



## 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 Director <\$25K and less, County Administrator <\$50K and less or Board >\$50K, 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 Purchasing Services Coordinator.  
If you have any questions please contact the Purchasing Director at 850-689-5960, Fax: 850-689-5998.