

CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/01/2023

Contract/Lease Control #: C22-3269-TDD

Procurement#: N/A

Contract/Lease Type: AGREEMENT - CLOSE-OUT

Award To/Lessee: CRESTVIEW AREA CHAMBER OF COMMERCE

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2022

Expiration Date: UNTIL FINAL PAYMENT

Description of: COMMERCE ACTIVITIES

Department: TDD

Department Monitor: ADAMS

Monitor's Telephone #: 850-609-5394

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

Closed: NOVEMBER 1, 2023 (CV)

CC: BCC RECORDS

CONTRACT: C23-3269-TDD
Crestview Area Chamber of Commerce
Commerce Activities
EXPIRES:09/30/2023

CONTRACT CLOSE-OUT CHECKLIST
 (To Be Prepared by the Contracts & Lease Coordinator)

DATE: October 16, 2023
TO: Finance Department
SUBJECT: Contract No. C22-3269-TDD
MANAGING DEPARTMENT: TDD
CONTRACTOR'S NAME: Crestview Area Chamber of Commerce
PROJECT TITLE: Commerce Activities

The attached has met the final payment contract requirement in subject contract.

	Yes	No
1. Final Invoice	X	

	Yes	No	N/A
2. Close-Out Documents			
a. Signed Release of Lien			X
b. Proof of Completion Advertisement			X
c. Certificate of Insurance			X
d. Consent of Surety to Final Payment			X
e. Proof of Performance/Payment Bond			X
Continuation 12 Months Following			
Final Payment			
f. Grants approval/signature			X

3. Remarks

Vendor # 002050

Invoice # 41702 Amount \$5,000.00



Crestview Area Chamber of Commerce
 1447 Commerce Drive
 Crestview, FL 32539
 (850) 682-3212 | fax: (850) 682-7413
 sandra@crestviewchamber.com

Invoice

Invoice Date: 10/11/2023
 Invoice Number: 41702

C22-3269-TDD
 Ven. 002050
 1410-534018

Okaloosa County Tourist Development Department (TDD)
 Kim McDonald
 1540 Miracle Strip Parkway SE
 Fort Walton Beach, FL 32548

View/Pay Online

		Terms	Due Date
		Due on receipt	10/11/2023
Description	Quantity	Rate	Amount
Visitor Relations Q4	1	\$1,250.00	\$1,250.00
Printing Q4	1	\$625.00	\$625.00
Website Management Q3	1	\$625.00	\$625.00
Impact Partnership Q4	1	\$2,500.00	\$2,500.00
Subtotal:			\$5,000.00
Tax:			\$0.00
Total:			\$5,000.00
Payment/Credit Applied:			\$0.00
Balance:			\$5,000.00

Thank you so much for your business!

Mark your calendar for our next Networking Breakfast on November 2nd at the Crestview Community Center! It's a fantastic opportunity to make some brand-new connections and to market your business. Doors open at 7:00 AM and our entry fee is only \$10 for members, \$20 for future members, so invite a friend.

Please don't hesitate to reach out to us if you want to get more involved or learn more about your benefits. I look forward to seeing you soon at one of our networking events!

Sandra Wilson
 President/CEO
 (850) 682-3212
 Crestview Area Chamber of Commerce

Faye Douglas Digitally signed by Faye Douglas
 Date: 2023.10.16 11:02:28 -05'00'

OMB DIRECTOR

DATE

Check # 2400613
 \$5,000⁰⁰ 10/26/2023

Vision Statement: To create the best environment for members to succeed.
 Mission Statement: To connect, build and grow our business community.

General Information

Selected Member: Okaloosa County Tourist Development Department (TDD)
 Membership Status: Active
 Membership Type: B
 Primary Rep: Jennifer Adams
 Billing Rep: Charlotte Dunworth
 Member Since: 2/16/2023
 Drop Date: 4/9/2014
 Chamber Rep: Sandra Wilson

Web Participation

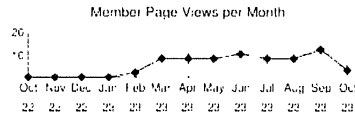
Web Elements:

- Business Description
- Driving Directions
- Business Address
- Fax Number
- Email Address
- Enhanced Web Presence
- Priority Placement
- Photos

[View Member Page](#)

- Hours of Operation
- Keywords
- Phone Number
- Website URL
- Map
- Search Result Icon
- Search Result Description

Statistics: 67 Member Page Views
 (last 12 months)
 65 Category Search Result Displays
 172 Other Search Result Displays
 0 Links to External Website
 0 Visits to Map



Date		# of ppl	Maps	Info
7/10/2023	Call	1		X
7/11/2023	Call	1		X
7/13/2023	Walk-in	1		X
7/17/2023	Call	1		X
7/19/2023	Call	1		X
7/19/2023	Call	1		X
7/20/2023	Walk-in	2	X	X
7/25/2023	Walk-in	1	10	
7/26/2023	Call	1		X
7/31/2023	Call	1		X
8/1/2023	Walk-in	1		X
8/1/2023	Walk-in	1	X	X
8/4/2023	Walk-in	1	5	
8/9/2023	Walk-in	1	X	
8/11/2023	Call	1		X
8/15/2023	Call	1		X
8/15/2023	Call	1	X	X
8/17/2023	Walk-in	1	30	
8/21/2023	Call	1		X
8/21/2023	Call	1		X
8/21/2023	Walk-in	1	2	
8/22/2023	Call	1		X
8/24/2023	Call	1		X
8/24/2023	Call	1		X
8/28/2023	Call	1		X
8/29/2023	Call	1		X
8/30/2023	Call	1		X
8/30/2023	Walk-in	1		X
8/31/2023	Call	1		X
9/6/2023	Call	1		X
9/6/2023	Call	1		X
9/8/2023	Walk-in	1	10	X
9/11/2023	Call	1		X
9/18/2023	Call	1		X
9/19/2023	Call	1		X
9/28/2023	Call	1		X

Staff answered over 24 phone calls and gave out over 60 maps and mailed several welcome packages. 58 hrs

Impact Partnership Benefits for Q4 included logo on all newsletters and staff email 21 hrs

TDD logo on tablecloth and mentioning of TDD at every Networking Breakfast (July-

EXHIBIT A

Crestview Chamber
Funding Request due April 15, 2022
for expense to be incurred 10/1/22 - 9/30/23

Expenditure Type	Description	TDT Funding	Non-TDT Funding
Wages & Benefits	Visitor Relations	5,000	105,000
Professional Services	Printing	2,500	2,500
Communications	Website Management	2,500	
Freight & Postage			
Printing & Binding			
Promotional Activities			
Office Supplies			
Books/Dues/Publications	Membership (Impact Partnership)	10,000	
		20,000	107,500

Provide tourism-related services and activities, including but not limited to:
 - staffing, telephone, computer system and website capable of handling anticipated volumes of inquiries generated by the TDD's marketing, promotion and advertising
 - facilitating a centralized, countywide marketing effort
 - directing tourism visitors to one of the TDD's Official Visitors Welcome Centers to the greatest extent possible
 - carrying advertisements, articles, and announcements of the Official Visitors Welcome Center, Convention Center, and Film Commission on website, membership directory, e-blasts, and other publications

I attest this request complies with the provisions of section 125.0104 Florida Statutes and County Ordinance 2021-22, and am aware this request will be reviewed for final approval by the TDC and BOCC and is subject to available budget funds and ultimately actual TDT collections.

[Signature] 04/07/22
 Applicant Signature Date

Kimberly McDonald

From: Sandra Wilson <Sandra@crestviewchamber.com>
Sent: Wednesday, October 11, 2023 7:20 AM
To: Kimberly McDonald
Subject: RE: Request for Q4 Invoice (July - Sept)
Attachments: Website Q4.png; TDD Q4 Report.xlsx; TDD Inv 41702.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Morning, Kim.
 Attached are the invoice and our Q4 report with a screenshot on how the account performed. We've started to mail out packages here lately to folks that want to either move here and/or are planning to visit the area. We completely forgot to keep track of those items. How detailed do you need that information to be? (Shipping cost, etc.)
 I also wanted to mention that we have a separate link that leads to your website. They've changed our reports for the website so I can't find how much traffic that link had here lately but I'm working on learning more. I'll keep you posted.
 Please let me know if I missed anything.
 Thanks again for all your help.



Sandra Wilson
 President/CEO

(850) 652-9212
 sandra@crestviewchamber.com
 1447 Commerce Drive, Crestview, FL 32539
 www.crestviewchamber.com



From: Kimberly McDonald <kmcDonald@myokaloosa.com>
Sent: Monday, October 9, 2023 10:29 AM
To: Sandra Wilson <Sandra@crestviewchamber.com>
Subject: Request for Q4 Invoice (July - Sept)
Importance: High

Hi Sandra,

Please submit a Q4 (July – Sept 2023) invoice by Thursday, October 12th if funding is being requested. The county is closing out the fiscal year 2023 and final payments will be issued next week.

Thank you!

**DESTIN
FORT
WALTON
BEACH
FLORIDA**

RIM MCDONALD
Financial Analyst
Destin-Fort Walton Beach, Florida
850.609.3891
1250 Miracle Strip Pkwy SE, Fort Walton Beach, FL 32548
destinfwb.com

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