



CONTRACT/LEASE RENEWAL FORM

The Okaloosa County Board of County Commissioners agrees to renew the subject contract/lease, # _____ for an additional term. The contract renewal period will be _____ to _____. The annual budgeted amount for this contract is \$_____. 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: _____

Date: _____

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

Date: _____

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

Date: _____

AUTHORIZED COMPANY REPRESENTATIVE

Contractor: _____

Approved By: _____

Title: _____

Date: _____

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