

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 04/13/2022

Contract/Lease Control #: C17-2572-PW

Procurement#: NA

Contract/Lease Type: CONTRACT

Award To/Lessee: FL. DEPARTMENT OF CORRECTIONS

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 06/22/2022

Expiration Date: 06/21/2025 W/ 1 3 YR RENEWAL

Description of: ROAD DEPT WORK SQUAD

Department: PW

Department Monitor: AUTREY

Monitor's Telephone #: 850-689-5772

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

Closed:

Cc: BCC RECORDS

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

Procurement/Contract/Lease Number: C17-2572-PW Tracking Number: 4497-22  
Procurement/Contractor/Lessee Name: DOC Grant Funded: YES \_\_\_ NO X  
Purpose: inmate labor program  
Date/Term: 6-21-25 3 yr renewal 1.  GREATER THAN \$100,000  
Department #: 1002 2.  GREATER THAN \$50,000  
Account #: 534500 3.  \$50,000 OR LESS  
Amount: 56,747.00 annually  
Department: PW Dept. Monitor Name: Auty

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
DeRita Mason Date: 1-20-22  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jessica Darr, Angela Etheridge

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

Approved as written: NO DeRita Mason Grant Name: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Grants Coordinator Suzanne Ulloa

**Risk Management Review**

Approved as written: see email attached Date: 1-20-22  
\_\_\_\_\_  
Risk Manager or designee Kristina LoFria

**County Attorney Review**

Approved as written: see email attached Date: 1-21-22  
\_\_\_\_\_  
County Attorney Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

**IT Review (if applicable)**

Approved as written: \_\_\_\_\_ Date: \_\_\_\_\_

## DeRita Mason

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**From:** Kristina LoFria  
**Sent:** Thursday, January 20, 2022 1:44 PM  
**To:** DeRita Mason  
**Subject:** RE: FOR SIGNATURE: W1257 Okaloosa County, Board of County Commissioners

DeRita,

This is approved by Risk, no insurance element:

Thank You

*Kristy Lofria*

Public Records & Contract Specialist  
302 N Wilson St Suite 301  
Crestview, Florida 32536  
[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)  
850-689-5979



*For all things Wellness please visit:  
<http://www.myokaloosa.com/wellness>*

**"When the winds of adversity blow against your boat, just adjust your sail."**

**"Don't aim for success if you want it; just do what you love and believe in, and it will come naturally." David Frost**

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.

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**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Thursday, January 20, 2022 6:30 AM  
**To:** Kerry Parsons <[kparsons@myokaloosa.com](mailto:kparsons@myokaloosa.com)>  
**Cc:** Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>; Kristina LoFria <[klofria@myokaloosa.com](mailto:klofria@myokaloosa.com)>  
**Subject:** FW: FOR SIGNATURE: W1257 Okaloosa County, Board of County Commissioners  
**Importance:** High

Good morning,  
Please review and approve.

## DeRita Mason

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**From:** Lynn Hoshihara  
**Sent:** Thursday, January 20, 2022 3:50 PM  
**To:** DeRita Mason; Kerry Parsons  
**Cc:** Kristina LoFria  
**Subject:** Re: FOR SIGNATURE: W1257 Okaloosa County, Board of County Commissioners

This is approved as to legal sufficiency.

Lynn M. Hoshihara  
County Attorney  
Okaloosa County, Florida

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**From:** DeRita Mason  
**Sent:** Thursday, January 20, 2022 7:30:12 AM  
**To:** Kerry Parsons  
**Cc:** Lynn Hoshihara; Kristina LoFria  
**Subject:** FW: FOR SIGNATURE: W1257 Okaloosa County, Board of County Commissioners

Good morning,  
Please review and approve.  
Thank you,

DeRita Mason



DeRita Mason, CPPB, NIGP-CPP  
Senior 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)

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**CONTRACT BETWEEN  
THE FLORIDA DEPARTMENT OF CORRECTIONS**

**AND**

**OKALOOSA COUNTY, BOARD OF COUNTY COMMISSIONERS**

This Contract is between the Florida Department of Corrections ("Department") and the Okaloosa County, Board of County Commissioners ("Agency"), which are the Parties hereto.

**WITNESSETH**

WHEREAS, Sections 944.10(7) and 946.40, Florida Statutes (F.S.), and Rules 33-601.201 and 33-601.202, Florida Administrative Code (F.A.C.), provide for the use of inmate labor in work programs;

WHEREAS, inmate labor will be used for the purposes of providing services and performing work under the supervision of the Department's staff; and

WHEREAS, the Agency is a qualified and willing participant with the Department to contract for inmate work squad(s).

NOW THEREFORE, subject to controlling law, rules, regulations, or other governing policies or procedures, and in recognition of the mutual promises set forth, the Parties agree as follows:

**I. CONTRACT TERM/RENEWAL**

A. Contract Term

This Contract shall begin on June 22, 2022, or the last date of signature by all Parties, whichever is later, and shall end on June 21, 2025.

B. Contract Renewal

This Contract may be renewed for up to an additional three (3) year period, in whole or part, after the initial Contract term, and upon the same terms and conditions contained herein. The Contract renewal is at the Agency's discretion with the concurrence of the Department. The decision to exercise the option to renew shall be made no later than 60 calendar days prior to this Contract's expiration.

**II. SCOPE OF CONTRACT**

A. Administrative Functions

1. Each party shall cooperate with the other in any litigation or claims against the other party as a result of unlawful acts committed by any inmate(s) performing services under this Contract.
2. Each party will retain responsibility for its personnel, and its fiscal and general administrative services required to support this Contract.

3. Through their designated representatives, the Parties shall collaborate on the development of policies and operational procedures for the effective management and operation of this Contract.

**B. Description of Services**

**1. Responsibilities of the Department**

- a. Pursuant to Rule 33-601.202(2)(a), F.A.C., the Department will supervise the work squad(s). The Department will provide one (1) Correctional Work Squad Officer position to supervise an inmate work squads. The Department will provide one (1) work squad of up to five (5) inmates.
- b. The Department will ensure the availability of the work squad(s) except: when weather conditions are such that to check the squad(s) out would breach good security practices; when the absence of the Correctional Work Squad Officers are necessary for reasons of required participation in training or approved use of leave, when the officer's presence is required at the institution to assist with an emergency situation, when the officer is ill, or when the Correctional Work Squad Officer position is vacant. In the event a position becomes vacant, the Department will make every effort to fill the position(s) within five (5) business days.
- c. The Department will keep physical custody of the vehicle furnished by the Agency. Unless otherwise specified, the Agency shall maintain physical custody of all Agency trailers, tools, equipment, supplies, materials, and personal work items (gloves, boots, hard hats, etc.) furnished to the Department by the Agency.
- d. In the event of damage to property as a result of an accident charged to a Department employee, blatant acts of vandalism by inmates, or loss of tools and equipment, the Agency may request that the Department replace or repair to previous condition the damaged or lost property.
- e. Once the Agency reimburses the Department for the costs reflected on **Addendum A, Section II.**, the Department will place these items on the Department's property records, as appropriate, and upon the end or termination of this Contract, such items will be transferred to the Agency.
- f. The Department will, to the maximum extent possible, maintain stability in the inmate work force assigned to the work squad on a day-to-day basis in order to maximize the effectiveness of the work squad.
- g. The Department will provide food and drinks for inmates, as applicable.
- h. The Department will be responsible for the apprehension of an escapee and security of all inmates. The Department will transport inmates from the work site to the Institution if they are able to work, become unable to work, or cause a disruption in the work schedule.
- i. The Department will administer all disciplinary action taken against an inmate for infractions committed while performing work under this Contract.
- j. The Department will provide for medical treatment of ill or injured inmates and transportation of such inmates, as applicable.

- k. The Department will provide inmates with all personal items of clothing appropriate for the season of the year.
  - l. The Department will provide transportation of the Correctional Work Squad Officer and the inmates to and from the work site.
  - m. At the end or termination of this Contract, the Department's Contract Manager will contact the Department's Utility Systems/Communications Engineer in the Office of Institutions to effectuate the deprogramming of radio communications equipment provided by the Agency.
2. Responsibilities of the Agency
- a. The Agency shall provide the Department's Contract Manager with a schedule of work to be accomplished by the work squad. Deviation from the established schedule shall be reported to, and coordinated with, the Department.
  - b. If required, the Agency shall obtain licenses or permits for the work to be performed. The Agency shall provide supervision and guidance for projects that require a permit or technical assistance for completion.
  - c. The Agency shall ensure that all work squad projects utilizing inmates are authorized projects of a municipality, city, county, governmental entity, or non-profit organization, and that private contractors employed by the Agency do not use inmates as any part of their labor force.
  - d. The Agency shall retain ownership of any vehicles, supplies, or equipment provided to the work squad by the Agency. The Agency shall maintain its own inventory of vehicles, tools, supplies, and equipment belonging to the Agency.
  - e. The Agency shall provide vehicles for the Department's transportation of the work squad(s) and is responsible for the maintenance of said vehicle(s).
  - f. The Agency shall be responsible for the maintenance of all furnished equipment.
  - g. The Agency shall reimburse the Department's costs associated with this Contract in accordance with **Addendum A**.

3. Communications Equipment

The work squad(s) must maintain communication with the institution at all times. The Agency shall provide a contact method (radios, cellular phones, etc.) at no cost to the Department. The Agency shall provide a primary form of communication that requires written pre-approval by the Department's Contract Manager before assignment of the work squad(s). Depending upon the method of communication provided, the Department's Contract Manager may require a secondary or backup method of communication.

All radio communication equipment owned or purchased by the Agency for purposes of communicating in the course of this Contract shall be IMMEDIATELY deprogrammed by the Department, at no cost to the Agency, upon the end or termination of this Contract. Under no circumstances shall the Agency accept the return of such radio communication equipment until the Department has deprogrammed the radio communications equipment.

a. Vehicle Mounted Radios:

Vehicles provided by the Agency, which are or will be equipped with a mobile/vehicle mounted radio programmed to the Department's radio frequency(ies), will be retained by the Department to ensure security of the communication equipment, except for short durations dictated by the need for vehicle and/or communications equipment maintenance and/or repair.

The Department's use of these vehicle(s) will be during the period covered by this Contract and will not be for any purpose other than as indicated in this Contract.

b. Hand-Held Radios:

Hand-held radios provided by the Agency, which are or will be programmed to the Department's radio frequency(ies), will be retained by the Department to ensure security of the communication equipment, except for short durations dictated by the need for maintenance and/or repair.

The Department's use of any such hand-held radio(s) will not be for any purpose other than as indicated in this Contract.

c. Cellular Phones:

Cellular phones may be utilized by the Correctional Work Squad Officer as either a primary or secondary means of communication if approved by the Department's Contract Manager, or designee. The Department's Contract Manager will designate whether the use of a cellular phone is appropriate on **Addendum A**. The cellular phone will be retained by the Department and, upon the end or termination of this Contract, returned to the Agency. The use of the cellular phone is not authorized for any purposes other than as indicated in this Contract.

4. Other Equipment

The Department's Contract Manager will determine whether an enclosed trailer is required for the work squad to transport tools and equipment utilized in the performance of this Contract, and shall notify the Agency if a trailer is necessary. The Department's Contract Manager will designate whether the use of an enclosed trailer is required on **Addendum A**.

If a trailer is required, it shall be provided by the Agency at no cost to the Department. If the Department is to maintain control of the trailer when the work squad(s) is not working, the Agency shall provide an enclosed trailer that can be secured when not in use. All tools and equipment utilized by the work squad shall be secured in the trailer. The Department will maintain an inventory of all property, consumable and non-consumable, in the custody and control of the Department. Upon the end or termination of this Contract, the trailer and any non-consumable items will be returned to the Agency.



**III. COMPENSATION**

**A. Payment to the Department**

1. **Total Operating Capital To Be Advanced By The Agency**, as delineated in Section IV., of **Addendum A**. The Department will not proceed with any related purchase until payment, in full, has been received from the Agency and processed by the Department's Bureau of Finance and Accounting. Delays in receipt of these funds may result in start-up postponement or interruption of the services provided by the work squad.
2. **Total Costs To Be Billed To The Agency By Contract**, as delineated in Section VI., of **Addendum A**, will be made quarterly, in advance, with the first payment equaling one-fourth (1/4) of the total amount, due within two (2) weeks after the effective date of this Contract. The second quarterly payment is due no later than the 20<sup>th</sup> calendar day of the last month of the first Contract quarter. Payment for subsequent consecutive quarters shall be received no later than the 20<sup>th</sup> calendar day of the last month of the preceding Contract quarter.
3. In the event the Correctional Work Squad Officer position becomes vacant and remains vacant for a period of more than five (5) business days, the next or subsequent billing will be adjusted by the Department for services not provided.
4. The Agency shall insure all of its vehicles used under this Contract.

**B. Official Payee**

The name and address of the Department's official payee to whom payment shall be made is as follows:

Florida Department of Corrections  
Bureau of Finance and Accounting  
Attn: Professional Accountant Supervisor  
Centerville Station  
Call Box 13600  
Tallahassee, Florida 32317-3600

**C. Submission of Invoice(s)**

The name, address, and phone number of the Agency's official representative to whom invoices shall be submitted is:

Road Division  
Okaloosa County, Board of County Commissioners  
1759 South Ferdon Blvd.  
Crestview, Florida 32536  
Telephone: (850) 689-5786  
Email: [roadinfo@myokaloosa.com](mailto:roadinfo@myokaloosa.com)

**IV. CONTRACT MANAGEMENT**

The Department has assigned the following named individuals as the Contract Manager and Contract Administrator for this Contract.

A. Department's Contract Manager

The Department's Contract Manager will enforce the performance of this Contract's terms and conditions and shall serve as liaison with the Agency. The title, address, and telephone number for the Department's Contract Manager are:

Field Office Manager  
Okaloosa Correctional Institution  
Florida Department of Corrections  
3189 Little Silver Road  
Crestview, Florida 32539  
Telephone: (850) 683-9070  
Email: [Michael.Klugh@fdc.myflorida.com](mailto:Michael.Klugh@fdc.myflorida.com)

B. Department's Contract Administrator

The Department's Contract Administrator is responsible for maintaining the Contract file and will serve as liaison with the Department's Contract Manager.

The title, address, and telephone number of the Department's Contract Administrator are:

Contract Administrator  
Bureau of Procurement  
Florida Department of Corrections  
501 South Calhoun Street, Suite 328  
Tallahassee, Florida 32399-2500  
Telephone: (850) 717-9773

C. Agency's Representative

The Agency's representative is the Department's local point of contact for non-invoice concerns, institutional staff conducting work squad monitoring, and responsible for ensuring that the Agency's obligations, outlined in Section II., B., 2., are being met.

The name, address, and telephone number of the Agency's Representative is:

Road Division  
Okaloosa County, Board of County Commissioners  
1759 South Ferdon Blvd.  
Crestview, Florida 32536  
Telephone: (850) 689-5786  
Email: [roadinfo@myokaloosa.com](mailto:roadinfo@myokaloosa.com)

D. Changes to Designees

In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representatives will be provided, in writing, to the other party and a copy of the written notice shall be maintained in the official Contract record.

E. No Oral Modifications

No negotiations, decisions, or actions shall be initiated or executed by the Agency as a result of any discussions with any Department employee. Only those communications which are in writing from the Department's staff identified in Section IV., CONTRACT MANAGEMENT, shall be considered

duly authorized expressions on behalf of the Department. Only signed written communications from the Agency will be recognized by the Department as duly authorized expressions on behalf of the Agency.

**V. CONTRACT MODIFICATION**

Unless otherwise stated herein, modifications to provisions of this Contract shall only be valid when they have been provided, in writing, and duly signed by both Parties. The Parties agree to renegotiate this Contract if stated revisions of any applicable laws, regulations, or increases/decreases in allocations make changes to this Contract necessary.

**VI. TERMINATION/CANCELLATION**

This Contract may be terminated by either party upon no less than 30 calendar days written notice, without cause, unless a lesser time is mutually agreed upon by both Parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the Department will be paid for all costs incurred and hours worked up to the time of termination. The Department will reimburse the Agency any advance payments, prorated as of the last day worked.

**VII. CONDITIONS**

A. Records

The Agency agrees to allow the Department and the public access to any documents, papers, letters, or other materials subject to the provisions of Chapter 119 and Section 945.10, F.S., made or received by the Agency in conjunction with this Contract. The Agency's refusal to comply with this provision shall constitute sufficient cause for termination of this Contract.

B. Annual Appropriation

The Department's performance under this Contract is contingent upon an annual appropriation by the legislature.

C. Disputes

Any dispute concerning performance of the Contract shall be resolved informally by the Contract Manager, or designee. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Deputy Director of Institutional Operations. The Deputy Director of Institutional Operations shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agency, the Contract Administrator, and the Contract Manager.

D. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, pandemics, strikes, or labor disputes.

E. Severability

The invalidity or unenforceability of any particular provision of this Contract shall not affect the other provisions hereof and this Contract shall be construed in all respects as if such invalid or unenforceable provision was omitted.

F. Governing Law and Venue

This Contract is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with the laws, rules and regulations of the State of Florida. Any action hereon or in connection herewith shall be brought in Leon County, Florida.

G. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Contract, nor any amendment, addendum, or exhibit attached hereto, nor term, provision, or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to, any party not a signatory hereto.

H. Prison Rape Elimination Act (PREA)

The Agency shall report any violations of the Prison Rape Elimination Act (PREA), Federal Rule 28 C.F.R. Part 115, to the Contract Manager.

I. Cooperation with Inspector General

In accordance with Section 20.055(5), F.S., the Agency understands and will comply with its duty to cooperate with the Inspector General in any investigation, audit, inspection, review, or hearing.

J. Sovereign Immunity

The Agency and the Department are State agencies or political subdivisions as defined in Section 768.28, F.S., and agree to be fully responsible for acts and omissions of their own agents or employees to the extent permitted by law. Nothing herein constitutes as a waiver of sovereign immunity by either party to which sovereign immunity may be applicable. Further, nothing herein shall be construed as consent by a State agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Contract.

K. Americans with Disabilities Act

The Agency shall comply with the Americans with Disabilities Act. In the event of the Agency's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Contract may be canceled, terminated, or suspended, in whole or in part, and the Agency may be declared ineligible for further Contracts.

L. Cooperation with the Florida Senate and the Florida House of Representatives

In accordance with Florida law, the Contractor agrees to disclose any requested information, relevant to the performance of this Contract, to members or staff of the Florida Senate or Florida House of Representatives, as required by the Florida Legislature. The Contractor is strictly prohibited from enforcing any nondisclosure clauses conflictive with this requirement.

Waiver of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

This Contract and **Addendum A** contain all terms and conditions agreed upon by the Parties.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

AGENCY:  
OKLOOSA COUNTY, BOARD OF COUNTY  
COMMISSIONERS

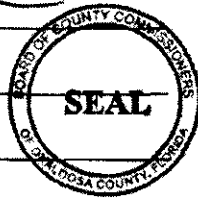
SIGNED BY: *Mel Ponder*

NAME: Mel Ponder

TITLE: Chairman

DATE: February 15, 2022

FEIN: F596000765



FLORIDA DEPARTMENT OF CORRECTIONS

Approved as to form and legality, subject to execution.

SIGNED BY: *Trueby K. Bodiford*

NAME: Trueby K. Bodiford

TITLE: Procurement Director

DATE: 3/24/2022

SIGNED BY: *Dorothy M. Burnsed*

NAME: Dorothy M. Burnsed

TITLE: BAL 3/22/22  
Deputy General Counsel

DATE: 3/22/22

Waiver of breach of any provision of this Contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Contract.

This Contract and **Addendum A** contain all terms and conditions agreed upon by the Parties.

IN WITNESS THEREOF, the Parties hereto have caused this Contract to be executed by their undersigned officials as duly authorized.

**AGENCY:  
OKLOOSA COUNTY, BOARD OF COUNTY  
COMMISSIONERS**

SIGNED BY: *Mel Ponder*  
 NAME: Mel Ponder  
 TITLE: Chairman  
 DATE: February 15, 2022  
 FEIN: F596000765



**FLORIDA DEPARTMENT OF CORRECTIONS**

**Approved as to form and legality, subject to execution.**

SIGNED BY: \_\_\_\_\_  
 NAME: Trueby K. Bodiford  
 TITLE: Procurement Director  
 DATE: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_  
 NAME: Dorothy M. Burnsed  
 TITLE: Deputy General Counsel  
 DATE: \_\_\_\_\_

**Addendum A  
 Inmate Work Squad Detail of Costs for Okaloosa County, Board of County Commissioners  
 Interagency Contract Number W1257 effective June 22, 2022**

**\*\*\*If Work Squad Details Are Suspended, Nothing Is Payable At The Time Of Execution\*\*\***

**\*\*\*ENTER MULTIPLIERS IN SHADED BOXES ONLY IF TO BE INVOICED TO AGENCY\*\*\***

		<b>Per Officer Annual Cost</b>	<b>Total Annual Cost</b>
<b>I. CORRECTIONAL WORK SQUAD OFFICER SALARIES AND POSITION RELATED-EXPENSES TO BE REIMBURSED BY THE AGENCY:</b>			
Officers Salary	# Officer: Multiplier	1	\$ 54,194.00 **
Salary Incentive Payment		\$ 1,128.00	\$ 1,128.00
Repair and Maintenance		\$ 121.00	\$ 121.00
State Personnel Assessment		\$ 354.00	\$ 354.00
Training/Criminal Justice Standards		\$ 200.00	\$ 200.00
Uniform Purchase		\$ 400.00	\$ 400.00
Uniform Maintenance		\$ 350.00	\$ 350.00
Training/Criminal Justice Standards *		\$ 2,225.00	
<b>TOTAL - To Be Billed By Contract To Agency</b>		<b>\$ 58,972.00</b>	<b>\$ 56,747.00</b>

\*Cost limited to first year of contract as this is not a recurring personnel/position cost.

\*\* Annual cost does not include overtime pay.

IA. **The Overtime Hourly Rate of Compensation for this Contract is \$31.85, if applicable.** (The Overtime Hourly Rate of Compensation shall include the average hourly rate of pay for a Correctional Officer and the average benefit package provided by the department, represented as time and one half for purposes of this Contract.)

		<b>Number Squads</b>	<b>Total Annual Cost</b>
<b>II. ADMINISTRATIVE COSTS TO BE REIMBURSED BY THE AGENCY:</b>			
Costs include but may not be limited to the following: Rain coats, staff high visibility safety vest, inmate high visibility safety vest, fire extinguisher, first aid kit, personal protection kit, flex cuffs, warning signs, handcuffs, Igloo coolers, portable toilets, insect repellants, masks, vaccinations, and other administrative expenses.			
		1	\$ 750.00
<b>TOTAL - To Be Billed By Contract To Agency</b>			<b>\$ 750.00</b>

**III. ADDITIONAL AGENCY EXPENSES:**

Tools, equipment, materials and supplies not listed in Section II above are to be provided by the Agency.

**CELLULAR PHONE WITH SERVICE REQUIRED:** YES  NO   
**ENCLOSED TRAILER REQUIRED:** YES  NO

**Addendum A**  
**Inmate Work Squad Detail of Costs for Okaloosa County, Board of County Commissioners**  
**Interagency Contract Number W1257 effective June 22, 2022**

**\*\*\*If Work Squad Details Are Suspended, Nothing is Payable At The Time Of Execution\*\*\***

**IV. OPERATING CAPITAL TO BE ADVANCED BY AGENCY:**

		Per Unit Cost	Number of Units
Hand Held Radio	MACOM	\$4969.00	1
Vehicle Mounted Radio	MACOM	\$5400.00	
<b>TOTAL Operating Capital To Be Advanced By Agency</b>			

X

Total Cost
\$ -
\$ -
\$ -

Bill To Agency	Provided By Agency	Already Exists
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**V. TOTAL COSTS TO BE ADVANCED BY AGENCY:**

1. Operating Capital - from Section IV.
2. **Grand Total - To Be Advanced By Agency At Contract Signing:**

Total Cost
\$0.00
\$0.00

**VI. TOTAL COSTS TO BE BILLED TO AGENCY BY CONTRACT:**

1. Correctional Officer Salaries and Position-Related Expenses - from Section I.
2. Other Related Expenses and Security Supplies - from Section II.
3. **Grand Total - To Be Billed To Agency By Contract:**

Total Cost
\$56,747.00
\$750.00
\$57,497.00

YEAR 1	\$57,497.00
YEAR 2	\$57,497.00
YEAR 3	\$57,497.00
<b>TOTAL</b>	<b>\$172,491.00</b>

**VII. TOTAL OF ALL COSTS ASSOCIATED WITH CONTRACT:**  
 (Total of Sections V. and VI.)

**VIII. OVERTIME COSTS:**

If the contracting Agency requests overtime for the work squad which is approved by the Department, the contracting Agency agrees to pay such costs and will be billed separately by the Department for the cost of overtime.



**Addendum A - INSTRUCTIONS**

**Inmate Work Squad Detail of Costs for Okaloosa County, Board of County Commissioners  
Interagency Contract Number W1257 effective June 22, 2022**

**\*\*\*If Work Squad Details Are Suspended, Nothing Is Payable At The Time Of Execution\*\*\***

- Section I.** Costs in this section are determined each fiscal year by the Budget and Management Evaluation Bureau and are fixed. By entering the number of Officers required for this contract, the spreadsheet will automatically calculate the "Total Annual Cost" column. If this Work Squad is beyond the first year of existence, enter a zero (0) in the "Total Annual Cost" column for "Training/Criminal Justice Standards" after you have entered the "# Officers Multiplier".
- Section II.** Safety and environmental health procedures require safety measures such as the use of safety signs, vests, and clothing. The Department's procedure for Outside Work Squads requires that all Work Squad Officers be responsible for ensuring their squad is equipped with a first aid kit and a personal protection equipment (PPE) kit. Section II identifies such required equipment. A new squad must be sufficiently equipped and an on-going squad must be re-supplied when needed. Type in the number of squads used for this contract and the spreadsheet will automatically calculate the fixed annual expense of \$750.00 per squad and place the total in Section VI.
- Section III.** Check "Yes" or "No" to indicate whether a Cellular Phone with Service and/or an Enclosed Trailer is required by the Contract Manager.
- Section IV.** The Department's procedure for Outside Work Squads requires that they have at least one (1) primary means of direct communication with the Institution's Control Room. Communication via radio and/or cellular phone is appropriate. It is preferred that a backup, secondary means of communication also be available. It is the Agency's responsibility to provide them. If the Department purchases a radio(s), the Agency must fund the purchase at the time the Contract is signed. Check the box for the type of radio and fill in the Per Unit Cost for the type of radio, Number of Units, and Total Cost columns. Leave the Total Cost column blank if a radio(s) is not being purchased at this time. Check applicable boxes ("Bill to Agency", "Provided by Agency" and "Already Exists") for each radio.  
**NOTE:** All radio communication equipment owned or purchased by the Agency that is programmed to the Department's radio frequency and used by the work squad(s), whether purchased by the Department or the Agency, shall be IMMEDIATELY deprogrammed by the Department at no cost to the Agency upon the end or termination of this Contract.
- Section V.** The total funds the Agency must provide at the time the contract is signed will be displayed here when the form is properly filled out.
- Section VI.** The total funds the Agency will owe contractually, and pay in equal quarterly payments, will be displayed here.
- Section VII.** The total funds associated with the Contract, to be paid by the Agency as indicated in Sections V. and VI., will be displayed here.
- Section VIII.** Any agreement in this area will be billed separately as charges are incurred.