]  
**Sent:** Sunday, July 24, 2016 1:54 PM  
**To:** Joanne Kublik  
**Cc:** Vicky Stever; Zan Fedorak; Lynn Hoshihara; Laura Porter; Krystal King; Jessica Lundy  
**Subject:** RE: Please review renewal for Okaloosa County School Courier

Joanne:

This renewal is approved for legal sufficiency.  
Kerry

---

**From:** Joanne Kublik [<mailto:jkublik@co.okaloosa.fl.us>]  
**Sent:** Wednesday, July 13, 2016 3:03 PM  
**To:** Parsons, Kerry; Lynn Hoshihara; Laura Porter; Krystal King; Jessica Lundy

**EXHIBIT B**

**CONTRACT & LEASE AGREEMENT CONTROL FORM**

**Date** 8/21/15

**Contract/Lease Control #:** C08-1671 <sup>LIB</sup>

**Bid #:** N/A

**Contract/Lease Type:** AGREEMENT

**Award to/Lessee:** OKALOOSA COUNTY SCHOOL BOARD

**Lessor:**

**Effective Date:** 8/4/2008

**Amount:** \$9950.00

**Term/Expires:** 9/30/2016 N/ANNUAL CONSENTING RENEWAL

**Description of Contract/Lease:** LIBRARY COOP COURIER SERVICES

**Department Manager:** LIB COOP

**Department Monitor:** Vicky Stever

**Monitor's Telephone #:** 609-5102

**Monitor's Fax #:** 651-7176

**Date Closed:**





# CONTRACT/LEASE RENEWAL FORM

Date: July 22, 2015  
 Company: Okaloosa County School Board  
 Attn: Catherine S. Thigpen  
 Address: 120 Lowery Place SE  
 City, St, Zip: Ft Walton Beach, FL 32548  
 RE: Library Cooperative Courier Services

**CONTRACT# C08-1671-LIB**  
**OKALOOSA COUNTY SCHOOL BOARD**  
**COURIER SERVICE FOR LIBRARY CO-OP**  
**EXPIRES: 09/30/2016 W/ AUTO RENEWALS**

Dear Mrs Thigpen:

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C08-1671-LIB for an additional term. The contract renewal period will be Oct. 1, 2015 to Sept. 30, 2016. The annual budgeted amount for this contract is \$9,950.00. 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 & County Administrator  
 Signature: [Signature]

Contractor: Okaloosa County School District

Date: 8/18/15

Approved By: [Signature]  
 (as prescribed below on item 1)

Approved By: [Signature]  
 Catherine S. Thigpen

Date: 8/21/15

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

Title: \_\_\_\_\_  
 School Board Chairman

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

Date: August 10, 2015

**County Department Instructions:**

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Director <\$25K and less, County Administrator <\$50K and less or Board >\$50K, 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 Purchasing Services Coordinator.  
 If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.

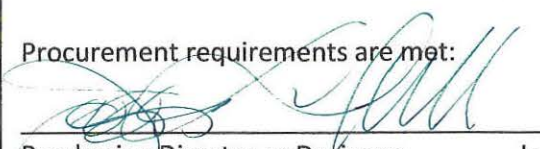


# CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: <u>C08-1671-LIB</u>	Tracking Number: <u>1372-15</u>
Contractor/Lessee Name: <u>Okaloosa Co School Board</u>	Grant Funded: YES ___ NO ___
Purpose: <u>Renewal</u>	
Date/Term: <u>9/30/14</u>	1. <input type="checkbox"/> GREATER THAN \$50,000
Amount: <u>\$9,950.00</u>	2. <input type="checkbox"/> GREATER THAN \$25,000
Department: <u>LIB</u>	3. <input checked="" type="checkbox"/> \$25,000 OR LESS
Dept. Monitor Name: <u>Stever</u>	
Document has been reviewed and includes any attachments or exhibits.	

**Purchasing Review**

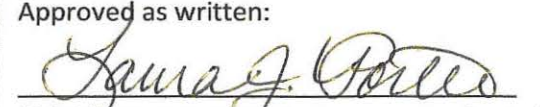
Procurement requirements are met:

 Date: 6/2/15

Purchasing Director or Designee: Joanne Kublik or Sunnie Estes

**Risk Management Review**

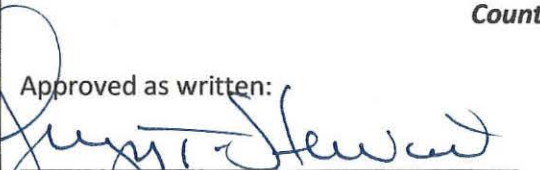
Approved as written:

 Date: 6/3/15

Risk Manager or designee: Laura Porter or Krystal King

**County Attorney Review**

Approved as written:

 Date: 6-2-15

County Attorney: Gregory T. Stewart or Lynn Hoshihara

Following Okaloosa County approval:

**Contracts & Grants**

Document has been received: \_\_\_\_\_ Date: \_\_\_\_\_

Contracts & Grants Manager

**EXHIBIT B**

**CONTRACT & LEASE AGREEMENT CONTROL FORM**

Date: 8/26/14

Contract/Lease Control #: C08-1671 <sup>LIB</sup>

Bid #: N/A

Contract/Lease Type: AGREEMENT

Award to/Lessee: OKALOOSA COUNTY SCHOOL BOARD

Lessor:

Effective Date: 8/4/2008

Amount: \$9950.00

Term/Expires: 9/30/2015 N/ANNUAL CONSENTING RENEWAL

Description of Contract/Lease: LIBRARY COOP COURIER SERVICES

Department Manager: LIB COOP

Department Monitor: Vicky Stever

Monitor's Telephone #: 609-5102

Monitor's Fax #: 651-7176

Date Closed:

**EXHIBIT B**

**CONTRACT & LEASE AGREEMENT CONTROL FORM**

**Date:** 9/11/13

**Contract/Lease Control #:** C08-1671 <sup>LB</sup>

**Bid #:** N/A

**Contract/Lease Type:** AGREEMENT

**Award to/Lessee:** OKALOOSA COUNTY SCHOOL BOARD

**Lessor:**

**Effective Date:** 8/4/2008

**Amount:** \$9950.00

**Term/Expires:** 9/30/2014 N/ANNUAL CONSENTING RENEWAL

**Description of Contract/Lease:** LIBRARY COOP COURIER SERVICES

**Department Manager:** LIB COOP

**Department Monitor:** Vicky Stever

**Monitor's Telephone #:** 609-5102

**Monitor's Fax #:** 651-7176

**Date Closed:**

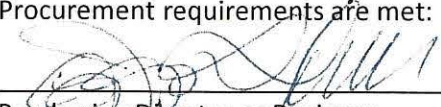
# CONTRACT & LEASE INTERNAL COORDINATION SHEET

Contract/Lease Number: C 08-1671-21B Tracking Number: 1038-14  
Grant Funded: YES \_\_\_ NO X  
Contractor/Lessee Name: School Board  
Purpose: Library Coop  
Date/Term: 9/30/15  
Amount: \$9,950.00  
Department: LIB  
Dept. Monitor Name: Steve


1.  GREATER THAN \$50,000  
2.  GREATER THAN \$25,000  
3.  \$25,000 OR LESS

Document has been reviewed and includes any attachments or exhibits.

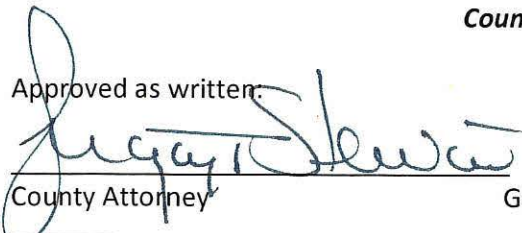
**Purchasing Review**

Procurement requirements are met:  
  
Purchasing Director or Designee: \_\_\_\_\_ Date: 7-17-14  
Joanne Kublik

**Risk Management Review**

Approved as written:  
  
Risk Manager or designee: Gert RReal Date: 7-21-14

**County Attorney Review**

Approved as written:  
  
County Attorney: \_\_\_\_\_ Date: 7-21-14  
Gregory T. Stewart

Following Okaloosa County approval:

**Contracts & Grants**

Document has been received: \_\_\_\_\_ Date: \_\_\_\_\_  
Contracts & Grants Manager

*to Vicky 7/21*

**MODIFICATION TO CONTRACT**  
**BETWEEN**  
**THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA**  
**AND**  
**THE OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE**

**THIS AGREEMENT** is entered into effective the 28<sup>th</sup> day of July 2014, by and between The School Board of Okaloosa County, Florida, whose address is 120 Lowery Place SE, Fort Walton Beach, Florida 32548 (the "Provider") and The Okaloosa County Public Library Cooperative, whose address is 206 N. Partin Drive, Niceville, Florida 32578 (the "Recipient").

**WHEREAS**, the parties did enter into that certain School District of Okaloosa County Contract Service Agreement dated August 15, 2008 (the "Contract"), which has been subsequently extended, and now desire to modify certain provisions of the Contract.

**NOW, THEREFORE**, the parties, intending to be legally bound, do hereby modify the terms and conditions of the Contract as follows:

1. Section 1, entitled Scope of Work, shall be amended in its entirety to read as follows:

Scope of Work. The purpose of this agreement is to establish the terms and conditions under which the Provider shall deliver or perform the following services indicated for the Recipient:

Provide courier service to the following Okaloosa County Public Library Cooperative sites:

- A. Courthouse Annex Extension, 1940 Lewis Turner Blvd., Ft. Walton Beach
- B. Mary Esther, 100 W. Hollywood Boulevard
- C. Ft. Walton Beach, 185 Miracle Strip Parkway SE
- D. Destin, 150 Sibert Avenue
- E. Valparaiso, 459 Valparaiso Parkway
- F. Niceville, 206 Partin Drive
- G. Crestview, 1445 Commerce Drive

The courier service will run on the published Okaloosa County School District Courier Schedule which generally provides courier service three days a week most usually on Monday, Wednesday, and Friday. The Okaloosa County School District Courier schedule may contain more than three days a week and occasionally less. During School District off-periods lasting one week or more, not including weather-related closures, one complete courier run will be provided per week.

The courier service will consist of the pickup and delivery of all inter-library paperwork and books that are properly packaged and labeled. Delivery of pickup items will occur on the next scheduled courier service. Bins and packages accepted for courier service must not exceed a weight of 50 pounds and must be secured to prevent opening.

CONTRACT# C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 09/30/2015 W/ AUTO RENEWALS

2. Section 2, entitled Term, shall be amended in its entirety to read as follows:

Term. The Term of this Agreement shall begin on the 1<sup>st</sup> day of October 2014, hereinafter the "Commencement Date," and shall extend for one (1) calendar year. This Agreement may be renewed and/or extended by mutual agreement of the parties at the end of the Term and any extended term thereafter.


3. Section 4, entitled Official Representative shall be amended in its entirety to read as follows:

The Provider shall be responsible for providing an official representative and contact person to conduct all communications with the Recipient and to be responsible for the ongoing administration of this Agreement. The Provider hereby designates Eric Mitchell, Director of MIS and Instructional Technology, 461 W. School Avenue, Crestview, Florida as the official representative for the purposes of administering this Agreement with the Recipient.

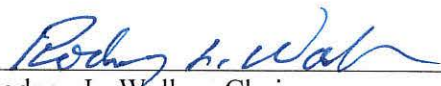
4. Except as expressly modified herein, all of the remaining terms and conditions of the Contract shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the dates set forth below to be effective as of the date first above written.

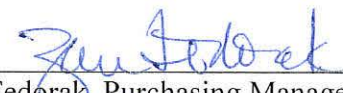
ATTEST:

  
\_\_\_\_\_  
Mary Beth Jackson, Superintendent and  
Corporate Secretary  
Date: August 11, 2014

PROVIDER:  
THE SCHOOL BOARD OF  
OKALOOSCOUNTY, FLORIDA

By:   
\_\_\_\_\_  
Rodney L. Walker, Chairman  
Date: August 11, 2014

RECEPIENT:  
OKALOOSA COUNTY BOARD OF  
COMMISSIONERS

By:   
\_\_\_\_\_  
Zan Fedorak, Purchasing Manager  
Date: 8/26/14





S-flu'ic'ku-iiii'ij

### CONTRACT/LEASE RENEWAL FORM

Date: July 1,2014

The School Board of Okaloosa County, Florida  
Attn: Rodney L. Walker  
120 Lowery Place  
Fort Walton Beach, FL 32548

RE: Library Cooperative Courier Service

Dear Mr. Walker:

The Okaloosa County Public Librar/ Cooperative agrees to renew ~~the~~ the subject contract/lease, #C08-1671-LI 1-25 for en additional term. The contract renewal period will be 10/01/2014 to 9/30/2015. The annual budgeted amount for this contract is \$9,950.00.

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

Vicky Stever, OCPLC Coordinator  
Signature: Vicky Stever

Contractor: School Board of Okaloosa County

Approved By: Zan Tedorak  
(as prescribed below on item 1)  
Zan Tedorak

Approved By: Rodney L. Walker  
Rodney L. Walker

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

Title: School Board Chairman

Date: 8/26/14

Date: August 11, 2014

County Department Instructions:

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Director <\$25K and less, County Administrator <\$50K and less or Board >\$50K, 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 Purchasing Services Coordinator.  
If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.

**CONTRACT# C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 09/30/2015 W/ AUTO RENEWALS**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/22/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

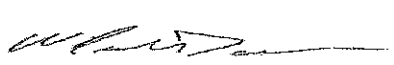
<b>PRODUCER</b> Public Risk Insurance Agency P. O. Box 2416  Daytona Beach FL 32115	<b>CONTACT NAME:</b> Brittany O'Brien	
	<b>PHONE (A/C. No. Ext):</b> (386) 239-8823	<b>FAX (A/C. No.):</b> (386) 239-4049
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Okaloosa County School Board		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:** CL147100903                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			AS PER FS 768.28	7/1/2014	7/1/2015	EACH OCCURRENCE \$ 200,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 300,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					EACH OCCURRENCE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						AGGREGATE \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				WC STATU-TORY LIMITS
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Liability Subject to FS 768.28. Certificate issued with respects to Courier Service for County Libraries effective 7-1-14 to 7-1-15.

<b>CERTIFICATE HOLDER</b>  Okaloosa County BOCC 101 E. James Lee Street Crestview, FL 32531	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Paul Dawson/ROBIN 



# CONTRACT/LEASE RENEWAL FORM

Date: July 1, 2013

The School Board of Okaloosa County, Florida  
Attn: Rodney L. Walker  
120 Lowery Place  
Fort Walton Beach, FL 32548

**CONTRACT# C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 09/30/2014**

RE: Library Cooperative Courier Service

Dear Mr. Walker:

The Okaloosa County Public Library Cooperative agrees to renew the subject contract/lease, #C08-1671-LI1-25 for an additional term. The contract renewal period will be 9/30/2013 to 9/30/2014. The annual budgeted amount for this contract is \$9,950.00.

**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

Vicky Stever, OCPLC Coordinator  
Signature: Vicky Stever

Contractor: The School Board of Okaloosa County

Approved By: [Signature]  
(as prescribed below on item 1)

Approved By: [Signature]  
Rodney L. Walker

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

Title: School Board Chairman

Date: 09-11-13

Date: August 26, 2013

**County Department Instructions:**

- 1) Obtain signatures from Department Director, authorized Company Representative and then Purchasing Director <\$25K and less, County Administrator <\$50K and less or Board >\$50K, 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 Purchasing Services Coordinator.  
If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.





# Board of County Commissioners Purchasing Department

State of Florida

7/16/2012

## CONTRACT/LEASE RENEWAL FORM

The School Board of Okaloosa County, Florida  
Attn: Rodney L. Walker  
120 Lowery Place  
Fort Walton Beach, FL 32548

**CONTRACT# C08-1671-LIB**  
**OKALOOSA COUNTY SCHOOL BOARD**  
**COURIER SERVICE FOR LIBRARY CO-OP**  
**EXPIRES: 09/30/2013**

**RE:** Library Cooperative Courier Service

Dear Mr. Walker:

Okaloosa County Public Library Cooperative wishes to renew the courier service, #C08-1671-LI1-25 for an additional term. The contract renewal period will be 9/30/12 to 9/30/13.

**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) to**  
Vicky Stever, 206 North Partin Drive, Niceville, FL 32589 (850) 609-5102.

### COUNTY REPRESENTATIVE

Dept./Director: Library Cooperative

Approved By: Vicky Stever

Print Name: Vicky Stever

Title: Cooperative Coordinator

Date: 7/16/12

### AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Okaloosa County School District

Approved By: Rodney Walker

Print Name: Rodney L. Walker

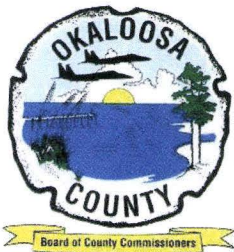
Title: School Board Chairman

Date: August 13, 2012

### County Department Instructions:

- 1) Obtain signatures from Department Director and authorized Company Representative. (Purchasing Director, County Administrator or BCC Chairman, if necessary) 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; Jack Allen, Purchasing Services Manager.**

If you have any questions please contact Jack Allen at 850-689-5960, Fax-850-689-5998, e-mail: [jallen@co.okaloosa.fl.us](mailto:jallen@co.okaloosa.fl.us)



# Board of County Commissioners Purchasing Department

State of Florida

7/19/11

## CONTRACT/LEASE RENEWAL FORM

The School Board of Okaloosa County, Florida  
Attn: Rodney L. Walker  
120 Lowery Place  
Fort Walton Beach, FL 32548

CONTRACT# C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 09/30/2012

**RE:** Library Cooperative Courier Service

Dear Mr. Walker:

The Okaloosa County Library Cooperative wishes to renew the courier service, #CO8-1671-LI1-25 for an additional term. The contract renewal period will be 9/30/11 to 9/30/12.

**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)to:**

Sheila Bishop, 206 North Partin Drive, Niceville, FL 32578 (850) 279-4863 ext. 1501.

COUNTY REPRESENTATIVE

AUTHOURIZED COMPANY REPRESENTATIVE

Dept./Director: Library Cooperative

Contractor: School Board of Okaloosa County

Approved By: Sheila Bishop

Approved By: Rodney L. Walker

Print Name: Sheila Bishop

Print Name: Rodney L. Walker

Title: Interim Administrator

Title: School Board Chairman

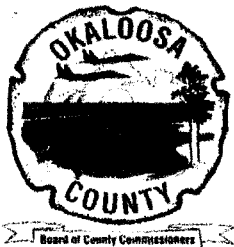
Date: 7/26/11

Date: August 8, 2011

### County Department Instructions:

- 1) Obtain signatures from Department Director and authorized Company Representative. (Purchasing Director, County Administrator or BCC Chairman, if necessary) 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; Jack Allen, Purchasing Services Manager.

If you have any questions please contact Jack Allen at 850-689-5960, Fax-850-689-5998, e-mail: [jallen@co.okaloosa.fl.us](mailto:jallen@co.okaloosa.fl.us)



# Board of County Commissioners Purchasing Department

State of Florida

CONTRACT# C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 09/30/2011

08/17/2010

## CONTRACT/LEASE RENEWAL FORM

The School Board of Okaloosa County, Florida  
Attn: Rodney L. Walker  
120 Lowery Place  
Fort Walton Beach, FL 32548

**RE:** Library Cooperative Courier Service

Dear Mr. Walker:

The Okaloosa County Library Cooperative wishes to renew the subject contract/lease, # C08-1671-LI1-25 for an additional term. The contract renewal period will be 9/30/10 to 9/30/11.

**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 to:**  
Robert Gorin, 206 North Partin Drive, Niceville, FL 32578 (850) 609-5102

### COUNTY REPRESENTATIVE

Requesting Dept: Library Cooperative

Approved By: [Signature]

Print Name: Robert Gorin

Title: Administrator

Date: August 18, 2010

### AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Okaloosa County School District

Approved By: [Signature]

Print Name: Rodney L. Walker

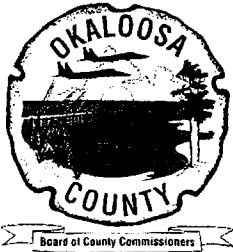
Title: School Board Chairman

Date: September 27, 2010

### County Department Instructions:

- 1) Obtain signatures from Department Director and authorized Company Representative. (Purchasing Director, County Administrator or BCC Chairman, if necessary) 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; Jack Allen, Purchasing Services Manager.

If you have any questions please contact Jack Allen at 850-689-5960, Fax-850-689-5998, e-mail: [jallen@co.okaloosa.fl.us](mailto:jallen@co.okaloosa.fl.us)



# Board of County Commissioners Purchasing Department

State of Florida

C08-1671-LIB  
OKALOOSA COUNTY SCHOOL BOARD  
COURIER SERVICE FOR LIBRARY CO-OP  
EXPIRES: 9/30/2010

(Date) July 30, 2009

## CONTRACT RENEWAL FORM

Company Name: The School Board of Okaloosa County, Florida  
Attn: Chuck Kelley  
Address: 120 SE Lowery Place  
City, State Zip: Ft. Walton Beach, FL 32548

**RE: Library Cooperative Courier Service**

Dear Mr. Kelley:

The Okaloosa County Library Cooperative wishes to renew the subject contract/lease, # (C08-1671-LI1-25) for an additional term. The contract renewal period will be 8/14/09 to 9/30/10.

**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 to Bob Gorin, 206 N Partin Drive, Niceville, FL 32578 (850) 609-5102.**

COUNTY REPRESENTATIVE

AUTHORIZED COMPANY REPRESENTATIVE

Requesting Dept: Library Cooperative

Contractor: Okaloosa County School District

Approved By: [Signature]  
(DIRECTOR)

Approved By: [Signature]

Print Name: ROBERT GORIN

Print Name: Chuck Kelley

Title: Administrator

Title: School Board Chairman

Date: 9/1/09

Date: August 10, 2009

### County Department Instructions:

- 1) Obtain signatures from Department Director and authorized Company Representative.
- 2) Make sure the company provides a current Certificate of Insurance. (If applicable)
- 3) Keep a copy of this form for your records.
- 4) Send original to; Jack Allen, Purchasing Services Manager.

If you have any questions please contact Jack Allen at 850-689-5960, Fax-850-689-5998, e-mail: [jallen@co.okaloosa.fl.us](mailto:jallen@co.okaloosa.fl.us)



**SCHOOL DISTRICT OF OKALOOSA COUNTY**  
**CONTRACT SERVICE AGREEMENT**

THIS AGREEMENT, effective the 15th day of August 2008, by and between OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE, 206 N. Partin Drive, Niceville, Florida (hereinafter referred to as "Recipient"), and THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA, 120 SE Lowery Place, Ft. Walton Beach, Florida, hereinafter referred to as "Provider".

1. **Scope of Work.** The purpose of this agreement is to establish the term and conditions under which the Provider shall deliver or perform the following services indicated for the Recipient:

Provide courier service to the following Okaloosa County Public Library Cooperative sites;

- A. Shalimar Courthouse Annex Cooperative Office
- B. Mary Esther, 100 W. Hollywood Blvd.
- C. Ft. Walton Beach, 185 Miracle Strip Parkway SE
- D. Destin, 8 Stahlman Ave.
- E. Valparaiso, 459 Valparaiso Parkway
- F. Niceville, 206 Partin Drive
- G. Crestview, 1445 Commerce Drive

The courier service will run on the published Okaloosa County School District Courier Schedule which generally provides courier service three days a week most usually on Monday, Wednesday, and Friday. The Okaloosa County School District Courier schedule may contain more than three days a week and occasionally less.

The courier service will consist of the pickup and delivery of all inter-library paperwork and books that are properly packaged and labeled. Delivery of pickup items will occur on the next scheduled courier service.


2. **Term.** The Initial Term of this Agreement shall begin on the 15th day of August, 2008, hereinafter the "Commencement Date", and shall extend for one (1) calendar year. This Agreement may be renewed and/or extended by mutual agreement of the parties at the end of the Initial Term and any extended term thereafter.
3. **Supervision, Monitoring, and Evaluation:** The Provider shall be responsible for the supervision of all of its personnel and/or agents assigned to provide services under this Agreement. Additionally, the Provider shall be responsible for the constant monitoring of the quality of service delivered under this Agreement. The Provider

shall work mutually with the Recipient to provide an evaluation of the delivery and impact of the services made available under this Agreement.

4. Official Representative: The Provider shall be responsible for providing an official representative and contact person to conduct all communications with the Recipient and to be responsible for the ongoing administration of this Agreement. *The Provider hereby designates J.C. Connor, Chief Information Officer, 461 W. School Avenue, Crestview, Florida as the official representative for the purposes of administering this Agreement with the Recipient.*
5. Responsibilities of the Recipient. The Recipient shall be responsible for the following costs and/or expenses associated with Provider's delivery of services under this Agreement: *The Provider will be paid \$9,950.00 per year which includes all expenses for a total contract amount. The contract amount may be paid quarterly in four equal installments with the first such installment due and payable on the Commencement Date, or in a lump sum due on the Commencement Date.*
6. Modification. This Agreement may be modified from time to time but only upon written mutual consent of the parties hereto.
7. Disputes. In the event a dispute should arise between the parties as to the delivery of services under this Agreement, the Provider hereby authorizes its Superintendent of Schools to work with the Recipient to resolve any such disputes. In the event that the Superintendent of Schools and the Recipient are unable to resolve the dispute, the matter shall be referred back to the Provider for final resolution.
8. Termination. This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice to the other. In the event that the Recipient should terminate this Agreement prior to its expiration, it shall be liable for payment of only the pro rata portion of any financial obligations that are due to Provider through the date of termination.


THIS AGREEMENT entered into on the dates indicated below to be effective as of the date first above written.

ATTEST:

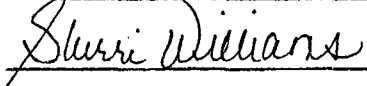
By:   
Alexis Tibbets, Ed. D.  
Superintendent of Schools

Date Signed: July 25, 2008

WITNESSES:

Signature: 

Printed Name: John Christopher

Signature: 

Printed Name: SHERRI WILLIAMS

PROVIDER:

THE SCHOOL BOARD OF  
OKALOOSA COUNTY, FLORIDA

By:   
Chuck Kelley  
Chairman

Date Signed: 7-28-08

RECIPIENT:

OKALOOSA COUNTY LIBRARY  
COOPERATIVE

By: 

Date Signed: 08-04-08

APPROVED BY: PURCHASING  FINANCE  ATTORNEY