

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 10/06/2024

Contract/Lease Control #: C19-2753-WS

Procurement#: ITQ WS 78-18

Contract/Lease Type: CONTRACT

Award To/Lessee: POTPANS ASPHALT MAINTENANCE, LLC

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/22/2023

Expiration Date: 01/05/2024

Description of: MISCELLANEOUS ASPHALT REPAIR SERVICES

Department: WS

Department Monitor: LITTRELL

Monitor's Telephone #: 850-651-7172

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

Closed: _____

CC: BCC RECORDS



CONTRACT: C19-2753-WS
Potpan's Asphalt Maintenance, LLC
Miscellaneous Asphalt Repair Services
EXPIRES:01/05/2024

CONTRACT/LEASE RENEWAL FORM

9/26/2023

Potpan Asphalt Maintenance, LLC

Attn: Scott Potpan

5505 Poplar Head Church Rd.

Holt, Florida 32569

RE: Contract C19-2753-WS, Extension

Dear Scott Potpan

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # C19-2753-WS for an additional term. The contract renewal period will be 10/22/2023 to 01/05/2024. The annual budgeted amount for this contract is \$100,000.00. 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: [Handwritten Signature]

Contractor: Potpan's Asphalt Maintenance
Scott Potpan

Date: 10/5/23

Approved By: Faye Douglas
Digitally signed by Faye Douglas
Date: 2023.10.05 14:10:31 -0500
(as prescribed below on item 1)

Approved By: [Handwritten Signature]

Date: 10.05.2023

Approved By: John Hofstad
Digitally signed by John Hofstad
Date: 2023.10.06
13:19:53 -0500
(as prescribed below on item 1)

Title: Owner

Date: 10.06.2023

Date: 10-4-23

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