

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 05/25/2022

Contract/Lease Control #: C21-3096-WS

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: CITY OF NICEVILLE

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 07/27/2021

Expiration Date: INDEFIINITE

Description of: DRINKING WATER OPERATOR-TEMP EMPLOYEE

Department: WS

Department Monitor: LITRELL

Monitor's Telephone #: 850-651-7171

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

Closed: May 25, 2022

Cc: BCC RECORDS

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

**DATE:** April 22, 2022

**TO:** Finance Department

**SUBJECT:** Contract No. C21-3096-WS

**MANAGING DEPARTMENT:** WS

**CONTRACTOR'S NAME:** CITY OF NICEVILLE

**PROJECT TITLE:** DRINKING WATER OPERATOR TEMP EMPLOYEE

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

	<b>Yes</b>	<b>No</b>
1. Final Invoice	<b>X</b>	
2. Completed Contract/Lease Payment Approval Form	<b>X</b>	
3. Close-Out Documents	<b>Yes</b>	<b>No</b>
a. Signed Release of Lien		<b>X</b>
b. Proof of Completion Advertisement		<b>X</b>
c. Certificate of Insurance		<b>X</b>
d. Consent of Surety to Final Payment		<b>X</b>
e. Proof of Performance/Payment Bond Continuation 12 Months Following Final Payment		<b>X</b>
f. Grants approval/signature		<b>X</b>
4. Remarks		

**Faye Douglas**  
 Digitally signed by Faye Douglas  
 Date: 2022.04.20 16:38:45 -05'00'

\_\_\_\_\_  
 OMB DIRECTOR

\_\_\_\_\_  
 DATE

C21-3096-WS



City of Niceville  
208 Partin Dr, N.  
Niceville, FL 32578

Invoice No. OCWS-2022-001

**INVOICE**

<b>Customer</b>			
Name	Okaloosa County Water & Sewer		
Address	1804 Lewis Turner Blvd, Suite 300		
City	Fort Walton Beach	State	FL ZIP 32547
E-Mail	nnabors@myokaloosa.com		

<b>Misc</b>	
Date	4/19/2022
Order No.	
Rep	
FOB	

Qty	Description	Unit Price	TOTAL
	Drinking Water Operator		
454	01 October thru 30 December 2021	\$ 36.09	\$ 16,384.86
265.5	31 December 2021 thru 24 February 2022	\$ 36.09	\$ 9,581.90
2	9 November 2021 - Hours overtime - Oddfellow tank	\$ 54.14	\$ 108.28
SubTotal			\$ 26,075.04
Shipping			
<b>TOTAL</b>			<b>\$ 26,075.04</b>


Office Use Only
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Thank You - Call Chad Morris at 850-974-3833 with questions.









**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

10/29/2021 - 11/04/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	29	30	31	1	2	3	4

NAME	EMP#								TOTAL
STEPHEN EARLY	1822								40

TOTAL 40

~~OVER TIME - See City Code 18.06.01.01~~

DEPT. HEAD SIGNATURE *Stephen Early*

WEEK ENDING		TIME APPROVED BY		WEEK ENDING		TIME													
(date)	(year)	FOREMAN		(date)	(year)														
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S	M	T	W	T	F	S	Total Time
11/1 - 11/1/21	/							10.0	REG										
	/							10.0	REG										
	/							10.0	REG										
	/							10.0	REG										
	/							40	REG										

REG



**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

11/05/2021 - 11/11/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	2	I	T	N	N	E	D	U
	DATE	5	6	7	8	9	10	11

NAME	EMP#							TOTAL
STEPHEN EARLY	1822					2	H	42

TOTAL 42

~~OVER TIME - BARRIS, L...~~

DEPT. HEAD SIGNATURE *[Signature]*

*[Signature]*

NAMES	WEEK ENDING							Total Time	Rate	Amount
	S	M	T	W	T	F	S			
11/8 - 11/11/21	/							10.0	REG	
			/					10.0	REG	
				/				10.0	REG	
11/8/21				/				16.0	Holiday	
Holiday								4.0	REG	
11/9/21					/			2.0	OT	
DADFELLOW					/					
WELL					/					

**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

11/12/2021 - 11/18/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
DATE		12	13	14	15	16	17	18

NAME	EMP#	TOTAL
STEPHEN EARLY	1822	40

TOTAL 40

DEPT. HEAD SIGNATURE 

WEEK ENDING 11/15/21 (date) 21 (year)

TIME APPROVED BY FOREMAN

WEEK ENDING (date) (year)

NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S
	/	/						40	2.50			
			/					10	2.50			
				/				10	2.50			
					/			10	2.50			
						/		10	2.50			
								40	2.50			

**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

11/19/2021 - 11/25/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	19	20	21	22	23	24	25

NAME	EMP#								TOTAL
STEPHEN EARLY	1822						H	H	40

TOTAL 40

DEPT. HEAD SIGNATURE \_\_\_\_\_

*[Handwritten Signature]*  
*J. J.*

NAMES	WEEK ENDING							TIME APPROVED BY		
	S	M	T	W	T	F	S	Total Time	Rate	Amount
11/22		/						10.0 REG		
11/23			/					10.0 REG		
11/24 Holiday				/				10.0 Holiday		
11/25 "					/			10.0 Holiday		
								40.0 URS		



CITY OF NICEVILLE  
DAILY TIME SHEET

DEPT: WATER AND SEWER

DATE

12/02/2021 - 12/09/2021

TOTAL A/L	4.5	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
DATE		3	4	5	6	7	8	9

NAME

EMP#

TOTAL

STEPHEN EARLY	1822					4.5			35.5
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TOTAL 35.5

DEPT. HEAD SIGNATURE 

WEEK ENDING 12/9/21  
(date) (year)

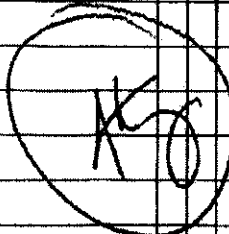
TIME APPROVED BY \_\_\_\_\_  
FOREMAN

NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
A/L			/					4.5	AL	
								4.5	AL	

WEEK ENDING 12/9/21  
(date) (year)

TIME APPROVED BY \_\_\_\_\_  
FOREMAN

NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
			/					10	REG	
				/				5.5	REG	
					/			10	REG	
						/		10	REG	
								35.5	REG	



**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

12/10/2021 - 12/16/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	10	11	12	13	14	15	16

NAME	EMP#							TOTAL
STEPHEN EARLY	1822	S/L						40

TOTAL 40

OVERTIME - Standard Time, Overtime 1.5x

DEPT. HEAD SIGNATURE \_\_\_\_\_

WEEK ENDING		TIME APPROVED BY		WEEK ENDING									
(date)	(year)	FOREMAN		(date)	(year)								
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S	M
		/						10	REG				
			/					10	✓				
				/				10	✓				
					/			10	REG				
						/		10	REG				

*(Handwritten initials in a circle)*

**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

12/17/2021 - 12/23/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	17	18	19	20	21	22	23

NAME	EMP#								TOTAL
STEPHEN EARLY	1822						H	H	40

TOTAL 40

~~OVER TIME~~

DEPT. HEAD SIGNATURE *[Signature]*

WEEK ENDING		TIME APPROVED BY		FOREMAN						
(date)	(year)									
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
12/20 / REG	/							10	REG	
12/21 / REG	/							10	REG	
12/22 / Holiday			/					10	Holiday	
12/23 / Holiday				/				10	Holiday	
										40 hrs

*[Signature]*

CITY OF NICEVILLE  
DAILY TIME SHEET

DEPT: WATER AND SEWER

DATE

12/24/2021 - 12/30/2021

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	24	25	26	27	28	29	30

NAME

EMP#

TOTAL

STEPHEN EARLY	1822							H	40
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TOTAL 40

DEPT. HEAD SIGNATURE



WEEK ENDING 12/30/21 (date) (year)

TIME APPROVED BY \_\_\_\_\_ FOREMAN

NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
12/27		/						10	REG	
12/28			/					10	REG	
12/29				/				10	REG	
12/30					/			10	Holiday	
								40		

AKG



CITY OF NICEVILLE  
DAILY TIME SHEET

DEPT: WATER AND SEWER

DATE

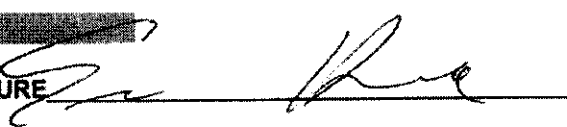
12/31/2022 - 01/06/2022

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	31	1	2	3	4	5	6

NAME	EMP#								TOTAL
STEPHEN EARLY	1822					H			30

TOTAL 30

DEPT. HEAD SIGNATURE



ENDING  
9022  
(year)

TIME APPROVED BY  
FOR MAN

WEEK ENDING  
1/6/2022  
(date) (year)

TIME APPROVED BY  
FOREMAN

S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
							10											10	REG	
							10											10	REG	
							10											10	REG	
																		30		

CITY OF NICEVILLE  
DAILY TIME SHEET

DEPT: WATER AND SEWER		DATE							01/07/2022 - 01/13/2022	
TOTAL A/L	0	F	S	S	M	T	W	T		
TOTAL S/L	0	R	A	U	O	U	E	H		
TOTAL O/T	0	I	T	N	N	E	D	U		
	DATE	7	8	9	10	11	12	13		

NAME	EMP#								TOTAL
STEPHEN EARLY	1822	SL							40
<b>TOTAL</b>									<b>40</b>

OVERTIME - Standby, Leaks, Check Wells, Call outs

DEPT. HEAD SIGNATURE Johnnie Laird

WEEK ENDING <u>1/13/22</u>		TIME APPROVED BY _____		FOREMAN _____		WEEK <u>1/20/22</u>					
(date)		(year)		(date)		(date)					
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES
<u>1/10/22</u>	/							10			
		/						10			
			/					10			
<u>1/10/22</u>				/				10			
					/			10 REG			





**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

01/28/2022 - 02/03/2022

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	28	29	30	31	1	2	3

NAME	EMP#								TOTAL
STEPHEN EARLY	1822								40

TOTAL 40

**OVERTIME - Sunday, Monday, Christmas, Holidays**

DEPT. HEAD SIGNATURE *[Signature]*

WEEK ENDING		TIME APPROVED BY		WEEK ENDING												
(date)	(year)	FOREMAN		(date)	(year)											
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S	M	T	W	T
1/31/22		/						10	REG							
↓			/					10								
2/3/22				/				10	REG							
								40	REG							

**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

02/04/2022 - 02/10/2022

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0.5	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	4	5	6	7	8	9	10

NAME	EMP#							TOTAL
STEPHEN EARLY	1822						0.5	39.5

TOTAL 39.5

**OVERTIME - Sandy Lane, Chad Way, etc.**

DEPT. HEAD SIGNATURE *Harold ...*

TIME APPROVED BY  
FOREMAN

WEEK ENDING  
2/10/22  
(date) (year)

TIME APPROVED BY  
FOREMAN

N	T	F	S	Total Time	Rate	Amount	NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
				10	REG		2/10		/						10	REG	
				10						/					10	REG	
/				10						/					9.5	REG	
/				10	REG		2/13				/				10	REG	
				<u>40 REG</u>											<u>39.5 REG</u>		

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**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

02/11/2022 - 02/17/2022

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
DATE		11	12	13	14	15	16	17

NAME	EMP#							TOTAL
STEPHEN EARLY	1822							40

TOTAL 40

OVERTIME - Sunday, 2/13/22, 8:00 AM - 5:00 PM

DEPT. HEAD SIGNATURE *[Signature]*

WEEK ENDING		TIME APPROVED BY							WEEK ENDING			
(date)	(year)	FOREMAN							(date)	(year)		
NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount	NAMES	S
2/14			1					10	REG			
1				1				10	REG			
1					1			10	REG			
2/17						1		10	REG			
								40	REG			

**CITY OF NICEVILLE  
DAILY TIME SHEET**

DEPT: WATER AND SEWER

DATE

02/18/2022 - 02/24/2022

TOTAL A/L	0	F	S	S	M	T	W	T
TOTAL S/L	0	R	A	U	O	U	E	H
TOTAL O/T	0	I	T	N	N	E	D	U
	DATE	18	19	20	21	22	23	24

NAME	EMP#								TOTAL
STEPHEN EARLY	1822								40

TOTAL 40

~~OVERTIME - 8.00 HOURS - 64.00 DOLLARS~~

DEPT. HEAD SIGNATURE *[Signature]*

WEEK ENDING 2/14/22 (date) (year)

TIME APPROVED BY \_\_\_\_\_ FOREMAN

NAMES	S	M	T	W	T	F	S	Total Time	Rate	Amount
2/21		/						10	REG	
2/22			/					10	REG	
2/23				/				10	REG	
2/24					/			10	REG	
								10	REG	

*[Signature]*