

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/25/2019

Contract/Lease Control #: C20-2884-CE

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/19/2019

Expiration Date: 11/18/2021

Description of MEMORANDUM OF AGREEMENT FOR OFFICE SPACE

Department: CE

Department Monitor: BEARDEN

Monitor's Telephone #: 850-689-5850

Monitor's FAX # or E-mail: JBEADENMYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: TBO Tracking Number: 3703-20  
Procurement/Contractor/Lessee Name: Fl. Dept. of Ag. Consumer Svs Grant Funded: YES \_\_\_ NO X  
Purpose: MOU for office space at ext. office  
Date/Term: 2 years 1.  GREATER THAN \$100,000  
Amount: 0 2.  GREATER THAN \$50,000  
Department: BEC CE 3.  \$50,000 OR LESS  
Dept. Monitor Name: Acetad Bearden

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
DeRita Mason Date: 10-31-19  
Purchasing Director or designee Jeff Hyde, DeRita Mason, Jessica Darr

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

Approved as written: no verbal bids Date: \_\_\_\_\_  
Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: see email attached Date: 11-4-19  
Edith Gibson or Karen Donaldson

**County Attorney Review**

Approved as written: see email attached Date: 11-4-19  
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

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**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Monday, November 4, 2019 10:52 AM  
**To:** DeRita Mason; Karen Donaldson  
**Cc:** Hoshihara, Lynn  
**Subject:** RE: FDACS MOA

This is approved for legal purposes.

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**From:** DeRita Mason [dmason@myokaloosa.com]  
**Sent:** Thursday, October 31, 2019 3:25 PM  
**To:** Karen Donaldson  
**Subject:** FW: FDACS MOA

Please review the attached.  
Thank you,  
DeRita Mason



DeRita Mason  
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)

"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:** Kay Godwin  
**Sent:** Thursday, October 31, 2019 2:21 PM  
**To:** Lynn Hoshihara ; Kerry Parsons ; DeRita Mason ; Faye Douglas ; Jennifer Bearden ; Edith Gibson  
**Cc:** Grant Dugre  
**Subject:** FW: FDACS MOA

Good Afternoon,

We have modified the attached MOU requested by the Department of Agriculture to permit an employee to overnight park in our Crestview County Extension parking lot and utilize office space from time to time.

At this time, we are requesting legal review, revisions and approval, along with notification to Purchasing and any revisions, feedback or approval from your perspective.

Thank you, and please reach out to Jennifer Bearden or me with any questions or for more information.

Kay Godwin  
Deputy County Administrator  
Okaloosa County Board of County Commissioners  
302 N Wilson St Ste 303  
Crestview, FL 32536  
Office 850.689.5007 Cell 850.585.1945

## DeRita Mason

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**From:** Karen Donaldson  
**Sent:** Monday, November 4, 2019 11:42 AM  
**To:** DeRita Mason  
**Subject:** RE: FDACS MOA

DeRita

This is approve 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)



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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Thursday, October 31, 2019 2:26 PM  
**To:** Karen Donaldson <[kdonaldson@myokaloosa.com](mailto:kdonaldson@myokaloosa.com)>  
**Subject:** FW: FDACS MOA

Please review the attached.

Thank you,

DeRita Mason

**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 19<sup>th</sup> day of November, 2019 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 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 Interim Director:  
Jennifer Bearden  
3098 Airport Road  
Crestview, Florida 32539  
(850) 689-5850  
[bearden@ufl.edu](mailto:bearden@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, 2019 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: *Gregory Halper*

Title: *Assistant Director*

Date: *11-7-2019*

OKALOOSA COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA

By: *Charles K. Windes, Jr.*

Title: Charles K. Windes, Jr., Chairman

Date: NOV 19 2019

