**CONTRACT/LEASE RENEWAL FORM**

# Date: Company Attn: Address City, St, Zip RE:

Dear

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 AUTHORIZED COMPANY REPRESENTATIVE

Dept. Director Contractor: Signature:

Date: \_

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

Date: \_

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

Date: 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.