

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 02/02/2024

Contract/Lease Control #: C19-2788-IT

Procurement#: SINGLE SOURCE

Contract/Lease Type: CONTRACT -- AGREEMENT

Award To/Lessee: DOCUSTOR

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 03/01/2024

Expiration Date: 02/28/2025

Description of: UNLIMITED RETRIEVAL LICESNSE

Department: IT

Department Monitor: SAMBENEDETTO

Monitor's Telephone #: 850-651-7570

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

Closed: _____

CC: BCC RECORDS



CONTRACT/LEASE RENEWAL FORM

Date: 1/29/2024
Company: Docustor, LLC
Attn: Mike Romano
Address: 224 Williams Road
City, St, Zip: Guntersville, AL 35976
RE: C19-2778-IT

CONTRACT: C19-2788-IT
Docustor
Unlimited Retrieval License
EXPIRES: 02/28/2025

Dear Mr. Romano,

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2788-IT for an additional term. The contract renewal period will be 3/01/2024 to 2/28/2025. The annual budgeted amount for this contract is \$ 6,700.00. 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

Dept. Director
Signature: _____

Digitally signed by Dan
Sambenedetto
Date: 2024.02.01
12:32:37 -06'00'

Date: _____

Approved By: DeRita Mason
(as prescribed below on item 1)

Date: _____

Approved By: _____
(as prescribed below on item 1)

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: Docustor, LLC

Approved By: Mike Romano

Title: Owner

Date: 1-31-2024

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