

# CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/05/2021

Contract/Lease Control #: C20-2884-CE

Procurement#: NA

Contract/Lease Type: CONTRACT-AGREEMENT

Award To/Lessee: FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/02/2021

Expiration Date: 11/01/2023

Description of: MEMORANDUM OF AGREEMENT FOR OFFICE SPACE

Department: CE

Department Monitor: BEARDEN

Monitor's Telephone #: 850-698-5850

Monitor's FAX # or E-mail: [JBEARDEN@MYOKALOOSA.COM](mailto:JBEARDEN@MYOKALOOSA.COM)

CC: BCC RECORDS

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

Procurement/Contract/Lease Number: C20-0884-CE Tracking Number: 4411-21  
Procurement/Contractor/Lessee Name: Florida Dept of Agriculture Grant Funded: YES \_\_\_ NO X  
Purpose: MOU  
Date/Term: 11-18-2023  
Department #: \_\_\_\_\_  
Account #: NA  
Amount: \_\_\_\_\_  
Department: CE Dept. Monitor Name: Bearden

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

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
Walter Price Date: 9-24-21  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

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

Approved as written: NO feedback Grant Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Grants Coordinator

**Risk Management Review**

Approved as written: see email attached Date: 9-28-21  
Risk Manager or designee Lisa Price

**County Attorney Review**

Approved as written: see email attached Date: 9-24-21  
County Attorney Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

**IT Review (if applicable)**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Friday, September 24, 2021 11:18 AM  
**To:** DeRita Mason; Kerry Parsons  
**Cc:** Lisa Price; Joanna Clay  
**Subject:** Re: Division of Plan Industry, FDACS MOU Renewal Updated

This is approved as to legal sufficiency. Is Ronnie still considered Interim Director?

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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.

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**From:** DeRita Mason  
**Sent:** Friday, September 24, 2021 12:12:19 PM  
**To:** Lynn Hoshihara; Kerry Parsons  
**Cc:** Lisa Price; Joanna Clay  
**Subject:** FW: Division of Plan Industry, FDACS MOU Renewal Updated

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

DeRita Mason



DeRita Mason, CPPB, NIGP-CPF  
Senior Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

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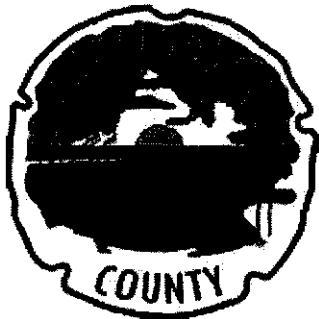
## DeRita Mason

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**From:** Lisa Price  
**Sent:** Friday, September 24, 2021 12:38 PM  
**To:** DeRita Mason  
**Subject:** RE: Division of Plan Industry, FDACS MOU Renewal Updated

This is approved by Risk.

Lisa Price  
Risk Management  
Public Records & Contracts Specialist  
302 N Wilson Street, Suite 301  
Crestview, FL. 32536  
(850) 689-5979  
[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)



For all things Wellness please visit:  
<http://www.myokaloosa.com/wellness>

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Friday, September 24, 2021 11:12 AM  
**To:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>; Kerry Parsons <[kparsons@myokaloosa.com](mailto:kparsons@myokaloosa.com)>  
**Cc:** Lisa Price <[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)>; Joanna Clay <[jclay@myokaloosa.com](mailto:jclay@myokaloosa.com)>  
**Subject:** FW: Division of Plan Industry, FDACS MOU Renewal Updated  
**Importance:** High



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

THIS MEMORANDUM OF AGREEMENT (Agreement), is made and entered into this 2<sup>nd</sup> day of November, 2021 by Okaloosa County, a political subdivision of the State of Florida, hereinafter referred to as "Okaloosa County" and the Florida Department of Agriculture and Consumer Services, Division of Plant Industry, 1911 SW 34<sup>th</sup> Street, Gainesville, FL 32608, hereinafter referred to as "FDACS/DPI". Okaloosa County and FDACS/DPI will hereinafter to be collectively referred to as the "Parties".

**WITNESSETH:**

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

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

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

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

NOW THEREFORE, it is agreed by the Parties that:

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

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

Okaloosa County Extension Director  
Ronnie Cowan  
3098 Airport Road  
Crestview, Florida 32539  
(850) 689-5850  
[Rcowan1@ufl.edu](mailto:Rcowan1@ufl.edu)

FDACS/DPI Property Manager:  
Ricardo Ocasio-Rodriguez  
1911 SW 34<sup>th</sup> Street  
Gainesville, Florida 32608  
(352) 395-4626  
[Ricardo.Ocasio-Rodriguez@FDACS.gov](mailto:Ricardo.Ocasio-Rodriguez@FDACS.gov)

7. The term of Agreement will commence on Nov 19, 2021 and continue in effect by mutual consent of the Parties on a 2-year basis. Either Party may terminate the Agreement for any reason by providing at least thirty (30) days advance written notice.

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

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

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

By: 

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

Date: 9/27/2021

OKALOOSA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

By: 

Title: Carolyn N. Ketchel, Chairman, Board of County Commissioners

Date: November 2, 2021

